



# **Cambridge City Council**

## **Community Grants 2024-25**

### **Application Guide**

**for funding requests over £2,000 and  
Discretionary Rate Relief (DRR)**

**This funding is for activities that reduce social and/or economic inequality  
for Cambridge City residents with the most need**

**Closing date: 12 noon Monday 2<sup>nd</sup> October 2023**

This document contains important information to help you understand the eligibility criteria, funding priorities and specific outcomes for the Community Grants programme and relates to the following funds:

- Application requests over £2,000
- Discretionary Rate Relief (DRR)

If you wish to apply for £2,000 or less please refer to the separate guidelines and complete the online application form for this fund: [Community grants - Cambridge City Council](#) You cannot apply to both the over £2,000 and under £2,000 grant schemes.

Area Committee grants will be launched on 12<sup>th</sup> December 2023. Please contact us if you wish to be added to the mailing list.

### **Are you eligible to apply for a Community Grant?**

- Check your organisation is eligible – refer to **Appendix A**
- Ensure your proposed activity meets the Community Grant's priorities and outcomes and will be completed by 31st March 2025
- Check the examples of what we would /would not fund
- Complete the 'Can you Apply?' checklist

### **How to apply for a Community Grant**

- Download or request an Application Form for:
  - Applications over £2,000
  - Discretionary Rate Relief (DRR)
- Complete the **Application Form** using the **Application Form Help Notes** and this document as a guide
- For help with your application you can also attend a webinar, or contact us with individual queries
- Your application must be completed in full, signed and submitted with **all** of the accompanying documents by the closing date:
- **12 noon Monday 2<sup>nd</sup> October 2023**
- Late and/or incomplete applications will not be accepted

## **Organisation eligibility check**

We will only fund voluntary and community organisations that meet our eligibility criteria (see Appendix A).

If you are applying on behalf of a recently formed organisation please contact [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) to enquire which documents would be essential for your organisation.

## **Outcomes and Priorities**

**Primary Outcome: all applications must demonstrate how the funding will reduce social and/ or economic inequality, by removing barriers for City residents with the most need.**

**Social and economic inequality** - we want our funding to reach City residents who are disadvantaged through low income/poverty, unemployment, and other barriers to accessing community, art, culture, sport and recreational activities.

**Barrier** - something that prevents, stops or blocks people from being able to access activities and services. These barriers may be caused by low income/poverty or through inequalities arising from disability, ethnicity, etc.

**Need** - we want to understand the problem/issue to be addressed and see evidence that this need exists.

The Community Grants programme focusses on outcomes (the difference that is made as a result of the activity and not the activity itself). We want to know what the benefits will be for people who participate in the activity or what positive changes will happen as a result of the activity.

As well as the primary outcome, your activity must achieve one or more of the following **strategic outcomes**:

- Reduce poverty
- Improve skills and confidence to gain employment
- Improve general health and wellbeing
- Communities come together and bring about change
- Stronger voluntary sector in the city

**Organisations will need to:**

- detail the outcome(s) that will be achieved by their activity
- demonstrate how the activity contributes to the achievement of the funding outcomes
- tell us how they will evidence that the specified outcomes have been achieved

### **Funding Priorities**

Your activity needs to meet one of the following priority areas:

- Promoting active lifestyles
- Arts and cultural
- Community development
- Reducing poverty
- Legal and/or financial advice\*
- Employment support
- Voluntary sector capacity building to achieve the above

\* Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent.

**Examples of activities we would consider funding with appropriate outcomes are set out below:**

#### **Promoting Active Lifestyles**

- activities focussing on improving physical activity levels for those currently inactive (tackling sedentary behaviour)
- swimming for children and adults who cannot swim more than 25m unaided
- informal sport and recreation
- approaches to tackling obesity
- reducing inequality in opportunity to be physically active eg: through low income, disability, gender, cultural need

*NB – Reasonable equipment costs will only be considered as part of a fully costed activity*

## Arts & Cultural

We have a broad and open definition of arts and culture including music, drama, visual art, film, and other creative activities:

