

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.

Burnley Bobcats ADM Swimming Club

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>
3	41	398

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

- ☒ YES
- ☐ NO

Please provide the date received :

Sept. 2016: £1250 (Burnley Central East, Burnley Rural & Padiham & Burnley West)

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.

BURNLEY

Our Club membership represents all areas of Burnley and the surrounding area.

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>	
Councillor Malik: Burnley Central & East	We politely request each councillor consider funding £550 towards the costs of the event. $£550 \times 6 =$
Councillor Martin: Burnley Central & West	
Councillor Burns: Burnley North East	
Councillor Towneley: Rural	
Councillor Sumner: Burnley South West	
Councillor Hosker: Padiham & Burnley West	
Total Amount Requested	£3300

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.

Burnley Bobcats is a nationally accredited swimming club. Although already a highly successful performance squad, supporting talented swimmers from throughout East Lancashire, the club recently amalgamated with Burnley Aquatics to become a fully inclusive community, swimming club. This has enabled us to work collaboratively to better develop and improve opportunity for swimmers of all ages and abilities, from novice to national champion, throughout the Borough of Burnley.

Inevitably, such an ambitious and high quality programme requires a huge amount of coaching and pool resources to deliver. We have combined all club resources including financial assets, poolside workforce, pool usage and volunteer support and although confident the delivery of a high quality and cost effective programme is achievable for all our swimmers, the club now faces annual pool hire costs of almost £50,000, which are set to rise again in April 2018.

Following the successful merger, to achieve long-term growth, sustainability and financial viability of the Club, an agreed Club business plan objective for this year is to successfully organise & deliver an ASA licensed swimming gala, to generate vital income for the club. Currently, swimmers from Burnley and the surrounding area must travel a minimum of 15 miles to compete in an ASA licenced swimming gala. A locally managed meet would enable swimmers from the surrounding swimming clubs to compete closer to home, whilst show casing Burnley Bobcats as a thriving and successful local swimming club.

The gala will focus on county standard swimmers of all ages who are aiming to achieve north-west regional qualification times (which must be achieved at an ASA licensed event). It is intended to hold the gala in March, 2018, within the north-west regional qualification window and promoted as a 'last chance' to qualify for the North West Regional Swimming Championships scheduled for May 2017. We anticipate that the gala will provide an ideal opportunity for our younger aged swimmers to experience a swimming competition alongside their peers, in a supportive and friendly environment. In addition it is hoped that the gala will enhance collaboration between Bobcats and other surrounding swimming clubs by reinforcing progression pathways between the performance squad groups at Bobcats and local clubs & also support the Club's longer term aim to achieve Swim England Network accreditation acting as a 'Hub Club' for competitive swimming clubs throughout the area.

We acknowledge that the initial gala set up costs would be significant and therefore fund raising initiatives are ongoing as well as sponsorship deals being sought. Our swimmers and parents are very aware of the financial challenges faced by the club as we strive to maintain the quality of our ambitious new programme. Consequently, there is club-wide acknowledgement that this fund-raising initiative is vital to the long-term survival of Bobcats, ensuring the club is able to develop both our swimmers and our dedicated volunteer workforce, whilst also securing sufficient pool time for all our young people, as per British Swimming long term athlete development recommendations.

Financial support provided by our local councillors would be invaluable in enabling Bobcats to effectively organise and successfully deliver a licensed swimming competition, for the benefit of our young people throughout the area whilst also generating vital additional income for the development and sustainability of the club.

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.

Although only recently implemented, the all-inclusive programme, catering for all levels of ability, has been very well received, with the club now comprising of almost 400 members and receiving enquiries from potential new members on a weekly basis. Developed by our highly qualified and experienced head coach, the programme offers a variety of flexible entry and exit routes between all ability groups to promote both swimmer participation and retention. The majority of our swimmers reside within the Burnley constituencies.

As a non-profit making, volunteer managed local community sports club, fund raising initiatives such as the proposed gala are an integral part of our club ethos, to support all aspects of our club development. The organisation and successful delivery of the gala will necessitate a huge team effort from the entire club including our swimmers, coaches, volunteers, committee, and parents and surrounding swimming clubs and will inevitably result in strengthening of the Bobcat community. By working together through the process of organisation of the gala, we hope our volunteer workforce and young people will learn about the importance of time management, organisational skills, commitment, goal setting, budgeting & team building.

