



## Dementia Inclusive Singing Network Small Grants Application Form

Thank you for applying for a Dementia Inclusive Singing Network Small Grant. Please type answers or use a black pen and write in **BLOCK CAPITALS**. Where needed, please indicate your choices using **X** in the appropriate boxes. Please put a line through errors clearly if you make a mistake. If you require more space for an answer, please include this on a separate sheet.

The form is 10 pages long in total. This is page 1 of 10.

### **1. Your Details / Your Group's Details**

Name of main contact	
Name of activity / singing group / organisation (if applicable)	
What is the main contact's role within your activity / singing group / organisation? (if applicable)	
Address of main contact / organisation (including postcode)	
Landline telephone number	
Mobile telephone number	
Email address	
If your organisation is a Registered Charity, please provide your Charity Number	

## 2. Information about You / Your Group

Please mark with a “X” the category below that best describes you / your group

I lead or organise regular singing opportunities for people based in Scotland, with a focus on dementia inclusive practice	
I lead or organise regular singing opportunities for people based in Scotland, and would like our activities to become dementia inclusive	
I am looking to set up a dementia inclusive singing group, choir, or activity that will benefit people affected by dementia based in Scotland	
Other. Please explain:	

Please tell us how many people are involved in running your group (if applicable)

Your Committee or Management Board	
Paid staff	
Volunteers	
Other. Please explain:	

If you are applying on behalf of a group or organisation, what is your group’s / organisation’s annual income?

£
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If you are a charity, please tell us what reserves your group / organisation has?

Restricted	Unrestricted
£	£

**In 500 words or less, please tell us a bit about your activity / singing group / organisation and its activities, including:**

- when it was set up;
- if it is part of a wider organisation;
- where, when and how often you meet;
- if it is currently dementia inclusive;
- how you find support and resources, whether this is financial or material (e.g. staff, venue, singing materials, etc)

If your singing group or activity does not yet exist, please tell us a bit about your ideas for the group and its activities, and how you plan to develop and run these.

If you are applying as an individual, please tell us a bit about yourself and your experience of community singing and / or dementia inclusive activities.

**Please tell us a little bit about the membership of your singing group / activity over the last 6 months (November 2022 – April 2023).**

If possible, please include the total or estimated number of people who regularly take part, including the number of people living with dementia who take part (if known). If your group / activity does not exist yet, please leave this section blank.

### **3. Information about your Grant Idea**

**In 250 words or less, please tell us:**

- why you are applying for this grant, and how it will help you (or your singing group / choir / activity / organisation) to support people living with dementia through singing opportunities.
- What difference this grant will make to people living with dementia and their carers.

**In 200 words or less, please tell us:**

- how you will make your plans happen. This could include things like the staff and / or volunteers who will work with you, or venues / partner organisations who will help you.

**The grant must be spent within 6 months. In 200 words or less, please tell us:**

- what will happen after this funding runs out?
- how you / your activity / singing group / organisation will continue to promote and support the inclusion of people living with dementia and their carers when the grant comes to an end.

**Grant amount requested**

Please tell us the grant amount you are requesting. The amount should be between £200 and £1,000.

£
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**Cost breakdown**

Please explain how you will spend the requested grant. Break it down per cost of each item or activity you will spend money on. You can add more rows to the table if you need more space for items / activities.

Item or activity	Description	How have you calculated this?	Total amount (£)
<b>TOTAL AMOUNT REQUESTED FROM LUMINATE</b>			<b>£</b>

**Is this the total cost of your activity or purchase?**

Yes  No

**If no, please tell us how you will fund the remaining amount, e.g. from another funder:**

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#### **4. Impact of COVID-19 Pandemic**

Whilst COVID-19 restrictions have been lifted, we recognise that communities across the country are still feeling the impact of the pandemic and resulting lockdowns. We know that some singing groups/activities that existed before the pandemic now have fewer members, whilst some groups haven't been able to start running again at all.

The next two questions offer space to explain how the pandemic has affected you or your activity / singing group / choir / organisation.

**What challenges, if any, has the pandemic caused for your group or organisation – for example, reduced number of members, cancelled sessions, closure for a period of time – please use the box below to briefly tell us about this.**

**If the pandemic has resulted in unexpected financial changes for your group or organisation – for example if your reserves position is different from what you expected at this point – please use the box below to tell us about this.**

**5. Referee and Safeguarding**

**Referee**

Please provide the name and contact details for one referee (including how they know you).

Name and how they know you	Contact details (address, telephone number and email address)

**What is you / your group / organisation’s approach to safeguarding?**

It is important to Luminate that people’s participation in the arts is safe. ‘Safeguarding’ is a term that is used to describe the things that an organisation or group does to protect vulnerable adults, children or young people from harm, abuse and exploitation. Please provide a little information about how you manage safeguarding for your group, or how you plan to manage this if your proposal involves setting up a new group. For example, do you have a Safeguarding Policy that you follow, and/or do you offer safeguarding training to your staff or volunteers?



**6. Declaration**

*Note: anyone who receives a grant is required to follow Scottish Government Covid regulations and guidance on running and taking part in singing activities, if they are reintroduced. The Scottish Government has several guidance notes that can be referred to as you plan to return to your activities, available at: <https://www.gov.scot>.*

I confirm that I will follow Scottish Government Covid-19 guidance should it be reintroduced, and will adhere to any changes in restrictions or guidance that occur across the period of the grant. I also confirm that I have read and understood the Programme Information which outlines what is required of all applicants.

I declare that to the best of my knowledge the information given on this form is true and accurate.

**If you are applying on behalf of a group or organisation:** I confirm that I am authorised to put forward this application on behalf of my choir / group / organisation and to sign this declaration.

**Signature**

**Date**

**Printed name**

**Position in group /organisation (if relevant)**

**Thank you for applying for a small grant from Luminate’s Dementia Inclusive Singing Network. We will let you know the result of your application the week commencing 26<sup>th</sup> June 2023.**

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**Privacy Notice**

Luminate is committed to protecting the privacy and security of your personal information. As part of the selection process, Luminate collects and processes personal data relating to all applicants. This Privacy Notice describes how we collect and use personal information about you and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Personal data to which this Privacy Notice relates will be stored in our personnel management systems and other IT systems; our IT system is provided by a third party organisation, Age Scotland.

### **The kind of information we collect and hold about you**

We collect, store and use the information you have provided in your application. We may also collect personal data about you from third parties, however we will only seek information from third parties if a grant offer has been made to you, and we will inform you that we are doing so.

### **How we will use information about you**

We will only use your personal information where the law allows us to. Most commonly, we will use your personal information to manage the grant offer process and to comply with a legal obligation (e.g. a mandatory check of a successful applicant's eligibility to work in the UK). We may also need to process data from applicants to respond to and defend against legal claims.

### **Data sharing**

We may share your data with third parties for the purpose of managing the grant offer process, for example representatives of partner organisations or freelance artists who may join our selection panels. We require third parties to respect the security of your data and to treat it in accordance with the law.

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, altered or accessed in an unauthorised way.

### **Data retention: how long will we use/hold your information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If your application is unsuccessful, the organisation will retain your data on file for 6 months after the end of the relevant grant offer process. If your application is successful, personal data gathered during the grant offer process will be transferred to the project file which is only accessible to Luminate employees.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to request access, correction or erasure of the personal information we hold about you, or to restrict the way we process this information.

Please contact the Luminate Director by emailing to [info@luminatescotland.org](mailto:info@luminatescotland.org) for further information regarding this privacy notice.