



WEST LANCASHIRE BOROUGH COUNCIL

Application for financial assistance from the Community Chest Fund *INDIVIDUAL*

Completed forms to be returned by

FOR OFFICE USE ONLY

Name of applicant:

Supporting Information:

Date received:

Community Chest
Play
Arts
Sports/Talented Athlete

Updated April 2011

Instructions on completing this application form

- ◆ Read the criteria for awarding grants on page 3.
- ◆ Print clearly or use block capitals.
- ◆ Please complete Sections 1, 2 & 3 together with the monitoring information in Section 4 (if you so wish)

Please note, Applicants can only apply for one of the following grants

- A. Community Chest Grants**
- B. Sports/Talented Athletes Grants**
- C. Arts Grants**

- ◆ **Please sign and date page 8**

CRITERIA FOR AWARDING GRANTS

What's Available

A grant of up to £250 from the general budget
A grant of up to £500 from the Sports/talented athlete budget
A grant of up to £500 from the Arts Development budget

Applications made by an Individual must:

- Be on behalf of individuals aged 18 and under and residing within the Borough
- Be for sporting, educational or cultural purposes
- Be supported by evidence of fundraising
- Satisfy the Council that, if the grant is not for sporting, educational or cultural purposes, it is not for personal gain

Please Note

No individual in receipt of a Community Chest grant will be eligible to apply for further assistance for a period of 3 years unless the Council is satisfied that there are exceptional circumstances that warrant further assistance.

Payments

All grant payments are made by BACS so it is essential that you have a bank account. Payments by cheque will only be made to an individual in exceptional circumstances.

Section 1

- 1. Application on behalf of:
- 2. Age:
- 3. Name of contact (if different from above):
- 4. Telephone number:
- 5. Address:

6. Amount of assistance requested: £

7. Please state for what purpose assistance is required (ie sporting, education or cultural):

8. Have you received financial assistance from the Council for this application or for any previous applications? Please tick
Yes No
If **yes**, please give details.
.....
.....

9. Have you received any assistance from any other agencies in relation to this application? Please tick
Yes No
If **yes**, please give details.
.....
.....

10. What efforts have you made to raise funds for your venture?
.....
.....

11.. Are you related to any Member or Officer of Please tick
.....

the Council

Yes

No

If YES please give details below
Please state relationship to this person e.g.
son, daughter, niece, nephew etc....

.....

.....

.....

Section 3

FUNDING AGREEMENT

1. I will use any funding awarded for the purposes set out in this application. I/We will first agree any changes on how the fund is to be spent with the Council.
2. I will not sell any equipment or other assets purchased with the funding awarded without the prior knowledge and consent of the Council.
3. I will not use the fund to pay for any expenditure already incurred by the organisation prior to approval of requested fund.
4. I will spend the funding by the date agreed and in any event within one year of the award. If I am/we are unable to spend the entire fund, I/we will contact the Council to discuss when we will be able to spend the full amount awarded.
5. I realise that we are responsible for any overspend on the project.
6. I will meet all legal requirements, including but not limited to those relating to employment, health and safety, child protection (including Enhanced Criminal Record Bureau checks and ISA (Independent Safeguarding Authority) registration on staff and volunteers working with vulnerable adults and children) and environmental health matters.
7. I will keep all financial records and accounts, including receipts to show how the fund was spent for at least one year after the completion of the project.
8. I accept responsibility for obtaining all planning and statutory consents.
9. I will make sure that any written material promoting the project will acknowledge the financial assistance provided by the Council. I/We will consult the Council prior to issuing any publicity relating to the services that the Council is helping to fund.
10. I agree that the Council will have the right to withhold or request repayment of the fund or any part of it for any of the following circumstances:
 - a. this agreement is breached
 - b. the application form and supporting documentation was completed dishonestly or with incorrect information

and that these terms and conditions will prevail and remain in force until the fund is spent and until I complete and return all relevant forms.

I confirm on behalf of the organisation that I am authorised to sign this agreement and that, to the best of my knowledge, all answers are true and correct. I further confirm that if the application is successful, in full or part, the organisation will comply with the terms and conditions set out in Section 3.

Signature:

Date:

Name in Full:

Address:

Position in Organisation:

Bank Account Details

Bank Name

Account Number

Sort Code

When this application has been completed it should be returned to:

Assistant Chief Executive
for the attention of Sue Griffiths/Jill Jones
West Lancashire Borough Council
52 Derby Street
Ormskirk
Lancs.
L39 2DF

Susan.Griffiths@westlancs.gov.uk

Jill.jones@westlancs.gov.uk

Tel: 01695 585017

Fax: 01695 585082

Section 4

West Lancashire's service monitoring form

To help us monitor the accessibility and effectiveness of our services, please complete the monitoring form overleaf.

Why are we asking for this information?

- Under the Equality Act 2010, as a public authority, we are required to demonstrate that we are paying 'due regard' to issues that affect all sections of the community across the functions and services that we carry out as an organisation. Monitoring who is using and who is not using our services is a big part of this.

The information we collect helps us to improve our services. It shows us if some people are not making the most of our services, and where we need to make changes to them.

What happens to the information?

- Some people worry about giving information in case it should fall into the wrong hands. There are strict laws (Data Protection Act 1998) to make sure that we protect the information we collect and to deal with it responsibly. Our service managers use the information we collect to find out what they need to do to improve their services, policies and strategies so that they meet the needs of all our residents and other stakeholders.

Aren't some of the questions a bit personal?

- It may seem that we are being nosy, but we ask everyone the same thing. We understand that you might be protective of your personal information, but if we don't know who is using our services, it is harder for us to deliver them appropriately.

Based on Stonewall's 'What's it Got to Do with You' Monitoring Booklet (2009)

Your co-operation will greatly help us to continue to improve our services.

1. What is your full home postcode? e.g. L39 2DF

2. What was your age on your last birthday?

3. Are you a Deaf person or do you have a disability?

Yes

No

(The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day- to- day activities).

4. Are you Male

Female

Is your gender the same as the gender you were born?

Yes

No

5. What is your religion?

Bahai

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion/belief

Any other religion, write below

6. What is your sexual orientation?

Bisexual

Gay Man

Heterosexual/Straight

Lesbian/Gay Woman

7. Which best describes your ethnic background?

A White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White European background, write below
- Any other White background, write below

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write below

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Mixed/multiple ethnic background, write below

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write below

E Other ethnic group

- Arab
- Any other ethnic group, write below

Thank you for completing this questionnaire