

GUIDANCE

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|  | WHAT IS ? |
| Project 21 is a Musselburgh Area Partnership initiative and is an exciting opportunity for community groups and organisations to offer free taster sessions to members of the community.The last 18 months of restrictions due to the Covid-19 pandemic have had a significant impact on many members of the community and have also had an impact on local groups and organisations.This combined with health issues and social isolation may well have a long-lasting impact on our community.Project 21 looks to identify and engage with local groups and organisations who provide intergenerational activities across the communities of Musselburgh, Old Craighall, Wallyford and Whitecraig and provide an opportunity for them to offer free taster sessions to try something new or different or simply provide an opportunity to meet other members of the community in an environment which may open up new experiences and opportunities.Our community has many groups and organisations who can potentially offer new experiences which could have a positive impact on the mental wellbeing of many and help reduce the impact of social isolation.Project 21 aims to:1. Provide the opportunity for members of the community to try new experiences and activities
2. Provide an opportunity for members of the community to meet new people and build new confidences.
3. Offer those in the community who have had no real connection with local groups, the opportunity to do so.
4. Support those in the community who feel isolated and marginalised
5. Promote mental health and well-being.
6. Offer local groups and organisations the opportunity to engage with the community.
7. Offer groups and organisations the opportunity to increase their membership.
8. Offer the opportunity to experience adult volunteering
9. Provide social opportunities to new residents into our communities.
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|  | HOW MUCH MONEY IS AVAILABLE? |
| A total of £21,000 from the Musselburgh Area Partnership is available to fund free taster sessions. The total amount of funding will not exceed £21,000 and as such any application received after this sum has been fully allocated will unfortunately not receive funding. |
| HOW MUCH CAN I APPLY FOR? |
| Applications can be made for funding from £100 up to a maximum of £500 to deliver these sessions.*Note: Please only apply for the amount of funding necessary to deliver free taster sessions* |
|  | KEY DATES |
| 28 October 2021 – MEDIA RELEASE01 November 2021– APPLICATIONS OPEN(See below for how to apply)31 January 2022 – APPLICATIONS CLOSE(No applications will be accepted after midnight on this date)31 October 2022 – Taster sessions to have been delivered |
|  | **WHO CAN APPLY?** |
| An application can be submitted by any community group or organisation who is not a business and provides non-for profit community activities open to all members of the communities of Musselburgh, Old Craighall, Wallyford and Whitecraig.Applicants must meet the following criteria:**A** – Be a Constituted Group and have a bank account, or**B** – If not a Constituted Group, have a sponsor organisation to receive funds on their behalf***Note****: Funds can only be transferred to a group/organisation with a constitution and bank account.*  |
|  | WHAT TYPE OF ACTIVITIES CAN BE FUNDED FOR FREE TASTER SESSIONS? |
| Any type of activity which is open to all members of the community and is delivered by a not-for profit, non business local organsisation can apply for funding. Applications can also be used to provide taster sessions for adult volunteers who may wish to become involved in supporting local organisations.Such activities can include:* Local Youth organisations
* Craft clubs
* Sports Clubs
* Hobbie Clubs
* Meeting groups

The free taster sessions must have no cost to those who wish to take part. |
|  | **WHAT WILL BE CONSIDERED?** |
| * Applications to deliver free sessions from groups/organisations who provide activities to the communties of Musselburgh, Old Craighall, Wallyford and Whitecraig.
* Applications for free taster sessions to promote adult volunteering.
* If your taster sessions are funded, they must be delivered by 31 October 2022.
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|  | **WHAT WILL NOT BE CONSIDERED?** |
| Funding will not be considered for:* Organisations and groups that do not comply with equalities
* Organisations which are run as businesses
* Party political, lobbying or religious activity, although funding can be provided to faith groups if they provide activities open to all the community and are not religiously focused.
* The Musselburgh Area Partnership will not fund any application which in its view is from a profit making group or is a business. This decision is final.
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|  | **HOW DO I APPLY?** |
| Applications forms can found via the following link:[www.eastlothian.gov.uk/musselburghap](http://www.eastlothian.gov.uk/musselburghap) and should be sent to musselburgh-ap@eastlothian.gov.ukAlternatively hard paper applications can be sourced by emailing:musselburgh-ap@eastlothian.gov.uk. Paper applications can be sent to:Project 21c/o Stuart Baxter | Connected Communities Manager | Brunton Hall | Ladywell Way | Musselburgh EH216AA |
|  | **OTHER RULES AND CRITERIA** |
| Funding can be used for the following:* Covering the cost of organising free taster sessions
* Cover the cost of additional resources if specifically required.
* Venue hire
* Leaflets
* Cost of refreshments
* Advertising such free taster sessions to the community.

