

# LEZ Community Support Fund

## Application Form

### Before you begin

- For information on the LEZ Community Support Fund please refer to the funding website. Please contact us at [Sustainability@glasgow.gov.uk](mailto:Sustainability@glasgow.gov.uk) if you have any questions or require assistance.
- Applicants should also refer to the following guidance before completing this application:  
LEZ Community Support Guidance.



# SECTION A

## ABOUT YOUR ORGANISATION

This section is about the Organisation applying for funding. It will cover the Organisation contact details as well as the aims of the Organisation and the Organisational governance.

1. Please provide the full legal name of your Organisation

2. Please confirm your organisation type

(Private sector, Voluntary sector, Housing Association, Community Interest Company (CIC), University, FE College, SCIO, Constituted Charity, Other (please specify))

3. Company Registration Number (if relevant)

4. Charity Registration Number (if relevant)

5. Please provide the registered address and contact details for your Organisation

These details are for the Organisation who will be delivering the project. Please include full address including any house or building numbers, and postcode.

Address	
Email	
Website	
Phone No	

6. This application must be submitted by a named person with authority to apply on behalf of your Organisation. Please provide their name, designation, and contact details.

Name	
Designation	
Phone No	
Email	

7. Please provide profile names of Social Media channels for your Organisation.

Please provide any online or social media channels where you will advertise or share progress of your project. Glasgow City Council will aim to promote channels and posts of successful projects as appropriate. Please insert names below.

Twitter	<input type="text"/>	Facebook	<input type="text"/>
Instagram	<input type="text"/>	Tik Tok	<input type="text"/>
YouTube	<input type="text"/>	Other	<input type="text"/>

8. Please provide a brief overview of the purpose, aims and objectives of your Organisation. (200 Words maximum)

9. Please provide details of who is currently on your Board / Management Committee.

Name		Designation	
Name		Designation	
Name		Designation	
Name		Designation	
Name		Designation	
Name		Designation	

10. As part of the application process, you are required to submit a copy of the following documents. Please tick to confirm these have been provided with your application.

<p><b>Governing Document.</b> Signed and dated governing document.</p>		<p><b>Latest Board/Committee minutes.</b> If you are required to redact the minute, please only redact sensitive or personal information before submitting.</p>	
<p><b>Latest approved Audited Accounts.</b> A copy of the most recent set of audited accounts</p>		<p><b>A recent Bank Statement.</b> A bank statement dated within the past three months will be required as part of the application process. This should be from a dedicated business bank account. However, personal accounts will be accepted where the bank statement shows clear evidence of business transactions.</p>	
<p><b>Current funding sources (if applicable).</b> If your project is part of an existing project, details of any current funding sources including match funding, will be required.</p>		<p><b>Quotes / cost estimates for proposed project work.</b> Detailed quotes for any proposed project works.</p>	

11. Please tell us your Organisation's total income and expenditure in your last financial year.

Income	£
Expenditure	£
Surplus/ Deficit	£

# SECTION B

## ABOUT YOUR PROJECT

1. Please provide the name of the project for which you are seeking funding.  
(10 words maximum)

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2. Please provide the project address

Address	
Website	

3. Please provide the main contact for this project.

Name	
Designation	
Email	
Phone No	

4. What is the proposed start and end date for this project?

Start Date		End Date	
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5. Tell us about how you have identified the need for your project?

6. Is this an existing project?

YES  NO

If you answered yes, please tell us how your project is currently being funded.

Funding sources

	Funder Name	Funding Value	Funding Timeframe
1			
2			
3			

7. **Your Project Description - Summary** Please provide a high-level summary of your Project's activities/services. (100 words maximum)

**8. Your Project Description** - Please tell us about the project you want us to fund. Include **WHAT** activities / services you will deliver, **HOW** you will deliver these and **WHO** will deliver them. Please tell us **WHERE** and **WHEN** you will deliver these activities / services. Post codes of the areas the project will take place should be included. (1000 Words maximum)

**9. What are your expected project outcomes?** (added lines for further outcomes)

Outcome 1	
Outcome 2	
Outcome 3	
Outcome 4	





# SECTION C

## PROJECT IMPACT

1. The LEZ Community Support Funding themes are outlined below. Please select which of the themes your project aligns with. Please select all that apply.

