

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.

Lancashire Cricket League

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	15 (League Executive plus heritage steering group members) 720 (based on an estimated average of 30 per club for 24 clubs)	6960 (based on estimated average membership of 290 per club for 24 clubs; includes 500 senior playing members and 600 junior players) In addition:
		<ul style="list-style-type: none"> • matches are attended by many people who are not members (in 2017 the League played 993 first, second and third eleven, and junior matches before an estimated total attendance of 41,000) • numerous community organisations and private parties use the facilities of each of the 24 clubs.

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.

- Nelson East
- Oswaldtwistle
- Clitheroe
- Burnley North East
- Rossendale South
- Rossendale West
- Whitworth
- Pendle Central
- Accrington North
- Accrington West & Oswaldtwistle Central
- Accrington South
- Rossendale East
- Mid Rossendale
- Padiham and Burnley West
- Brierfield & Nelson West
- Burnley Central East
- Burnley Central West
- Burnley South West
- Burnley Rural
- Pendle Hill
- Great Harwood, Rishton & Clayton-le-Moors

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>	

Clr Ali (Nelson East)	£300
Clr Cooney (Pendle Central)	£500
Cllr Dawson (Accrington South)	£300
Cllr Malik (Burnley Central East)	£200
Cllr Stansfield (Rossendale West)	£900
Cllr Steen (Whitworth and Bacup) insufficient funds	£250
Cllrs Burns (Burnley North East)	£500 583.34
Cllr Cheetham (Rossendale South)	£500 583.33
Cllr Eaton (Rossendale East)	£500 583.33
Total Amount Requested	£3950

HG
23/2/18

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.

Our heritage project was granted Phase 1 funding by the HLF in 2017. To access Phase 2 funding of about £326,000, we need to raise £30,000 of partner funding. Each part of this funding would be allocated to pay for specific items of the following equipment:

- voice recorders
- digital cameras
- design and printing of feedback forms, memory collection materials and products
- website hard drives
- exhibition hardware.

Without the partner funding, the Phase 2 grant, which finances the delivery of nine inter-related project programmes would be lost. These nine programmes, for which the above equipment is essential, are:

A: PROGRAMMES TO PROTECT, PRESERVE, DISCOVER AND RECORD HERITAGE

- Cataloguing and Archiving
- Oral History
- Research

B: PROGRAMMES TO SHARE HERITAGE

- Events
- Exhibitions
- Websites

C: PROGRAMMES TO USE HERITAGE FOR THE GOOD OF THE COMMUNITY

- Sporting Memories for Mental Health – Dementia, Depression and Loneliness
- Learning Resources for Schools and Colleges

D: LEGACY PROGRAMME

- Sustaining all the above.

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.

The Project

Taking the Lancashire League's 125th anniversary as a focal point, this project celebrates the shared heritage created by the League's clubs, their local and international players, supporters and officials. It will use existing collections of artefacts, documents, film and oral recordings to engage the community in a variety of activities, and record further oral histories. Its activities would expose new and current audiences to its heritage, celebrating and preserving the heritage of the Lancashire League as the most famous cricket league in the world. The League seeks Heritage Lottery Fund (HLF) support for these celebrations.

Aims and General Principles of the Project

- promote, discover and preserve local cricket heritage
- share heritage to promote interest and pride in the unique history of the Lancashire League
- build stronger relationships between clubs and other community organisations
- develop knowledge, skills and understanding
- create enduring resources – exhibits, recordings, images, website, repeatable activities in education and health – as project legacies
- increased interest, pride and resilience

The project has three main objectives, with engagement programmes related to each:

Develop and Protect Heritage

- cataloguing and archiving
- oral history
- research

Share Heritage

- heritage events
- exhibitions
- websites

Use Heritage for Community Benefits

- sporting memories, dementia, depression and loneliness
- education resources

Legacies programme

- sustaining activities and benefits of the above beyond the lifetime of the project.
-

The final project would comprise the following engagement programmes:

Engagement Programmes

1. Oral History Programme:

We urgently need to record the oral histories of the league's older former players and supporters, who have memories of the 1930s to 1950s era. We would also record the memories of younger people, and encourage intergenerational interviewing. The oral histories will give our history a voice, building on the existing archive to develop resources that can be used repeatedly to enrich formal and informal learning. In addition to interviewing, we would record extracts from clubs' annual reports, newspaper reports and some of the many poems that have been published about local cricket.

