Spark* The Spark Foundation

Grant Application Form
December 2023

PRIVACY NOTICE – how we use your information

We collect and process information in compliance with the General Data Protection Regulations (GDPR) 2018. We collect information from you directly, via our grant application form.

What information do we ask for, and why do we need it?

- We ask you to give us your name (and that of the beneficiary if different) and contact details so that we can identify you and communicate our decision with you.
- We ask for the beneficiary's age as our grants are only available to young people under the age of 26 years.
- We ask for the name of their foster carer/Local Authority as our grants are only available to young people who are in care or who are care leavers.
- We ask for the beneficiary's ethnicity, gender, nationality and any disabilities to help us to understand who applies for grants, and who we do and do not award grants to. This information does not influence our decision making.
- We ask for information about why you are applying for a grant, and why it is needed. This will help us to come to an informed decision.

Completing the Application Form

- We will request clarification of information when required, however incomplete application forms may be refused
- We will only consider priority debts with a repayment/debt management plan from registered agencies such as Citizens Advice – see Debt and Benefits page on website
- Before applying for household goods, please consider second hand goods which can be accessed through Upcycling/Recycling websites – see Tips/Useful Ideas page on website

How do we use and store your information?

The information is received by our administrator. Your application form is sent by secure email or by post to our Trustees who will read your application before meeting together to agree a decision. After the meeting, all except 2 copies of your application form are securely destroyed. The 2 copies which are retained are kept for a further 3 months in case there are any queries about your application. They are then destroyed.

If your application is successful, our administrator retains the following information for future reference:

- The name of the beneficiary
- The name of their Local Authority
- What was awarded

We keep this information and will refer to it if you make another application for a grant in the future. The information is securely stored on a computer.

The age, ethnicity, gender, nationality and any disabilities of the beneficiary are retained for monitoring purposes. They are aggregated with the data of other applicants and the data is anonymous.

The information is kept for 6 years and is then removed from our system.

Do we share your information?

We do not share the information with anybody outside of The Spark Foundation. If we are unable to award the grant for which you have applied, but feel that another charity might be able to assist you we will contact you directly.

Consent

The information given on your application form is provided by you freely and voluntarily. You do not need to complete the 'monitoring data' section at the end of the application form in order to submit a grant application. But you do need to complete this Privacy Notice if you want your application to be considered.

If you would like us to remove your information from our records at any time, please contact us at admin@sparkfoundation.org.uk

Consent must be given by the beneficiary except where the beneficiary is under the age of 16. In that case it must be given by the adult/organisation with parental responsibility. In most circumstances this will be the local authority.

I agree ☐

Name

Date

Please now go to the next page to complete the Application Form.

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Applications must show clearly what is wanted, why it is wanted and what difference it will make. This sounds simple but many applications do not tell us these things. So before completing this form please read:

- The FAQs on the Spark website
- the example application forms

Then help us by answering all the questions on the form fully. If you need more space to answer any question, continue on a separate sheet.

Name of Young Person applying for grant

Name of agency or organisation which is responsible for the Young Person or is sponsoring his/her application

Contact person

Contact details

Email

Tel/Mob

Is the Young Person in care?
If **Yes**, please state the name of their foster carer and the organisation fostered through

If **No**, please state who was their Care Authority **and** when they left care

Please tick one of the following boxes to indicate if you are a:
Relevant Young Person ☐ or a Former Relevant Young Person ☐ or other ☐

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Amount of money needed. Grants are usually up to £700 but, in very exceptional circumstances, applications for larger amounts will be considered

£

Has the Young Person successfully applied to Spark for a grant before? Please check the box

NO ☐   YES ☐   DON'T KNOW   ☐

Are you asking for help with a debt?   NO ☐   YES ☐

If Yes, read the Debts & Benefits page on our Website and answer the questions below. If not, skip this question

Having read our Debts & Benefits page, what actions have you taken? If you need more space continue in the Background Information box. **Remember to attach proof of the debt e.g a rent arrears statement**

What do you want and why?   Please give details of what you want to buy

What difference will having it make?

How much will it cost?   You **must** provide evidence of the cost eg hyperlinks or copies of quotes.
N.B. Before applying for a Bicycle Grant, you will need to commit to complete Cycling Proficiency Training before riding on public roads.
Do you commit to completing CPT before riding on public roads?   NO ☐   YES ☐

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The questions below help us to understand whether contributions are being made by other people or why there is no other source of funding.

Who else will contribute?	No	Yes	How much will the contribution be? or Why there is no contribution
Foster Carer	☐	☐	
Young Person	☐	☐	
Pupil Premium	☐	☐	
Local Authority	☐	☐	
If items for setting up home are being requested, please complete the next question			
Other, please list	☐	☐	

Are you asking for household goods or carpets? If yes, answer the question below. If no, skip this question

Have you ever had a Leaving Care Grant/Setting Up Home Allowance?

No	Yes	When did you have it?	How much was it and what did you buy with it?
☐	☐		

Are you asking for a grant for driving lessons? If yes, answer the question below. If no, skip this question

How will you get a car/motor bike/moped and insure it once you have passed your test?

Background Information Please give whatever additional information you think will help us make a decision.

Signed Carer/social worker/leaving care team (delete as appropriate)

Date

Monitoring Data   Please complete the table below for the young person. The data is used to help us understand who we give grants to and does **not** influence whether we give a grant.

Age		Gender	
Ethnicity		Nationality	
Disability, if any			

How did you hear of The Spark Foundation? Please tick all which apply

Search Engine	☐	Recommendation	☐
Previously used	☐	Other, please specify	

Please return completed form to: admin@sparkfoundation.org.uk or by post to The Spark Foundation, 18 Bramling Way, Rainham Kent ME8 8FG

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Please use for additional information: