Local Member Grants

**Guidance Notes 2017/18**

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**About the Scheme**

Each County Councillor has a budget of £3,000 to support local voluntary, community and faith sector groups in their area (electoral division). During the last financial year, county councillors gave approval to almost 450 grants. These grants supported a variety of community activities that benefitted members of the public in the councillors' electoral divisions.

Please read the following guidance carefully to check that you are eligible.

***Please note just because your application meets the eligibility criteria does not automatically mean that you will be awarded funds.***

The decision on how to allocate their grants budget is the responsibility of each individual County Councillor. Your County Councillor may have his/her own particular community priorities and will determine applications accordingly. You may wish to discuss your ideas with your County Councillor. However, should your application be only partly approved or refused then the reasons for this will be given.

1. **Who can apply? What activities are acceptable?**

**1.1** Local groups working with local people may apply. As a group you will need to:

* have a constitution, set of rules, or articles of association in place;
* have a group bank account; and
* be a 'not for profit' organisation.

✔If you meet these simple criteria and follow the guidelines below in 1.2, then you are eligible to apply for a local member grant.

**1.2** Please be aware of the following;

* Religious or political activities cannot be funded (see 1.3 for clarification).
* Schools, colleges, academies or universities cannot be funded but Parent, Teachers and Friends Associations can.
* Statutory bodies including Parish and Town Councils cannot apply
* Health authorities or activities that should be funded by the health service cannot apply
* Individuals cannot apply.
* Animal welfare cannot be funded.
* Research cannot be funded.
* You cannot apply for core funding (e.g. staffing/salary costs, office rental).
* The minimum application is £100.
* The minimum amount awarded is £100.
* Double funding is not permitted (see 1.4 for clarification).
* Retrospective funding is not permitted. This means that any expenditure made prior to the approval of the grant application will not be accepted. Receipts requested for monitoring purposes must be dated after the date the grant has been awarded (see 1.5 for procedure for dealing with urgent applications).
* If your application for funding is to support working directly with children or vulnerable adults, you MUST supply appropriate Safeguarding Policies relating to children and/or vulnerable adults. You MUST also ensure that you are complying with the requirements of the Disclosure and Barring Service in relation to this, as well as ensuring that your staff and volunteers having undergone appropriate (standard or enhanced) checks with the Disclosure and Barring Service (DBS) with appropriate Barred list checks were appropriate, in accordance with guidance, for all the individuals involved (both staff and volunteers). The only exception to this is where parents accompany their **own** children; please refer to our policy for working with children and vulnerable Adults.
* Each application must be in compliance with the [Prevent Duty](https://www.gov.uk/government/publications/prevent-duty-guidance) requirements (were an organisation does not support or provide a platform for extremists or their views). <https://www.gov.uk/government/publications/prevent-duty-guidance>
* Any application that is unlawful or is contrary to Lancashire County Council policies and procedures will not be funded.
* You may submit more than one application in a 12 month period, however, the application must not relate to the same project/scheme.

**1.3** We do not accept applications from party political groups or to support religious activity. However groups involved in community campaigns may apply provided that their campaign is not associated with a political party.

For example, if a religious organisation has a community activity or project which is not directly advocating religion, for example a luncheon club which is open to non-worshippers, then this is **NOT** classed as a religious activity.

**1.4** We encourage groups to seek funding from as many sources as possible, for example your district council. However if you have already obtained funding for your project from elsewhere for the same activity you must then withdraw your application to the Local Member Grants scheme as this would constitute double funding which is not permitted under the scheme. Your application may be withdrawn at any point should you receive the funding from somewhere else; simply contact the team.

**1.5** We do not accept applications for retrospective funding. We can process urgent applications within 24 hours in exceptional circumstances. For example, if a group wants to take advantage of a sale offer, or is requesting funding for an event which is planned within the next week, they can request that the application is dealt with urgently. The group will need to contact the team to inform them of the urgent application, and provided that all necessary documentation is supplied and the application form is filled in correctly, the officer can deal with the application under urgent business.

**1.6** Examples of acceptable applications:

* Provision of equipment such as sports equipment, play equipment, computer hardware etc.
* Funding towards costs of community events/activities such as: advertising and publicity, equipment and material, transport etc.
* Projects to improve the environment e.g. tree planting, flower beds.
* Repair or refurbishment of equipment or property which will benefit the community.
* Activities to improve the wellbeing of vulnerable or isolated people, such as outings, clubs, health and fitness.

These are just examples, not a restrictive list.

If you are unsure whether your application will be eligible, please contact your local County Councillor or the team to discuss further.