2. Sporting Memories Programme

We would promote the use of local cricket memories to assist people living with dementia, depression and loneliness. In partnership with the Sporting Memories Foundation, local dementia friendly organisations, dementia cafes and care homes, we would develop reminiscence materials, organise sporting memory group sessions and train volunteers how to use the materials in such sessions.

3. Learning Programme

We would develop learning materials for upper primary/lower secondary school children, referenced to the National Curriculum. Cross-curricular, but with local history at their core, these materials would teach social history through local cricket history, linking the histories of clubs to wider local, national and international events and developments. We have acquired the rights to include in the resources a play script, 'The Last Match', about Hedley Verity, a former professional at Accrington and Middleton who was killed in World War II. The resources would also cover the birth and growth of clubs in Victorian England, an inspiring way to learn about local Victorian history which is part of the Key Stage 2 National Curriculum in History.

Trails of clubs' grounds, presentations for school assemblies that reflect the values of citizenship, such as Sportsmanship, Teamwork, Tolerance, Equality and Fairness, and a trail of the project's major exhibitions would also be included. The resources would help children to understand and appreciate what we can learn from and owe to people who have gone before.

4. Memorabilia Cataloguing and Archiving Programme

In partnership with Lancashire Archives, we would train volunteers to catalogue the memorabilia at their clubs and in the private collections of members. We would also make clubs aware of memorabilia already housed in archives and in the possession of civic societies and trusts. For example, Burnley Civic Trust has acquired the entire archive of about four million published and unpublished photographs from the *Burnley Express*, *Colne Times*, *Nelson Leader* and *Clitheroe Times*. Our project has provisionally agreed with Burnley Civic Trust to catalogue and index the thousands of cricket-related images in this archive, in return for permission to use them across our project's activity programme. The *Lancashire Evening Telegraph* has also indicated that our project could access and use images from their archive.

Lancashire Archives has informed us of the criteria for memorabilia that they would archive, and we would encourage and facilitate this. These items include 118 years of League minute books, which urgently need to be removed to a secure temperature and humidity controlled environment. This approach would develop a respect of and methodology for succession planning across the League, so that informative and valuable material is preserved and protected from deterioration and loss.

5. Research Programme

We would develop a research programme, targeting specific themes and time periods. Research would encompass oral recordings, films, stills images and written materials from various sources

and genres. In particular, we would encourage research from newspaper microfilm. The earliest newspapers that record our local clubs date from the 1830s. We are exploring partnerships with education institutions so that we could offer the opportunity to pursue a formal research and writing qualification.

6. Heritage Events Programme

We would organise heritage events at each of the clubs, which would involve various combinations of films, discussion panels, displays and memorabilia collection, cataloguing and researching, adapting to the requests of each club and the resources available. The events programme would include a project launch event, exhibitions launches and a celebration event.

7. Exhibitions Programme

The various project activities would access and build resources for a major exhibition, designed to inform through a balance of chronology and themes, interpreted to put the stories in context. The exhibition would use a wide variety of memorabilia and presentational methods, including audio-visual and interactive stations. The exhibition would be modular and portable so that we can exhibit at two major venues followed by a several smaller venues.

