

**Foundation of St Matthias
CORPORATE APPLICATION FORM**

<p>Confidential Please read the guidance notes carefully and complete <u>all</u> sections legibly in Black Ink.</p> <p>Please note that supplementary documentation <u>will not</u> be copied, due to cost, and therefore your application should provide enough information for it to be considered on its own merits and should not refer to other documentation in reply to the questions posed.</p> <p>The privacy notice, pertaining to any information you provide within this application, can be found at the end of the form. The privacy notice also applies to the Project Funding Report and to any subsequent application you may make for further funding.</p>	<p>For office use only</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">Application No</td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">References</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Requested</td> <td></td> </tr> <tr> <td style="text-align: center; padding: 2px;">Received</td> <td></td> </tr> </table>	Application No		References		Requested		Received	
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Received									
<p>1. Name/Title of Corporate Body or Organisation</p> <p>UK Registered Charity Number (or N/A if not applicable): If N/A please see additional requirement in guidance note 13 on page 2</p>									
<p>2. Address</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>									
<p>Telephone number</p>									
<p>Email</p>									
<p>3. Name and status of person making the application on behalf of the above</p>									
<p>4. Address (if different from above)</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>									
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<p>Email</p>									

Guidance Notes

The object of the charity is the advancement of education with a preference for higher or further education; such education contributing to the advancement of the Church of England, in particular through the following means:

- (1) the education and training of persons who are, or intend to become, engaged in social welfare work as social workers, community workers, youth workers, teachers, supervisors of pre-school groups or otherwise;
- (2) The education and training of persons intending to become ministers of the Church of England or of a church in communion therewith;
- (3) In providing such special benefits of any kind not normally provided by the local education authorities or from central government funds in schools or academies (within the meaning of the Education Acts) in which religious instruction in accordance with the principles of the Church of England is given, in the Dioceses of Bath and Wells, Bristol or Gloucester as may from time to time be agreed between the trustees and the Governors of the school concerned;
- (4) In providing, or assisting in the provision of, a chaplaincy for students of establishments of higher or further education by paying, or assisting in the payment of, the stipend of one or more priests of the Church of England or otherwise;
- (5) In assisting colleges established for charitable purposes only at which provision is made for the training of teachers;
- (6) In making grants to persons in need of financial assistance to enable them to attend an establishment of higher or further education, to travel in furtherance of their education, to study music or other arts or, on leaving any educational establishment, to prepare for, or to enter a profession, trade or calling.

Your application should demonstrate how your project meets the above object of the charity. In addition, please refer to the notes below, corresponding to the numbered sections on the form.

5	Please make clear the beneficiaries and the scale of the project.
6	As much detailed information as is available at the time of application should be given. If projected costings are incomplete, or the total cost of the project unknown, please provide information as to the current stage of the project (which could, for example, be at the planning stage) and when full costings will be known.
10	Please focus on the expected outcomes of the project i.e. "what difference will the project make, what will its impact be?"
11	For applications relating to start-up or initial funding for a project, please give as much information as possible about plans for ensuring that the work can continue once that funding has been used.
13	Two confidential references will be sought in support of this project. One of these referees should be somebody external to the project able to certify that the project will enhance the Church of England's contribution to education (for example a diocesan officer or member of the clergy). At least one of the referees should be able to comment on both the leadership and educational value of the project. If your organisation is not a UK registered Charity, at least one of your referees will also need to give a supporting statement. Please note that your referees should not be serving trustees of St Matthias.

For successful applications, the Trust will require a report on how the funding has been used, including a financial summary for grants above a particular level.

5. Purpose for which grant is required.

Please summarise here.

6. Financial

(a)	Total cost of project	£
(b)	Amount of grant being applied for	£
(c)	Period for which grant is required, with specific dates	

Please provide detailed financial costings. These should be attached.

7. Please state the extent and sources of any other funds already known to be available for this purpose.

8. What applications are being made to other Trusts and bodies? Please state the outcome if known.

9. Please state what research has been undertaken to ascertain the need for this work and its value to the community. If similar work has been undertaken elsewhere, how will your proposal either complement or differ from it?

10. Describe how your proposal will meet these identified needs and how it will enhance the Church of England's contribution to education.

