



**somerset diverse  
communities**  
part of CCS



**Somerset  
Equalities**  
Officer Group

## **Somerset Diverse Communities Small Grants Scheme: Funding Information**

For any queries, please contact Jusna Mustafa on [Jusna@somersetccc.org.uk](mailto:Jusna@somersetccc.org.uk) or 07946 461544.

Somerset Diverse Communities is a project aiming to bring people from diverse backgrounds together. It hopes to support and build relationships with groups and organisations who are supporting or working with black and minority ethnic communities in Somerset. We want to celebrate and share the diversity in the county; bringing people together, developing skills and building long term relationships.

We have a small amount of funding available which can be requested through the 'Request for Funding' application form. A maximum of £500 per application is allowed. Please read the following information carefully before completing the 'Request for Funding' form.

### **Who can apply?**

Any community groups, charities, organisations, and agencies which support or directly work with Black and Minority Ethnic communities in Somerset can apply. You do not need to be a formal or registered group to apply for funding.

### **How can the funding be used?**

The funding must be used for non-profit-making purposes which benefit Black and Ethnic Minority communities in Somerset. A few examples: community events, running costs to support a community group, group training sessions to build skills, materials for community activities, promotion of the group. We can also fund essential staff costs for direct delivery time of activities only (not management, admin or planning time).

Due to the nature of the small grants scheme, preference will be given to small projects where the funding can make a big difference. We also especially welcome applications which build community cohesion and/or empower people to develop skills and feel confident in the wider community. We aim to be flexible in regard to what we can fund so if you have a good idea then have a chat with us to see if we could consider funding it.



# Small Grant Fund Guidelines 2022

## How the funding cannot be used:

- For profit-making purposes (when the profit is not reinvested in the group)
- To benefit solely an individual
- Staff costs relating to admin, management, or planning
- For activities that have already happened or materials which have already been bought.

## A few important things:

The closing date for applications is 30th November 2022. The funding must be spent, and feedback is given to Somerset Diverse Communities by 30th May 2023. Any funded activities must also have happened by this date. When the funding has been spent, you will need to send a short summary of how the funding has helped with at least 2 photos to show how the funding was used.

If you do not use the funding as explained in your 'Request for Funding' form, we have the right to take back the funding. If you need to discuss changing how the funding will be spent, please contact Jusna Mustafa on [Jusna@somersettrcc.org.uk](mailto:Jusna@somersettrcc.org.uk).

If your application is unsuccessful, we will provide you with some written feedback so that you can take this into account when applying for future funding.

## Data Protection Information:

Community Council for Somerset (CCS) Privacy Notice for Applicants  
Data Protection Regulation 2018 Community Council for Somerset takes the safeguarding of all applicants' privacy and information very seriously. To meet the requirements of the General Data Protection Regulation 2018 (GDPR) This notice explains what information we collect about you, why, whom we share it with, and for how long.

## What personal data do we collect about you, and for what purpose?

CCS has a legitimate interest in processing your data if you apply for financial assistance, to report to the Local Authority, Somerset Community Foundation, and its stakeholders on the monitoring and support for the integration of HPC Workforce Families. Evidence that the project improves or increases the equality, cultural education, and diversity infrastructure in Somerset.

Applications may include financially sensitive information and we ensure that this data is held securely.



If you apply to the Somerset Diverse Communities Fund for grant assistance, we will ask you to complete an application form which contains personal details. This personal information on your application will need to be forwarded either by email to our Somerset Diverse Communities Community Engagement Worker or sent in the post to the offices of CCS. We cannot guarantee the security of the computer or device you use to submit your application, please ensure your cyber security is up to date.

### **Who do we share your personal data with?**

Your application is sent for authorisation to our grants panel and, if approved, forwarded to our finance team for processing the payment can be made by cheque or by faster payments. If you prefer faster payment then we require the account name, number and sort code in order to make the payment.

We do not share your personal data outside of the EEA and we seek assurances from any third parties who process your data that they will take adequate measures to keep your data secure. Any personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate. Statistics and project reports will be shared with Somerset Community Foundation and its stakeholders but no personal data will be shared and reports anonymised.

### **How long do we keep your personal data?**

Applications and payment details will be held securely on Microsoft SharePoint and in a locked safe for 7 years in order to comply with HMRC, Companies and Charities legislation. After this, printed records will be shredded, and digital records will be deleted. Unsuccessful or withdrawn applications will be kept for 12 months.

### **What rights do you have as an applicant?**

Please see the CCS "Individual's Rights under GDPR and Subject Access Request Policy" for full details. You can make a Subject Access Request using the form on the website [www.ccslovesomerset.org/ccs-policies/](http://www.ccslovesomerset.org/ccs-policies/), or by contacting CCS using the details above. If you have a concern about how we have handled your information you can report this to the Information Commissioners Office (ICO).

For updates, information and photos check out the Somerset Diverse Communities Facebook: [www.facebook.com/somersetdiversecommunities](https://www.facebook.com/somersetdiversecommunities) or webpage: [www.ccslovesomerset.org/somerset-diverse-communities/](http://www.ccslovesomerset.org/somerset-diverse-communities/)



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