

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.

Certain Curtain Theatre Company

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>
2		

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.

**Preston Central, Preston Central West, Preston City, Preston East, Preston North
Preston Rural, Preston South East, Preston south West, West
Chorley Central,
Thornton Cleveleys
Fleetwood
Lytham**

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>	
Yousuf Motala	£390
Frank De Molfetta	£380
Carl Crompton	£380
Kevin Ellard	£380
Geoff Driver	£380
George Wilkins	£380
Jennifer Mein	£380

Gillian Oliver	£380
John Potter	£380
Steven Holgate	£380
John Shedwick	£380
Stephen Clarke	£380
Edward Nash	
Total Amount Requested	£4950 4570

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 a not-for-profit touring theatre company specialising in writing and performing plays exploring important social issues eg domestic violence. We take these performances into community spaces to give people who don't normally have access to the arts or may be vulnerable to the issues. We create the whole 'theatre experience' for groups and community members of all ages - Before Christmas our van was broken into and our much needed sound and lighting equipment was stolen – along with props and costume. We have had donations from the public to replace the props and costume and a crowd funder has been set up by a supporter but we still don't have enough to replace the lighting and sound equipment. There are no other funding schemes available that support the purchasing of equipment and this scheme was suggested to us. We will buy essential lighting and sound equipment that will be of benefit for current productions as well as future productions - including our new play about Lancashire Suffragette Edith Rigbyor asap. Our performances and educational workshops link people with local support services using the arts to combat social issues

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 have been based in Preston since 1989 and have operated without any revenue funding ever since.~~
We have performed in community centres, schools, colleges, hospitals and more throughout Lancashire and worked with young people and adults to explore sensitive issues such as teenage pregnancy, drug abuse and domestic violence - as well as writing plays about local and social history. This project application will enable us to continue to do this long-term. A company in Wales has kindly loaned us some equipment whilst we fund-raise but they need it back in February. We have not received any monies from member's grants previously and the theft of our equipment has been a tremendous blow to us as we already struggle to survive. Community members have donated items to replace props but we really need this support from members to enable us to continue to provide our services. If you have not seen our work you are welcome to come to a performance in a community Centre in Chorley on 1st Feb in the morning - just get in touch and I will email information.

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.

~~£4950.00~~ 4570

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

~~£4950.00~~ 4570 .00

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?
£		
£		
£		
£		

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.

If we can't raise all we need we will purchase only some of the lighting and seek to buy second hand items.

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
1 st February 2018 or ASAP	

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.

Ipad Go Button – for sound - £480

Control Desk - £230

2 wind up stands - £180

2 Control packs - ~~£800~~ 420

DMX cables and extensions - £40

2 Elumen 8 Profile lights -£1398

2 Elumen Fresnel Zooms - £1352

2 LEDJ -£470

Total: ~~£4950~~ £4570

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.

No children or vulnerable adults are involved in the purchase of 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: Certain Curtain Theatre Company
Claire Moore

Name of First Signatory (please print)

Secretary _____
Position in the Organisation (please print)

Signature

Date: 30th Jan 2018

John Woudberg

Name of Second Signatory (please print)

Director
Position in the Organisation (please print)

Signature

Date: _____

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 533110 or 01772 536552

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

State Aid rules.

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Claire Moore

Name of First Signatory (please print)

Secretary _____
Position in the Organisation (please print)



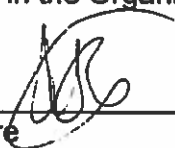
Signature

Date: 30th Jan 2018

John Woudberg

Name of Second Signatory (please print)

Director _____
Position in the Organisation (please print)



Signature

30/01/2018