Obviously the gala will provide opportunity for our swimmers to show case their competitive swimming abilities and compete with their peers. However, in addition, the skills and experience gained by those young people assisting 'behind the scenes' would provide focus and motivation for involvement with the Club's volunteer workforce and the opportunity to support the club coaching team with delivery of the training programme. There is also the opportunity to use the gala experience towards the achievement of nationally recognised young aquatic leader qualifications and transferable skills beneficial to their future career development.

In addition, the gala provides an ideal incentive for our senior swimmers and parents to undertake poolside officiating qualifications. Organised and funded by the Club, such technical skills improve the skill of our entire volunteer workforce thus enabling the club to deliver future licensed events without the need to secure and pay for qualified officials in the future. Furthermore, these skills are highly sought after by the regional swimming association, when hosting licensed swimming competitions throughout the region, proving further opportunity for our young people.

The Club strives to enhance the personal & social development of all our young people, whilst realising their sporting and educational aspirations in a positive, structured community club environment in accordance with priorities identified within Lancashire's Children and Young People's Plan 2014-20. Thus, any monies raised from the gala will directly benefit our members residing in the constituencies of all the councillors mentioned, by supporting Bobcats in delivery of its directive to improve access to swimming activities & opportunities for all within the Borough of Burnley.

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.

PROPOSED COSTS:

Pool and sports hall hire for 2 days inc. lifeguard cover:	£2523:20
Timing Suite and SportsSystem operations	£ 300:00
Raffle & Spot Prizes:	£ 100:00
Programme and printing	£ 300:00
Catering	£ 360:00
Cash & Carry	£ 330:00
Regional Licence	£ 200:00
Officials Expenses	£ 450:00
Medals	£ 600:00
TOTAL:	£5163:20

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

£ 3300

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?
£1000:00	2017-2018 season	Funding from existing and prospective sponsors
£ 863:20	2017-2018 season	Anticipated funding from other club fund raising initiatives (e.g. Club BBQ, sponsored walk, Christmas raffle, Christmas card sales)

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.

As a non-profit making community sports club, membership fees are the main source of income for the club. The emphasis at Bobcats has always been on the quality of the training programme offered. The club committee strives to preserve financial viability of the club whilst supporting the club ethos of increasing opportunity for all by aiming to keep our membership fees as reasonable as possible. As a result any increase in swimmers must be carefully balanced with the pool and coaching resources available, to minimise lane congestion and ensure preservation of a quality swimming experience for all. Although carefully managed, the club already has a waiting list for some ability groups.

With rising club costs including pool hire of almost £50000 a year, the club is fully committed to exploring new ways of raising funds to support club development for the benefit of all our members and as such the prospect of organising and delivering our own licensed club gala has been enthusiastically received by the club community. The club recognises this as an invaluable opportunity to raise crucial funds with the potential to become an annual event and as such, the committee would strive to ensure that the event would still go ahead.

Without local councillor funding the gala would undoubtedly raise fewer funds for the club, however, the committee would seek to secure alternative sources of funding such as external sponsorship. Ultimately, the committee would reluctantly need to consider an increase in membership fees to support ongoing financial viability of the club.

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
Planning and organisation will start in December, 2017	The gala is scheduled to take place on 31 st 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.

PROPOSED COSTS:

Pool and sports hall hire for 2 days inc. lifeguard cover:	£2523:20
Timing Suite and SportsSystem operations	£ 300:00
Raffle & Spot Prizes:	£ 100:00
Programme and printing	£ 300:00
Catering	£ 360:00
Cash & Carry (sweets and refreshments)	£ 330:00
Regional Licence	£ 200:00
Officials Expenses	£ 450:00
Medals	£ 600:00

TOTAL: £5163:20

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.

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:

Burnley Bobcats ADM Swimming Club

Name of First Signatory (please print)

Iain Hazell

Position in the Organisation (please print)

Lead Treasurer

Signature: 

Date: 15/11/17

Name of Second Signatory (please print)

Scott Harrison

Position in the Organisation (please print)

Assistant Treasurer

Signature: 

Date: 15/11/17

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.

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Name of Organisation:

Burnley Bobcats ADM Swimming Club

Name of First Signatory (please print)

Iain Hazell

Position in the Organisation (please print)

Lead Treasurer

Signature: _____

Date:

Name of Second Signatory (please print)

Scott Harrison

Position in the Organisation (please print)

Assistant Treasurer

Signature: _____

Date:

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 533756 or 01772 536862

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
PR1 8XJ

