SECTION 1 : ABOUT THE APPLICANT

1.2. Name of 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.

Great Harwood Allotments Society

SECTION 2 : COUNTY COUNCILLORS

2.1 Which County Councillor division(s) does your project cover or benefit?

See guidance notes section 2.1.

Great Harwood

2.2 Name(s) of County Councillor(s) that the grant is being requested from

<table>
<thead>
<tr>
<th>Councillor Name</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ciaran Wells</td>
<td>£350</td>
</tr>
</tbody>
</table>

SECTION 3 : ABOUT THE ORGANISATION

3.1 Please indicate which of the following documents your organisation has. At least one of these documents must be attached with your application. Please see guidance notes section 1.1 before completing this section of the form.

- [X] Constitution
- [ ] Set of Rules
- [ ] Terms of Reference
- [ ] Articles of Association
- [X] Minutes of a meeting at which this application was discussed
- [ ] Other (please state below after referring to guidelines)

3.2 How many people are in the organisation?

<table>
<thead>
<tr>
<th>Paid staff</th>
<th>Volunteers</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>30+</td>
</tr>
</tbody>
</table>
SECTION 4: BANK DETAILS

4.1 We require documentary proof of your group's bank account. We use the account details provided to make grant payments direct to your organisation's bank account. (Please note - cheque payments are not possible)

X Copy of organisation's bank account statement (within last year) attached.

SECTION 5: ABOUT THE PROJECT / ACTIVITY

5.1 What is the total cost for this project / activity?
This is the amount it will cost to undertake the project / activity in its entirety.
£40,000 £350

5.2 What is the total funding you are applying for from the Local Member Grants Scheme?
This figure should equal the total amount of all the figures in section 2.2.
£350

5.3 If you are not asking for the full cost of funding this project / activity please provide details of where the rest of the funding is coming from and if it is secured at the time of your application.

<table>
<thead>
<tr>
<th>Name of Organisation/Person</th>
<th>Amount - £</th>
<th>Secured (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Lottery</td>
<td>£9,062</td>
<td>YES</td>
</tr>
</tbody>
</table>

5.4 If you do not get all the funds, or only a percentage of what you require, what will happen to your project / 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 project or activity eg you may provide an activity for half the intended period of time.

It will still go ahead but we would have to cut some of the project which we would rather not do, as we want to achieve what we have set out to do to benefit the communities of Great Harwood.

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

☐ Yes please provide the date received ____/____/____
X No
5.6 What are the start and finish dates for this project / activity?

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2012</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Please note the start date of the activity must be within the current financial year.

5.7 Will the activity involve members of the organisation having significant contact with children or vulnerable adults?

See guidance notes section – 4.1.

☐ Yes
X No – Please go to question 5.10.

5.8 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 5.10.

5.9 If you answered ‘yes’ to question 5.7 are the appropriate individuals cleared by the Criminal Records Bureau, and is the appropriate vetting and barring scheme in place?

NB we operate a ‘spot-check’ procedure which may require you to provide evidence at a later date.

☐ Yes
☐ No – Please answer question 5.10.

5.10 If you have ticked ‘No’ to either questions 5.7, 5.8 or 5.9, please explain why and why you feel clearance is not necessary to enable us to consider whether your application can proceed.

Any child or vulnerable adult who accesses the project will be accompanied with parents, teachers, support workers etc.

5.11 What will the money be spent on?

20 TONS OF AS-BUY SOIL
9 TONS OF 20MM CRUSHED TARMAC
SECURITY - LOCKS ETC
5.12 How will the project benefit people in the Councillor(s) division(s)?

See guidance notes section – 2.3.

The young people from the school and the family centre will have access to the allotments via site trips as well as a communal area that is being developed. They will have access to the experience and knowledge of the existing allotment holders, who will pass on their skills around growing veg, fruit and flowers especially to encourage the wildlife such as bees, hedgehogs, frogs, birds etc. Many live in Victorian terraced housing with no access to gardens or their own green space. They will also be able to participate in the shows organised between the allotments and other members of the community who have their own gardens and who want to show their produce, flowers etc.

