

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.

Pendle Youth and Children's Choir

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 x
- 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>
none	18	63

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

- YES X
- NO

Please provide the date received __04__ / __07__ / 2014__

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)

X 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

X 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.

Central Pendle

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>	
Joe Cooney	
Total Amount Requested	912.30

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.

Colour Printer

Weekend Outdoor Pursuit and Music Activity

Outdoor Activity

Concert Hire of Venue

Drumming Workshop

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.

Our choir group has around 45 children and young people aged 7-19 from Pendle. The choir is open to any young person in the area who is interested in singing.

The children and young people involved are from different backgrounds and have different abilities. Some will go on to pursue music as a career and others enjoy singing and meeting new friends. We actively encourage all young people irrespective of their ability to join. The group meet on Friday evenings supported by volunteers from the area. Everyone involved has the opportunity to make new friends, learn a music skill and play an active role in their community by organising fund raising concerts for local groups and charities.

The young people play many concerts throughout the year, attend festivals and join with other music groups across the area. We organise trips and have been fortunate to travel abroad on several occasions singing in some wonderful venues.

We have a youth council who represent the views of young people in the choirs. This allows those involved the experience of advocating on behalf of the other members and presenting the ideas of their peers. Young people are also represented on the committee.

We view the choir meeting weekly as an important provision for children and young people in the Pendle area. An activity on a Friday evening offering a safe place for them to meet supported by local volunteers.

Every year we try to offer the young people a team-building weekend. This year from 8th-10th June 2018, we will base ourselves at Whitehough Outdoor Centre and will offer an outdoor pursuits experience tailored to the group's needs, which will focus on problem solving, teamwork, building self-confidence, decision making, resolving conflict and establishing trust. By taking part, individuals will learn to work effectively within a team and develop key skills such as communication, listening and leadership. Local outdoor pursuits team Outdoor Elements will deliver this outdoor experience.

Our focus on Friday evenings is music and of course, we will incorporate this into the weekend with a drumming workshop and a concert in St Peters Burnley.

We would also like to buy a Colour Printer. We have had one for many years which is no longer

working. We do all our own publicity, letters to parents, minutes of meetings and it is a very important piece of equipment.

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.

£1716.30

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

Weekend Outdoor Pursuit and Music Activity

£400 Outdoor Activity
 £100 drumming workshop
 £137.50 Hire Of Concert Venue
Total of £ 637.50

£274.80 Printer

Grand Total £912.30

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?
£804	2017/18	We have been fundraising over the past financial year through concerts, running a charity shop for a week in the summer, committee members making greetings cards, cake sales, donations, etc.
£		
£		
£		

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 are applying for money towards part of the activity weekend. We will cover the cost of the residential facilities and food for the weekend with money we have raised ourselves as described previously. However, we need to keep enough money in our account to cover the Core Costs of running our group and are reluctant to take any more.

If we were not successful in our bid or did not get the full amount we have applied for, the weekend would still take place but the outdoor activity would be revised and the drumming workshop cancelled. The hire of the venue for the concert would reluctantly be covered from our account. Our printing would continue to fall on the good will of volunteers until we were able to fund raise for a replacement printer through more fund raising activities.

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 we are informed of the outcome of the application. The cost of activities will be paid before the end of March. The printer will be bought immediately after the decision date.	The Activity Weekend takes place 8th-10th June '18 but the money for this needs paid in advance by the end of March.

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.

£274.80 Printer
 £400 Outdoor Activity
 £100 drumming workshop
 £137.50 Hire Of Concert Venue
 £100 Meals
 £704 Accommodation
Total cost : £1716.30

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 x
- 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. x
- 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 x
- 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:

Pendle Youth and Children's Choir _____

Moira Rapson _____
Name of First Signatory (please print)

Chair _____
Position in the Organisation (please print)

MARAPSON _____
Signature

Date: 3/3/18

Walter Nuttall _____
Name of Second Signatory (please print)

Treasurer _____
Position in the Organisation (please print)

Walter Nettall

Signature

Date: 3/3/18