- activities for groups of people who face barriers to accessing art, enabling participation
- inclusion activities which bring people together to improve mental and physical wellbeing
- targeted projects to improve access to the arts including activities for minority ethnic groups, people with disabilities, and those on low income

See examples: <https://www.cambridge.gov.uk/community-grants-for-arts-and-culture>

## Community Development

Activities which bring people together:

- to improve wellbeing (*this does not include clinical health activities*)
- from different communities to improve and develop cohesion and integration
- to reduce inequality, particularly through low income
- to have a voice and influence services which affect them
- to reduce social isolation

## Reducing Poverty

- activities to support people on low income to maximise their income and minimise their costs, such as: debt, financial and benefits advice and support to reduce energy and water costs
- activities that promote and signpost sources of affordable finance and can demonstrate the accessible, affordable offer available
- activities focusing on raising skills and employability for people on low incomes which are not the remit of others and have clearly defined and measurable outcomes
- activities that combat digital exclusion for people on low incomes. The development of digital skills to access services and benefits, communicate with friends and family, or to develop basic and higher-level digital skills needed in the workplace
- activities to support people experiencing food poverty
- activities to promote volunteering by low income residents
- activities to improve physical and mental health outcomes for people on low income such as those that focus on promoting physical activity, healthy diets and healthy lifestyles; and outreach advice services for residents experiencing mental health issues associated with living in poverty or on a low income (*We will not fund clinical activities for residents with physical or mental health needs*)
- activities to address specific barriers experienced by groups of people more likely to experience poverty and social isolation, namely: older people, children and young people, low income families and individuals, disabled people, people from minority ethnic communities, LGBTQ+ people, people with low skills levels/long term unemployed

## Legal and/or Financial Advice

- general advice on welfare benefits, debt, housing and employment
- general advice for those who face barriers of illiteracy or language
- helping people access advice who cannot use the internet
- home visiting /outreach work on legal advice for those who cannot access the main premises
- helping those in debt, or at the risk of becoming in debt, to manage their finances

## Employment Support

- activities for those who face particular barriers participating in the City's economy for example poor mental health and physical disability
- activities for those who have lost confidence
- activities which directly relate to pre-employment
- support, advice and guidance for unemployed people to gain motivation, skills and confidence to engage in employment

## Voluntary Sector Capacity Building - relating to the above activities

Activities which help strengthen the capacity of voluntary organisations (who run activities relating to the priorities listed above), including:

- start up support
- developing organisational sustainability
- developing strong governance, management, policies and procedures
- financial support, e.g. funding applications, income generation, shared services, financial management, identifying and seeking different sources of income, partnership development, business plans
- improving skills, knowledge, sharing expertise and good working practice
- stimulating volunteering opportunities and supporting good volunteering practice

Examples of what we will not fund from Community Grants are set out below:

a) **Activities and support that are the remit of another statutory organisation** such as:

- *County Council:* children's centres, childcare, school curriculum activities, breakfast and afterschool clubs, general youth clubs, education for young people aged 18 and under, young offenders, personal care, carer's groups, day centres, older people's lunch clubs, literacy and library, community education
- *Health Authority:* clinical health or issues groups/projects, medical support groups, counselling or therapy, activities for those in recovery from alcohol or drug addiction
- *Other statutory agencies/partnerships:* homelessness (see Homelessness Prevention Grants) <https://www.cambridge.gov.uk/homelessness-prevention-grant> , Community Safety (victims of domestic violence, reducing crime and anti-social behaviour), immigration advice, uniformed groups, toddler and playgroups

b) **Worship or the promotion of religion or religious activities**

Religious groups may apply for non-religious activities but will need to demonstrate that the activity does not promote a religious view in any way and is inclusive to **all** faiths and religions. We will not fund trips to religious places of worship

c) **The promotion of a political party** or publicity that appears to be designed to affect public support for a political party

d) **Personal care services or funding for individuals** - see **page 9** for further information regarding individual bursaries for sporting activities and coaching

e) **Activities that:**

- have already happened (retrospective) or are outside the grant award year
- have food and refreshments which are not integral to activity outcome/s and are high cost and disproportionate. This will be assessed on a case by case basis but generally we will only consider light refreshments