11. Please explain how the work will continue and be supported once any funding from the St Matthias Trust has been used.

12. Do you have any other information relevant to the application?

Please note that supplementary documentation will not be copied, due to cost.

13. Name and address of referee

Name and address of referee

VALIDATE YOUR APPLICATION

Please take a moment to check your application for and errors or omissions:

- Incomplete applications will not be considered and therefore each question must be answered.

Please note: the following pages contain the applicant's 'declaration of intent' and also our 'data privacy notice' both requiring your agreement by signature. Unsigned applications will therefore not be considered.

Completed applications should be returned to:

The Foundation of St Matthias
Hillside House, First Floor
1500 Parkway North
Newbrick Road, Stoke Gifford
Bristol
BS34 8YU

The Administrative team for the Trust can also be contacted, if you have any queries, by phone or email, as follows:

Telephone: 0117 906 0100

Email: stmatthiastrust@bristoldiocese.org

**Additional information can also be found at:
www.stmatthiastrust.org.uk**

14. Declaration of Intent

In making this application for a corporate award, I agree to be bound by the following:

- That the details and particulars stated on the form are true and correct to the best of my knowledge; and
- If I receive a grant from another source, I will notify the Foundation in writing forthwith, and if requested, I will return all or part of any grant awarded by the foundation; and
- If I do not undertake the proposed course or carry out the proposed project, I will notify the Foundation forthwith and, if requested, will return in full the grant awarded by the Foundation;
- If I do not complete the course or project for which the Foundation has made a grant by instalments, then I will return any grant instalment paid for that part of the course or project which is not to be completed; and
- I agree to provide a copy of the research undertaken or a report on the study or project carried out, if so requested by the Foundation.

15. Data Privacy Notice

1. Your Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Data Controller

The Foundation of St Matthias (Registered Charity Number 311696) is the data controller. This means the Foundation decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Foundation comply with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:-

- Carrying out security / credit checks in connection with your Grant Application(s) to assess your eligibility for a grant(s) from the Foundation.
- For administration and management purposes and for statistical analysis.
- For audit and regulatory purposes.
- For the purposes of evaluating your application and, if successful, for the purposes of awarding and paying your grant(s).
- For the purpose of keeping a permanent historical record of grants awarded.

4. What is the legal basis for processing your personal data?

- The explicit consent that you have given so that we can evaluate your application.
- Processing is necessary for carrying out legal obligations in relation to your grant(s).
- Processing is necessary for the Foundation's legitimate interests including the award and payment of your grant(s).

5. Sharing your personal data

Your personal data will be shared with the Trustees of the Foundation, their clerk, accountants and administrators for the purposes of evaluating your application and processing your grant(s). It will only be shared with third parties if you have explicitly consented or it is necessary to comply with our legal obligations or is necessary for the Foundation's legitimate interests.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the "St Matthias Trust Records Retention Policy" which is available from the Clerk to the Trustees.

Specifically, if your application is unsuccessful the Foundation will keep your Personal Data for six months before being securely destroyed or irretrievably deleted.

If your application is successful the Foundation will keep your Personal Data for seven years for audit reasons and in compliance with the Charity Commission's Statement of Recommended Practice and for administrative purposes. The Personal Data will then be securely destroyed or irretrievably deleted.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Foundation holds about you;
- The right to request that the Foundation corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Foundation to retain such data but only if the data is no longer necessary for the purposes for which it was collected or otherwise processed;
- The right to withdraw your consent to the processing at any time but only if the data is no longer necessary for the purposes for which it was collected or otherwise processed;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If the Foundation wishes to use your Personal Data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

When you give the Foundation information about another person, for example, emergency contact details, you confirm that they have appointed you to act for them, to consent to the processing of their personal data and to receive on their behalf any data privacy notices.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to the Trustees at Hillside House, First Floor, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. The Foundation may monitor or record communications for training and evidential purposes.

11. BY SIGNING AND RETURNING THIS APPLICATION FORM YOU CONSENT TO THE TRUSTEES PROCESSING YOUR PERSONAL DATA IN ACCORDANCE WITH THIS PRIVACY NOTICE.

Signature of Applicant	Date
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