

**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.*

Ludus Dance

**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	<b>Total Members</b> <i>Please include here the total number of people who use your organisation and not just elected members.</i>
9	4	For 2016- 2017 : Individual participants 3715 Total participants (attendances) 8992 Total Audience 5315 Total Artists employed 35 Workshops/participatory sessions 831 Individual volunteers engaged 15

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

- YES
- NO, not to my knowledge

Please provide the date received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Ludusdance**  
 Assembly Rooms  
 King Street  
 Lancaster LA1 1RE  
 Tel: 01524 35936  
 www.ludus.org.

**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.

Central – Gina Dowling  
Rural North – Phillipa Williamson

**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>	
Gina Dowling	£331
Phillippa Williamson	£282
Andrew Paul Gardiner	£281
Susie Charles	£280
Erica Lewis	£280
Stuart Morris.	£280

19/02/18  
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Charles Edwards Hilda Parr	£280 £280
<b>Total Amount Requested</b>	<b>Total £2294</b>

**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.*

A contribution towards the cost of improving our public areas. Paint, tools, blinds.

**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.*

We have many exciting arts projects that the Local Member Grant Scheme could help support, but we also have a less glamorous building to maintain. Not many funds are available to help with minor refurbishments and not many people get too excited about funding a lick of paint or a new door! But these functional things can really help Ludus to improve too. We desperately need to refresh our dance studio and public spaces. Currently, the walls are a murky pink and very tired. Some our public areas have paint peeling off the walls, damaged hand wash boilers, ineffective locks and blinds and are in need of update and renewal. We want to provide a happy, cared for environment to the people who come through our doors (approximately 3000 per annum from Lancaster and the surrounding districts).

We have developed a partnership with the Princes' Trust team. The Princes' Trust engage young people between the ages of 16 – 25. As part of a 12 week employability programme up to 15 young people will strive to raise funds and plan a project to improve the Ludus studio and public spaces. We anticipate that the Princes' Trust young people will raise funds to contribute to the paint and tools expenditure and then paint our public spaces with the support from the Fire and Rescue Service.

Local Member Grant Scheme funds would support the efforts of Ludus and the Princes' Trust to help Ludus Dance breathe new life into tired surroundings. We value our environment and want to refresh our spaces to improve health and well-being, reduce social isolation and enrich the experience of both our participants and the Princes' Trust young people willing to spend their time to help. This is work pencilled in for June 2018 and not only benefits Ludus in a very practical way but these young people themselves. The "Ludus Refresh" project will help them boost their confidence by working as a team and improve their employability by giving them new skills, self-esteem and aspirations. The Princes' Trust young people comprise of individuals from Morecambe, Heysham, Lancaster and the surrounding rural areas. The young people that the Princes' Trust engage do tend to come from the more deprived areas but this is not always the case. The young people who are 19+ must be in receipt of qualifying benefits. In 2017, 35

local young people completed the Prince's Trust Morecambe Team and gained a Nationally recognised qualification. Over 70% of the first 2 Teams of 2017 are now in Employment, Education or Training 4 Team Members gained Employment before the end of the last programme in 2017.

Funding these improvements to the building mean that Ludus can start to focus on developing new ventures in our studio. For example, we aim to create a "Safe Space" for children and young people from Lancaster and the surrounding areas who have low mental health issues. We want this to be a welcoming space for young people to create, play and socialise in as part of the 'Space4" programme and wider mental health focussed programme of work we are setting up. We need a bright, light space that mirrors the time and care we put into our projects to empower, inspire and enrich the lives of children and young people and the wider Ludus community.

**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.*

£9764.80

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

Total £2294

**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?
£200 est	2017 – 2018	Princes' Trust to organise Supermarket Bag Packs, Applied
£6000 est.	2017 – 2018	In Kind Labour, Princes' Trust, Applied
£720 est.	2017 – 2018	In Kind scaffold hire, Lancaster Fire and Rescue Service, Applied
£500 est.	2017-2018	In Kind Ludus Core costs
<del>£50 est.</del> 50.80p	2017-2018	Individual donations, ongoing through The Giving Machine portal

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19/02/18

**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.*

If the full amount was not supported the money would be directed towards lesser repairs. For example, a lesser amount may still cover the cost of a repairing a door or painting smaller areas, such as the reception area or bathrooms. The "Ludus Refresh" project could be scaled back or the timing reviewed to secure remaining funds from other sources.

**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
March 2018	June 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.*

Brilliant White paint (recycled paint via <https://communityrepaint.org.uk/>) Prices £1.80 per litre.

Studio (714 m2 or 48 litres of paint) £86.40 for two coats

Reception and Bathroom 12 litres of paint £ 21.60 for two coats

Hall and stairs est. 36 litres of paint £64.80

Paint Brushes, rollers, overalls, cleaning products, dust sheets (estimates via B & Q :24 brushes @ £6 each = £120, 15 roller and tray @ £6 each = £90, 15 overalls @ £6 each = £90, Dust sheets to cover studio floor £24, masking tape £10 total : £334

Scaffold hire estimated (3 towers x 2 weeks @ £126/ week) £756

Labour (3 Decorators x 2 weeks @ £200/day) - £6000

Estimated New blinds, material and production by local seamstress (Janine Odezir TBC) 6 blinds @ £250 each = £1500

2 x Mini Hand wash boilers via Plumbworld @ £38 each = £76

Installation of Mini Hand wash Boilers by Andrew Townley £276

Handyman costs estimated 1 day or repairs via Tradebooker £150

Ludus Core costs £500

Total: £9764.80

**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.

No children or vulnerable adults will be involved in the purchasing of equipment. The Princes' Trust and the Fire and Rescue Service will be onsite working with the Young People at all times and have the relevant clearances. Most Ludus staff have DBS clearance as we regularly work with children and young people. In the case of this project, no Ludus staff will be alone with any young people at any time.



### 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: Ludus Dance \_\_\_\_\_

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

Chief Executive Officer \_\_\_\_\_  
Position in the Organisation (please print)




Signature

Date: 08/02/2018 \_\_\_\_\_

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

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



Signature



Date: 08/02/2018