8. Websites Programme

The project would have a bespoke heritage website, attached to the existing Lancashire League website. The website would be populated with scans of documents, images (including photographs of memorabilia), new writing, and links to film and oral recordings. It would be searchable by various criteria, such as club, player or era. Volunteers would be trained to input information, which would be vetted before going 'live'. The project would also provide material and advice to clubs so that they can develop the heritage strands of their own websites. In addition to scanning images from the photograph archive recently inherited by the Burnley Civic Trust, senior staff at the *Lancashire Evening Telegraph* have indicated that they would also give permission for our project to access, scan and use images from their photographic archive.

9. Legacy Programme

Our project's Legacy Programme includes repeatable Sporting Memories and Education resources, the enduring nature of archive collections, new research and websites. We would also plan the exhibition so that bespoke items go to individual clubs, with the remainder permanently exhibited at one of the clubs which is planning to develop a heritage room. We would also create products such as postcards, calendars and booklets, the sale of which would create some funds to sustain project activity beyond the HLF funded period.

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.

£17,714.84 (project equipment hardware); ~~£346,298.40 (total project cash budget) plus £101,500 equivalent funding in-kind and from volunteers' time.~~

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

£3950

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?
£ 316,298.04	Sep 2018 - July 2021	Heritage Lottery Fund - applying as part of Phase 1 of

Local Member Grants Application Form 2017/18

		project; application dependent on partner funding
£ 30,000 remaining balance of the	Pledges from now to 5 Jun 2018	Partner Funding - £8420 currently pledged from combination of cricket clubs (£4800), private companies (£2250), Burnley Borough Council (£1000) and fundraising raffle (£370)
£ 21,500	Sep 2018 - July 2021	In-kind contributions that the project will meet - it has doubled requisite in-kind contributions in Phase 1
£ 80,000	Sep 2018 - July 2021	Volunteer time contributions that the project will meet - it has almost trebled requisite in-kind contributions in Phase 1

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.

Unless we attract the partner funding we need, our application to the HLF would be rejected. If we attract the necessary partner funding, the application has a good chance of success.

If the application is rejected we would return partner funding to the donors or, if that is not possible, it would be shared equally among the Lancashire League clubs with a directive that it is to be spent on youth cricket.

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
September 2018 (month of project start and purchase of items)	July 2021 (date of project end)

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.

Oral History Voice Recorders

10 Olympus voice recorders £300 + £60 VAT = £360+

2 Edirol voice recorders £350 + £0 VAT = £350

Cameras

2 digital cameras £70 + £0 VAT = £70+

1 DVD video camera £250 + £0 VAT = £250

Printing: Activities-related

Exhibition Feedback/Evaluation Forms £200 + £0 VAT = £200

Publicity and Memory Collection Materials £800 + £160 VAT = £960

Website

Website Hard Drives £500 + £100 VAT = £600

Exhibition

Display Cubes timber, fixings, adjustable feet, information panels

£8025.65 + £1605.13 VAT = £9630.78

'Sight Screens' display timber, fixings, paint, wheels, information panels

£1458.98 + £291.80 VAT = £1750.78 -

'Clubhouse' Audio-Visual area timber, fixings, information panels

£952.73 + £190.55 VAT = £1143.28 +

Audio-Visual Hardware (screens, headphones, playback devices)

£2000 + £400 = £2400 +

Total - 17,714.84

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.

Individual clubs are all required to have welfare officers, and all coaches have DBS certificates.

We have ticked 'no' as the appointments of three freelancers who would be paid by the project cannot be made until the project is granted Phase 2 funding. These positions – Project Manager, Education and Outreach Officer and Exhibition Curator and Guide would all require DBS clearance.

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.
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- ✓ 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: LANCASHIRE CRICKET LEAGUE

Name of First Signatory (please print)

MICHAEL PIERS BIBBY CHAIRMAN

Position in the Organisation (please print)

M. P. Bibby
Signature

Date: February 28th 2018

Name of Second Signatory (please print)

SECRETARY
Position in the Organisation (please print)

JUNEAN M. WARBURTON
Signature

Date: February 28th 2018

