



7 Heol Penally
Little Acton
Wrexham
LL12 8JT

☎ 07545 866597

✉ gazzapigeon@sky.com

www.christchurchwrexham.org.uk

Dear Potential Applicant,

We are writing to inform you that you may be eligible for a one-off grant under ChristChurch's 'Here for Good' scheme which has been designed to offer financial assistance to people affected by the COVID-19 pandemic.

In order to qualify for funding, you must meet one of four criterions (see information sheet) and also live within the area covered by Acton Community Council.

Attached is the application form as well as ChristChurch's GDPR and privacy policy which will require your consent (indicated by signature). All must be completed and returned by midday on Friday 30th July 2021. You can do this via the email which is listed above, or via post (please address to 7 Heol Penally, Wrexham, LL12 8JT).

If you need any help or support with your application, then do not hesitate to contact us.

Best wishes,

Rebecca Jones

ChristChurch Administrator

Members of the Evangelical Alliance, and linked to Ichthus Christian Fellowship nationally.
Members of Christians Together in Wrexham and AVOW in our town.

Registered Charity No.1075397

ChristChurch 'Here for Good' Covid-19 Relief Grants

GUIDANCE FOR APPLICANTS

ChristChurch Wrexham (CCW) is making emergency funding available through a local Acton-based grant scheme to help and support individuals, families, households and small local organisations who have been adversely affected by the Covid-19 pandemic.

One-off grants of £50 up to £400 are available through applications made under one of the four categories outlined below. You would only be eligible to receive a grant once. Grants can be awarded to help match-fund or part-fund interventions requiring more substantial investment.

Eligibility criteria:

- 1) Support for those whose education (up to GCSE level) has been disrupted by the pandemic and confirmed to CCW by a local school. (e.g. access to tutor support, provision of study materials, purchasing equipment).
- 2) Support for individuals or families experiencing hardship as a result of the pandemic and confirmed to CCW by an accredited referring professional or agency / charity.
- 3) Support for mental health issues directly related to the pandemic confirmed to CCW by a recognised medical health / care worker or mental health charity / organisation
(support through recognised courses and counselling only).
- 4) Support for people struggling with bereavement as a result of losing a loved one during the pandemic. Confirmation to CCW via a local health professional
(support through recognised courses and counselling only).

Any grants awarded in categories 3 or 4 would be on the understanding that the grant is used to help finance access to and support from courses or counselling designed to address such needs.

Applicants must live within the boundary covered by Acton Community Council which includes the wards of Acton, Borrass Park, Little Acton, Maesydre and Rhosnesni.

If you are successful in being awarded a grant, we would expect a brief report of how you have used the grant, so that we can keep the church informed of how this emergency funding has been allocated and used.

Application forms, for the first round of applications, are attached and should be **completed and returned no later than 12 noon on 30th July 2021**. If sufficient funds remain after this round,

subsequent rounds of funding may follow. Help and advice is available to prepare your application before submitting it if you require it - please contact the CCW administrator on the email, or via the address, listed above. An incomplete application will not be submitted to the grant panel but will be returned to the applicant/s to give them the chance to complete it fully and then re-submit it.

The ChristChurch Privacy Policy and GDPR consent forms accompany this information and should be returned with any application forms.

Applicants will be notified within 21 days whether or not their application was successful. Letters to successful applicants will include details of the offer being made. The details of any unsuccessful applications will be appropriately destroyed.

Yours sincerely,

GARETH JONES

Gareth Jones

Senior Church Leader at ChristChurch, Wrexham

Written on behalf of the congregation at ChristChurch, Wrexham.

Members of the Evangelical Alliance, and linked to Ichthus Christian Fellowship nationally.

Members of Christians Together in Wrexham and AVOW in our town.

Registered Charity No.1075397

Background

Privacy is important to ChristChurch Wrexham and this Privacy Notice outlines our commitment to you with regards to our policy: it lets you know what happens to any personal data that you give to us. Personal data is any information about a living individual which allows them to be identified (e.g. a name, email address, address, or image). Your personal data will be held by ChristChurch Wrexham. As data controllers, we will comply with our legal obligations under the Data Protection Act 1998 and the General Data Protection Regulations 2018: obtain your consent for any personal data that we collect; keep any personal data we hold on you up to date; store it securely and destroy it when no longer required; not collect or retain excessive or unnecessary amounts of data; keep your personal data secure, and protect it from loss, unauthorised access, misuse and disclosure.