- have high/disproportionate administrative, management and/or publicity costs and are not good value for money
- include the hire of a bar or the purchase of alcohol
- make a private, personal or commercial gain/profit
- are for fundraising purposes, including charity shops
- are for those who can afford to pay
- are competitive
- are held outside Cambridge, unless there is no other provider in the city
- include trips, projects or excursions outside the United Kingdom or other unreasonable locations. Entrance fees and the use of cars will only be considered in exceptional circumstances.

f) **Running costs of organisations**

We only fund fully costed activities which may include a realistic and proportionate amount of organisational running costs

g) **Publicity** that is not related to an eligible activity and is not reasonably costed. We do not fund website development or updates unless it is directly providing, and integral to, the funded activity

h) **Apprenticeship schemes**

i) **Language and cultural classes**

j) **Staff, self-employed, or contracted costs** which exceed those agreed for City Council workers However we actively encourage organisations that employ people to pay or to work towards paying, the Real Living Wage see <https://www.cambridge.gov.uk/living-wage>

**Please note** that as the grant comes from public funds, you must let us know about any surplus you make from the activity and we reserve the right to require you to pay back all or part of the grant.

## Can you apply?

**If you cannot answer ‘YES’ to all of the following you are not eligible to apply**

	Does your organisation meet our eligibility criteria (as set out in Appendix A); can it manage public funds appropriately; it does not have free reserves that could fund the activity?
	Does the activity you want funding for reduce social and / or economic inequality for Cambridge City residents with the most need?
	Is the activity for Cambridge City residents (people living in the 14 wards within the city boundary) who cannot afford to pay for the activity themselves?
	Can you clearly evidence and explain: <ul style="list-style-type: none"> <li>▪ why the activity is needed?</li> <li>▪ what difference it will make to beneficiaries?</li> </ul>
	Do the outcomes of your activity meet one (or more) of our strategic <b>outcomes (page 3)</b> ? <ul style="list-style-type: none"> <li>▪ Reduce poverty</li> <li>▪ Improve skills and confidence to gain employment</li> <li>▪ Improve general health and wellbeing</li> <li>▪ Communities come together and bring about change</li> <li>▪ Stronger voluntary sector in the city</li> </ul>
	Is your activity one of those listed in our funding priorities ( <b>pages 4-5</b> ) and does it meet the criteria of what we will and will not fund?

## How to apply for a Community Grant

Application documents can be:

- downloaded from [Community grants - Cambridge City Council](#)
- requested by emailing [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk), making it clear which organisation you represent and which of the following documents you require:

**Application Form** – for requests over £2,000 (for requests under £2,000 please refer to our [apply for funding for £2,000 or under online form](#))

### Application Form Help Notes

**Additional Activities Application Form** - you will need to complete an Additional Activity Application Form if you want to apply for more than one activity.

**Discretionary Rate Relief (DRR) Application Form** - you will need to complete this Form if you want to apply for DRR on premises you pay rates for, which provide activities that meet our funding criteria detailed in this guide.

We will not consider funding DRR unless organisations demonstrate their activities meet our funding priorities and outcomes and DRR may only be awarded proportionate to the number of beneficiaries that are City residents.

Any DRR awarded will be for a fixed 12-month period from April 2024 – March 2025.

**Area Committee grants** – these will be launched on 12<sup>th</sup> December 2023. Please contact us if you wish to be added to the mailing list or see [Area Committee funding - Cambridge City Council](#) for further information.

## Completing the Application Form

1. **Help Notes** – the **Application Form Help Notes** guide you through the form, question by question.
2. **Application webinar** – Cambridge City Council and Cambridge Council for Voluntary Service (CCVS) are holding a webinar for organisations to find out more about our funding, application process and forms on:

**Tuesday 12th September 2023**

**Email us to book a place at** [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) and we can send you the link to join the webinar. This session will start promptly. The webinar will be available to watch on our website until the application closing date on this link: <https://www.cambridge.gov.uk/grants-and-funding>

If you are unable to access the webinar, Cambridge Council for Voluntary Service (CCVS) are running bookable sessions available for 1-1 help. We recommend you contact them as early as possible.

