

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.

Caritas Care Limited

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>
231	96	In Quarter 1 2017-18, over 2600 people accessed scheduled activities and events at Plungington Community Centre. In addition, a number of private functions took place eg weddings, seasonal fetes, visitors to the café, corporate events such as training, awareness days, etc for which we do not have figures.

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

Councillor Frank De Molfetta – Central East
Councillor Carl Crompton – Central 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>	
Councillor Frank De Molfetta	£500.00
Councillor Carl Crompton	£500.00
Total Amount Requested	£1000.00

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.

We are applying for a grant toward the cost of installation of a CCTV security system at Plungington Community Centre on Brook Street, Preston PR1 7NB.

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.

We feel there is a very real need for a reliable CCTV system at Plungington Community Centre to monitor activity inside and outside the Centre as both a security measure and a deterrent. This would be beneficial to the local community, to the Centre's staff and visitors and to the building itself which has repeatedly been a target for vandalism.

Whilst cameras currently offer some visual measure of deterrent, the system does not currently work. Police requested CCTV footage to assist their investigations into recent anti-social behaviour, attacks on the main street and a murder over New Year; however we were unable to assist them. In the event of further incidents, we will be in a position to cooperate promptly and effectively with the Police and emergency services with an effective system.

A CCTV system would enable the Centre Management to monitor and record activity in the local vicinity of the Centre and inside it to ensure appropriate behaviour. Staff would be alerted to people entering and moving around the building in order to respond accordingly.

The Centre is proving to be a valuable local resource and numbers of activities and attendees have steadily demonstrated an increase. However, in the light of recent incidents, a number of our regular visitors have stopped visiting the centre as they feel unsafe. The area attracts a variety of adults and youths who gather in groups so deterring visitors to the centre.

Our charity does not have sufficient funds to cover this unexpected cost; partially due to having incurred some considerable cost when the roof was damaged recently in two separate incidents of vandalism.

We have been successful in securing LANPAC monies (£1500) subject to matched funding therefore any funding available that might be released to enable us to remedy the CCTV system would be most grateful.

If you require further information please do not hesitate to get in touch.

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.

£2912.50 + £582.50 VAT = £3495.00 total

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

£ 1000 in total

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?
£1500	One off grant	LANPAC – grant confirmed subject to evidence of matched funding. Additional funding has been requested to make up the shortfall.
£995	One off grant	Not yet secured An application for this additional funding is being submitted to LANPAC and a request has been made to Plungington Community Association.

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.

We have approached LANPAC to request additional funding to make up the shortfall; they have agreed to put an application to their Board for consideration.

If additional funding isn't available to take up the preferred quote we could opt for an alternative supplier.

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
We will commission installation as soon as we have secured the funds. Ideally, we hope to have the system installed by early November 2017	Early November 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.

Description	Cost (net)	VAT
CCTV Camera System MODIFICATIONS - as per items below Net VAT @ 20% £ Inclusive of supply, installation and Commissioning .. Camera Description: High Definition HD 3Mp 1080p Vandal Resistant IR (Infra-Red) Dome. 2.8-12mm Varifocal with auto focus lens Located to give a general view of the areas stated below - Incorporate existing internal cameras where found to be operational. 3x (Qty.) External Cameras - Replace existing - on Main Gable End. Install 2x External Cameras to Access Area between Centre & Church Install 1x External Camera to Courtyard / Oil Tank Area Install 1x External Camera to Back Door Area Install 1x External Camera to Hammond Street Entrance - Left-hand side. Install 1x External Camera to Hammond Street Entrance - Right-	£2,912.50	582.50

hand side. Digital Video Recorder DVR 16 channel HD 6tb (6000gb) Located Office - Networked via your Router for remote viewing. Monitor 24" ACER LED HD 1080P Flatscreen (Wall-mounted) Located as per below. 1 Office 2 Kitchen (adjacent to hatch)		
Total:	Total (net)	Total VAT
	£2912.50	£582.50

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 This application is to purchase equipment therefore this question is Not Applicable
- 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.
- Not applicable though we can provide copies of our Children/ Vulnerable Adult Safeguarding Policies should they be required

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.

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 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: Caritas Care Limited

Amanda Forshaw

Name of First Signatory (please print)

Position in the Organisation (please print)

Chief Executive

Signature



Date: 10 October 2017

Chris Briggs

Name of Second Signatory (please print)

Chief Finance and Operating Officer

Position in the Organisation (please print)

Signature



Date: 10 October 2017

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
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