



REGISTERED CHARITY NO: 201288

The Bridge Trust 2019 Community Awards

Helping small charities make a big difference

Please read the guidance notes at the end before completing this application. Please complete this application as fully as possible. **PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS FRIDAY, 25TH OCTOBER 2019 (5 PM)**

Application Form

1. Organisation	
Name of Organisation:	
Other Names Used:	
Is the organisation a charity (YES or NO)?	
If YES what is your registered charity number?	
When was the charity or organisation founded?	
<i>NOTE: The Bridge Trust may ask for further information or references if your organisation is new and/or unknown to us.</i>	
Is your organisation based within a 5-mile radius of Barnstaple Guildhall (YES or NO)?	
<i>NOTE: Under the terms of its constitution The Bridge Trust may only assist organisations within its area of benefit, defined as a 5-mile radius of Barnstaple Guildhall, or who can very clearly demonstrate public benefit to that area of benefit (if this applies to your organisation, you should make it very clear later in this application how you benefit the people of Barnstaple).</i>	
2. Contact	
<i>Please nominate a member of your organisation, either yourself or another, who can be contacted in connection with this application.</i>	
Name of Contact:	
Position in Organisation:	
Address:	
Telephone Number(s):	
Email Address:	
For Bridge Trust Use Only	
Date Received in Office:	



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3. About Your Organisation

Please tell us about your organisation and particularly how it is of benefit to Barnstaple and its people. If you are a new organisation or have not applied for an award from us before, please provide as much detail as possible.

4. How Will an Award Make a Difference?

This is the most important section of the application form and the depth of information you provide here will assist our Trustees in deciding whether your organisation should receive an award.

*There will be only six awards made this year, five of £1,000 and one award of £5,000 and you need to tell us how the money will **"make a difference"** particularly if you are a large charity and/or not based in Barnstaple*



REGISTERED CHARITY NO: 201288

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5. Financial Information

The Bridge Trust understands that some small not-for-profit organisations are only required to keep minimal accounts, but we do need to understand your financial position and how an award will make a difference.

If you cannot provide proper accounts (whether or not audited or examined) you should provide as much information as possible and we may contact you for more information. The information should refer to the immediate past e.g. your current financial year or last year (or both). The information may be attached to this form and you are welcome to add additional comments or explanations below.

6. Privacy and Data Protection

The following is a summary of how we use your information, a full copy of our Data Protection Policy is available on request and is available on our website at www.barumbridgetrust.org.

How we gather and use your information - When you contact us e.g. to apply for a grant or award, we may collect personal information from you, such as your name, address, email address, phone number and, where appropriate, your date of birth; some of this information may be sensitive. We will process your information to record and administer your request and we will use these details to contact you about your request. The information that we collect from you is stored on paper and in electronic databases. The Bridge Trust will retain the information that you provide to us for as long as it is needed to administer the relationship we have with you.

Using your information for marketing - Currently The Bridge Trust does not use the information we hold on individuals and organisations for marketing.

Legal Obligation - We will share your personal information if we are required to do so by law.

Your rights - With effect from the 25 May 2018, the General Data Protection Regulation will ensure that all individuals have the following rights:

The right to be informed, The right of access, The right to rectification, The right to erasure, The right to restrict processing, The right to data portability, The right to object

Please contact us if you feel that any information that we have about you is inaccurate and needs to be corrected.

You can contact us if you wish to object to the way that your data is being processed, to withdraw your consent for processing, to make a complaint about the use of your data or to request that your data is deleted.

You have the right to ask for a copy of the information that we hold about you. This is known as a Subject Access Request and you can contact us to request this via admin@barumbridgetrust.org. We will need to verify your identity in order to provide this information to you.

If you wish to change your contact preferences contact us by any of the following means:

Telephone: 01271 343995

Email: admin@barumbridgetrust.org

If you are not satisfied with any response we give to your concerns about how we process your data, or believe that your data has been processed unlawfully, then you can contact the Information Commissioners Office.

7. Declaration

I declare that the information I have supplied is true and accurate to the best of my knowledge and that I am authorised by my organisation to make this application and give permission for my data to be used as detailed above and in the guidance notes accompanying this application form.

I understand that The Bridge Trust is under no obligation to make an award and any such award, if made, is at the sole discretion of the Trustees of The Bridge Trust

Signed:

Name:

Position in organisation:

Date:

If you are not the principal contact named in (2) above, please provide the information below in case we need to contact you to clarify anything in this application.

Address:

Telephone Number(s):

Email Address:

Guidance Notes and Information

DO NOT RETURN THESE GUIDANCE NOTES WITH YOUR APPLICATION
PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS FRIDAY, 25TH OCTOBER 2019 (5 PM)

1. The Bridge Trust

The '2019 Community Awards' are being made by The Bridge Trust (Registered Charity Number 201288); our registered address is:

The Bridge Trust, 7 Bridge Chambers, The Strand, Barnstaple, EX31 1HB

2. The 2019 Community Awards

The Bridge Trust's decision is final, and no correspondence will be entered into. The Bridge Trust reserves the right to amend or alter these Terms and Conditions if required. No variation of these Terms and Conditions shall be valid unless in writing signed by The Bridge Trust.

The Bridge Trust is making awards totalling £10,000 as follows:

- 5 awards of £1,000
- 1 award of £5,000

3. Aims

These awards are aimed at small local charities with a low income (generally, but not limited to, those with an annual income under £50,000) for whom a relatively small award can make a big difference.

