

**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.*

Hornby St Margarets wson claughton St chad  
 (The choir & organ fund of St Margaret's Parish church)

**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** Authorised Minutes of the formal meeting of St Margaret's Parochial Church Council (PCC) authorising work to proceed, dated 20th October 2017, edited copy attached .

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	Approximately 20: members of the PCC, cleaners and church yard staff	Electoral role: 100 (Approximately)

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

YES

NO

Please provide the dates received: 16/12/2015, 01/04/2016 and 1/8/2016

**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.

A copy of the November 2017 statement cover is attached

**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

**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.

Lancaster Rural East  
Lancaster Rural North

**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>	
Mrs Suzie Charles	£500.00
Mrs Philippa Williamson	£500.00
<b>Total Amount Requested</b>	£1,000.00

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**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.*

Undertake the 30 to 35-year overhaul of the church organ. (The organ was last fully overhauled in 1985). This includes:

- a. The removal, cleaning and extraction of dust from many of the 1600 organ pipes;
- b. Removal to workshops, and repairs to major components of the organ, such as the Bourdon 16 ft chest, and replacement of broken springs and parts;
- c. Re-installation of all chests, pipes and components, and testing and tuning of the organ on completion of repairs.

**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 organ is used not only for religious services (both C of E and Roman Catholic services) but also for concerts in support of local charities and institutions in and around Lancaster. For example, in the past year (2017), non-religious concerts were given in St Margaret's church in support of St John's Hospice, Lancaster, The Motor-neurone Society, Galloways Society for the Blind and Hornby Village Trust (the village institute) which is used not only by the villagers but by other organisations in and around Lancaster. In addition, donations from the Christmas Carol Service and the Christmas Crib Service have been made to non-religious organisations such as the Olive Branch, Lancaster, the Christchurch Night Shelter, Lancaster, Embrace the Middle-East and the Rohingya Crisis Appeal. The organ is also currently being used as a teaching instrument for a school pupil.

The cleaning, repairs and retuning of the organ will enable the continuation of non-religious concerts given by choirs such as Divers Voyces, Galloways Society for the Blind, the Carnforth Singers and the Levens Choir, in support of local and national charities and organisations.

**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.*

£30,842.40 including VAT. This sum, as quoted by the organ builder, is the estimate and covers both labour and materials.

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

£1000.00

**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?
£10,900.00	FY18/19 (spring 2018)	Existing donations and personal pledges (congregation & Hornby residents) *
£ 5,000.00	FY18/19 (spring 2018)	The Pilling Trust, Blackburn, (support of pipe organs) grant*
£ 6,000.00	FY18/19 (spring 2018)	St Margaret's Choir & Organ Fund reserve*
£ 3,000.00	FY18/19 (spring 2018)	St Margaret's General Fund – allocation to Choir & Organ* (* = secured)
£ 4,942.40	FY 18/19 (Balance)	Outstanding – not secured. See section 4.8 below

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SS.

**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.*

The cleaning, repairs and renovation of the organ, as stated in paragraph 4.3 above, are essential for the preservation and maintenance of the organ in support of non-religious concerts and the raising of funds for local organisations and charities. The work will have to be undertaken and the balance will be raised through further fundraising efforts, applications to organ charities for further grants and, as a last resort, interest free loans from members of the congregation.

**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
ASAP	Items will be purchased before 31 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.*

- 1. Clean and overhaul the Choir and Great organs:  $£19,962.00 + \text{VAT } (£3992.40) = £23,954.40$
  - 2. Overhaul and repair the Bourdon chest, including new springs:  $£1417.50 + \text{VAT } (£283.50) = £1701$
  - 3. Remove and overhaul the large 16ft pedal chest:  $£4,322.50 + \text{VAT } (£864.50) = £5187$
- Total cost:  $£25,702.00 + £2942.40 = £30,842.40$

**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.*

1. No children or vulnerable adults will be involved in the repair and refurbishment work required. The work is being undertaken by a professional company, David Wood Organs, Ltd, of Huddersfield, which has maintained the church organ for over 20 years.
2. Strict safety procedures will be observed during this work and access to the interior of the church will be controlled in accordance with the company's Health & Safety Policy whilst dismantling and re-assembly of the organ is taking place. It is anticipated that those parts of the organ not required in the company's workshops in Huddersfield, will be stored in the northern section of the nave and will be marked by white tape and 'Keep Off' notices.

### 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: **St Margaret's Parish Church of England, Hornby**

Mr David Wright

\_\_\_\_\_  
Name of First Signatory (please print)

Member of the Parochial Church Council (PCC)

\_\_\_\_\_  
Position in the Organisation (please print)

D. Wright  
Signature

Date: 9/2/18

Mrs Margaret Dixon

\_\_\_\_\_  
Name of Second Signatory (please print)

Treasurer to the St Margaret's Church Account

\_\_\_\_\_  
Position in the Organisation (please print)

Margaret A Dixon  
Signature

Date: 09.02.2018

## 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](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