Groups/Organisations who are funded will be required to provide and update on their sessions in respect of number, success etc. They may also be asked to provide details/images for media coverage.Applcations for funding will not be considered after the closing date of 31 January 2022 or at a time prior to the closing date when the allocation of funding has reached the full £21,000 that has been allocated. |
|  | **HELP!!!** |
| If you have any queries or questions then please direct them toEmail: musselburgh-ap@eastlothian.gov.uk |
|  | **WHAT HAPPENS IF MY GROUP RECEIVES FUNDING?** |
| * If your group/organisation receives funding the agreed amount will only be paid into the bank account relating to that group/organisation or sponsor organisation.
* The funding must be spent by 31 October 2022.
* The taster sessions must be delivered by 31 October 2022.
* Funding of all groups/organsiations will only be to the total value of £21,000
* Applicants may be asked to provide media material to support the project.
* The Musselburgh Area Partnership logo must be included in any advertising or publications. (A copy will be provided on application)
* You will be required to provide an evaluation and update of your taster sessions to the Musselburgh Area Partnership
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APPLICATION FORM

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| NAME OF GROUP / ORGANISATION |
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| NAME OF SPONSOR GROUP / ORGANISATION (if applicable) |
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| Charity Number (if applicable) |
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| LEAD CONTACT |
|  |
| ORGANISATION/GROUP ADDRESS |
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| CONTACT TELEPHONE NUMBER |
|  |
| EMAIL |
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| A BRIEF DESCRIPTION OF THE TASTER SESSION YOU WILL DELIVER? |
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| HOW MANY FREE TASTER SESSIONS DO YOU AIM TO DELIVER? (To how many individuals) |
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| HOW MUCH WILL EACH TASTER SESSION COST TO DELIVER? |
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| HOW MUCH FUNDING ARE YOU APPLYING FOR ( £100 - £500) Note: Please only apply for the amount you feel it will take to deliver the number of free taster sessions you aim to provide. |
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| BANK ACCOUNT DETAILS |
| Bank account details will be requested to transfer funds on the approval of any application |

I declare that I have read the guidance document and that the information submitted in this application is accurate to the best of my knowledge.

\*Delete as appropriate

\*I declare that the applicant organisation/group has a bank account / the applicant group/organisation has a sponsor organisation who will receive funds as required.

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| **SIGNATORY** |
| **I declare that the applicant/organisation/group/sponsor has a bank account /organisation** |
| **Full Name Print** |
| **Signed:** |
| **Date** |

**Musselburgh Area Partnership**

**Privacy Notice**

**Section 1: Our contact details**

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| *Your personal information is being collected by:* Musselburgh Area PartnershipIain Clark ChairC/O Stuart BaxterBrunton HallMusselburghEast Lothian07887660553sbaxter@eastlothian.gov.uk | *Data Controller:*East Lothian CouncilJohn Muir HouseHaddingtonEH41 3HA | *Data Protection Officer:*East Lothian CouncilJohn Muir HouseHaddingtonEH41 3HATelephone: 01620 827827Email: dpo@eastlothian.gov.uk  |

**Section 2: Why we need your personal information**

As you have applied for funding from the Musselburgh Area Partnership Project 21 Initiative.

Your Information will be used for this Initiative and for associated publicity and promotion by the Musselburgh Area Partnership. East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit: <https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1>

**Section 3: Legal Information**

In order for us to collect and use your information, we have to have a ‘legal basis’ for doing so. The legal basis for processing your personal information is:

We are processing your information as part of our public task as a local authority

The personal information we are collecting is contained in the application form including:

Name of Organisation/Group/Individual:

* Contact Name
* Position in Organisation
* Contact Address
* Telephone no
* Email
* Address for correspondence:
* Postcode
* Charity No: (if applicable)
* Bank Account Details (to be collected later and only from successful applicants)

**Section 4: Sharing and transfer**

We will be sharing your personal information with the following:

* Services within East Lothian Council, including Finance

**Section 5: How long will we keep your personal information?**

**Ref. Activity/ Records Series Description/ Example**

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| **Ref.**  | **Activity/ Records Series** | **Description/ Example****Record Types** | **Trigger - event****that prompts start****of retention period** | **Retention****Period** | **Disposal****Action** | **Authority** | **Citation/ Notes** | **Location /****Responsibility** |
| **Project 21** | **Application Form for funds** | **Use of information supplied to assist in the assessment of the application** | **Event Launch** **1 November 2021** | **3 years** | **Destroy** | **Business Requirement** |  | **Paper/ electronic held by Iain Clark Chair Musselburgh Area Partnership** |

**Section 6: Your rights**

1. **You have the right to be informed about how your information will be used.**
2. **You have the right to access your personal information. This is done by making a request to the Chair of Musselburgh Area Partnership at** musselburgh-ap@eastlothian.gov.uk
3. **For more information on placing Subject Access Requests, please visit** <https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1>
4. **You have the right to ask Musselburgh Area Partnership to correct inaccurate or incomplete information.**
5. **In certain circumstances, you have the right to have your personal information erased.**
6. **In certain circumstances, you have the right to ask Musselburgh Area Partnership to limit the ways they use or share your information.**
7. **In certain circumstances, you have the right to ask Musselburgh Area Partnership to move, copy or transfer your information to another organisation in an electronic format.**
8. **In certain circumstances, you have the right to object to the ways Musselburgh Area Partnership process your information.**
9. **In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.**

You can find more information about data protection and your rights on the Information Commissioner’s Office (ICO) website at <https://www.ico.org.uk>.

**Section 7: Complaints**

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Musselburgh Area Partnership using the contact details at the start of this Privacy Notice.

If Musselburgh Area Partnership are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner’s Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745

**Section 9: Information about other people**

If you have provided anyone else’s personal information, please make sure that you have told them that you have given their information to Musselburgh Area Partnership. They will only use this information to:

Your Information will be used for this initiative and for associated publicity and promotion of this initiative by the Musselburgh Area Partnership.