

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.

Lancaster Fun Palace

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>
	17	

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

YES

NO

Please provide the date received 20 / 08 / 16

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.

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, please make sure you list all the electoral divisions here.

County Councillor	Electoral Division	Contact Number	Email
Gina Dowding	Central	07876 844249	gina.dowding@lancashire.gov.uk
Lizzi Collinge	East	07833 483398	Lizzi.Collinge@lancashire.gov.uk
Susie Charles	Rural East	07917 627334	susie.charles@lancashire.gov.uk
Phillipa Williamson	Rural North	07917 627382	phillippa.williamson@lancashire.gov.uk
Erica Lewis	South East	01772 534271	erica.lewis@lancashire.gov.uk
Hilda Parr	Skerton	07917 627428	hilda.parr@lancashire.gov.uk

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>	

Gina Dowding	£250
Lizzi Collinge	£250
Susie Charles	£250
Phillipa Williamson	£250
Erica Lewis	£250
Hilda Parr	£250
Total Amount Requested	£1500

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.

Lancaster Fun Palaces will return to Lancaster for the 4th year on 7th – 8th October 2017. It is part of a nationwide scheme of events held annually, run under the strap line: "Everyone an artist, everyone a scientist" It is a free weekend festival where the community creates and enjoys arts and science events.

In 2014, our Fun Palace was unique, self-generating, self supporting and local. In 2015 and 2016, with support from County Councillors Members Grants, we were able to build on this, keeping to the core aims of arts and science for all, offered free at the point of access, and we offered even more exciting interactive events for the community over the Fun Palace weekend. Footfall to the Fun Palace in 2016 was approximately 2000, around 900 more than enter Lancaster Library on a typical weekend and people came from all over the Lancaster district from Galgate to Warton and even further afield. Feedback from those who attended in 2015 and 2016 included: "Great for the community", "A safe place to share and learn new skills with other people from our community", "I ran the Litfest and Light Up Lancaster stalls and it was great so many people turned up to take part in and engage with various activities", "The kids love it!! Excited!!" and "My daughter loved the variety of activities". "Inclusion" was also noted as a particular strength of the weekend and the friendly welcome for all was highlighted by many. The volunteer team organising the event are passionate about it and this year we want to build on successful first three years. To help establish Lancaster's first Fun Palace, artists and scientists offered their services for free. This year, as in 2015 and 2016, we would like to give such people fair reward for their continued support of the festival. This will enable local creative people to develop their work with our community, whilst giving the community access to experimental arts and science that will be both surprising and inspiring.

We are seeking funding for facilitators and materials to provide innovative high quality art and science workshops, which will be free at the point of delivery and equally accessible to all members of the community.

Last year we ran workshops in areas similar to those listed below, but due to the community led nature of the Fun Palaces ethos we do not want to be too prescriptive about the content of each workshop in advance. The public consultation we are beginning for this year's Fun Palace may lead us in different directions.

Workshops might include:

Digital photography

Shared community art and craft project

Ukulele

Singing

Creative writing/storytelling

Juggling

Computer

Seeds/Nature

Dance

Science from the start (simple experiments for 0-5 yrs)

Technology and physics.

Typically a workshop facilitator would charge between £200 and £300, but with goodwill engendered by the festival ethos and the contribution of free space and staff support from the Library service, as well as *Friends of Lancaster Library* fundraising contributions, these prices may be reduced.

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.

Lancaster Fun Palace offers a free Arts and Sciences festival open to all. It presents learning opportunities as fun and pleasurable and could appeal to people who may not see themselves as academic or "arty". Some people don't see themselves as candidates for formal learning, but could surprise themselves if an interest is sparked. We have seen this in action in our first three Fun Palace weekends.

The library has always provided informal, self-directed learning opportunities for everyone. The focus for the library service in Lancashire is to give the public access to reading, learning and information. The principles behind the Fun Palaces campaign, where everyone is an artist, everyone is a scientist, underscores these library priorities.

This project sees The Fun Palaces group, the Friends of the Library, and Lancashire Library service working together with the common goal of making learning enjoyable and accessible for all.

The Fun Palaces movement is getting bigger and bigger – see www.funpalaces.co.uk – and last year there were almost 300 Fun Palaces nationally and internationally. Lancaster is hugely proud to be one of the locations that has been involved from the start and we are thrilled that our event is growing year on year with more participants from all around the area coming each time. This year, as well as many Lancaster organisations/individuals, we are anticipating that Carnforth Community Choir will take part as will the RSPB based at Leighton Moss. We want to encourage this wide participation and for this event/movement to continue to thrive and build.

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.

£3000

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

£1500 (£250 per councillor)

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 has been 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?
£ 1000		Galbraith Trust - applied
£ 200		Support from Friends of Lancaster Library - confirmed
£ 300		Local business sponsorship – businesses approached
£		

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.

Fewer workshop/activities will take place over the Fun Palace weekend and the professional input into them will be reduced.

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
20 th August – workshop bookings confirmed	8 th October
7 th October – event opens to public	8 th October

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.

Workshop 1	Classical music for families	£200	£50	£250
Workshop 2	Printmaking workshop	£200	£80	£280
Workshop 3	Ukulele workshop	£200	£80	£280
Workshop 4	Creative storytelling	£200	£20	£220
Workshop 5	Community science	£300	£50	£350
Workshop 6	Juggling for All	£100	£0	£100
Workshop 7	Computer skills	£300	£50	£350
Workshop 8	Indian Dance	£200	£0	£200
Workshop 9	Metamorphosis Screening	£100 £200	£0 £0	£100 £200
Workshop 10	Dance for all			
Workshop 11	Glass Painting	£200	£100	£300
Workshop 12	Singing for all	£70	£0	£70

Public consultation	Display and paperwork		£50	£50
Publicity	Posters, leaflets, events schedule. signs		£250	£250

Our association with the library allows us to have the venue hire, equipment, facilities and staff support given as an in-kind contribution to this project, but could be costed for you if required.

Examples given are of potential workshop providers, some of whom the library has worked with before and several of whom have been involved in Fun Palaces in 2014 and/or 2015 and/or 2016.

In Tune music and children's workshops www.2b-intune.com

Julia Swarbrick - visual artist www.swarbiearts.co.uk

Sue Parish Ukulele workshops www.sueparish.com

Science from the start www.sciencefromthestart.wordpress.com

Mad science North West www.northwest.madscience.org

Creative storytelling www.thomasmccarthyfolk.com/what-i-do/

Community music www.moremusic.org.uk

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
 X 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.

All workshop providers will be required to have appropriate clearance to work with vulnerable adults or children.

Normal Lancashire library policy will apply to all persons accessing the library building. Procedures are in place to safeguard children and vulnerable adults who already actively use the library service, and based on 2014 and 2015 Fun Palaces, those procedures are sufficient.

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 or 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 this 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, and 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 here.
- ✓ We declare that the organisation meets the general eligibility criteria as 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: Lancaster Fun Palace

Emma Rucastle

Name of First Signatory (please print)

Chairperson

Position in the Organisation (please print)

Signature

Emma Rucastle

Date: 22/6/17

Stuart Reynolds

Name of Second Signatory (please print)

Treasurer

Position in the Organisation (please print)

Signature

Stuart Reynolds

Date: 22/6/16

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 or 01772 536862

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