



- A wee space... for a wee while



## Community Support for Stalled Spaces

### APPLICATION FORM

Please read the Application Guidance notes carefully and in full before you complete your application form.

1. ORGANISATION DETAILS	
(Please refer to Guidelines Section 1.0 for further information and clarification)	
1.1 Name, address and contact details of your Group/Organisation/Initiative	
Name	
Address	
Postcode	
Phone No.	
E mail/Website	
Number of members	
1.2 Details of main contact person (for this application)	
Name	
Position in organisation (e.g. Chairperson)	
Address (if different from above)	
Phone No.	
E mail/Website	
1.3 What are the main aims/objectives/activities of your organisation?	

1.4 Registration Details: Please provide the following registration numbers or $\checkmark$ N/A if not applicable			
Charity Registration No.		N/A	<input type="checkbox"/>
Care Commission Registration No		N/A	<input type="checkbox"/>
Member of Protection of Vulnerable Groups Scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

**1.5 How is your organisation currently funded? Please indicate which type of accounts your organisation will provide as per section 6 of the guidance. These will be required if your project is successful, at the Final Monitor.**

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**1.6 Please indicate the balance in your organisations bank account(s) at the time of application and commitments to be met from it in the current financial year.**

Balance	£
Commitments	£

Details

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**1.7 What is the total amount of funding your organisation has received from the Council in the current financial year.**

£

**Purpose of this funding**

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**2.0 PROPOSAL**  
(Please refer to Guidelines Section 2.0 for further information and clarification)

**2.1 Which priority area(s) does your development proposal cover?**

<input type="checkbox"/>	Registered Vacant & Derelict Land
<input type="checkbox"/>	Land earmarked for development but stalled
<input type="checkbox"/>	Under utilised open space

**2.2 Location (including post code) and description of site for proposed improvement. Please also provide a location plan of the site and if possible, a photograph.**

**2.3 What Council Ward will your initiative take place in? You can find that information [here](#).**

**2.4 Who is the site landowner/developer? If you are unsure of this or need help to find out please contact Stalled Spaces at [stalledspaces@glasgow.gov.uk](mailto:stalledspaces@glasgow.gov.uk)**

**2.5 Has a formal agreement been finalised with the landowner/developer or permission granted to improve the site? If successful, we will require a copy of the agreement for our records.**

Yes

No

Under discussion

**If yes, what period of time does the agreement cover?**

**If still to finalise, when do you expect final agreement?**

**2.6 Describe what you want to do on the identified site. Please include:**

**1. What your plans are for the site.** *(examples - temporary arts projects, pop up sculpture, outdoor education, event space, play space, pop up park, green gym/outdoor exercise, wild flower meadow, raised beds/growing space)*

**2. Why you want to undertake these activities. And -**

**3. What the intended impacts / benefits of the project are.** *(examples community interaction, volunteering, training, health and wellbeing, capacity building, employability, etc. Please refer to guidance document for more detail)*

**2.7 Community Engagement – Please describe the community engagement efforts that have been part of the project. How have you involved or intend to involve the immediate/ wider community or community of interest in the design, implementation and operation of the proposed project. Also explain how you will evidence community engagement and project/volunteer impact. Refer to the guidance document for more detail.**

**2.8 List all partners/groups involved in your initiative. And explain the nature of their involvement – funding, design or other support**



**3.4 Please detail funding assistance secured or applied for from other sources in relation to your proposal. If funding has been secured from other funders please attach an approval letter/funding document.**

Agency / Source of funds already approved	Amount awarded (£)	Contact details for your Grant funding contact
<b>Total additional funding confirmed</b>	<b>£</b>	

Agency / Source of funds being sought	Amount requested (£)	Contact details for your Grant funding contact	Date when decision will be known
<b>Total additional funding sought</b>	<b>£</b>		

**3.5 Will the proposal benefit from any 'in kind' support either from your own organisation or another?**  
(Please see section 3.5 of Guidance notes for further information)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**If yes, please provide details of the contribution including, where possible, the monetary value of such support.**

Source of 'in-kind' support	Details of the proposed support – Volunteer hours, etc.	Monetary Value (£)
<b>Total Value</b>		<b>£</b>

**3.6 Do you have adequate insurance cover for this proposal e.g. public liability? If successful, we will require proof of insurance coverage**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Under discussion

**If no, or under discussion please indicate why.** (Please see section 3.6 of guidance notes for further information)

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**3.7 If approved, what is the estimated start and finish dates for completion of works. Please note Stalled Spaces funding must be spent by end of financial year (March)**

Start Date

Finish Date

#### **4.0 MAINTENANCE**

This is an important and integral part of the application and will be considered accordingly when assessing the application. Please provide a copy of your proposed maintenance schedule with the application.

**4.1 What will the ongoing physical maintenance requirements be?**

**4.2 Who will be responsible for ensuring the maintenance takes place/ oversee it?**

**4.3 Who will carry out the actual maintenance work?**

## 5.0 PROPOSAL CHECK LIST

In order to ensure that your proposal is processed, please take a few moments to read this checklist to ensure that you have included all relevant information. Please refer to the guidelines for further information on requirements.

**APPLICATIONS CANNOT BE PROCESSED WITHOUT THE RELEVANT SUPPORTING DOCUMENTATION**

### Have you enclosed the necessary financial statements

	Current Bank Statement
	Audited or certified accounts or statement of expenditure

### Have you enclosed all other supporting documentation

	Constitution or other governing body document
	Map highlighting location of the site (Google Maps or other)
	Maintenance Schedule
	Formal Agreement /lease with landowner/developer
	Proof of insurance and liability coverage for the project
	Have you completed each question and clearly marked "N/A" beside any question that is not relevant or applicable?
	Have you given a daytime contact number in case we need to contact you
	Have you indicated the amount of assistance you are requesting
	Have you listed all grants received, or applied for by your organisation in relation to this proposal?
	Have you read the declaration and then signed and dated the application form?

## 6.0 DECLARATION

Political neutrality. To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the Organisation/Individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.

I confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if a grant is awarded on the basis of this Funding Proposal Form, the funds will be used in accordance with the purposes set out in this proposal.

I confirm that if there are any significant changes to the proposal or the project/initiative, Glasgow City Council's Development and Regeneration Services will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Any funding awarded to the organisation on the basis of this Funding Proposal Form will be subject to Standard Terms and Conditions of grant. Where the organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with its funding proposal or in the course of reporting progress on the Project to the Council, the Council will use that personal data for purposes of assessing the proposal and ensuring the Organisation's compliance with these conditions. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HRMC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify. I give assurance that the organisation's activities do not promote or oppose a view on a question of political controversy which is identifiable as the view of one political party.

**Please note: the Application Form must be signed by an Office Bearer**  
e.g. Chairperson of the Management Committee.

**Signed**

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**Date**

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**Position in Organisation /Group**

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**Completed Application Forms and supporting documents should be emailed to:**

[stalledspaces@glasgow.gov.uk](mailto:stalledspaces@glasgow.gov.uk)

# Development and Regeneration Services

## Privacy Statement for Stalled Spaces Programme

### Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by Phone on 0141 287 1055.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your enquiry or application relating to Stalled Spaces Programme. We also use your information to verify your identity where required, contact you by post, email or phone and to maintain our records.

### Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) and for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We may also share your some of your project details, pictures and any videos which you have provided for the promotion and marketing of the Stalled Spaces Programme.

### How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

## Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** - You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** - In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

## Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

## More information

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)  
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

