

## 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.*

Buckshaw Youth Association

## 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)  
\_\_\_\_\_

**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>
<b>4</b>	<b>5</b>	<b>112</b>

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

- Yes                      please provide the date received: 20/Jan/2012
- 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.

Chorley North Division ✓

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

<b>Councillor Name</b>	<b>Amount requested</b>
<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>	
Cllr Mark Perks	£187
<b>Total amount requested</b>	
	£187

### 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.*

15 ft Christmas tree and installation cost at Main Square, Buckshaw Village for our Community Christmas Tree and Carols Event Friday 6<sup>th</sup> December 2013

### 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.*

The tree will form the focal point for the Youth Association's Christmas Lights switch on and Carol singing, which will be attended by residents of Buckshaw Village.

The location is in a prominent position in the village centre and will help bring the spirit of Christmas to visitors to the centre.

**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.*

£187.20 (£156 +VAT)

**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.*

£187

**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.**

<b>Name of Organisation/Person</b>	<b>Amount - £</b>	<b>Secured (Yes/No)</b>
<i>The figures here, together and the figures in 4.6 should add up to the total cost in 4.5.</i>		
Donation from Organisation's Secretary	£0.20p	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.*

Without the funding the event will not go ahead

**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.*

<b>Start Date</b>	<b>End Date</b>	<b>Ongoing</b>
25 November 2013	5 January 2014	

**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 4.5 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.*

Supply and erection of Christmas tree - £156.00 (+VAT)

## 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.*



## 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).*

## **LOCAL MEMBER GRANTS CHECKLIST**

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).

Have you:

- |  |     |                                     |
|--|-----|-------------------------------------|
| A) Completed all sections?   | Yes | <input checked="" type="checkbox"/> |
| B) Attached the necessary supporting documents listed in Section 2?                            | Yes | <input checked="" type="checkbox"/> |
| A) Got 2 signatures in Section 6 from people who can sign on your organisation's bank account? | Yes | <input checked="" type="checkbox"/> |
| C) Attached a copy of your bank statement?   | Yes | <input checked="" type="checkbox"/> |
| D) Attached a copy of your Child/Vulnerable Adults Policy?                                     | Yes | <input checked="" type="checkbox"/> |

**Completed application forms should now be submitted to the Grants Team via the address below.**

### **Grants Team**

Telephone: 01772 530570

Email: [LPTlocalmembergrants@lancashire.gov.uk](mailto:LPTlocalmembergrants@lancashire.gov.uk)

*If you wish to send the completed application form and all supporting documentation in via email you may do so. However, please note that you will need to send us, via the external mail, the actual signed declaration sheet at section 6 as scanned versions of this cannot be accepted when processing the form.*

### *Postal Address:*

Grants Team  
Lancashire County Council  
Office of the Chief Executive  
2nd floor, Christ Church Precinct  
County Hall  
PRESTON PR1 8XJ

If you have any queries do please contact us for help.

