

SECTION 1: ABOUT THE APPLICANT**1.2 Name of the Organisation**

This is required again because the front sheet of the application form with your contact details will be removed for data protection and administrative purposes.

1439 (Skelmersdale) Squadron – Air Training Corps

SECTION 2: ABOUT THE ORGANISATION**2.1 You need to submit one of the following documents to support your application**

Please see guidance notes section 1.1 before completing this part of the form

- Constitution
 Set of Rules
 Terms of Reference
 Articles of Association

2.2 How many people are in your organisation?

Paid Staff	Volunteers	Total Members <i>Please include here the total number of people who use your organisation and not just elected members.</i>
0	27	100+ and growing

2.3 Has your organisation received funding from the Local Member Grants Scheme before?

- YES
 NO

Please provide the date received ____/____/____

SECTION 3: BANK DETAILS

3.1 We need documentary proof of your group's bank account.

We use the account details provided (e.g. sort code and account number) to make grant payments direct to your organisation's bank account. If you have a building society account, please contact us before sending in the application.

(Please note - cheque payments are not possible)

Please attach a **copy** of your organisation's bank account statement (within the last year). *We do not need the organisation's statement of accounts.*

3.2 We need to know if your bank details have changed since you last received money from LCC.

If your bank details have changed and you do not inform us this could delay the payment of your grant.

Yes – details provided on bank statement

No - bank details haven't changed/this is the first time applying for any funding from LCC

SECTION 4: THIS APPLICATION

4.1 Which County Councillor electoral division(s) will your expenditure cover or benefit?

See guidance notes section 2.1. If you are applying to more than one county councillor make sure you list all the electoral divisions here.

Ormskirk West	West Lancashire East
Skelmersdale Central	West Lancashire North
Skelmersdale East	West Lancashire South
Skelmersdale West	West Lancashire West

4.2 Name(s) of County Councillor(s) that the grant is being requested from

Councillor Name	Amount Requested
<i>If you wish to apply to more than one county councillor, make sure you list them all here with the amounts you are asking from each of them. See guidance notes section 2.2.</i>	
Nikki Hennessy	£200
Terry Aldridge	£200
John Fillis	£200
Julie Gibson	£200
David Westley	£200
Malcolm Barron	£200
David O'Toole	£200
Cynthia Dereli	£200
Total Amount Requested	£1600

4.3 What are you going to spend the grant on?

You need to tell us what you are going to buy with the money from the grant, for example, the piece of equipment you are going to buy, or what items you are going to buy if the money is to help with an event you are arranging. Detailed costs are required on the next page.

If successful we will use this funding to hold a celebratory and information event.

This is the 75th Anniversary of the Air Cadet Organisation, 1439 (Skelmersdale) Squadron was also established in 1941 and has had a strong presence across West Lancashire ever since. We have touched thousands of families whose children, grandchildren etc. have been members of the ATC. We have provided a service to the community and been the light blue footprint of the RAF for decades and this work will continue to benefit the adults of West Lancashire with volunteering opportunities and the young people of the borough with valuable training, skills and qualifications recognised at a national level.

However, the support we get in return is far from balanced, we often say we are the 'cheapest babysitting service going'. We get little support from the local businesses, community, neighbours, public servants and schools. So in true positive Air Cadet mantra we want to change this. We want to invite West Lancashire in to the ATC, see what we are doing with their students, their children, the 'kids on the street'; to hear what these young people are achieving and have a go at what we do. We need to finance the future of the Squadron and we need to continue to celebrate the success of the past 75 years and the current achievements of the cadets.

To do this we are holding an anniversary event for all. In the afternoon we want to open the Squadron to the public, businesses, schools, public services, neighbours etc. They can see first-hand the work the cadets are undertaking and the benefits we provide the community. This event will coincide with a summer fete fundraiser of stalls for people young and old. After this there will be a sunset parade where we will remember members of the armed forces who have lost their lives in battle and who continue to serve the country, many of which are ex cadets of Skelmersdale Squadron.

