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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.

Higher Walton PTFA

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 // *new??*

ENC # 2

Set of Rules

Terms of Reference

Articles of Association

2.2 How many people are in your organisation?

Paid Staff 0 Volunteers 6 Total Members

Please include here the total number of people who use your organisation and not just elected members.

107 children currently on role at school will benefit.

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)	
<i>ENC #1</i>	
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.	
<i>If your bank details have changed and you do not inform us this could delay the payment of your grant.</i>	
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?	
<i>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.</i>	
I am applying to Lostock Hall/Bamber Bridge & Leyland South.	
4.2 Name(s) of County Councillor(s) that the grant is being requested from	
Councillor Name	Amount Requested
<i>Councillor Jayne Rear</i>	<i>£400</i>
<i>Councillor Graham Cooch</i>	<i>£400</i>
Total Amount Requested £800	
4.3 What are you going to spend the grant on?	
<i>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.</i>	
Our PTFA has identified a need & enhancement that would benefit all the children who attend our school & hopefully the wider community in years to come:	
We would like to provide them with an outdoor 'reflection room' (more attractive title to be attributed later). The 'reflection room' would essentially be a weather proof outside space that would give our children a quiet space to practice relaxation & reflection techniques.	

We would like to purchase a good quality shed & be able to kit it out with comfortable suitable interior, such as bean bags and display boards and equipment like small floor mats & lighting.

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.

As a PTFA trying to enhance the experience & development of the pupils at a primary school we work closely with the Leadership team to identify needs of the children. Our school has just under 30% of its student population classed as from low income families, special educational needs or both.

The PTFA have become aware of the idea of promoting mental well-being in schools amongst children, with a view to giving them the building blocks to becoming successful resilient adults.

This idea led to us (with input from staff & children) to believing that a dedicated space that can be accessed even during break times, where children could go to learn about and practice wellbeing strategies would be of great benefit. Activities such as reflection, relaxation, yoga & mindfulness, would be taught & practiced. This space would be specially dedicated to these activities, and would be both peer & staff led.

In the long term we would like to enhance the emotional literacy of our children & provide them with the coping strategies to deal with psychologically & emotionally challenging situations.

The advantage of having a dedicated space outside of the main school building would be that it is a different environment & is separate from the usual learning spaces. This allows children to make a specific association with this area as calm, safe & relaxing.

In the long term we believe that being able to foster emotional & psychological resilience in students allows them to develop a good foundation on which to be able to cope with difficult situations as they grow up & are expected to cope much more independently through life. An understanding of our emotions, thoughts and reactions allows us to have greater choice of how to deal with them. Therefore the long term aim of having a dedicated 'reflection room' would mean that the student that leave our primary school go off to their next educational establishment with the tools to manage & express their feelings appropriately. Ultimately (with hope) growing into their full individual potential not hampered by difficult experiences.

In view of wider community benefit we hope with this scheme and the general embedded ethos of the school, our children would be positive members of their community & less likely to turn to anti-social negative coping strategies (such as drugs or alcohol).

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.

£900		
4.6 How much are you applying for from the Local Member Grants Scheme?		
£ 800		
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.		
<i>The figures here, together with the figures in 4.6 should add up to the total cost in 4.5.</i>		
How much?	Funding period	Funder/Applied or Confirmed?
£ 100		Higher Walton PTFA funds - from previous fund-raising activities
£		
£		

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.	
<i>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.</i>	
As a PTFA we are committed to providing this "reflection room" so would aim to target our fundraising activities towards acquiring the shortfall in funds, or to allocate from funds unappointed funds held. However this would mean that we would have to narrow our range of support for other equipment or activities, in the future.	
4.9 What is the start and end date of the activity or when do you intend to purchase the items/equipment?	
<i>Please note you must spend the funds in the current financial year.</i>	
Start Date	End Date
15/03/2018	31/03/2018
4.10 Please give a detailed breakdown of your expenditure for your activity/equipment.	
<i>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.</i>	

Wood Shed/summer house	- £380
Fitting	- £120
Base materials & padlock	- £150
Yoga mats	- £25
Flooring	- £25
Shelving & Storage	- £25
Lighting	- £25
Display boards	- £30
Seating	- £60
Resources (Emotionary etc)	- £60
Total	£900

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.

We will be providing equipment & outdoor enclosed space for use of children at Higher Walton C of E primary school but the staff at school will be running & supervising the use of the space. As a PTFA we will not be supervising the use of the "reflection room" directly.

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: Higher Walton P.T.F.A.

 Laura E. Brown
Name of First Signatory (please print)

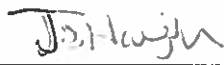
Vice-Chair / Acting-Chair
Position in the Organisation (please print)


Signature

Date: 21.02.18

J. Haigh JHAIGH
Name of Second Signatory (please print)

TREASURER
Position in the Organisation (please print)


Signature

Date: 22.02.18

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
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