- We will consider an award that will contribute to running costs where the charity or organisation performs a valuable service (in the opinion of the Trustees), and its future is threatened by lack of income.
- Larger charities are welcome to apply but will need to clearly demonstrate that an award, if made, will make a big difference for example funding a small, narrowly focussed (in our area of benefit) project which would not otherwise take place. We do anticipate that it will be more difficult for larger charities to make the case for an award.
- We may also consider an award that will take an existing successful project or initiative to a new level or bring a creative and challenging new idea to fruition.

The Bridge Trust is keen to support the following charitable objects:

- The advancement of education and skills;
- The advancement of citizenship or community development; and/or
- The advancement of arts, culture or heritage.
- A particular group e.g. homeless, elderly, young, mental health
- Caring for the environment
- Encouraging diversity

Applications for the awards will be accepted only from charities and not-for-profit organisations that meet the criteria below (**please note that the 2019 Community Awards scheme is not open to individuals**):



REGISTERED CHARITY NO: 201288

The Bridge Trust
2019 Community Awards
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- are based in and provide public benefit within The Bridge Trust's area of benefit, defined as being a five-mile radius of the Barnstaple Guildhall or can clearly demonstrate (in their application) how receiving an award will provide public benefit in our area of benefit.
- are registered charities, or well-known local not for profit organisations
- have been in existence for at least six months
- satisfy the due diligence process requirements of The Bridge Trust
- does not discriminate unlawfully in any way, as determined by the sole discretion of The Bridge Trust
- does not support any specific political party or affiliated group
- does not relate to any controversial subject matter that is contrary to the values and expectations of The Bridge Trust.

4. How to Apply

Entries must be made in writing using The Bridge Trust application form for the 2019 Community Awards. Which can be downloaded from The Bridge Trust's website at www.barumbridgetrust.org.

Requests for the Application Form can also be made directly by post, telephone or email however requests by this means may be subject to delay and may result in applications not being received by the deadline.

Applications may be completed by hand or electronic means but must be signed by an appropriate officer, member or trustee of the organisation and may be either:

- Posted to The Bridge Trust's offices at the address given in (1) above. Application forms received by post are scanned on receipt, please **DO NOT FOLD OR STAPLE**. **PLEASE NOTE THAT POSTAL APPLICATIONS THAT ARE INCORRECTLY ADDRESSED OR WHICH DO NOT HAVE THE CORRECT POSTAGE MAY NOT BE CONSIDERED FOR AN AWARD.**

or

- The signed application may be scanned and emailed to The Bridge Trust at admin@barumbridgetrust.org

The Bridge Trust disclaims liability for any damage to any person's computer relating to or resulting from participation in or downloading any materials in connection with these awards.

Applications will be evaluated against the conditions above before submission to the Public Benefit and Awareness Committee of The Bridge Trust who will make the final decisions on the successful applicants.

The six successful applicants will be invited to attend the Awards Evening on **Tuesday, 26th November 2019** and all applicants are asked to keep this date available so that you will be able to attend to receive the award.

5. Terms and Conditions

- a) Submission of an Application Form is an acceptance of these Terms and Conditions by the applicant.
- b) The closing date and time for submitting an application for an award is **Friday, 25th October 2019 at 5 pm**. Applications received later than this will be void and not accepted.
- c) The Bridge Trust will accept no responsibility for lost, damaged, incomplete or un-submitted entries.
- d) By submitting an application form, you hereby consent to The Bridge Trust processing your personal data for the purposes of:



REGISTERED CHARITY NO: 201288

The Bridge Trust
2019 Community Awards
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- d.1. running the 2019 Community Awards programme
- d.2. announcing the award winners on The Bridge Trust's website and social media pages and by email and for any public relations initiatives undertaken by The Bridge Trust in relation to the 2019 Community Awards programme. This could include, but is not limited to, media activity, social media or information on The Bridge Trust's website.
- e) The Bridge Trust's liability under or in connection with these terms and conditions shall be limited to £1,000 except that The Bridge Trust does not exclude or limit its liability for death or personal injury caused by its negligence, fraudulent misrepresentation or any other liability to the extent that such liability cannot be excluded or limited under applicable law or regulation.
- f) Details (but not personal details) of the 2019 Community Awards winners will be published on The Bridge Trust's website at www.barumbridgetrust.org as soon as possible after the 2019 Community Awards evening.
- g) Each award will be paid by cheque to successful organisation.
- h) Award winners may not transfer or assign their respective rights and obligations under these Terms and Conditions to another organisation without the prior written consent of The Bridge Trust. These Terms and Conditions are between the award winners and The Bridge Trust. No other person shall have any rights to enforce any of its terms. Awards are not transferrable and are given at The Bridge Trust's sole discretion and subject to the terms set out in these Terms and Conditions.
- i) The Bridge Trust accepts no responsibility for any damage, loss, liabilities, injury or disappointment incurred or suffered by any organisation as a result of applying for an award
- j) The Bridge Trust reserves the right at any time, and from time to time, to discontinue, temporarily or permanently, the 2019 Community Awards programme with or without prior notice for any reason.
- k) These Terms and Conditions are between The Bridge Trust and those applying for the awards. No other person or organisation shall have any rights to enforce any of its terms.
- l) Each of the paragraphs of these Terms and Conditions operate separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- m) These Terms and Conditions are governed by English law and the English courts have exclusive jurisdiction to hear any dispute (including non-contractual disputes) or matter arising under or in connection with these Terms and Conditions.
- n) Applications cannot be changed once they have been submitted.
- o) The Award is as stated and The Bridge Trust is not responsible for any issues arising from the use of the Award.
- p) The Bridge Trust will not be responsible for any inability of the successful award winners to take up the Award.