**Local Member Grant Scheme**

**Application Form – 2024/25 Financial Year**

**(1 April 2024 – 31 March 2025)**

**This form needs to be completed by the organisation applying for the grant.**

**It should be completed in conjunction with the application guidance notes and then forwarded to Lancashire County Council (see address details on page 6)**

|  |
| --- |
| **SECTION 1: About the Applicant** |
| **Full name of your organisation:** |
|  |
| **Name of the person in your organisation we should contact about this application:** |
|  |
| **Their role / position:** |
|  |
| **Organisation contact details:** |
| **Address:**  **Postcode:** |
| **Telephone:** |
| **Email:** |
| **Mobile:** |
| **Website (if you have one):** |

|  |  |
| --- | --- |
| **2. You need to submit the following documents to support your application** | |
| 1. Your constitution, terms of reference, articles of association or other set of rules for your organisation 2. A copy of a bank statement showing your group's name and the sort code / account number | |
| **3. Please confirm your group's bank account details** | |
| **Bank Name:**  **Account Name (as on bank statement):**  **Sort Code: \_ \_ - \_ \_ - \_ \_**  **Account number: \_ \_ \_ \_ \_ \_ \_ \_**  **Roll Number (if Building Society):** | |
| **4. How much are you applying for? *(Minimum £100, Maximum £2000)*** | |
| £ | |
| **5. Which county councillors' electoral division(s) will your expenditure cover or benefit?** | |
| **Division** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **6. (a) What are you going to spend the grant on?** | |
|  | |
| **6. (b) Date of your project / event or the purchase of goods**  ***\*Please note you must spend the funds within 12 months of the grant being approved.*** | |
|  | |
| **7. How will the money benefit people in the councillor(s) division(s)?** | |
|  | |
| **8. Please give a detailed breakdown of your expenditure for your activity/equipment.**  ***\*This amount must total the same amount as specified at point 4 and 5 above*** | |
|  | |
| **9. If you are not asking for the full amount of the cost of your activity / equipment, please give us details of where the rest of the funding is coming from. Please also explain what you will do if we give you the grant, but you do not get the other funding.** | |
|  | |
| **10. If the councillor offers a grant of less than you have asked for, please explain below how that will affect your proposal – for example, will you still be able to complete your project or purchase, will you scale the project back, or seek funding elsewhere?** | |
|  | |
| **11. Will the activity involve members of your organisation having significant contact with children or vulnerable adults?** | |
| Yes  No  If you have ticked "yes", you must be able to provide copies of relevant documentation such as your safeguarding policy, DBS clearances, etc. if we ask. | |
| **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 or dated. You can either print this off and send us a hard copy with signatures or it can be emailed back with names entered electronically. | |
| * 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 county 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 note that, if our grant is approved in full or part, the county council will keep the information submitted by us in relation to the grant for six years. If the grant is not approved, that the information we have submitted will be destroyed but a record of our organisation's name, amount requested, and what we wanted the grant for will be retained for 12 months. * 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 Disclosure Barring Service (DBS) checks) with appropriate Barred list checks in accordance with DBS Guidance for all persons involved in the project. We will also meet the necessary requirements of having children and/or vulnerable adult policies in place. * We will 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, 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 inaccurate, incomplete, or misleading. * No organisation can receive any grant funding, if to award a grant would contravene   State Aid rules.   * The use of the grant is in breach of county council policies and procedures.   **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 Member Grants Scheme.**  **Declaration**   * We certify that to the best of our knowledge the information provided in the application form is accurate and correct. * That the persons below can both sign on the organisation's bank account (please note that the two signatories cannot be related to each other). You can simply type your name in and email it back to us. Note that the two signatories would need to each send us a separate email confirming they are happy to sign the form. * By signing and submitting this form, we agree to the funding agreement detailed here. * We declare that the organisation meets the general eligibility criteria as 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  | | --- | --- | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of First Signatory (please print)** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position in the Organisation (please print)** | |  |  | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | |  |  |  |  |  | | --- | --- | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Second Signatory (please print)** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position in the Organisation (please print)** | |  |  | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | |  |  | | |

**Checklist for applicants:**

**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).**

* I have answered all of the questions on the form
* Attached the necessary supporting documents listed in Section 2
* Completed the declaration with two signatures from people who can sign on the organisations bank account

**In addition, please make sure that:**

* You have kept a clear copy of the form for your own records
* You have clearly marked each document with the name of your organisation

**Completed application forms should be submitted to the Democratic Services Team via the address below.**

*Telephone:* (01772) 530078

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

***Postal Address:***

Local Member Grants Scheme

Democratic Services

Lancashire County Council

County Hall

PRESTON

PR1 0LD

**Using your Information**

The county council will use the information you have provided in this form solely for the purposes of processing your grant application. The information in your application will be retained by the council for up to 6 years. However, if you application is unsuccessful, we will only retain the information for 12 months.

**Data Protection**

In completing this form, you understand that Lancashire County Council has a requirement to process your personal data.

Lancashire County Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018).

We will ensure the security and confidentiality of your personal data at all times.

For full details of how Lancashire County Council handles your personal data please see our privacy notice here:

<https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notices/democratic-services/>