Contribute towards improvements in air quality and reductions in prescribed pollutant levels.

Contribute towards climate change emissions reduction or adaptation.

Improve the amenity of Glasgow or defined areas within the city, with an emphasis on the stated Strategic Themes - A Vibrant City, A Healthier City and a Sustainable and Low Carbon City

2. Please describe how your project delivery will align with the themes selected.  
(1000 words maximum)

3. What will be the short and long term benefits of the project on its beneficiaries and the wider community including any environmental and socio-economic benefits? Would you expect to achieve these outcomes without LEZ Community Support funding?  
(1000 words maximum)

4. Please tell us how you will involve local people and communities in your project?  
(1000 Words maximum)

5. Please tell us WHO your project is targeted towards (beneficiaries). Please check all target groups that apply.

Early Years 0-5 years		Ethnicity	
Children 6-11 years		Families	
Young People 12-24 years		Gender	
Working Age 16-64 years		Households in poverty	
Older People 65 + years		LGBTQ+	
Carers		Lone Parents	
Disability		Other (please specify)	

6. Please advise if you have undertaken an Equalities Impact Assessment or considered the impact of your project on people with protected characteristics. Please advise of outcomes.

Undertaken EQIA

No EQIA

Further detail provided below.

# SECTION D

## FUNDING

1. Please tell us how much funding you are applying for.

**Please note that project support will be available between the value of £20,000 and £50,000 per project.**

Amount of funding applied for £ \_\_\_\_\_

2. Please provide a budget breakdown and total project costs, including additional funding sources. Please submit any supporting information with your application.

Budget Area	Phase e.g. Q 1	Phase e.g. Q 2		
e.g. Staff				
e.g. Equipment				
<b>Total</b>				

Total Project cost £ \_\_\_\_\_

3. Please detail your plans for the project beyond the end of your requested funding period. Please include details of your proposed exit strategy. (200 Words maximum)

Thank you for applying into the LEZ Community Support Fund. The completed form should be emailed to [Sustainability@glasgow.gov.uk](mailto:Sustainability@glasgow.gov.uk) together with all supporting evidence as outlined in the guidance pack.

If you have any questions please email us at [Sustainability@glasgow.gov.uk](mailto:Sustainability@glasgow.gov.uk)

# PRIVACY STATEMENT

## Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by [email](#) or by telephone on 0141 287 1055.

## Why do we need your personal information and what do we do with it?

You are giving us your personal and organisational information to allow us to process your application for LEZ Community Support Funding. We also use your information to verify your identity where required, your eligibility for funding, details provided within your application in relation to your project, to contact you by post, email or telephone and to maintain our records.

## Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our [website](#). Processing your personal or organisational information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

## Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In order to process your request we may share your information with third parties.

## How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our [website](#) or you can request a hard copy from the contact address stated above.

## Your rights under data protection law

### Access to your information

You have the right to request a copy of the personal information that we hold about you.

### Correcting your information

We want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

### Deletion of your information

you have the right to ask us to delete personal information about you where:

1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. you have a genuine objection to our use of your personal information - see Objecting to how we may use your information below
3. our use of your personal information is contrary to law or our other legal obligations.

### Objecting to how we may use your information

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

### Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

### Information you have given us about other people

If you have provided anyone else's details as part of this application, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them regarding the application for funding which was submitted. If they want any more information on how we will use their information they can visit our [website](#) or [email](#).

## Complaints

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

By phone on **0303 123 1113** (local rate) or **01625 545 745**. Visit their [website](#) for more information.

