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**Edinburgh Thrive Arts Programme 2021: Small Grants Application Form**

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| **Name of organisation/group**  |  |
| **Name of key contact** |  |
| **Name if applying as an individual**  |  |
| **Address** |  |
| **Telephone**  |  |
| **Email**  |  |
| **Title of event/activity** |  |
| **Proposed date(s)** |  |
| **Would you like the event/activity to be included in the SMHAF online programme? (3-23 May)** |  |
| **Is the event linked to any other festivals or part of a larger event?**  |  |
| **Venue/place/online** |  |
| **Are you working with any partner agencies for the event** |  |
| **Describe the event or activity**  |  |
| **What is the target group for the event?**  |  |
| **How will you evaluate the event?**  |  |
| **What is the anticipated legacy? (For example, how do you think you, participants and/or the organisation will benefit after the event)**  |  |
| **Any other information** |  |

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|  | **Item** | **Cost** |
| **Artist / Facilitator fees** |  |  |
| **Volunteer costs** |  |  |
| **Materials** |  |  |
| **Publicity** |  |  |
| **Venue hire/refreshments** |  |  |
| **Other, please specify** |  |  |
| **Total cost of event/activity** |  |  |
| **Total amount applied for** |  |  |

* Please read the Grants Information before completing an application
* The deadline for sending applications is **midday on** **Monday 22 February 2021**
* Email applications to pam@capsadvocacy.org

Please get in touch with Pam van de Brug at CAPS Independent Advocacy with questions by email as above or by phone 07989 402634.

**CAPS Independent Advocacy Privacy Notice**

We need this information about you to process your application. Without this information, we won’t be able to consider your grant application. This information will be used by CAPS Independent Advocacy and Edinburgh Thrive partners in their work in allocating this funding. If your application is successful, the information you provide in this application will also form part of our funding agreement.

The information, including your name and any other details you have given us will be seen by individuals working for and directly with CAPS Independent Advocacy, including our auditors if required in the fulfilment of our charitable responsibilities and Edinburgh Thrive Arts partners

However, we may sometimes have to pass on information if we believe you or another person might be at risk – for more information about this, please ask CAPS staff for a copy of CAPS Confidentiality Policy.

You have the following rights about your information:

- the right of access – e.g. to ask for a copy;

- the right to rectification – e.g. to ask us to correct mistakes;

- the right to erasure – e.g. to ask us to stop considering your application and securely dispose of it;

- the right to restrict processing – e.g. to ask us to stop considering your application for a period of time if you think we are doing something wrong;

- the right to raise concerns with the Information Commissioner’s Office (ICO) if you think we are doing something wrong. ICO website: ico.org.uk

You can speak to CAPS staff about any of these rights, or for more details about how we manage information, please ask for a copy of our Data Protection policy.

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