You can contact ChristChurch Wrexham as the data controller for any data protection enquires:

By post: ChristChurch Administrator, ChristChurch Wrexham, C/O 7 Heol Penally, Little Acton, Wrexham LL12 8JT

By email: admin@christchurchwrexham.co.uk

By telephone: 01978 354805.

What kinds of personal information do we collect and process?

We may process the following personal data:

- (a) Names, titles, photographic images
- (b) Contact details, such as addresses, telephone numbers, and email addresses
- (c) Where relevant, we may process demographic information such as your date of birth, gender, marital status, nationality, family composition, dependants, education/work histories, academic/professional qualifications and employment details
- (d) To finance successful grants, financial identifiers such as bank account numbers, payment/transaction identifiers

We are committed to ensuring that your information is secure, so in order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

What do we do use your personal data for?

We will only use your personal data to consider and process your grant application and to communicate with and make grant offers to successful applicants. Unsuccessful applications will be appropriately destroyed with no personal details being retained.

When do we share your personal information with others?

Your personal data will be treated as strictly confidential. This means that we will not disclose your personal information to other third parties without your permission or unless required by law.

What should you do if your personal information changes?

You should tell us so that we can update our records appropriately.

Do you have to provide your personal information to us?

If you do not provide certain information to us, we may be unable to process your grant application, communicate with you or process financial awards.

When and how can you withdraw your consent?

Where ChristChurch Wrexham is relying upon your consent to process personal data, you can withdraw this at any time by contacting us using the details provided above.

Can I access my own personal data?

Should you require a copy of the information we hold about you, you may ask us in writing. We will endeavour to provide you with a written or electronic reply within 21 days of your request.

For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- (a) For as long as we have reasonable needs as an organisation, such as maintaining our relationship with you and managing our activities
- (b) Retention periods in line with legal and regulatory requirements or guidance

This means that we will keep your personal data only for as long as we need it and in line with our Data Retention Policy and we will delete it when it is no longer needed. We may keep some other records for an extended period of time - for example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. We will keep some records permanently if we are legally required to do so.

What are your rights under data protection laws?

As a person whose personal data ChristChurch Wrexham holds, you have the following rights:

- (a) The right to request access to your personal information and to obtain information about how we process it
- (b) The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- (c) The right to have your personal information erased
- (d) The right to restrict processing of your personal information
- (e) The right to object to processing of your personal information
- (f) The right to move, copy or transfer your personal information

These rights don't apply in all circumstances but if you wish to use any of them, we'll explain at that time if they are applicable or not. In order to process your request, we may need to verify your identity for your security.

What can I do if I have an issue with the use of my personal information?

Should you be dissatisfied with the way in which ChristChurch has processed your data, we would certainly like you to talk to us about that in the first instance but you should know that you have the right to submit a complaint directly to the Information Commissioner's Office, which enforces data protection laws:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk/concerns/handling/

**CHRISTCHURCH WREXHAM
DATA PROTECTION CONSENT FORM**



Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. By signing this form you will be confirming that you consent to ChristChurch Wrexham collecting, holding and processing your personal data for the purposes of your grant application. Please see the accompanying Privacy Notice for more details about how we use your personal data.

If you **do** consent to ChristChurch Wrexham using your personal data, please tick the box below.

I consent to the processing of my personal data by Christchurch Wrexham for the purpose of processing this 'Here for Good' grant application	<input type="checkbox"/>
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Next we would like you to confirm your consent to receiving communication *via one or more of the following options* by ticking the appropriate box or boxes. Note that we will only be able to contact you by the means shown if you have ticked the box.

Email	<input type="checkbox"/>
Telephone (landline)	<input type="checkbox"/>
Mobile phone including text message	<input type="checkbox"/>
Post	<input type="checkbox"/>

Now please fill in the relevant contact details that you want us to use in communicating with you:

Name:	
Address (inc. postcode):	
Email address	
Phone Number (Landline):	
Phone Number (Mobile):	

Signed: _____ Dated: _____

If you are emailing this form, please put an x in the next box to be taken as your signature.

