

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.

St John's Hospice

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>
179	480	1600 (number of patients we cared for in the last 12 months across all services)

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

- YES
 NO

Please provide the date received 28 / 3 / 2017

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.

Lancaster and Morecambe

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>	
• Andrew Paul Gardiner	• £155 £193.75
• Gina Dowding	• £155 £193.75
• Lizzie Collinge	• £155
• Susie Charles	• £155 £193.75
• Phillippa Williamson	• £155 £193.75
• Erica Lewis	• £155 £193.75
• Margaret Pattinson	• £155 £193.75

<ul style="list-style-type: none"> • Morecambe North? • Charles Edwards • Hilda Parr 	<ul style="list-style-type: none"> • £155 • £155 £193.75 • £155 £193.75
Total Amount Requested	£1550

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.

We wish to introduce a Dementia Carers Course which is to be delivered to both St John's Hospice staff and for the carers of people who are living with a dementia condition.

The course content covers:

- What is dementia?
- Connecting to the feelings of the person with dementia
- Building trust, communicating effectively and using distraction
- The importance of comfort, how to detect pain and how dementia can affect vision.
- Dealing with challenging behaviour
- Preventing boredom through meaningful occupation.
- The importance of reminiscence and music
- Looking after yourself and relaxation.

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.

Family carers of people with dementia tell us that they often feel frustrated, exhausted and emotionally worn out, and need help to get back on an 'even keel,' so that they can continue to provide care with love rather than resentment. Their feelings are echoed in a number of research reports such as The Carers Trust report 2013 'A Road Less Rocky'.

The programme combines practical, effective, easy to use dementia guidance with relaxation. The guidance element uses the 'Feelings First' approach to dementia care that we advocate, which has been proven to reduce instances of behaviours often deemed as challenging. Because the family member with dementia is more content, the anxiety of the carer automatically reduces and a positive relationship between the two can continue for much longer.

The training for hospice staff helps them understand more about dementia and the impact the disease can have on those living with it, and their family carers. They will learn practical skills that will help them feel more confident about caring for someone with dementia.

We anticipate that we will offer this course to carers on an annual basis going forward and would need to seek further funding each year.

The demand for this training and vital support for carers and for staff in a caring environment, like St John's Hospice, is growing year on year, due to the aging population, and the increase of more complex conditions compounded by an additional diagnosis of dementia.

We frequently care for people with a life shortening condition such as cancer who has also been diagnosed with dementia, this makes it even more complex to offer appropriate care. This training offers vital support, and helps to provide skills and invaluable techniques for medical staff and carers alike, which therefore enables them to have a better understanding of people living with dementia and another serious condition.

We have been hosting the Lancaster Dementia Hub here in our Day Therapy Unit for over a year now. This has been a huge success in terms of:

- the community involvement
- the support network it facilitates for people with dementia and their carers,
- the professional advice that is available to people with dementia and their carers via this hub

This has however shown us the value of this specific training and how sought after it is for families and for care providers.

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.

£1550.00

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

£ 1550.00

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?
£		
£		
£		
£		

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 can apply for further funding from other Grant Making Organisations and we can contribute a small amount from capital reserves.

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
In February and March 2018	will spend this financial year HG \$/2/18

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.

The cost of £1550.00 is the cost quoted by the external specialist provider – “Dignity in Dementia” who send in their own trainers to deliver and facilitate the training here in our training room.

The Carers Course is for up to 15 people and is 2 x half day sessions.
The course for St Hospice Staff is a 4 days course for up to 20 people.

We will cover the ancillary costs e.g. cost of heat and light; room space, tea coffee and cakes for attendees plus the cost of releasing staff to attend.

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: _

St John's Hospice _____

C Buttermothen

Name of First Signatory (please print)

Head of Income generation

Position in the Organisation (please print)

C Buttermothen

Signature

Date: 26-1-18

Helen Sowter .

Name of Second Signatory (please print)

Grants office

Position in the Organisation (please print)

Helen Sowter .

Signature

Date: 26-1-18