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| **Annex D** Changes to your project form**For lead organisations to complete** |  |

Use this form to tell us about changes to:

* your primary or legally responsible contact information
* your partnership or the management structure of the project
* your target schedule
* your project outcomes
* your project budget
* the delivery of the project.

We’ll need to agree these changes before you can proceed to implement them.

Part one: Summary information

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| **Lead organisation:** |  |

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| --- | --- |
| **Project name:** |  |

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| **Project ID:** |  |
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| **Project outline:** |  |
|  |
| **Date:** |  |

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Part two: Changes to your contacts

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| --- | --- |
|  | New details (complete where relevant) |
|  | Your primary contact | Your legally responsible contact |
| **Personal details** |
| Title |  |  |
| Forenames |  |  |
| Surname |  |  |
| Job title or position |  |  |
| Date of birth (dd/mm/yy) |  |  |
| Telephone number |  |  |
| Mobile number |  |  |
| Email address |  |  |
| **Home address** |
| Flat number |  |  |
| Building or house number |  |  |
| Building name |  |  |
| Street |  |  |
| Town or city |  |  |
| County |  |  |
| Postcode |  |  |
| Number of years at this address |  |  |
| **Correspondence address –** If the preferred correspondence address is not the organisation’s address. |
| Flat number |  |  |
| Building number |  |  |
| Building name |  |  |
| Street |  |  |
| Town or city |  |  |
| Postcode |  |  |

Part three: Changes to your partners

Use this section to tell us if you want to:

* make changes to the membership of the partnership
* make changes to the role of existing partners
* replace a partner with a new organisation through a procurement process
* amend the partnership agreement.

Explain what the impacts of the change will be on the partnership or management structure of the project. Write up to 500 words including spaces.

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Part four: Changes to your target schedule

Use this section to tell us if you want to revise your target schedule.

Explain why you want to make the change. Write up to 500 words, including spaces.

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Part five: Changes to your project outcomes

Use this section to tell us if you want to:

* amend or replace one or more of your project outcomes
* change the type or number of participants or the extent to which they will benefit
* change the project activities that you will deliver to achieve your project outcomes
* revise the indicators that you will use to measure changes resulting from your project’s activities.

Explain why you want to make the change. Write up to 500 words including spaces.

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Part six: Changes to your project budget

Use this section to tell us if you want to:

* vary your expenditure between budget headings by more than 10% from what you told us about in your stage two application
* add additional lines of expenditure to those detailed in your stage two application
* revise your grant instalments by more than 10% of those you forecasted in payment schedule.

Explain why you want to make the change. Write up to 500 words including spaces.

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Part seven: Changes to your delivery

Use this section to tell us if you want to change:

* the objectives, target groups or delivery areas of your project
* the delivery structure and approaches from those detailed in your stage two application
* the nature of the activities you will be delivering because of new information.

Explain why you want to make the change. Write up to 500 words including spaces.

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Part eight: Declaration

You confirm that:

* the information in this form is accurate and true
* the money from The National Lottery Community Fund and the European Social Fund is being used exclusively for the project described in the original application, together with any changes you’ve agreed with us since then
* there haven’t been any significant changes to your project or the governance of your organisation or partnership apart from any you’ve told us about here or we’ve agreed to in writing
* your organisation is following all current statutory requirements and other laws and regulations relating to the project and its working including: adherence to employers’ liability insurance; procurement regulations; the National Living Wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection, Freedom of information and intellectual property rights legislation.

[ ]  Please tick this box to agree the statements above are correct

|  |
| --- |
| **Name:**  |
| **Job title:** |
| **Date:** |

**DATA PROTECTION AND PRIVACY NOTICE**

**THE NATIONAL LOTTERY COMMUNITY FUND**

This privacy notice explains what personal data is collected by The National Lottery Community Fund through our grant making activities and how and why we use this data.

**Who are we?**

When you interact with us online, over the phone or face-to-face, The National Lottery Community Fund will collect your personal data and are responsible for how we store and use it.

**Your Personal Data – what is it?**

Personal data is any information that relates to a living individual who can be identified from that data. Personal data which we collect includes your name, address, date of birth, telephone number, email address or photograph.

**How do we collect and use your personal data?**

If you contact us or apply for a grant, we will collect personal data about you and other people connected to your organisation. We may do this through conversations, at events or during visits to your organisation, or if you call our staff or advice line to discuss funding applications. If your organisation applies for funding, we will also collect personal data on application forms. Sometimes our grant holders and evaluators also send us information about individuals who benefit from projects funded by our grants.