The Health and safety measures and added security will mean that the wider community/community groups can start to access the sites, bringing young and old together, especially the children from the school as there has been problems with teenagers accessing the site and causing damage and theft, so all the children in the area have got tarred with the same brush, and Allotment users are old fuddey duddies. This project will help to break down these barriers and stereotypes, encouraging inter-generational work, and greater understanding between the two groups which leads to a better and stronger community. Young people also start mixing together especially from the white indigenous population and growing Asian population which starts to break down barriers, misconceptions and ignorance about another culture.

The wider community will be able to access a green environment in the middle of an urban town, with lots of wildlife, flowers etc. especially the young children who will learn about the environment and how to care for it, and its wildlife etc. Leading to this being done in some way at home.
5.13 Please supply a detailed breakdown of the project / activity costs.

WE HAVE OBTAINED THE USE OF PLOT 1 ON NORDEN ANNUITY FOR THE SOCIETY.
WE HAVE A CONTAINER ON SITE WHICH WILL BE USED FOR BULK BUYING OF MATERIALS. WE ALSO INTEND MAKING 12 RAISED BEDS, HENCE THE SOIL AND CRUSHED TARMAC FOR PATHS AND Our INTENTIONS ARE TO LET OUT THESE RAISED BEDS TO THE COMMUNITY AND ORGANISATIONS IF NEEDED. ON SITE WE ALSO HAVE A SHED WHICH WILL BE USED FOR LIGHT REFRESHMENTS AND ALSO A BRICK BUILDING FOR COMMUNAL TOOLS. WE ALSO INTEND TO HAVE OPEN DAYS WHEN WE WILL BE HIRING A PORTALOO THE COST OF THE SOIL WILL BE £204 AND THE TARMAC £108 LOCKS £20 ETC £38

LOCAL MEMBER GRANTS : FUNDING AGREEMENT

You will need to read through the terms and conditions below and sign and date on the next page to declare that you agree to meet these terms and conditions if your application is successful. We will not be able to process your application if it has not been signed and dated.

✓ We agree that any funding awarded will be used solely for the purposes set out in this application form and that Lancashire County Council can recover any monies not spent in accordance with this application/approval during the project. We will seek agreement from Lancashire County Council about any changes to the project before the funds are spent.

✓ We agree that we will be responsible for any overspend on the project, and that Lancashire County Council will not be liable for any costs in excess of the agreed amount of funding awarded.

✓ We agree to keep all financial records and accounts including receipts in relation to the project for six 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 Lancashire 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 Criminal Record Bureau checks and ISA (Independent Safeguarding Authority))
registration on staff and volunteers working with vulnerable adults and children). We will also meet the necessary requirements of having children and/or vulnerable adult policies in place.

✓ 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 this 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 Lancashire County Council before making any public statement relating to the service that Lancashire 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 either inaccurate, incomplete or misleading;
- the use of the grant is in breach of Lancashire County Council policies and procedures.

SECTION 6: DECLARATION
We declare that all the information contained in this application is accurate and correct to our knowledge and that the persons below can both sign on the organisation's bank account. *(Please note the two signatories cannot be related to each other).*

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.

By signing and submitting this form, we agree to the funding agreement detailed on page 7 (see guidance document – paragraph 6.4).

| Name 1 (block capitals please) | ROBERT DALLISON. |
| Signature 1 |  |
| Position in organisation (preferably chair) | TREASURER. |
| Date | 10/8/2012 |

| Name 2 (block capitals please) | CAROL ARMER. |
| Signature 2 |  |
| Position in organisation | CHAIR PERSON. |
| Date | 10/8/2012 |

**LOCAL MEMBER GRANTS CHECKLIST**

Please ensure you have completed all sections on this form and have enclosed the necessary documentation - incomplete forms **cannot** be processed for payment.

Have you:

A) Got 2 signatures in Section 6
Yes [ ]

B) Attached the necessary documents from Section 3?
Yes [ ]

C) Attached a copy of your bank statement?
Yes [ ]

D) Attached a copy of your Child/Vulnerable Adults Policy?
Yes [ ]

E) Completed all sections?
Yes [ ]

⇒ Please now pass this form to the Grants Team (address overleaf)