# Support2achieve Fund

We want to help young people in need in Sheffield to be more successful in school and access more learning chances.

We can give you money to help with things like transport to after school classes or equipment to help with learning.

Tell us why you need the grant and how it will make a difference.

Limited funds are available, so all grant applications must meet one or more of the following goals:

* Supporting children and young people to help them improve their performance in school
* Helping children and young people to expand their learning opportunities

Grants will go to families with children and young people considered vulnerable or disadvantaged by one or more of the following conditions:

* Poverty, social exclusion, lack of opportunities or facilities

## Can you apply?

You can apply to the Support2achieve Fund if:

* You live in Sheffield
* You are the parent or carer of a child or young person aged 0-17 who lives with you
* You are currently living in the UK and done so for at least six months
* You are eligible to work and apply for public funds
* Your child is not in Local Authority care
* You need to also have evidence of entitlement to any one of the following:\*
  + - Universal Credit
    - Child Tax Credit
    - Working Tax Credit
    - Income-based Jobseeker's Allowance
    - Income Related Employment Support Allowance
    - Income Support
    - Housing Benefit
    - Pension Credit.

\*All of the above income evidence, needs to be the most recent award received and**should contain the name of the main carer who has applied** for the grant, and their current address as detailed on the grant application. Documents provided can be sent electronically or in paper form. Please note it is in your best interest to send copies of paper documents as we cannot return the originals. Should you send your evidence electronically it can be either through screenshot, photo or emailing into us. If you do not provide us with documentation showing the full legal name of yourself and the child/children applied for, this may delay the grant getting to you. **Please be advised that carers allowance cannot be used as proof of income.**

**We will only ask for this evidence if we have approved your initial application.**

# Application Form

To help us with your application please fill in the form using BLOCK capitals and black or blue pen

The information you provide us on this form will help us to decide who should get grants. Please fill in the form as much as you can.

## About you

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This is about the person who is the main carer, holds parental responsibility  and lives with the child/young person | | | | |
| First name |  | | | |
| Last name |  | | | |
| Your date of birth |  | | | |
| Your address |  | | | |
|  |  | | | |
|  |  | | Postcode | |
| Home phone number |  | | | |
| Mobile phone number |  | | | |
| Email |  | | | |
| How would you like us to contact you? (tick which you prefer) | | | | |
| Email | | Letter | | Mobile |
| Your relationship to the child or children you are applying for (tick which applies) | | | | |
| Mother | | Stepmother | | Grandmother |
| Father | | Stepfather | | Grandfather |
| Other (please give details) | | | | |

|  |
| --- |
| I am a young person applying on my own behalf |

|  |  |
| --- | --- |
| Number of children aged 17 and under, living in the household |  |
| Ages |  |

# What you want

|  |  |  |
| --- | --- | --- |
| We need to know what help you would like, who it is for and how it will make a difference in terms of improving their performance in school or expanding their learning opportunities | | |
| We need… | For who… | Why do you need this? What would be the benefit to the child or your family? |
|  |  |  |
| We may need to contact you for more information on your grant request | | |

|  |
| --- |
| Our privacy notice and data protection statement is attached to this form. This explains how we use your information. By signing the application below and submitting your application to us, you will be providing us with your explicit consent to us using the information contained within the application and any subsequent related correspondence with you, for the purposes of:   1. Processing and considering your application 2. Keeping in touch to understand how the grant has helped you |
| Name of main carer |
| Signature You must sign this form |
| Date |

# Submitting your application

When you have completed and signed this application please post it to:

Support2Achieve 72-76 Clun Street​ Sheffield​ S4 7JS

For more information email us

info@support2achieve.org or phone 0114 4372429

Our website has information about how to appeal in the event your application is not successful.

# Privacy Notice and Data Protection Statement

We need to collect information about you and/or your child and your personal or family circumstances in order to process your application.

When you apply to us for grants we need to assess your application against our eligibility criteria, as we explained in “Can you apply”.

To consider your application we may obtain sensitive personal information (for example, information about your personal or household circumstances to assess why our support is needed including but not limited to details of your financial circumstances).

We will use the information as appropriate to understand whether:

* you and your family circumstances meet specific criteria associated with fund and, if so,
* how we can help you and best provide support to you.

By submitting your information to us, including sensitive personal information, you will be providing your explicit consent to us using any sensitive personal information contained within your application for the above purposes and for the purposes of administering your application.

