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## ARCH DAY 2021 | MATCH FUNDING GRANT SCHEME

### EXAMPLE Application Form 2021

For information ONLY – to apply you should visit our website ['here'](#) and click the 'Apply Now' button.

#### Questions and guidance

#### Completing this form:

Welcome to the first stage of your ARCH DAY 2021 journey. We're so glad you want to participate. The more independent businesses that take part in ARCH DAY on Saturday 3 July, the more success we'll have highlighting our unique community.

Some questions have guidance notes, which you should read carefully to make sure you're giving us all the information we need to process your grant.

Events can be organised for an individual business or to support a group of businesses. However please note, we are only funding one event per applicant or group of applicants and only one application per event should be made.

**\*\*\* The deadline for submitting your application form is midday Monday, 17 May 2021 \*\*\***

**The event must take place on Saturday, 3 July 2021, and an update on the event outcomes submitted online by 5:00pm Monday, 19 July 2021. This update will ensure we can help**

**promote your business and the success of the event on The Arch Company social channels.**

Before completing your Application form, please make sure you are able to meet the following requirements:

- You are able to provide your UK bank account details (if successful, you will need to provide your bank details prior to grant payment).
- You will be responsible for all financial and legal aspects of your event on Saturday 3 July. By the time of your event, you must have all relevant insurance, risk assessments, and an up-to-date Safeguarding Policy if you are working with children, young people or vulnerable adults. If successful, you may be asked for copies of the relevant documentation at the funding agreement stage.

Please tick the box to confirm you understand the above two statements

If you have any difficulties filling in this form, would like support filling in this form or have any further questions about ARCH DAY 2021 or the application process, then please do not hesitate to contact Ma'ayan on [archday@groundwork.org.uk](mailto:archday@groundwork.org.uk) or 020 7239 1390.

### **Guidance Information**

Please provide us with sufficient information to establish if your event is eligible for grant funding.

**You can find out more about the ARCH DAY Match Funding Grant Scheme by clicking ['Here'](#).**

**Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the homepage and you will need to click on the application form link to open your form again, but will ensure that you do not lose work unexpectedly.**

**Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of our online system. Any work that you have not saved by then will be lost.**

**We strongly advise you use Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application form.**

## **Section 1 – About Your Organisation:**

### **1. Organisation Information**

- **Organisation name (this should be the main organisation/business which is responsible for this application):**
  
- **Trading name (if different from above):**
  
- **Tenant number (this can be found on the top right of any invoices you receive from The Arch Company)**

Please contact your Property Manager if you require assistance with this:

- Please confirm you have provided your tenant number in Q1 or will provide evidence of your tenancy at a later date.**

If you do not have access to your tenant number now, you may need to provide this at grant acceptance stage (if successful for the grant).

- **What type of business are you?**
  
- **If you are a Company, what is your Company Registration Number?**
- **If you are a Charity, what is your Charity Registration Number?**
  
- **What is the main activity of your business?**

### **2. Are you applying as a group of tenants?**

- **If yes, please provide details of the other tenants you are partnering with**  
Please provide the trading name *or* unit address for each of your tenant partners.

### **3. Contact details**

**Main contact (this should be the person who is responsible for this application)**

- Title:
- First name:
- Last name:
- Position held in organisation:
- Organisation main contact address: (this must be your Unit address)
- Local authority:

- Postcode:
- Contact telephone number:
- E-mail:

### **Secondary Contact (required)**

- Title:
- First name:
- Last name:
- Position held in organisation:
- Contact telephone number:
- E-mail:

### **Section 2 - About your event:**

**Please note the levels of grant funding that you can apply for must be between £100 and £2,500. Your event must take place on Saturday, 3 July 2021**

You will be paid 80% at the beginning of your project and 20% upon successful completion of your event, report on the outcomes and evidence of expenditure.

#### **4. What is your event name?**

- Try to think of a name that sounds relevant to your event but don't worry, you can change this closer to the time.