Contact CCVS direct preferably by email: [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk) Tel: 07935 649805 to book a 1-1 session.

3. **Individual queries** – Below are the contacts for help relating to general or specialist queries. If you would like to have a conversation, send an email with your contact phone number.

Arts & Cultural Activities	Akua Obeng-Frimpong	Tel: 01223 457085 <a href="mailto:Akua.Obeng-Frimpong@cambridge.gov.uk">Akua.Obeng-Frimpong@cambridge.gov.uk</a>
Promoting Active Lifestyles	Active Lifestyles Team	<a href="mailto:sport@cambridge.gov.uk">sport@cambridge.gov.uk</a>
Legal and/or financial advice, community development, capacity building	Julie Cornwell	Tel: 01223 457855 <a href="mailto:grants@cambridge.gov.uk">grants@cambridge.gov.uk</a> <a href="mailto:Melanie.Baker@cambridge.gov.uk">Melanie.Baker@cambridge.gov.uk</a> <a href="mailto:Julie.Cornwell@cambridge.gov.uk">Julie.Cornwell@cambridge.gov.uk</a>
Employment Support	Jemma Little	Tel: 07563 421053 <a href="mailto:Jemma.little@cambridge.gov.uk">Jemma.little@cambridge.gov.uk</a>
Reducing Poverty	David Kidston	Tel: 01223 457043 <a href="mailto:David.Kidston@cambridge.gov.uk">David.Kidston@cambridge.gov.uk</a>
Financial information	Christine Mason	Tel: 01223 457874 <a href="mailto:Christine.Mason@cambridge.gov.uk">Christine.Mason@cambridge.gov.uk</a>

## Other help and support

**Cambridge Council for Voluntary Service (CCVS)** provides a range of support including: completing application forms, advice on project development and identifying need, help to search for alternative funding, advice on policies and procedures, help with budgets, finances and outcomes, monitoring, evaluation, relevant factsheets to funding applications and bids.

<http://www.cambridgecvs.org.uk/reports/15>

Contact : preferably by email [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk) Tel: 07935 649805

**Cambridge Ethnic Community Forum** - advice and support to local black, Asian and minority ethnic voluntary and community organisations.

Tel: 01223 655241 [cecfenquiries@cecf.co.uk](mailto:cecfenquiries@cecf.co.uk)

**Allia Future Business** - free help for voluntary, community and social enterprise organisations in Cambridgeshire who wish to explore trading as a means of increasing their impact and income and for those aiming to start or expand a social enterprise or trading arm.

Tel: 01223 781200 [hello@futurebusinesscentre.co.uk](mailto:hello@futurebusinesscentre.co.uk)

**Arts Council England** - the national development agency for the arts in England, working to get art to everyone by championing, developing and investing in artistic experiences.

<http://www.artscouncil.org.uk>

**Cambridgeshire County Council** - a range of funding sources for sports, arts and community activities  
<https://www.cambridgeshire.gov.uk/council/communities-&-localism/funding-opportunities-in-cambridgeshire/>



**Creative Lives** formally Voluntary Arts Network - promotes participation in the arts and has an email newsletter which contains a range of training, funding and management advice. [www.creative-lives.org](http://www.creative-lives.org)

**Sports Grants and Awards** – the City Council web pages with links to other funding opportunities and more general information on sports grants and awards. This includes information on bursary style grants available to City residents and funding for sports clubs and organisations. There is also information about the Grassroots Activity Grant which provides financial assistance to help children to access sport, dance or other physical activity.

<https://www.cambridge.gov.uk/sports-grants-and-funding>

**Living Sport** - the local County Sports Partnership can provide some direct funding and has information about funding opportunities from national governing bodies and other local agencies  
<https://www.cambridge.gov.uk/sports-grants-and-funding-for-clubs>

<https://www.livingsport.co.uk/current-fund-opportunities-for-clubs-community-groups>

## Submitting your application

Applicants will need to ensure that they have:

- checked their activity and that the organisation meets our eligibility criteria
- answered all of the questions on the form and in accordance with the detail specified in the Application Form Help Notes
- submitted **ALL** of the required accompanying documents

Completed forms, along with all of the application documents specified, must be emailed to: [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) by the deadline:

**12 noon on Monday 2<sup>nd</sup> October 2023**

**Please note:**

- Applications will not be accepted after this date
- Incomplete applications will not be eligible

## What happens next?

We want to fund a broad range of high quality activities that make a difference to City residents with the most need. We anticipate receiving more applications than we are able to support with the money that is available. This means that some eligible applications, even if they are a good fit with our funding priorities and outcomes, may not receive funding from us, or may receive less than they have applied for.

