

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

1. Applicant Organisation Details

Organisation Name	EAST CALDER & DISTRICT COMMUNITY COUNCIL
Project title	WILKIESTON VILLAGE IMPROVEMENT
Contact person	CHRIS DAVIDSON
Position	CHAIRPERSON
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	COMMUNITY COUNCIL
What date was your organisation formed?	1975
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	East Calder & District Community Council are a local group of volunteers who represent the communities views in all matters relevant to the community. We are a statutory consultation body with regards planning and local authority activities that have an impact on our community. We also have good relationships with a broad range of stakeholders.

Do you have an equal opportunities policy or statement? If yes please provide a copy	YES
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	YES

Are you applying for other funding, if so, please detail NO	Approved Anticipated
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2. Project details

Council Ward	Ward 5, East Livingston & East Calder
Project location	WILKIESTON
Project start date	WHEN FUNDING RECEIVED
Project finish date	DECEMBER 2020
Estimated Outcome	ENHANCE VILLAGE

<p>Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).</p> <p>Lest We Forget Noticeboard - benefit to residents and visitors to Wilkieston Community displaying important information on Events and Information relating to Local Community, Community Council, Councillor Surgeries etc.</p> <p>Lest We Forget Memorial Benches - to be located at Wilkieston / Linburn for use by residents, visitors and veterans.</p>
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**Partners involved
(other local
organisations you
are working with)**

**Military Museum Scotland
Scottish War Blind**

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

Currently there is no noticeboard or benches for residents and visitors. Having a noticeboard will keep residents and visitor's updated on local events and important information. The benches will allow residents, visitor's and veteran's to enjoy the surroundings and have a chat.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

Enhance local facilities for Wilkieston / Linburn community

Community Facilities: e.g number of facilities improved
-Projected usage

Local Residents
Military Museum Scotland
Scottish War Blinded

3.Project Costs

Amount of funding requested	
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Item of expenditure	Cost
Lest We Forget Noticeboard	5,500.00
Lest We Forget Memorial Benches	4,500.00

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

East Calder & District Community Council elected members

Privacy Notice for Village Improvement Fund

Information held about you

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

- Details of the group; type, date formed, charity number
- Contact details of contact person; name, position in the group, address, telephone and e-mail address.
- Copies of group documents;
 - Annual Accounts
 - Bank Statements
 - Constitution or Articles and Memorandum
 - Equality Policy
 - List of committee members/directors list

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Village Improvement Fund
- To contact you regarding invitations to relevant events
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed. Group constitutions or memorandums of association will be retained until an updated copy is received or no longer required.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – Douglas.Grierson@Westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – Douglas.Grierson@Westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: dpo@westlothian.gov.uk

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

4. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

I consent to West Lothian Council processing my personal data for the purposes of:

	Application to the Village Improvement Fund
	To provide you with updates on the progress of your application
	Contact you with invitations to relevant events
	Contact you for feedback on quality of services provided to you.
Name	CHRIS DAVIDSON
Position	CHAIRPERSON
Organisation	EAST CALDER & DISTRICT COMMUNITY COUNCIL
Date	24 January 2020

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Gemma Telfer
Community Regeneration
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281962

E-mail: gemma.telfer@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List	
Bank Statements - three statements	X
Annual accounts	X