**SHEFFIELD CHURCH BURGESSES TRUST**

**Ecclesiastical Grants Committee**

**Individual Ministry Training Grant Applications**

**Guidelines for individual training courses/retreats/sabbaticals applications**

# The Trust recognises that training courses, retreats and sabbaticals are important for the personal development of individuals who serve in the Church of England in the city of Sheffield.

# Grant funding will usually be considered for ordained clergy serving in a ministry role within the Sheffield Deaneries of the Church of England, namely Attercliffe, Ecclesall, Ecclesfield and Hallam.

# Grant funding may be provided for all, or part, of the costs of attending courses, retreats or sabbaticals. Applicants should also consider applying for funding for all or part of any costs from the Diocese, their own PCCs and other funding bodies.

# Successful applicants will be required to provide the Trust with a report after the conclusion of their training course/retreat/sabbatical. The report should include how the individual found the event, what they learnt or how they benefited from their participation, and how they feel their ministry work will be enhanced as a result. A report of one or two pages will usually suffice.

# Grant funding is provided on the understanding that if the individual does not in fact participate in the proposed event, or if the full amount of funding is not required, then the unused funds will be returned to the Trust within one calendar month of the individual becoming aware that that is the case.

# **Application Forms**

# A Word version of the application form for completion by applicants can be provided upon request.

# Please return the completed form to:-

 Mr I Potter

 The Law Clerk

 Sheffield Church Burgesses Trust

 Derwent House

 150 Arundel Gate

 Sheffield

 S1 2FN

 Tel No: 0114 267 5588

 E-mail: ian.potter@wrigleys.co.uk

Sept 2020

 **SHEFFIELD CHURCH BURGESSES TRUST**

Application for grant aid: ecclesiastical purposes – **Individual Ministry Training**

Funding for a training course, retreat or sabbatical

*(Please read the Grant Guidelines enclosed before completing)*

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| 1. **Individual making application**
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| Name: |  |
| Address: |  |
|  |  |
|  |  |
| Tel No: |  |
| Mobile No: |  |
| Email: |  |
| Nature of position and place of your Ministry: |  |

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| 1. **Course/Retreat/Sabbatical** *(please attach a course overview/retreat or sabbatical proposal)*
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| Title/description: |  |
| Date and duration: |  |
| Venue/Location: |  |
| List and describe below the costs of the course/travel/accommodation/food that you require funding for |
| £ |  |
| £ |  |
| £ |  |
| £ |  |
| £ |  |
| £ |  |
| Total cost £ |  |

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| 1. **Details of secured or likely funding from elsewhere (Diocesan grant/PCC/own funding/other funding body)**
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| 1. **Describe how the course/retreat/sabbatical will be useful to your ministry work in the city of Sheffield**
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| 1. **Other relevant information** *(Please do not limit your application to this form. Do supply any information or additional documents which you think will help in the consideration of your application)*
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**Privacy Notice**

**Personal Data Provided to the Trust In Relation To Its Grant Making Activity**

The Sheffield Church Burgesses Trust (registered charity No 221284) Derwent House, 150 Arundel Gate, Sheffield, S1 2FN (referred to here as 'the Trust') is committed to protecting the privacy and security of the personal information of individuals in relation to its grant making activity.

Correspondence arising from this privacy notice or questions concerning it should be directed to the Trust's Law Clerk at the above address.

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| Individuals about whom the Trust might receive and hold personal information may include:-.* Applicants for grants.
* Recipients of grants.
* Referees named in grant applications.
* Individuals named as being involved in projects or activities for which a grant is being sought, or has been awarded.
* Other individuals who have enquired about, or have an interest in, the Trust's grant making activity.

This privacy notice describes how the Trust collects and uses personal information about such individuals in order to carry out its grant making activity in accordance with the General Data Protection Regulations (known as 'the GDPR'). For these purposes the Trust is a "data controller". This means that it is responsible for deciding how it holds and uses personal information about the individuals referred to above. It applies to all such individuals, whether their involvement is current or in the past. |

**How is personal information about individuals collected?**

The Trust typically collects personal information about individuals in the following ways:-

* Receipt of grant application forms, accompanying correspondence and supporting documentation.

* Obtaining references for grant applications.
* Correspondence or discussions relating to grant applications as they are being processed and considered.
* Correspondence or discussions relating to successful applications, including payment arrangements.
* Obtaining reports and feedback about outcomes arising from the Trust's grant making activity.
* Enquiries about potential grant applications, expressions of interest and those known to the Trust as being interested in its grant making activity.
* Receiving grant applications that have been submitted to other grant making charities, which have been lawfully passed on to the Trust to consider.

**Personal information about individuals other than the provider of the information**

In relation to personal data about other individuals which is provided to the Trust, it is vital that anyone providing such information ensures that they themselves comply with data protection law (including the GDPR) and ensure the accuracy, quality and legality of such personal information and the means by which it has been acquired and provided.

The provider must also establish the legal basis for processing any individual's personal information under such data protection law, including by providing all notices and obtaining all consents as may be required in order for the Trust to process such personal information for the purpose of its grant making activity.

Anyone considering providing such information to the Trust may wish to first provide any other individuals with a copy of this privacy notice for them to consider and to obtain express consent to providing the Trust with any sensitive personal data (see below).