**Process Timetable** - the timetable in **Appendix B** details the process for dealing with your application.

**Appeal** - there is no right to appeal on award recommendations. All decisions made are final.

**Disclaimer** - we have tried to make sure that the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason. We do not endorse or recommend any of the organisations that we mention in this information.

## **General Data Protection Regulations (GDPR)**

We need information about the applicant, activities, and how you intend to deliver and monitor them so that we can assess your grant application and monitor awards.

**Please see Appendix C for our privacy notice which explains how we will process your data**

## Appendix A – Ensure your organisation meets the eligibility criteria

You should be able to answer ‘yes’ to every statement or ‘not applicable’ if it is not appropriate for your organisation, for example, if your organisation does not employ people you would not require employment procedures.

✓	<b>The organisation applying for this funding acknowledges the information in the application documents and confirms the organisation:</b>
<b>GOVERNANCE</b>	
	is independently set up for charitable, benevolent or philanthropic purposes and does not operate for private, commercial or personal profit/gain
	is not a statutory organisation or was not set up by a statutory organisation, or is not managed wholly or partly by a statutory organisation
	has a legal structure that is appropriate to the size and nature of the organisation, with a governing document, e.g. constitution, memorandum of association or set of rules, which sets out the aims and rules governing the organisation
	decides policy and overall management practice through a committee of a minimum of 3 <b>unrelated</b> , elected, unpaid volunteers ( <i>by <b>unrelated</b> we mean people who aren't family members, such as siblings, parents and children; married couples or civil partners; or people living at the same address</i> )
	has systems and structures in place to manage the affairs of the organisation efficiently and effectively e.g. holds regular, quorate meetings, plans and monitors activities, keeps minutes and circulates information to group members
	involves members and users in policy-making, service planning and in management, where appropriate
	researches and meets the needs of local people and is able to demonstrate or evidence why this activity or service is required
	complies with all statutory and legal responsibilities applicable to our organisation and its regulatory body
	meets the legal responsibilities of an employer and adopts, implements, and monitors good employment practices and procedures
	recruits and supports volunteers
	has up to date, appropriate and adequate insurance cover
	<b>demonstrates good governance and management by having policies and procedures for the following which are adopted, implemented, monitored and reviewed and comply with legislation</b>
	a) Health and Safety - covering staff, volunteers and users, and includes risk assessments appropriate to activities
	b) Safeguarding - child and/or adult protection
	c) Equality & Diversity
	d) Environmental - reducing carbon footprint, energy efficiency, reducing waste, and increasing recycling
	e) Confidentiality / Data Protection (GDPR)
	f) Complaints
	g) Disclosure and barring service (DBS) checks for all paid and unpaid volunteer staff working with children and vulnerable adults

**FINANCES****See Appendix A on Application Help Notes****demonstrates good financial management and sustainability by:**

- |    |  |
|----|--|
| a) | keeping proper and adequate financial records to explain all transactions, the organisation's financial position and audit trails of decisions made  |
| b) | preparing statutory accounts meeting legal requirements and complying with any external scrutiny required by law or the organisation's governing document  |
| c) | preparing budgets and monitoring them at least quarterly and preparing revised financial forecasts based on actual spend   |
| d) | presenting regular reports on the organisation's financial position to the management committee  |
| e) | preparing a reserves policy detailing the level of reserves held and an explanation and calculation of why they are held and updates this annually   |
| f) | ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements                                  |
| g) | reviewing internal financial controls to ensure they are adequate and being complied with to provide a robust system for managing financial risk and all expenditure is authorised by two bank signatories |
| h) | not being reliant on Cambridge City Council funding alone  |
|    | charges users at a reasonable level and offers concessionary rates to low-income residents   |
|    | can demonstrate they need financial support for the activity and do not have free reserves that could be used for this purpose   |
|    | applies to all relevant statutory agencies for funding and undertakes their own fundraising  |
|    | has used any previous City Council grants for the purpose awarded and reported these as restricted funds in accounts   |