Following this the squadron will be open for current families, cadets and ex cadets and their families for a social event. Hopefully this will gain us some support from current cadet's families and volunteering opportunities from ex cadets who can give something back to the organisation.

From this event we hope to gain support from schools, recruit new cadets, raise much needed funds and advertise the activities we take part in and the service we provide to the community. Moreover we hope that it will be a positive advertisement and more young people will join the Squadron and we can keep going with a strong membership for the next 75 years.

This is all going to take money especially in the form of advertising, health and safety and equipment of holding a public event. We need to purchase insurance, licences and recruitment leaflets.

Whilst a lot of the funding will come in as gift in kind (donations of time and produce) we will need to spend out for some items

4.4 How will the money benefit people in the Councillor(s) division(s)?

See guidance notes section – 2.3. You need to tell us how this money will help your organisation specifically and also the general public who live in the county councillor(s) electoral division, for example will it help bring people together or help stop anti-social behaviour.

This event is going to be borough wide inclusive; all members of the public will be able to attend the event within your electoral divisions. We will recruit young people aged 12+ from all divisions of Skelmersdale and surrounding areas and therefore the benefit is widespread.

4.5 What is the total cost of the activity?

For example this is the amount it will cost to buy the equipment/hold the whole event.

£1650 1665

4.6 How much are you applying for from the Local Member Grants Scheme?

£1600

4.7 If you are not asking for the full cost of funding for your activity please tell us where the rest of the money is coming from and if it is secured at the time of your application.

The figures here, together with the figures in 4.6 should add up to the total cost in 4.5.

How much?	Funding period	Funder/Applied or Confirmed?
£50 65	2016/17	Squadron funds for PL Insurance
£		
£		
£		

4.8 If you do not get all the funds, or only a percentage of what you require, you need to tell us what will happen to your proposed activity.

It is possible, that your application may be supported, but not for the full amount of funds. If this happens, we need to know if you can continue with your activity, e.g. you may provide an activity for half the intended period of time.

We could continue with the project but on a much more scaled down level, without the additional advertising and depend on word of mouth or goodwill of local papers to advertise this free for us. We may have to do without some of the licenced activities such as entertainment and would have to reduce hire of some equipment, chairs, tables or we would have to charge an entrance fee which we really don't want to do.

4.9 What is the start and end date of the activity or when do you intend to purchase the items/equipment?

Please note you must spend the funds in the current financial year.

Start Date	End Date
As soon as funding is in place	01/10/2016 (event date)

4.10 Please give a detailed breakdown of your expenditure for your activity/equipment.

See guidance notes section – 3.4. The total costs here must add up to the figure shown in section 4.5 for example if you are buying plants and compost for a gardening scheme we need to know how much these are. In addition, if you have a quotation from a supplier please also provide this as evidence of the costs.

Advertising and Recruitment material £635
 Marquee and light hire £980.00
 Insurance £50

SECTION 5: CONFIRMATION OF ORGANISATION'S POLICIES

5.1 Will the activity involve members of your organisation having significant contact with children or vulnerable adults?

See guidance notes section – 4.1. If you are purchasing equipment this will not involve children or vulnerable adults. This section is only relevant for example if you are holding an event.

Yes

No – Please go to question 5.4.

5.2 If you have ticked 'Yes' above, does your organisation have children or vulnerable adult protection policies in place?

See guidance notes section – 4.1.

- Yes – Please supply relevant copies with your application.
 No – Please answer question 5.4.

5.3 If you answered 'yes' to question 5.1 are the appropriate individuals cleared by the appropriate DBS Check (Standard/Enhanced/Enhanced with Barred List)

NB we operate a 'spot-check' procedure, which may require you to provide evidence at a later date.

- Yes
 No – Please answer question 5.4.

5.4 If you have ticked 'No' to either questions 5.1, 5.2 or 5.3, please explain why and why you feel clearance is not necessary to enable us to consider whether your application can proceed.

If you are purchasing equipment, you need to state here that no children or vulnerable adults will be involved in the purchase of the equipment.

Local Member Grant: Funding Agreement

You will need to read carefully through the below terms and conditions and sign and date on the next page to declare that you agree to meeting these terms and conditions if your application is successful. We will not be able to process your application if it has not been signed and dated. **Please print off this Funding Agreement and send in a signed hard copy. We will not be able to process applications unless we have received a hard copy of the signed Funding Agreement.**

- ✓ We agree that any funding awarded will be used solely for the purposes set out in this application form and that the County Council can recover any monies not spent during the project.
- ✓ We will consult the Council about any changes to the project by completing and returning a 'Notification of Change' form. We will await agreement of the change from the County Council before the funds are spent.
- ✓ We agree that we will be responsible for any overspend on the project, and that the County Council will not be liable for any costs in excess of any funding awarded.
- ✓ We agree to keep all financial records and accounts including receipts in relation to the project for seven years after the completion of the project.
- ✓ We accept responsibility for ensuring we have all the necessary consents including planning, statutory and landownership. We also accept responsibility for ensuring there is appropriate insurance cover for the people and assets involved in the funded project and the County Council will not be held responsible for any liability, which arises before, during or after the project.
- ✓ We will meet all legal requirements relating to child protection (including Standard or Enhanced Disclosure Barring Service (DBS) checks with appropriate Barred list checks in accordance with DBS Guidance for all persons involved in the project. We will also meet the necessary requirements of having children and/or vulnerable adult policies in place
- ✓ We will adhere to all Health and Safety regulations and Lancashire County Council will not be held responsible for any liability, which arises before, during or after the project.
- ✓ We will ensure the fund is not used to pay for any expenditure that has already been incurred prior to the approval of the grant.
- ✓ We agree that in the event of any project ceasing to operate, any equipment purchased through grant aid will be retrieved for reallocation.
- ✓ We agree to provide Lancashire County Council with accurate, timely monitoring information in line with the requirements set out in the offer letter and/or service level agreement.
- ✓ We agree that Lancashire County Council reserves the right to publicise our project in the local media. If we intend to publicise the grant we will consult with the County Council before making any public statement relating to the service that the County Council is helping to fund. Any public statement must acknowledge that the Service is delivered in partnership with, funded by Lancashire County Council, and should include Lancashire County Council's logo.
- ✓ We agree that Lancashire County Council will have the right to withhold any or the entire grant and/or request all or part of the grant to be repaid if they feel that:
 - We have not complied with all or any of the terms and conditions of the grant.
 - Information provided by us was inaccurate, incomplete or misleading.
 - No organisation can receive any grant funding, if to award a grant would contravene

State Aid rules.

- The use of the grant is in breach of County Council Policies and Procedures.

We understand that by signing this form, if the application is approved by the County Councillor(s) named, we are contracting to spend the funding as stated in this application form and to provide the monitoring and other information required under the terms of the Local Members Grant Scheme.

Declaration

- ✓ We certify that to the best of our knowledge the information provided in the application form is accurate and correct.
- ✓ That the persons below can both sign on the organisation's bank account. (please note that the two signatories cannot be related to each other)
- ✓ By signing and submitting this form, we agree to the funding agreement detailed.
- ✓ I declare that the organisation meets the general eligibility criteria set out in the guidance notes.


We also understand that should this application be successful, the information contained in the application form will be used to form the basis of the funding agreement and for monitoring purposes.

Name of Organisation: 1439 (Skelmersdale) Squadron

Mrs Claire Lord

Name of First Signatory (please print)

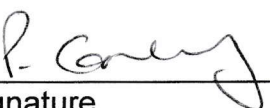
Honorary Treasurer – Civilian Committee
Position in the Organisation (please print)


Signature

Date: 5/9/16

Name of Second Signatory (please print)

Chair
Position in the Organisation (please print)


Signature

Date: 5/9/16