

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.

Hand on Heart Charity Ltd

SECTION 2 : ABOUT THE ORGANISATION**2.1 You need to tell us which of the following documents your organisation has.**

Please see guidance notes section 1.1 before completing this section of the form.

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

Please see attached vision and mission statement

You must supply one of these documents with your application.

2.2 How many people are in your organisation?

<i>Paid staff</i>	<i>Volunteers</i>	<i>Total Members</i>
		<i>Please include here the total number of people who use your organisation and not just elected members.</i>
3	1	4

2.3 Has your organisation received funding from the local member grants scheme before?

- Yes please provide the date received ____ / ____ / ____
- No

SECTION 3 : BANK DETAILS**3.1 We need documentary proof of your group's bank account.**

We use the account details provided (eg 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 organisation's bank account statement (within last year) attached. *We don't need the organisation's statement of accounts.*

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 make sure you list all the electoral divisions here.

Preston Central North	Preston Central South
Preston City, Preston East	Preston North
Preston North East	Preston North West
Preston Rural	Preston South East
Preston West	

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>	
Yousuf Motala	£500
Carl Crompton	£500
Kevin Ellard	£500
Geoff Driver	£500
Frank De Molfetta	£500
Keith Sedgwick	£500
David Borrow	£500
George Wilkins	£500
Jennifer Mein	£500
Bill Winlow	£500
Total amount requested	£5,000

4.3 What are you going to spend money 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 needed on the next page.

Our aim - to have each County Councillor from the Electoral Divisions support Hand on Heart Charity by part funding a defibrillator package.

Break down of costs to make up to £900 x 10 packages = £9,000

Package consists of :-

- 1 Semi Automatic Defibrillator with
- 1 Paediatric pad , 1 Wall bracket, 1 AED locator wall sign

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.

Hand on Heart Charity has a simply goal – to prevent the deaths of 12 young people who die to a sudden cardiac arrest each week. Our aims are:-

- Educating and equipping as many children and teachers as possible with the knowledge and skills to save a life.
- Raise awareness of cardiac arrest in the young.
- Fund defibrillators for schools.

In Hand on Heart's experience there is a general lack of understanding and knowledge of the importance of having a defibrillator on school grounds. Excuse the pun but it is a shocking statistic that Sudden Cardiac Arrest (SCA) strikes over 2000 people each week in the UK. **Cardiac arrest is a relatively unknown killer, yet it claims the lives of more people than breast cancer, lung cancer and AIDS combined. And the only effective treatment for a victim of cardiac arrest is the life saving shock from a defibrillator.**

There are approx 200-300 children in each primary school and on average between 750-1200 children in secondary schools so potentially we could be saving the lives of over 1,500 children, staff and visitors per week per school within the LCC divisional areas!

Our proposal will mean providing schools within the LCC Divisional area's with a life saving piece of equipment (a defibrillator) to help and assist should suffered a cardiac arrest on school grounds until emergency services arrived.

Once the defibrillators are in place within the schools, we can then arrange and offer the schools a training package for 8 members of staff and provide basic life skills to a class of pupils (30 children). This will consist of a 4 hour AED training course for up to 8 members of schools staff and provide 30 children with basic life skills. Plus have workbooks and work plans available to the school.

We have already approached a number of schools within the **Preston** area and those spoken to are keen to receive a defibrillator and undertake training.

4.5 What is the total cost the equipment or event?

This is the amount it will cost to buy the equipment / hold the whole event.

£9,000

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

This figure should equal the total amount of all the figures in section 4.2 of this form.

£5000

4.7 If you are not asking for the full cost of funding for your piece of equipment / event please tell us where the rest of the money is coming from and if it is secured at the time of your application.

Name of Organisation/Person	Amount - £	Secured (Yes/No)
<i>The figures here, together and the figures in 4.6 should add up to the total cost in 4.5.</i>		
Hand on Heart Charity	£4000	Yes

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 expenditure / event?

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 expenditure / event eg you may provide an activity for half the intended period of time.

If we receive the full amount of support - a total of 10 schools within the **Preston** divisional area will each receive a defibrillator.

If we do not receive the full amount required from the LCC then some schools within this area will not receive a defibrillator.

4.9 When do you intend to purchase the items subject of this application?

Please note you must aim to spend the money in the current financial year. For example, purchase the equipment / hold the event / have at least one of the trips mentioned in this application form.

Start Date	End Date	Ongoing
September 2013	December 2013	

4.10 Please give a detailed breakdown of your expenditure on the equipment / event.

See guidance notes section – 3.4. The total costs here must add up to the figure shown in section 4.6 for example if you are buying plants and compost for a gardening scheme we need to know how much these are. Also, if you have a quotation from a supplier please also provide this as evidence of the costs.

1 Semi Automatic Defibrillator with
1 Paediatric pad , 1 Wall bracket, 1 AED locator wall sign = £900

SECTION 5 : CONFIRMATION OF ORGANISATION'S POLICIES

5.1 Will the expenditure / event 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 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 5.4.

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 are only seeking funding for the defibrillators.
No children or vulnerable adults will in involved in the purchase of the defibrillators

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 **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 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

6.1 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).

Organisation's Name
(block capitals please)

Name 1 (block capitals please)

Signature 1

Position in organisation
(preferably chair)

Date

Name 2 (block capitals please)

Signature 2

Position in organisation

Date

(Please note the two signatories cannot be related to each other).

Please make sure your signatories have signed and dated this form as unsigned/undated forms cannot be processed to the county councillors(s).