

# Sheffield City Council Community Covid Recovery

# Device Loan Scheme Grant

# Application Form

## About your organisation

1. **What is your organisation / group called?** (*Give the organisation / group’s name as it appears on your bank account. If this is a partnership bid, please list all partner organisations and indicate which group is the lead partner, i.e., the one taking responsibility for the bid.)*

Click here to enter organisation / group name.

1. **Briefly describe the aim of your organisation / group and what your main activities are.**

Click here to describe organisation / group aims and activities.

1. **Please provide the contact details of the person who is responsible for this application.** *(This person will be known as the Grant Contact. This person should be from the lead organisation named in question 1.)*

**Title:**Click here to enter title.

**First Name:** Click here to enter first name. **Surname:** Click here to enter surname.

**Position in Organisation / Group:**

Click here to enter your position in the organisation / group.

**Contact Address:**

Click here to enter the postal address of your group including postcode.

**Telephone Number:** Click here to enter contact telephone number.

**Email Address:** Click here to enter contact email address.

## About your application

1. **Please indicate below how many devices you are requesting and which type.**

**Note:** You can request laptops, tablet devices, or a combination of both. The maximum number of devices you can request in total is 50. If successful, you will also receive a one-off sum of £250 per device to be used as per the guidance.

The Council cannot guarantee that it will be able to fulfil all requests in full if the grant scheme is over subscribed. You must explain how your request will be used to meet one or more of the outcomes listed below.

| **Type of Device** | **Quantity Requested** |
| --- | --- |
| Laptop Device:  | Enter number. |
| Tablet Device: | Enter number. |

1. **Your bid must support one or more of the outcomes below.**

**Please tell us which outcomes you will be supporting and how you will use the devices to support the outcomes?**

**Please also briefly describe how you will know your activities for the outcome(s) will be successful?**

*(You only need to provide information against the outcome(s) you are supporting. If no outcomes are supported, the grant application will be rejected at this stage.)*

**Outcome 1:** Support individuals who have been adversely affected by lack of access during the pandemic to gain access to digital services.

Click here to enter how you will be supporting this outcome (if applicable) and how you will know your activities have been successful.

**Outcome 2:** Support individuals in the development of Digital Skills and Confidenceusing the internet and online services.

Click here to enter how you will be supporting this outcome (if applicable) and how you will know your activities have been successful.

**Outcome 3** Helping to reduce social isolation and improve mental health.

Click here to enter how you will be supporting this outcome (if applicable) and how you will know your activities have been successful.

**Outcome 4:** Enable the development of skills to support employability or economic recovery.

Click here to enter how you will be supporting this outcome (if applicable) and how you will know your activities have been successful.

1. **How many people and which groups or communities do you expect will benefit from the provision of devices to your group through this in the next 12 months?**

Click here to enter information about which groups or communities you expect to help and how many people.

1. **Can you confirm that you have the capacity to manage the devices and their allocation to individuals on a loan basis and that you will be able to continue this on an ongoing basis?**

Click here to briefly describe how you will support the device loans.

## Other requirements

1. **Can you confirm that you will provide any devices on a loan basis to support individuals and that you understand the grant is not to be used to bolster your organisations own IT equipment?**

Yes [ ]  No [ ]  *(If no, then your application will be rejected at this stage).*

1. **Can you confirm that you understand that this is a one-off grant that will involve an asset transfer of devices along with a per device amount of money and that no further support will be available from the Council following completion of this grant allocation process?**

Yes [ ]  No [ ]  *(If no, then your application will be rejected at this stage).*

1. **Can you confirm that you understand that as all assets will be transferred to your organisation, you will be responsible for the data protection and safe use of the devices, including ensuring no personal or confidential data is retained when devices are recovered and passed on to new users?**

Yes [ ]  No [ ]  *(If no, then your application will be rejected at this stage).*

1. **Can you confirm that you understand that the Council will not provide any replacement devices in the event of devices being lost or stolen and you must make you own arrangements for security and insurance of devices if appropriate?**

Yes [ ]  No [ ]   *(If no, then your application will be rejected at this stage).*

**Please note: You must have a bank account in the name of your group.**If your application is successful and your group is not already set up as a registered SCC ‘supplier’, we will need you to set up your organisation on our finance system.

You will receive a link that will take you to Sheffield City Council’s secure website to enter your details electronically. If you do not follow these instructions promptly it may delay any payment we make. Please **DO NOT** include any bank details for your group on this application form.

If you are already set up to receive payments from the Council, please provide the following details:

**Group / organisation name:** Click here to enter your group / organisation name.

**SCC Trade Supplies Number:** Click here to enter the number.

Once you have completed this application form, please sign the declaration on the following page and email it to pkw@sheffield.gov.uk.

Please also send a copy of your group / organisation’s governing document.

The closing date for applications is midday on Friday, 11th February 2022.

If you have any questions about the fund or need help with any aspect of the application process, please email pkw@sheffield.gov.uk.

## Declaration

* I confirm that the group named on this form has authorised me to make this application.
* I acknowledge that at this stage this does not constitute a formal grant offer and understand that the Council will only enter into the agreement if the application is successful.
* I confirm that there are at least two signatories for our bank account(s), that these signatories are not related and that at least two signatures are required to make payments or withdrawals from our bank account(s).
* The answers to the questions in this form, together with any other information submitted by us in connection with this application, are true.
* I have attached a copy of our governing document along with the application.
* I have read the attached Privacy Notice.
* I confirm we are constituted in the following way. Please select from the list:

[ ]  An unincorporated community group

[ ]  A registered charity or charitable trust

[ ]  A charitable incorporated organisation

[ ]  A community interest company

[ ]  An industrial and provident society, co-operative society or community benefit

 Society

[ ]  Any other form of charitable business with charitable aims or objects (please

 describe) Click here to describe.

If you are registered with the Charity Commission, what is your Charity Number?

Click here to enter number.

If you are registered with Companies House, what is your Company Number?

Click here to enter number.

**PLEASE SIGN**

**Signature:** Click here to enter name to sign.

**Position in Group:** Click here to enter your position in the group.

**Date:** Click here to enter date.

## Privacy notice for applicants

The General Data Protection Regulations (GDPR) govern how we handle personal data.

*How we will use your information?*

We will use this information in order to access you the eligibility of your bid and allocate devices and fund based on our assessment of you application against the outcomes and aims of the fund.

The information you have provided to us in connection with your grant application (including any personal contact details) will be held securely as hard copy originals and as electronic data on the Council’s shared drive

*Who will we share your information with?*

The information may be shared with other Council officers, elected members and members of the Grants Advisory Panel as part of our grant assessment and monitoring process.

Your information will not be shared with any other third party.

Please note that the City Council is subject to Freedom of Information and other legislation.

*How long we will keep your information?*

Information from successful applicants will be retained for the duration of our grant relationship with your organisation and for 6 years following the end of the grant.  Information from unsuccessful grant applicants will be kept for 12 months from the point of application.

*What are your rights?*

You have rights under Data Protection law.  For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our [Data Protection web page](https://www.sheffield.gov.uk/privacy).

Alternatively, you can contact Sheffield City Council’s Data Protection Officer dataprotectionofficer@sheffield.gov.uk

*How to make a complaint*

If you are unhappy about the way your personal data has been handled, you can make a formal complaint about a Council Service or complain directly to the Information Commissioners Office.

* To complain about a Council Service visit <https://www.sheffield.gov.uk/home/your-city-council/complaints> or contact 0114-2734567
* To complain directly to the Information Commissioners Office visit [the ICO website](http://www.ico.org.uk/concerns) or contact 03031231113