

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.

Burnley Bobcats ADM Swimming Club

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>
3	41	398

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

YES

NO

Please provide the date received :

Sept. 2016: £1250 (Burnley Central East, Burnley Rural & Padiham & Burnley West)

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.

ROSSENDALE & RIBBLE VALLEY

Our Club membership represents all areas of Burnley and the surrounding area, with currently 44 of our members resident within all areas of Rossendale and Bacup and 30 of our members resident within all areas of the Ribble Valley.

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 Foxcroft: Mid-Rossendale	£341.00 NO FUNDS
Councillor Eaton: East	£106.75
Councillor Cheetham: South	£341.00
Councillor Stansfield: West	£340.75 NO FUNDS
Councillor Smith: Longridge with Bowland	£133.00
Councillor Atkinson: North East	£134.00
Councillor Schofield: South West	£133.00 NO FUNDS

Total Amount Requested**£ 1529.50****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.

Burnley Bobcats is a nationally accredited swimming club. The Club has recently amalgamated with Burnley Aquatics to become a fully inclusive community, swimming club. This has enabled us to work collaboratively to better develop and improve opportunity for swimmers of all ages and abilities, from novice to national champion. Although already a highly successful performance squad, the amalgamation has facilitated the reinforcement of the competitive development pathway accessible to talented swimmers from throughout East Lancashire.

The Club membership reflects a membership base from an ever-widening geographical area, including 44 of our swimmers living within the area of Rossendale and 29 of our swimmers living within the Ribble Valley.

Throughout the UK, the majority of swimming competitions such as the Lancashire County, North West region, National and British Swimming Championships take place in fifty-metre length swimming pools. The squads' main training facilities at St Peters' and Padiham Leisure Centres are twenty-five metre length pools. In order to maintain such a high level of success within competitive swimming, the swimmers access additional training sessions at the Aquatics Centre in Manchester, which is the nearest fifty-metre pool facility. British Swimming recommends this training as essential to the long-term development of competitive swimmers of all ages.

Inevitably, such a successful and high quality programme requires a huge amount of coaching and pool resources to deliver. The squad is a volunteer-managed, community, non-profit making club with coaching & pool fees met by monthly membership fees as well as regular fundraising initiatives. The Club currently faces an annual pool hire cost of £50,000, which is set to rise again in April 2018. Albeit essential to their development, due to the increasing costs involved, the Club needs to secure funding from other sources to enable our swimmers to continue to benefit from these additional swimming sessions at Manchester.

Through generous donations and regular fund raising events the squad has already secured some of the cost of this season's long course sessions at Manchester but would politely request that consideration be given in supporting the Club raise the remainder of the funds required to support this invaluable training needed for our athletes. Financial support provided by our local Rossendale and Ribble Valley councillors would be invaluable in enabling Bobcats to continue to offer its highly reputable training programme to young people throughout the area.

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.

Although only recently amalgamated, our all-inclusive programme has been very well received, with the club now comprising of almost 400 members and receiving enquiries from potential new members on a weekly basis. Developed by our highly qualified and experienced head coach, the programme offers a variety of flexible entry and exit routes between all ability groups to promote swimmer participation, opportunity and retention. The continually growing Club membership is representative of swimmers from a widening demographic, including 44 athletes who live within the Rossendale area and 29 athletes who live

within the Ribble Valley.

Bobcats is the only swimming club within the area offering a seamless transition to a national performance training programme and as such the Club supports talented swimmers from throughout the region. Our head coach works hard to ensure training programmes are individualised, to enable our athletes to incorporate the pool training into their training regime for other sports. Consequently, our performance-training programme is regularly accessed in conjunction with training sessions offered by Rossendale Harriers. Many of our athletes regularly achieve success in County, Regional, National and British competition not just in swimming, but also in cross-country running, biathlon, triathlon and pentathlon.

The large amount of pool-time required to support specifically the performance swimmers training needs means that although our Club membership fees are comparable with those of other swimming clubs, the cost for our performance squad swimmers is already high. As a non-profit making local community sports club, fund raising initiatives are an integral part of our club ethos, to support all aspects of our club development whilst also ensuring our programme is as affordable as possible. Our swimmers and parents are very aware of the financial challenges faced by the club as we strive to maintain the quality of our successful programme. Consequently, there is club-wide acknowledgement that although we continue to seek funds from a wide variety of sources, the support of our local councillors is vital to the long-term survival of Bobcats, ensuring the club is able to develop our national standard swimmers from all areas of the region, as per British Swimming long-term athlete development recommendations.

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.

PREDICTED COSTS:

Each 2- hour training session at the Manchester Aquatics Centre costs £225:90, comprising as follows:

50- metre pool-hire including lifeguard cover:	£170:38
Coach costs (2 qualified coaches)	£ 55:52
TOTAL:	£225:90

Ideally, the Club aims to provide training sessions throughout the year on a 6 weekly basis dependent upon the competitive training needs as decided by the head coach.

This season the annual long course training costs = **£1807:20**

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

£ 1529.50

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?
277.70	2017-2018 season	Anticipated funding from other club fund raising initiatives (e.g. Club BBQ, sponsored walk, Christmas raffle, Christmas card sales)

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.

As a non-profit making community sports club, membership fees are the main source of income for the club. The emphasis at Bobcats has always been on the quality of the training programme offered. The club committee strives to preserve financial viability of the club whilst supporting the club ethos of increasing opportunity for all our athletes throughout the area, by aiming to keep our performance membership fees as reasonable as possible.