<input type="checkbox"/>

You can withdraw or change your consent at any time by contacting the ChristChurch Administrator:

By post: C/O 7 Heol Penally, Little Acton, Wrexham LL12 8JT,

By email: admin@christchurchwrexham.co.uk by telephone: 01978 354805.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

ChristChurch Wrexham is a Registered Charity, No 1075397



ChristChurch 'Here for Good' Application Form 2021

SECTION 1	
Your personal / family details:	
Full Name:	
Date of Birth:	
Contact Address and Postcode:	
How long have you lived at this address?	
Contact Telephone No:	
Contact E-mail Address:	
Do you have UK right to work?	
Do you have UK right to residency?	

<p>Please provide a short paragraph outlining your application: Max 500 words</p>
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SECTION 2

ELIGIBILITY CRITERIA

PLEASE ENSURE THAT YOU HAVE CAREFULLY READ ALL OF THE INFORMATION AND ELIGIBILITY CRITERIA IN THE GUIDANCE PRIOR TO SUBMITTING AN APPLICATION.

Please tick the appropriate Boxes

Please indicate who is making the application:

- Individual
- Couple
- Family
- Small Local Organisation
- On behalf of someone else as their personal representative

I have support for my funding application from a properly recognised professional or organisation. YES / NO

If YES, please provide their name and contact details.

I have a bank account YES / NO

SECTION 3

APPLICATION DETAILS Grants are available from £50 up to £400

Your application must fit into ONE and ONLY ONE of the following categories.

PLEASE INDICATE UNDER WHICH CATEGORY YOU ARE APPLYING (tick the appropriate box)

- Disrupted education up to GCSE level** Education (up to GCSE level) which has been disrupted by the pandemic and confirmed to CCW by a local school. Actions to give children and young people the best start in life and access to opportunities to achieve their potential.
- Relief of hardship** Falling into hardship as a result of the pandemic and confirmed by an accredited referring professional or agency / charity. Including actions to improve equality and actions to help vulnerable people improve their circumstances and safety.
- Mental health support - Mental Health Matters** Actions to enable access to support for and increase awareness of mental health issues of individuals which are directly related to the pandemic as confirmed to CCW by a medical health / care worker or mental health charity / organisation. (support through recognised courses and counselling only).

Bereavement support Actions to enable access to support for people struggling with bereavement as a result of losing a loved one during the pandemic. Confirmation to CCW via a local health professional. (support through recognised courses and counselling only).

PLEASE NOTE: any grants awarded in relation to Mental Health or Bereavement support will be on the understanding that the funding is used to access courses or counselling designed to address such needs.

Please provide details of how much you are applying for and what you would want to use the money for.

Has a properly recognised professional or organisation (e.g. teacher / doctor / social worker) identified the need for what you have outlined above?

Yes

No

Please list below all supporting evidence that you are including with this application, along with evidence or correspondence from your referring professional, charity or organisation. Some evidence *MUST* be provided e.g. letters of support, pictures, video clips.

Have you received any other funding in relation to the category under which you have made this grant application? If yes, please provide details of other funding sources.

Please note when submitting your application: If your application is successful, you will need to provide a copy of your most recent bank statement/voided cheque or voided paying in slip along with proof of your address and postcode.

SECTION 4

DATA PROTECTION AND DECLARATION

Person/s: Full Name

I / We, the above-named person/s hereby confirm that we have read and understood the application guidelines and our application is an eligible one.
Please tick to confirm that your grant application **IS** your **ONLY** one.

DECLARATION

I / We the above-named person/s understand that by accepting a grant from ChristChurch Wrexham we agree to use it only for the purposes stated on this form.

Applicant's Name (Printed):

Applicant's Signature:

Date:

If you are making this application on behalf of someone else, please explain your relationship to the applicant (e.g. parent, relative, social worker etc and please provide your contact details)

Name (Printed):

Signature:

Relationship:

Contact Details:

Please return the completed application to: admin@christchurchwrexham.org.uk

Electronic applications are preferable for green purposes.

or by post to:

ChristChurch Wrexham

c/o 7 Heol Penally

Little Acton,

Wrexham

LL12 8JT

Applications should be submitted no later than 12 noon on 30th July 2021.

Successful Applications will be notified by email or post within 21 days of the application deadline

Unsuccessful applications will be destroyed

Please remember to keep a copy for your own records!

CHECKLIST

Please tick that

- You, or your representative, has signed the application form.
- You have provided appropriate and reliable evidence to support your application.
- You have completed and signed the GDPR Data Protection consent form.
- You are submitting the application on time.

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