#### **5. What is your event idea? (up to 500 words)**

##### **Some things to think about when answering this question are:**

- Tell us what will happen during your event on Saturday, 3 July 2021, including the extra activity(ies) you will be undertaking (this must be additional to your usual work activities) and how it/they will support your business.
- Key activities which form part of your planning or delivery.
- How you will promote your event, what tools you will use to engage local businesses/communities (e.g., flyers/social media) and ensure it is accessible to all.

- How many people you are hoping to attend (if applicable)
- Whether there is a lasting effect of your event.

Please note, if your application is successful, we will ask you to use ARCH DAY campaign messaging across all promotional materials related to your event and tag The Arch Company and any other relevant organisations (e.g., local authorities) in all social media content.

Please tick here to confirm your event will comply with any COVID-19 restrictions in place on Saturday, 3 July 2021

**6. Are you working with anyone else on this event (not including any other mentioned tenants listed in Q2?)**

- We encourage you to work with business improvement districts/local authorities and/or other organisations to increase the impact of your event.

- **If yes – please tell us who they are and what they will be doing?**

**7. If the event is not taking place at your property, please provide the main address for where the event will take place:**

- Address line 1:
- Address line 2:
- Local authority:
- Postcode:

**Section 3 – Budget**

**8. Budget**

- **What is the total budget required for your event?**
- **How much funding are you requesting from the ARCH DAY 2021 Match Funding Grant Scheme?**
- **How do you intend to spend your grant? (Please refer to the ARCH DAY 2021 Match Funding Grant Scheme Prospectus for a guide to which costs are eligible)**

- Your budget must be the costs of additional activities related to Arch Day 2021 that you wouldn't normally incur. If you include staff costs within your budget, this staff cost must be in addition to your usual everyday business delivery.
- Please note, overhead costs are not eligible.

<b>Item description</b>	<b>Amount Requested from Arch Day Event</b>
<b>TOTAL</b>	

**Budget Calculator**

**If you wish to explain any of your budget items/calculations you may do so here:**

**9. Match Funding**

- To be eligible to apply for this grant, at least 50% of total spending needs to be matched. Please provide details of where matched funding will come from – this could be from your own resources, sponsorship, local authority grant or other. If sponsorship please provide details of third party sponsors.
- Please include the amount, source of funding and what it will be used for.

## **Section 4 – Privacy Information**

### **GDPR**

#### **Who we are:**

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the ARCH DAY 2021 Match Funding Grant Scheme applicants and approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

#### **Details of our processing:**

We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork's other activities, which we carry out on the basis of consent. If you want to read our reasoning on this, you're welcome to read more below.

#### **Applicants and Grantees:**

Groundwork will process personal data for the following purposes:

Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).

The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.

Some of the above information will be shared with The Arch Company (the funding body).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

- **Please tick the box to confirm that you have and under the Privacy Information above, know your rights and how your data will be used.**
- **[Tick Box]**

## **Sharing other information with you:**

Sharing information with you on potential sources of future funding and information on other areas of Groundwork's charitable work. We will only contact you for these purposes if you have provided consent.

When your grant is complete, Groundwork will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.

You have the right to withdraw your consent at any time either by clicking the "unsubscribe" button or contact us directly by one of the following methods:

Email: london@groundwork.org.uk

Phone: 0207 922 1230

Post: Groundwork London, 18-21 Morley Street, London, SE1 7QZ

- **Please tick the box to confirm you are happy for Groundwork to contact you with details of future funding opportunities and information on other areas of Groundwork's charitable work.**
- **[Tick Box]**
- **Please tick the box to confirm you are happy for The Arch Company to contact you with details of future funding opportunities and information on other areas of The Arch Company's work.**
- **[Tick Box]**

## **Section 5 - Declaration**

**Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.**

I, as the applicant, declare that I have read and understood the guidance and application form.

I declare that the information given in this application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved in the event to sign the application form on their behalf.

I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the



purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

- **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**
- **Name:**
- **Position in organisation:**
- **Date:**

**Once you have completed your application form please click the "REVIEW" button below, where you will be able to review your application in full. Once you are satisfied that it is complete, click "SUBMIT" at the bottom of the next page to submit your application.**