**GENERAL**

- |  |   |
|--|---|
|  | does not promote any political parties, is not involved in party politics, or does not promote political views  |
|  | will provide any information required to support their application  |
|  | has returned satisfactory monitoring and evaluation, accounts or other information requested in connection with any previous funding from the Council on time |

If you need help to improve your practices, policies or procedures or just want to have an organisational health check please contact Cambridge Council for Voluntary Service, preferably by email:

[enquiries@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk) Tel: 07935 649805

## Appendix B - Community Grants 2024-25 Process Timetable

<p><b>12 noon on Monday 2<sup>nd</sup> October 2023</b></p>	<p><b>DEADLINE</b> for the return of <b>2024-25 Community Grant and Discretionary Rate Relief Applications.</b></p> <p>The contact person named on your application form will be sent an email acknowledging receipt.</p> <p><b>If you have not heard from us by 13<sup>th</sup> October 2023 at 4pm</b> please contact us as we may not have received your application.</p>
<p><b>October 2023 Mid-December 2023</b></p>	<p>Council officers assess your application and prepare a report for the Environment and Community Scrutiny Committee with recommendations to the Executive Councillor for Communities.</p> <p>These recommendations are based on the information provided in your application and monitoring of previous awards.</p>
<p><b>Early January 2024</b></p>	<p>Committee papers containing recommendations for funding levels are published on the City Council’s website. It is your democratic right to lobby the councillors on the committee.</p> <p>A list of the current councillors on that committee, and their contact details is here: <a href="https://democracy.cambridge.gov.uk/mqCommitteeDetails.aspx?ID=476">https://democracy.cambridge.gov.uk/mqCommitteeDetails.aspx?ID=476</a></p>
<p><b>18<sup>th</sup> January 2024</b></p>	<p>Environment and Community Services Committee considers funding proposals. The Executive Councillor will then decide 2024-25 provisional grant funding levels, subject to approval of the overall Council budget in February 2024.</p> <p>Organisations that have applied for funding will be notified of decisions by email within 7 days of the meeting.</p>
<p><b>Mid-February 2024</b></p>	<p>The Council approves its overall 2024-25 budget, after which the Executive Councillor will confirm actual grant funding awards.</p> <p>Organisations will only be contacted if there are any changes to the provisional January decision on their grant level.</p>
<p><b>March 2024</b></p>	<p>Grant Agreements will be sent to organisations detailing awards and conditions. Awards will be paid by BACS (transferred directly into organisation’s bank accounts) once the Grant Agreement is signed and returned to us along with any other outstanding information (including previous monitoring reports).</p> <p>Payments are made from 1<sup>st</sup> April 2024.</p>
<p><b>April 2024</b></p>	<p>Full grants or first instalments will be processed. Organisations will receive notification of the grant transfer direct into the organisation’s bank account.</p>

## Appendix C – Privacy Notice

### Privacy Notice

The Grants Team collects personal data for the following activities:

1. To respond to grant enquiries
2. To process grant applications
3. To process awards, payments and grant agreements
4. To monitor grant awards and ensure public money has been spent for the purpose allocated
5. To provide information about Council grants and voluntary sector support and activities

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

We process your data with a view to entering into a contract with the organisation you represent.

Information on your rights regarding your personal data you provide us is available at [www.cambridge.gov.uk](http://www.cambridge.gov.uk) (search for Privacy Notice).

We will not share your personal data with external agencies or individuals. However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes. We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

We only keep your personal information as long as necessary. Please refer to our Retention Policy for more information.

We will review mailing lists annually. You can contact us at any point if you no longer want to be informed about grant opportunities.

We will delete enquiry information which did not result in an application after one year.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 01223 457000.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO).