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.

Rishton Prospects Panel

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 *Please include here the total number of people who use your organisation and not just elected members.*
	15	

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

☑ YES

☐ NO

Please provide the date received:
July 2006 - Rishton in Bloom - £200
September 2008 - Annual Insurance - £102

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.

Hyndburn (Rishton)

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

Councillor Name	Amount Requested
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.	
Cllr Miles Parkinson	£300
Total Amount Requested	£300

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.

Rishton Prospects Panel will plant a Wildflower Meadow on the 'Norden Banking' to be located over the canal bridge on Harwood Road. The land has recently been weeded and scarified by local environmental business, Nuture, for Prospects (in September 2016), as this land had become really over grown with weeds and grass and was strewn with litter.

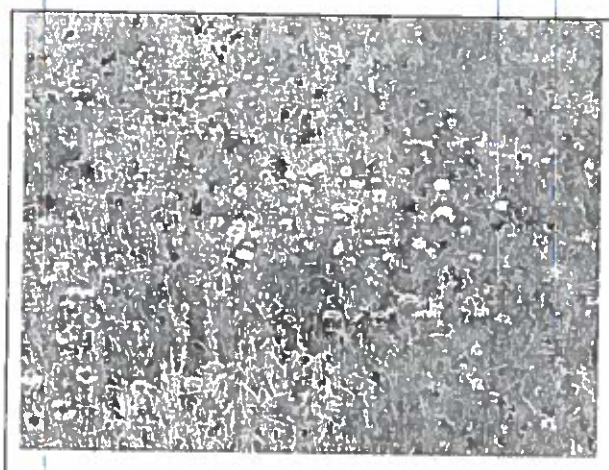
The seeds will be mixed with a small amount of sharp sand to help with the scattering of them.

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 area represents the entry point for canal crafts and walkers coming into Rishton from the Blackburn side, and a floral banking will be an ideal feature that will lift the appearance of the area and potentially improve how Rishton is perceived. It also links to a collective recognition of the canal as a key feature of the public realm within Rishton.

Other benefits will include:
- That the improvement may discourage people from dropping litter
- That the nature of a meadow will mask (to an extent) any litter in the area
- That volunteer involvement in planting will encourage ongoing stewardship of the area (this will become another site that Prospects will try to maintain)
- That natural and native wildflowers will increase bio-diversity
- That there may be educational benefits to be derived from the process and the (i.e. once established it may be possible to do a survey of various flowers and insects there)



We will also utilise volunteers in the planting process, many of which will be brought together socially, through the volunteering process. We envisage that 12 local people will be involved in the project and hope to encourage the involvement of pupils of the adjacent Norden School.

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.

We have had a quote from supplier Pastoral Meadows for 520 ft2 of seeds for planting of **£375.**

The £75 shortfall will be made up from other sources of funding - a small funding application to Windfall (managed by Hyndburn Prospects) to make up the difference.

We are also likely to submit a grant of more than the £75 to include funds to purchase compost to maximise the quality of the ground preparation.

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

£ 300

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?
£ 75	March 2017	Windfall (Hyndburn Prospects) / To be applied for in March
£ ??	March 2017	To increase the application over the value of £75 to include the purchase of compost to improve the condition of the ground (although this is not essential to the scheme)
£		
£		

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.

If we cannot get the £300 from LCC the project will not go ahead until other funds have been identified.

If we cannot get the £75+ to achieve the £375 quote to purchase the seeds plus compost (funded by Windfall), we will simply scale back number of seeds we are purchasing so it falls within an overall project cost of £300.

This will simply mean that we will do without the compost (by digging over the earth), and will either scale back the area we will be planting in on the site, or will scatter the seeds we are able to afford over the wider area (and we then may take measures to improve the density of the wildflower planting at a later date if required).

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***
Purchases will be made in March 2017 April/May 2017 for planting	April/May 2017

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.

£375 for Seeds (Pastoral Meadows for 520 ft2 of planting)

£TBC for compost (linked to a Windfall Small Grants application, but this is not essential for this project)

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.

We are planning to ask Norden High School if they are interested in getting involved in the project (i.e. children planting).

However, if this is the case this would only be allowed if the students were supervised by adults from the school and therefore Prospects volunteers will not be in a position where they are responsible for the welfare of children.

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: Rishton Prospects Panel

_____Colin Cooper_____
Name of First Signatory (please print)

____Projects Coordinator _____
Position in the Organisation (please print)

_____
Signature

Date: ___17/03/17__

____Margaret Worden_____
Name of Second Signatory (please print)

_____Treasurer_____
Position in the Organisation (please print)

_____
Signature

Date:____17/03/17_____

Checklist for applicants:

Please ensure you have completed all sections on this form and have enclosed the necessary supporting documentation - incomplete forms cannot be processed for consideration by the councillor(s).

- ✓ I have answered all of the questions on the form
- ✓ Attached the necessary supporting documents listed in Section 2
- ✓ Attached a copy of your bank statement
- ✓ Completed the declaration with 2 signatures from people who can sign on the organisations bank account
- ✓ Attached a copy of your Child Protection and Vulnerable Adults Policy if you have answered 'Yes' in Section 5.1
- ✓ If submitting my application electronically, I have posted a hard copy of the Funding Agreement and Signed Declaration on page 9 and 10.

In addition, please make sure that:

- ✓ You have kept a clear copy of the form for your own records
- ✓ You have clearly marked each document with the name of your organisation

Completed application forms should be submitted to the Democratic Services Team via the address below.

Telephone: 01772 533756

Email: **LPTlocalmembergrants@lancashire.gov.uk**

Postal Address:

Local Member Grants
Lancashire County Council
Legal and Democratic Services
2nd floor, Christ Church Precinct
County Hall
PRESTON
PR1 8XJ