

**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.*

Armed Forces Group Preston c/o Dig In North West

**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	8	8

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

- YES  
 NO

Please provide the date received 13 / Feb / 2015

**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.

Preston City  
 Preston South West  
 Preston Rural  
 Preston West  
 Preston North  
 -  
 Preston East  
 Penwortham East & Walton Le Dale  
 Penwortham West  
 Preston South East  
 Preston 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>	
Yusuf Motala	350
Gillian Oliver	450
George Wilkins	350
John Potter	200
Geoff Driver	300

Kevin Ellard	300
Joan Burrows	250
David Howarth	250
Jennifer Mein	250
Carl Crompton	250
<b>Total Amount Requested</b>	<b>2950</b>

#### 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.*

2018 will see the fourth large scale Big Lunch in Preston and is a fabulous family fun day held on Ashton Park, Preston. Our aim is to bring the whole Preston community together to enable everyone to showcase and celebrate their cultural heritage, enjoy a free day out and participate in sporting activities, whilst also helping to reduce vandalism by raising pride in the immediate surroundings.

Each year AFG organises this as our way of giving back to the community under the terms of the Armed Forces Community Covenant. We invite a diverse selection of local people to join in and raise awareness of their offerings. These range from local charities, community groups, cadets, schools, performers (some with learning difficulties) and small local businesses.

The organisation is a collaboration between several of these groups, who all have a say in what we need to include to make the day successful. We encourage physical activity with football, assault courses and bouncy castles, but also include crafts and stalls to help charities to showcase their services and recruit new members and small local businesses demonstrate their wares. Any profits made on the day are donated to charity.

In 2018 we would love to run Zorb Football and old school sports day activities to increase attendance from around 3500 in 2017. We also see this added activity as a way to draw in Corporate teams and simplify their socialisation and potential support of local charities, whilst also encouraging fun competitive spirit amongst local school and teenage groups. We also offer up some free sports team spaces to local organisation who wouldn't otherwise be able to afford entry, such as Emmaus, the military cadets and local community groups. We would like to offer the sports day places, free of charge to local primary schools to run an inter school competition and help them to get involved.

Each year we offer free food and have fed over 1500 people in the last three years. We also work in collaboration with The Larder (Feast for Peace) who do live cooking on the day and we are looking to add some new messages in 2018 around healthy eating with basic ingredients, the reduction of food waste and beating holiday hunger. As one in 4 children in Lancashire are considered to live in poverty, this will underpin some simple basic healthy eating messages and tie in with some of the aims of our organising partners at Cash for Kids.

The park was chosen as it is on a main public transport route, is accessible for all ages and abilities and has disabled access via a tarmac pathway.

We have secured a £2,000 grant from One Stop Shop to provide some of the the basic elements of the

day along with food provision and I'm looking to raise additional funding to pay for the sporting element of the day.

#### 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.*

Several community / charity groups lead the project and we are learning and adding to this group each year. We use a Big Lunch Preston Facebook page to help us to understand what local people would like to see, including understanding which activities generate the most reaction and asking them what they need to entertain their families. We also have a good relationship with nearby schools who are encouraged to tell us what they would like to see and to join us on the day. Almost every group and business who took part in 2015 for our first event came back to take part in subsequent years, so our reputation is growing steadily.

If we can include a fun sporting element, we will work with Family Fitness to encourage families to continue to have fun exercising together after the event.

Marginalised groups are actively encouraged to come along and take part, regardless of background, religion or ethnicity. We also approach community groups from across Preston and South Ribble to join us and raise awareness of their causes.

We aim to increase understanding and respect, reduce the risk of vandalism to the park and local amenities following recent anti-social behaviour. By bringing the community to the park and enabling them to see the activities on there and meet the charities based there, we hope to forge relationships to reduce these acts of vandalism.

Our basic, healthy food messages will support the educational need around local poverty and holiday hunger. We will demonstrate simple, cheap cooking live on the day and if sufficient funds are raised, we will look to provide recipe handouts.

Our experience has also proven, that by bringing local charities and community groups together, they are more likely to work in collaboration on future events and learn from each other, thereby making each one more sustainable. We also encourage the support of corporate sponsors (volunteer time) and have worked with Halifax, Lloyds, Skipton, Booths, Tesco, One Stop Shop and Waitrose so far. We also allow new partners the opportunity to be involved and benefit from the superb PR, including the BBC, local newspapers and online Blogs, which is also highly beneficial to raise awareness of the charities and community groups involved. Introducing new sponsors also helps more staff to understand the volunteering opportunities available locally and the support required by charities.

#### 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.*

£5,381

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

£ 2950

**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?
£ 2000	2017 - 2018	Confirmed
£ 431	2017 - 2018	Confirmed. Fundraising activities including bag packs, Fit 4 Less sponsorship and Waitrose community token boxes.
£		

**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 will scale back the additional activities and reduce the event costs of the Zorb Football, reduce the free food portions to 300 and omit the crafts.

**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.*

<b>Start Date</b>	<b>End Date</b>
30.1.18	3.6.18

**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.*

Food ingredients £500  
 Stage and PA system £300  
 Portaloos £360  
 TEN Licence £21  
 Specialist event company/ equipment (Zorb Balls and sports day) £2000  
 Event organiser £1250  
 Flyers £350  
 Leaflet Distribution £450  
 Craft items £150  
 Total £5,381

**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.*

*Children attend with parents or family members.*

**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: Armed Forces Group Preston c/o Dig In North West

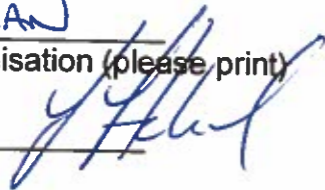
JACKY HOTAL

Name of First Signatory (please print)

CHAIRMAN

Position in the Organisation (please print)

Signature



Date: 10.1.18

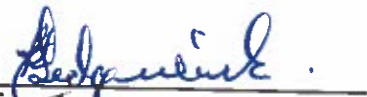
KEITH SEDGEWICK

Name of Second Signatory (please print)

VICE CHAIRMAN

Position in the Organisation (please print)

Signature



Date: 10.1.18

## 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](mailto:LPTlocalmembergrants@lancashire.gov.uk)

**Postal Address:**

Local Member Grants  
Lancashire County Council  
Legal and Democratic Services  
2<sup>nd</sup> Floor, Christ Church Precinct  
County Hall  
PRESTON  
PR1 8XJ