We will keep your personal data up to date and store it securely. We will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure, and not collect or retain excessive amounts of personal data. When we have held your personal data for the maximum period of time allowed by data protection laws, we will destroy it securely.

We may keep in contact with you throughout the life of your grant and we will send you regular advice about your grant. These will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

If you provide us with personal data of people who benefit from your project’s work, we will treat this in the same way. You must tell the individuals and if they have any questions about this, you must refer them to this notice.

**What is the purpose and legal basis for storing and using your personal data?**

The National Lottery Community Fund is a public body with a statutory duty to distribute National Lottery and other funds for good causes. We process your personal data as a necessary part of exercising this official authority vested in us.

For example, we may use your personal data to help your organisation apply for grants and to assess its applications. We may carry out checks on your personal data as described below. If a grant is awarded, we use your personal data to manage and monitor the grant and to check the money is being used appropriately. If you don’t provide this personal data, we may not be able to process your application or award a grant to your organisation.

We may also use your personal data to evaluate and research the impact of our grants and to let you know about our grants and other activities. The results of our evaluations and research may be published but we won’t publish your personal data without your agreement.

We will not collect and use personal data for purposes beyond our statutory duties except where we have your consent or notified you of the relevant legal basis for processing.

**Sharing your personal data**

We may share your personal data with organisations which help us to carry out our grant making activities. For example, we share personal data with organisations which help evaluate the impact of our grants on communities. Organisations which support our IT software and systems may also have access to personal data. In each case, we will only share personal data needed to carry out their work, and will do so subject to appropriate safety measures that are designed to ensure your personal data remains secure and is only used for the intended purpose.

We may also share personal data with government departments or other third parties who have funded the grants where this is a condition of their funding. We may also share your organisation’s contact details with your local parliamentary representative as they may want to contact you about the grant.

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

We keep your personal data for no longer than is necessary for the purposes described in this notice or otherwise allowed by law. Please read our retention policy for more details about how long we retain different types of data.

**Fraud prevention and identity checks**

If you apply for a grant or receive a grant from us, we may undertake checks for the purposes of preventing fraud and money laundering and to verify your identity. These checks require us to process personal data you have provided about you and your nominated representatives and data we have received from third parties.

We and fraud prevention agencies may also enable law enforcement agencies, regulators, Government, Lottery distributors and other funders to access and use your personal data to detect, investigate and prevent crime.

Fraud prevention agencies can hold your personal data for different periods of time. If you are considered to pose a fraud or money laundering risk, your personal data can be held for up to six years.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to award a grant and we may withdraw existing grants.

A record of any fraud or money laundering risk will be retained by us and the fraud prevention agencies, and may result in others refusing to provide you with services, financing or employment. If you have any questions about this, please contact us on the details below.

**Your rights around your personal data**

Your personal data is protected by legal rights. These include the right in certain circumstances to:

* request a copy of your personal data held by the Fund;
* ask for your personal data to be erased, for example, if we no longer need it for the purpose we collected it;
* request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate or the reason for processing it;
* object to the processing of your personal data where we are processing it in the exercise of our official authority.

If our processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time and the right to ask for your personal data to be transferred to another organisation (known as the right to data portability).

For more information or to exercise your data protection rights please contact our Data Protection Officer using the contact details below. There are other rights not listed here and exemptions may apply in some circumstances.

If you are unhappy about how your personal data has been used please refer to our complaints policy. You also have a right to complain to the Information Commissioner's Office – contact details below - which regulates the processing of personal data.

**Transfer of data abroad**

If your personal data is transferred to a country outside of the European Economic Area, we will ensure it is transferred in accordance with this policy and subject to appropriate safety measures. Organisations which receive your personal data from us must accept contractual obligations, or subscribe to international standards, designed to protect your personal data to European standards. Further details about the safeguards in place to protect your personal data in these circumstances can be obtained from the Data Protection Officer.

**Automated decision making**

Your personal data will not be subject to any automated decision making

**Contact Details**

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at data.protection@tnlcommunity.org.uk or by writing to the Data Protection Officer at The National Lottery Community Fund, 2 St James’ Gate, Newcastle upon Tyne NE1 4BE.

You can contact the Information Commissioner’s 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.