



Application Form

Section 1

Name of Applicant:

Postal Address:

Telephone Number:

E-mail:

Web Address

What are the key objectives of the proposed Lane Activation project.

Please show a balanced budget for the proposal, indicating how much you are requesting from this scheme, and provide an itemised breakdown of how funding would be spent.

Total Expenditure must equal Total Income (these cells will be calculated automatically).

Expenditure	£
Total Expenditure	

Income	£
Total Income	

1. This section should be completed in report format, giving a full answer to each of the questions to indicate how the proposal meets the purpose of the scheme.

2. Which fund are you applying to festival Pop-up

3. Provide an outline of the project.

4. Detail how you will engage the community, the public, including how social media will be used?

5. Where will the event take place?

6. When will the event take place?

7. Who are the landowners/operators/community group/creatives?
(Please attach copy of their agreement for this project)

8. Have you carried out a risk assessment on the site? Yes No
Please provide a copy of the report.

9. Does your project comply with relevant Health & Safety regulations? Yes No

10. Do you have insurance? Yes No
(Including Public Liability Insurance)
Please provide a copy of insurance documents.

I hereby confirm that the information in this application is true and correct and I acknowledge that it is my responsibility to inform **Glasgow City Council, Development & Regeneration Services** immediately of any changes that could affect the interpretation or context of the application.

That I will comply with the monitoring and evaluation requirements.

That funds awarded will only be used in accordance with the purposes set out in this application. To enable the Council to comply with the provisions of the local government act 1986 (as amended) the activities will 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.

Any funding received will not be used to on long term lane improvements, purchase of equipment, take place indoors or in a place not visible to the public, used to enrol people to activities open only to certain people or groups, provide free meals beverages or transport, prizes for competitions or contests.

Signature

Print Name

Date

Sections completed checklist **Section 3**

Section/document	Check if complete
Application form – organisational details	
Expenditure and income	
Which fund are you applying to?	
Project Outline	
Engagement proposal	
Where?	
When?	
Owners/Operators/Community – copy of agreement.	
Completed risk assessment.	
Declaration of Health and Safety compliance.	
Copy of relevant insurance documents.	



CITY CENTRE PILOT
lane activation fund

Development and Regeneration Services Privacy Statement for City Centre Lane Activation Fund (pilot) Application

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, and by Phone on 0141 287 1055.

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

You are giving us your personal information to allow us to assess your application for funding through the City Centre Lane Activation Fund (pilot) Initiative. We also use your information to verify your identity where required, contact you by post, email or telephone 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 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) - i.e. an agreement to provide City Centre Lane Activation (pilot) funding. 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.

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 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 assess your application for funding through the City Centre Lane Activation Fund (pilot) Initiative. 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 or email 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 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

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.



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