

**SECTION 1 : ABOUT THE APPLICANT****1.2. Name of organisation**

Fleetwood Festive Lights Committee

**SECTION 2 : COUNTY COUNCILLORS****2.1 Which County Councillor division(s) does your project cover or benefit?**

<i>See guidance notes section 2.1.</i>
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Fleetwood East
Fleetwood West

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

<b>Councillor Name</b>	<b>Amount requested</b>
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Lorraine Beavers	£725.00
Ron Shewan	£500.00

**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.**

<i>Please see guidance notes section 1.1 before completing this section of the form.</i>
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- 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)

**3.2 How many people are in the organisation?**

<b>Paid staff</b>	<b>Volunteers</b>	<b>Members</b>
0	8	

## 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)**

**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.*

£6225.00 (approx based on last years figure)

- 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.*

£1225.00

- 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.**

<b>Name of Organisation/Person</b>	<b>Amount - £</b>	<b>Secured (Yes/No)</b>
Wyre Borough Council	4215.98	Yes
Festive Lights Committee fundraising activities	784.02	Yes

- 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.*

Plans for festive decoration of the town will have to be scaled back.

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

Yes

please provide the date received: Dec 2012

No

## SECTION 5 : ABOUT THE PROJECT / ACTIVITY

### 5.6 What are the start and finish dates for this project / activity?

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

<b>Start Date</b>	<b>End Date</b>	<b>Ongoing</b>
23/11/2013	06/01/2014	

### 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

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.

The application is to request help for funding the town's Festive Lighting which does not involve close contact with any children or vulnerable adults.

Part of the Switch On celebrations will include a Lantern Parade, however all children or vulnerable adults who take part in this activity are expected to be accompanied by parents / guardians or other responsible adults.

### 5.11 What will the money be spent on?

Any funding received will be used to contribute towards the cost of large trees situated in various locations around the town. We are hoping to site 4 or 5 large trees within the town, however if finances do not permit then this will be scaled back to 2 or 3 trees.

Additional funding of £225 is being sought in order to pay for the services of a traffic management company to facilitate the Lantern Parade which forms an intrinsic part of our Festive Lights Switch On activities

## SECTION 5 : ABOUT THE PROJECT / ACTIVITY

### 5.12 How will the project benefit people in the Councillor(s) division(s)?

*See guidance notes section – 2.3.*

Fleetwood traders have suffered considerably in recent years whilst the tram network was being upgraded and there was no tram service into the town.

Now the trams are back up and running, we want to ensure the town centre has a suitable festive atmosphere to encourage much needed trade.

This will be achieved by placing 5 large Christmas trees in prominent strategic locations around the town.

In addition, the festive lighting will produce a 'feel good factor' for all the town's residents.

### 5.13 Please supply a detailed breakdown of the project / activity costs.

- 5 large Christmas trees in sites around the town. Estimates based on 2012 prices £6000.00
- Wyre Council festive lights grant = £4215.98
- Services of a Traffic management company for the Lantern parade switch on event = £225.
- Remaining costs of the full project to be met by Fleetwood Festive Lights Committee fundraising activities = £784.02 (if county council local member's grant application is successful)



## 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**

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).**

**Name 1** (block capitals please)

Signature 1

Position in organisation (preferably chair)

Date

**Name 2** (block capitals please)

Signature 2

Position in organisation

Date

**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)**

