**Royal Docks Team Creative Commission Information Form for Applicants**

Contents to complete and return with your EOI and case studies / portfolio to: **Royaldocksevents@london.gov.uk**:

* Contact Form
* References
* Declaration
* Equalities Monitoring Form (optional)

**Contact Details Form**

**Lead organisation contact details**

|  |  |
| --- | --- |
| Main contact (this should be the person who is responsible for the Expression of Interest and answering any questions that we may have about your project) |  |
| Position held in organisation  |  |
| Organisation address |  |
| Borough |  |
| Postcode |  |
| Contact telephone number |  |
| Email |  |
| Where did you find out about this opportunity? |  |
| Partnership organisations (if applicable) |  |

**Reference 1**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Capacity in which you know them |  |
| Permission to contact |  |
| Contact Details |  |

**Reference 2**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Capacity in which you know them |  |
| Permission to contact |  |
| Contact Details |  |

**Declaration**

**Data Protection and Freedom of Information**

The Greater London Authority is subject to the provisions of the Freedom of Information Act (2000), the EU General Data Protection Regulation (GDPR), and UK Data Protection Act 2018. Our Freedom of Information and Data Protection policies are available from our website at [www.london.gov.uk](http://www.london.gov.uk) along with our statement on [Openness and Transparency](https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/openness-and-transparency) at the GLA.

None of the provisions under FoIA permit the GLA to withhold applications or bids in their entirety. The GLA treat your applications and bids as sensitive information and we will not share this information with those who are not directly involved in the application process.

However, for the purposes of the Freedom of Information Act, **the GLA does not consider that applications and bids submitted as part of this process consitute information provided in confidence**

If your application includes information which you believe is not suitable for publication or release under FoIA, you must tell us what that information is and give us your reasons in a separate letter. If you are sending us a separate letter, please attach it with your application form.

1. what information your consider to be sensitive or not suitable for publication, and
2. the reasons why you believe this to be the case.

We will only redact or remove information where we would have valid grounds for withholding that information if it was subject to a Freedom of Information Act request

1. You have read the GLA Data Protection and Freedom of Information statements and the policies on the GLA website and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.
* Tick this box to confirm you have read the above and accept

🞎 Tick this box if you consider that, for the purposes of FoIA, we should treat any financial information provided in the ‘Section F’ of the application, as commercially sensitive information.

🞎 Tick this box if there are other specific pieces of information in your application which you consider to be exempt information for the purposes of FoIA. You must clearly identify what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write ‘letter included’ below. The GLA will not treat or consider an entire application or bid as being ‘confidential information’.

1. If you want to learn more about the Royal Docks, please tick the box below.

🞎 Tick this box if you would like to learn more about the Royal Docks.

**By ticking the box, you agree to the following:**

1. We will use the Expression of Interest and the other information you give us, including any personal information, for the following purposes.
2. To decide whether to progress your application to the next stage of the process
3. To provide copies to other individuals or organisations who are helping us assess. After we reach a decision, we may also tell them the outcome of your application.
4. To hold in our database and use for statistical purposes.
5. If we offer you R&D funding to create a proposal, we will publish information about you relating to the activity we have funded, including the amount of the funding and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.

🞎 Tick this box to confirm you have read the above and agree

**Please send these forms with your Expression of Interest & case studies / portfolio to:** **Royaldocksevents@london.gov.uk**

**Equalities Monitoring Form (optional)**

This information is used solely to monitor the different backgrounds of applicants. This information is not part of the assessment. We define BAME-led as at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-ed and LGBTQIA+-led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

|  |  |
| --- | --- |
|    | Yes/No or %  |
| Is your organisation BAME-led?  |    |
| Is your organisation disabled-led?  |    |
| Is your organisation LGBTQIA+ led?  |    |
| What percentage of your organisation’s senior staff/board/trustees are women?  |    |
| What percentage of your organisation’s senior staff/board/trustees are men?  |   |
| Do young people have a formal role in the decision making within your organisation? E.g. a youth advisory board.   |  |