We will further use the information in accordance with our legitimate interests to administer your grant application on your behalf including:

* informing you of the outcome of your application.
* liaising with you and our suppliers, as required, in fulfilment or payment of the grant should your application be successful.
* assisting Support2achieve after any award in providing evidence (such as receipts ) to demonstrate grants are spent correctly and that the programmes’ audit and assurance requirements can be met.
* assisting Support2achieve in obtaining feedback from you to help us report the impact the grants are having. We may do this by sending you a link to a survey. You do not have to complete the survey and can opt out of this communication by unsubscribing to the email, or by emailing us at info@support2achieve.org , telephoning 0114 4372429 or writing to Support2Achieve 72-76 Clun Street​ Sheffield​ S4 7JS   
    
  Please note that any such reports and summaries will contain general information on trends and/or issues. We may contact you to ask you if you would like to provide a case study or tell your story so we can report the impact of what we do to our supporters. If you are happy to do this we will only use the information that you provide with your explicit consent.
* keeping your details up to date as appropriate.
* responding to appeals or complaints.   
    
  Where we process any sensitive personal data for this purpose, it will be to the extent necessary for the substantial public interest in us ensuring that we carry out our activities in an appropriate manner. Support2achieve will also use the information in accordance with our legitimate interests for:
* our own research purposes (or for the legitimate research purposes established by organisations which we are associated with, including organisations for whom we administer funds ). Please note that any such research reports will contain general information on trends and/or issues and will not identify you.
* our own audit and assurance purposes and our continuous desire to improve our services. For example to prevent and detect fraud and misuse and to ensure that grant processing is carried out by our staff to a high standard and continuously improved.
* our own administrative purposes. For example keeping our business systems and records up to date.

Where we are processing your information on the basis that we have your consent, you can withdraw your consent at any time). This can be done by emailing us at info@support2achieve.org , telephoning 0114 4372429 or writing to Support2Achieve 72-76 Clun Street​ Sheffield​ S4 7JS or clicking on the appropriate link of any related email. Any such withdrawal will not affect the lawfulness of our processing based on your consent before you withdrew it. If you withdraw your consent to us processing your information in connection with an application under the programme, we will be unable to consider your application any further.

## To whom will we disclose your personal information?

We may disclose information about you to:

* where we are legally required to do so.
* in connection with criminal investigations, legal proceedings or prospective legal proceedings where necessary for our legitimate interests and permitted by law.
* where necessary for our legitimate interests in establishing, exercising or defending our legal rights (including providing information to others for the purposes of fraud prevention) and permitted by law; and
* where we state or inform you otherwise (for example, in this policy or on our website).

## Your rights

You have a legal right to see a copy of the personal data that we keep about you and to require us to correct any inaccuracies, subject to certain exemptions. In some circumstances you may also have the right to:

* request that we erase any personal data held about you.
* restrict our processing of your personal data (for example to ask to suspend the processing of personal information to establish its accuracy or the reasons for processing it).
* data portability (i.e. to request the transfer of personal data to a third party); and
* object to our processing of your personal data.

Requests in respect of the above should be made in writing to the Data Protection Officer Support2Achieve 72-76 Clun Street​ Sheffield​ S4 7JS.

Please contact us at the same address if you have any reason to believe that information we hold about you is inaccurate. We will respond to your request as soon as possible and, in any event, within one month from the date of receiving the request. Please note that we may, where legally permitted, reject any such request or limit the scope of our response (for example if, in the circumstances, the right does not apply to you). In accordance with applicable data protection legislation, we follow security procedures in the storage and disclosure of your information. We may therefore request proof of your identity before complying with any other request of a nature described above. You will not generally have to pay a fee to exercise any of your rights described) above. However, we may charge a reasonable fee if you make a request to see a copy of your personal information which is clearly unfounded or excessive. Alternatively we may refuse to comply with your request in such circumstances.

## Retention of your data

We keep the information we hold about you for as long as we need it for the purpose we collected it. For example, if your application for a grant is successful we will retain your information for up to seven years for audit, assurance and administration purposes (in connection with the substantial public interest in us ensuring that we can effectively and efficiently administer our related funding agreements with Government and other funders). Following the expiry of the relevant retention period, except where otherwise stated we will securely destroy the information or pseudonymise the data so that you and your family can no longer be identified from it (for example, where pseudonymised information will be useful for our statistical research purposes).

## Security of your data

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate, and up to date. We will ensure that your personal information is kept only for so long as is necessary for the purposes for which it was collected and is securely destroyed in accordance with our Data Retention Policy.

## How will you know if we make any changes to this Data Protection Statement?

We may amend this Data Protection Statement from time to time. If we make any changes to the way in which we use your personal information we will notify you by posting a notice on our Website’s homepage, by writing to you or by sending you an email.