The Club is fully committed to supporting our talented athletes from throughout the region. Without local councillor funding the long course training sessions would still take place, however, the committee would seek to secure alternative sources of funding to minimise the cost to our swimmers. Ultimately, the committee may need to review the frequency of the long course sessions or alternatively consider an increase in membership fees to facilitate the training needs of our athletes.

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
As soon as funds are available	The Club aims to organise and book all sessions in advance at the latest by March 2018.

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.

PREDICTED COSTS:

Each 2- hour training session at the Manchester Aquatics Centre costs £225:90.

50- metre pool-hire including lifeguard cover: £170:38
 Coach costs (2 qualified coaches) £ 55:52
TOTAL: £225:90

This season the annual long course training costs = 8 sessions @ £225:90 = **£1807:20**

Ideally, the Club aims to provide training sessions throughout the year on a 6 weekly basis dependent upon the competitive training needs as decided by the head coach.

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.

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:

Burnley Bobcats ADM Swimming Club

Name of First Signatory (please print)

Iain Hazell

Position in the Organisation (please print)

Lead Treasurer

Signature: _____

Date:

Name of Second Signatory (please print)

Scott Harrison

Position in the Organisation (please print)

Assistant Treasurer

Signature: _____

Date:

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:

Burnley Bobcats ADM Swimming Club

Name of First Signatory (please print)

Iain Hazell

Position in the Organisation (please print)

Lead Treasurer

Signature: 

Date:

Name of Second Signatory (please print)

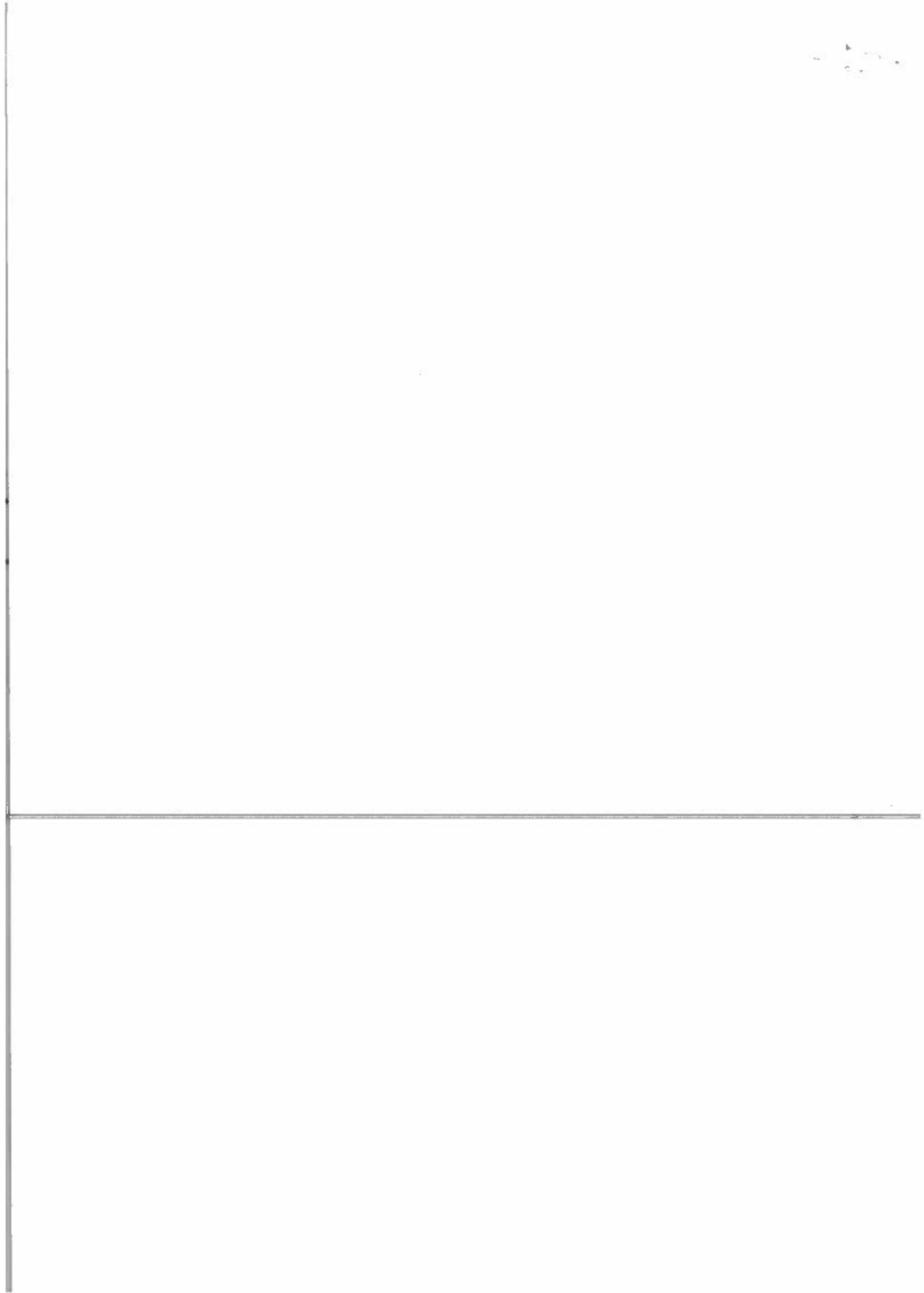
Scott Harrison

Position in the Organisation (please print)

Assistant Treasurer

Signature: 

Date: 15/11/2017



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
PR1 8XJ

