

**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.*

Friends of the Storey Gardens (FoSG)

**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 section 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>
0	51 paid up members	95 on mailing list

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

YES

NO

please provide the date received \_\_\_\_/\_\_\_\_/\_\_\_\_

**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 organisation's bank account statement (within last year) attached. *We don't 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 don't 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 make sure you list all the electoral divisions here.*

Lancaster Central ✓  
Lancaster East ✓  
Lancaster South east ✓  
Skeeton ✓

**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>	
Gina Dowding	£330
Chris Henig	£330
Richard Newman-Thompson	£330
Niki Penney	£330
<b>Total Amount Requested</b>	<b>£1,320</b>

**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.*

To pay for a garden designer who will submit initial design work to include meeting, site visit, Project research, initial design proposals, group consultation, master plan and ~~and~~ amendments.

**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 Storey Gardens have been closed to the public for many years. By having a designer present a design to take into account the suggestions made by local people following a consultation exercise (this was done by FoSG and the City Council in October 2013) it will open up the gardens to multiuse; by schools, the Storey and NICE for events, a space for community projects and a general sitting, playing and eating space for families and friends. It will become an attractive space in Lancaster centre - it will be of benefit to everyone.

**4.5 What is the total cost of the equipment or event?**

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

£1,320

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

£ 1,320

**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.**

*The figures here, together and the figures in 4.6 should add up to the total cost in 4.5.*

How much?	Funding period	Funder/Applied or Confirmed?
£		
£		
£		
£		

**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 e.g. you may provide an activity for half the intended period of time.*

We will have to try and raise money from other sources.

**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**

As soon as funding is secured

Within this financial year.

**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.*

Please see quote from Peacock Designs. £1,320.

**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.*

No children or vulnerable adults will be involved in the design process. This will be done by the designer (Georgina Peacock) with involvement from FoSC + the City Council.

**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 and 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 the 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 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 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, 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.
- The use of the grant is in breach of County Council Policies and Procedures.

## Declaration

**(Two signatories are required – these must be unrelated)**

- ✓ We certify that to the best of our knowledge the information provided in the application form is accurate and correct.
- ✓ By signing and submitting this form, we agree to the funding agreement detailed.
- ✓ I declare that the organisation meets the general eligibility criteria 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: FRIENDS OF THE STOREY GARDENS

ANNIE WATSON

Name of First Signatory (please print)

CHAIR

Position in the Organisation (please print)

Annie Watson

Signature

Date: 20.4.14

SUE WIDDEN

Name of Second Signatory (please print)

SECRETARY

Position in the Organisation (please print)

Sue Widden

Signature

Date: 22. iv . 14