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| **How the Trust uses information about individuals**The Trust will only use personal information about individuals as the law permits. Most commonly, this will be for the following lawful reasons:1. In order for the Trust to undertake its grant making activity, including steps taken prior to, and after, the consideration of the making of grants.[\*]2. Where the Trust needs to comply with a legal obligation.[\*\*]3. Where it is necessary for the Trust's legitimate interests (or those of a third party) and the interests and fundamental rights of the individual do not override those interests.[\*\*\*]4. Where the Trust has obtained the individual's freely given, specific, informed and unambiguous consent by way of a statement or clear affirmative action.[\*\*\*\*]The Trust will use personal information about individuals for the purposes of its grant making activity, usually in the following ways (the asterisk next to an activity below corresponds to the asterisk next to a lawful reason above, to demonstrate the lawful reason the Trust relies on to undertake that activity):* To correspond with applicants in order to process and consider grant applications.\*
* To obtain references.\*\*\*
* To communicate the outcomes of grants applications.\*
* To correspond with recipients of grants in order to administer those grants and facilitate payments.\*
* To liaise with recipients of grants to obtain reports and feedback about outcomes arising from its grant making activity.\*\*\*
* To correspond with recipients of grants if it is felt that their project or activity may be used as a case study for good practice or other promotional purposes\*\*\*. The Trust would not share details without seeking prior permission.
* To maintain a central database of information relating to applications received and grants made by the Trust, and to record their outcomes.\*\*\*
* To contact individuals or organisations that may be eligible for a grant who are known to the Trust and have enquired about, or expressed an interested in, the Trust's grant making activity.\*\*\*
* To inform individuals or organisations of events/ meetings that may be of interest to them, in relation to their projects/activities.\*\*\*
* The Trust may disclose grant applications and information otherwise provided, in whole or part, to selected other charities which may be able to consider providing grant support\*\*\*. If individuals do not want such information being disclosed this should be indicated by ticking the appropriate box at the end of this privacy notice or by contacting the Trust's Law Clerk.
* To comply with the Trust's legal, accounting and reporting obligations to the Charity Commission and other regulatory and statutory bodies.\*\*
* To share information as necessary with the Trust's professional advisers, including its lawyers and accountants.\*\*\*

To retain documentation in relation to its grant making activity and other paperwork in order to deal with future requests, queries or complaints, in relation to which the Trust and its professional advisers may also use third party storage and information back-up services which may have access to personal data\*\*\*. However they are not permitted to process any such data other than on the Trust's behalf and at all times personal data will remain confidential.The Trust may also use personal information about individuals in the following situations, which are likely to be rare:* Where the Trust needs to protect the individual's vital interests (or someone else's vital interests).
* Where it is needed in the public interest.

The Trust may include information about its grant making within its Trustees Annual Report and Financial Statements, as submitted to the Charity Commission and made available on the Commission’s website as a matter of public record. Ordinarily this would be a list of grants made and recipients. The Trust may also choose to otherwise publish such information or share it with others. When doing so the Trust will not include the personal data of any individuals without their prior consent (which would be additional to the consent provided for under this Privacy Notice).  |

**Consent to the Trust using sensitive personal data**

To the extent that information provided to the Trust (see *How is personal information about individuals collected?*) concerns an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sex life or sexual orientation (defined in the GDPR as 'special categories' of 'sensitive personal data'), it is necessary for the Trust to have express consent, or another lawful reason, to be able to hold and use that information.

Therefore, if information provided to the Trust contains such 'sensitive personal data,' it is vital that express consent to use that information as set out in this privacy notice is provided and evidenced by the signing and submission of a copy of this privacy notice to the Trust.

If a signed version of this privacy notice is not received by the Trust's Law Clerk within three months of a request to do so the Trust may not be able to continue to hold any such information, may not be able to give it further consideration and may arrange for it to be securely destroyed.

**Change of purpose**

The Trust will only use personal information about individuals for the purposes for which it is collected, unless it is reasonably considered necessary to use it for another reason and that reason is compatible with the original purpose. If the Trust needs to use the personal information of individuals for an unrelated purpose, it will tell them about the legal basis which permits it to do so.

Please note that the Trust may process personal information about individuals without their knowledge or consent where this is required or permitted by law.

**Retention of personal data and Individuals' rights**

All personal data, including any sensitive personal data, received and utilised for the purpose of the Trust's grant making activity will be destroyed after the trust has ceased actively using it for a period of seven years.

Individuals are entitled to object to all or any processing of their personal data and/or request that their personal data be erased, at any time, by providing not less than five working days' notice to the Trust. Individuals may also withdraw their consent to the processing of any sensitive personal data at any time, although any withdrawal of consent may mean that the Trust may not be able to adequately consider grant applications or make further payments of already authorised grants.

Individuals may also request a copy of their personal data that is held by the Trust (commonly known as a "data subject access request") and may request the correction of any personal data held about them

Individuals have the right to make a complaint about the Trust's processing of their personal data at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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| **Your signature on and submission of this form are your confirmation that all of the information provided by you to the Trust in relation to its grant making activity is correct, complete, true and accurate in all respects.****Your signature on and submission of this form also confirms that you have read and acknowledge this form and your consent to the Trust using any sensitive personal data pertaining to you and other individuals in accordance with this privacy notice. You confirm that you have as far as is necessary complied with the requirements under the heading 'Personal information about individuals other than the provider of the information' set out above.**

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| Signed: |  |
| (If emailing this form your signature can be your name typed in italics) |
| Date: |  |
| Print name: |  |

The Trust may disclose grant applications and information otherwise provided, in whole or part, to selected other charities who may be able to consider providing grant support. If you do not agree to such information being disclosed please tick the following box  |