**OSWESTRY SPORTS FORUM GRANT APPLICATION FORM**

Please refer to the grant application criteria before completing this form.

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| Applicant Name: | Age:  (If under 21yrs) |
| Address: | |
| Telephone: | |
| Email address: | |
| Is this application made on an INDIVIDUAL or CLUB basis? | |
| Club Name & Address: | |
| Position in club:  (e.g. player, coach) | |

In applying for a grant, either as an individual or on behalf of a club, you give Oswestry Sports Forum(OSF) authority to collect and hold your personal data, as described in the OSF Privacy Policy. The OSF Secretary will have access to your data. Your data will be used to administer the grant application process, to inform you about the Grants Meeting and the result of your application. The personal data (front sheet) of your grant application form will be held electronically by the OSF Secretary on their pc and/or as a paper copy in their home filing system. The data will be deleted/destroyed within five years of the OSF Secretary receiving your completed Grant Report Form.

If your grant application is successful, a member of the Grants Committee will be allocated as your Grant Mentor and they also will have access to your contact details. The OSF Treasurer will also have access to your contact details. In addition, a historical record will be kept of grant applications, showing name of grant recipient (club or individual), purpose of grant, amount awarded and date awarded. This list may be shown to the public.

OSF will not give your data to third parties without your consent except to publicise successful Grant awards. If your application is successful, you will provide OSF with a photo or photo opportunity to assist publicity of the OSF grants programme.

**Complaints**

If you have any concerns or complaints in relation to how Oswestry Sports Forum collects and/or processes your personal data, you should contactthe Oswestry Sports Forum Secretary in the first instance. If you are not satisfied with how your concern/complaint is dealt with by the club, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

Please sign this consent declaration:

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| I consent to the use of my personal data as described above.  Signature: | Date: |

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| --- | --- |
| Grant required for:  (Please itemise) | Quote or Evidence of cost:  (e.g. Please enclose photocopy of brochure, web page etc) |
| 1) | £ |
| 2) | £ |
| 3) | £ |
| Please give details of any previous successful grant applications or additional funding /sponsorship over the past two years: | |

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| Please write a supporting statement to aid your grant application:  (Please continue on additional paper if required or attach any supporting evidence)  ***supporting statement continued:*** |

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| I declare that this information is a true and accurate account to the best of my knowledge.  Signature: Date: |

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| Club Committee Member:  (to show that at least one other committee member knows about your application)  Name: Signature: Date: |

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| --- | --- |
| Checklist:  (Please check that the following items have been enclosed with your application)  Copy of any quotes  Copy of brochure/web page  Copy of club accounts\* | Please send your completed application to:  [Susie@oswestrygames.co.uk](mailto:Susie@oswestrygames.co.uk) or  Secretary, Oswestry Sports Forum  Chains Cottage  Old Racecourse  Oswestry  SY10 7PQ  Tel: 01691 656435 |

\*For Club applications, please attach a copy of your latest signed annual accounts.

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| *TO BE COMPLETED BY Oswestry Sports Forum* | |
| Grant awarded: YES / NO\*  (\*Delete as appropriate) | Amount awarded: £ |
| If NO to above  please state reason: | |
| Allocated Mentor: | Feedback form received: |