1. **County Councillors**

**2.1** Your local county councillors are:

|  |  |  |  |
| --- | --- | --- | --- |
| **County Councillor** | **Electoral Division** | **Contact Number** | **Email** |
| Matthew Tomlinson | Leyland Central | 07876 844269 | [matthew.tomlinson@lancashire.gov.uk](mailto:matthew.tomlinson@lancashire.gov.uk) |
| Jayne Rear | Leyland South | 07917 707008 | jayne.rear@lancashire.gov.uk |
| Jim Marsh | Lostock Hall & Bamber Bridge | 07917 836621 | jim.marsh@lancashire.gov.uk |
| Michael Green | Moss side & Farrington | 07824 434277 | [michael.green@lancashire.gov.uk](mailto:michael.green@lancashire.gov.uk) |
| Joan Burrows | Penwortham East & Walton-le-Dale | 07917 836638 | joan.burrows@lancashire.gov.uk |
| David Howarth | Penwortham West | 07876 844270 | [david.howarth2@lancashire.gov.uk](mailto:david.howarth2@lancashire.gov.uk) |
| Barrie Yates | South East | 07725 866214 | [barrie.yates2@lancashire.gov.uk](mailto:barrie.yates2@lancashire.gov.uk) |
| Graham Gooch | West | 07876 844273 | [graham.gooch@lancashire.gov.uk](mailto:graham.gooch@lancashire.gov.uk) |

If you are unsure which division your group is in please visit <http://www3.lancashire.gov.uk/council/councillors/councillorsAreas.asp>

**2.2** You may apply to more than one councillor in your district if your group or activity clearly relates to more than one division. For example, an activity for the whole of Wyre would relate to all eight County Councillors' divisions so you might want to apply to them all. It is intended that funding will be awarded to support small organisations who demonstrate a clear community benefit within the local councillor's electoral division. It is not expected that applications will relate to numerous electoral divisions or span multiple district areas. There are other more appropriate streams of funding available for multi‑district applications such as the Local Initiative Fund and Central Gateway Grants for infrastructure support organisations.

If you decide to apply to more than one councillor in your district you must specify on the application form exactly how much money you are requesting from each individual councillor, as well as the total for your project.

**2.3** You need to explain in question 4.4 how your expenditure will benefit people who live in the County Councillor's division(s).

1. **Funding and Expenditure**

**3.1** Include anything you may be applying for, whether it directly involves people doing things or is, for example, to purchase equipment to help your group do its work.

In question 4.9, if your application relates to an event or a programme of events you must state the start and finish dates. If your application relates to the purchase of equipment, or repairs to buildings or equipment, you should provide us with a date you intend to spend the funding by.

**3.2** You may be applying for a contribution from the Local Member Grants fund to a bigger project or event - for example the costs of publicity for a large-scale community event. If so, tell us the total estimated cost of the whole project in question 4.5, as well as the amount you are applying to your County Councillor(s) for in question 4.6.

**3.3** If you are not applying for the full costs it helps councillors to know how secure your other funding is (question 4.6). This includes contributions from your group's existing funds as well as other funding you have applied for or been awarded.

**3.4** Question 4.10 asks you to provide a breakdown of the expenditure/purchases you are going to make. What we are looking for here is the detail of **what you are asking us for** and how this fits in with the total costs for the equipment / whole event. Please list these items. For example, you may be applying to fund a gardening scheme to brighten up your neighbourhood - let us know how much would you need for plants, compost and tools etc. If you are asking to fund a trip we would need to know how much the transport was and any refreshments, entrance fees etc? Also you could include here a copy of the quotation from a contractor who is carrying out the work for you.

**3.5** As councillors only have £3,000 to allocate per year, you may be awarded less than you have applied for. How would this affect your proposals? For example, if you were planning an outing for 50 people, could you still do one for 30 people with less money? Check with your local county councillor if your proposals meet his / her priorities.

1. **Lancashire County Council guidance notes on the policy for working with children and/or vulnerable adults**

**4.1** Lancashire County Council's Definition of 'vulnerable adults'.

**Who is a vulnerable adult?**

The new definition of regulated activity relating to adults no longer labels adults as ‘vulnerable’. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

Here are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below. For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

* Providing health care
* Providing personal care
* Providing social work
* Assistance with cash, bills and/or shopping
* Assistance in the conduct of a person’s own affairs
* Conveying

**4.2** Lancashire County Council operates a spot check procedure which may require you to provide further evidence at a later date such as proof of staff/volunteer Disclosure and Barring Service (DBS) checks and clearance. If your application does involve working with children and/or in Regulated activity with adults you will need to ensure you have met all the requirements detailed below.

If an application is for funding to support working directly with children and/or vulnerable adults, then an organisation **must** be able to provide the following:

* a copy of its policy on working with children and/or in Regulated Activity with Adults, and
* confirmation of an appropriate (Standard or Enhanced) DBS checks with appropriate barred list checks, in accordance with DBS guidance, and for **all** persons involved with the project.

**4.3** The following exceptions to this policy will apply:

* If the application is for parents or guardians to undertake activities with their own children, there is no requirement for this.
* The need for DBS and checks to be undertaken in respect of applications for the purchase of equipment for working with children and/or vulnerable adults shall be considered on an individual basis, and having regard to the nature of the equipment and its link and use by children and/or vulnerable adults. The Management Team considering the application may wish to recommend a condition of grant that the organisation applying for resources implements a Child Protection Policy and/or has DBS checks undertaken for relevant persons where this has not already been undertaken.

**A standard or enhanced DBS check?**

Please see the explanations below for determining whether you will require a standard or enhanced DBS check.

**Standard check**

Standard checks are primarily for posts in certain professions, such as members of the legal and accountancy professions.

**Enhanced check**

Enhanced checks are for posts involving a degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a Teacher, Scout or Guide Leader. To be eligible for an Enhanced check an employee or volunteer must be working in either the current Regulated activity definitions or in the pre September 2012 definition. Guidance on eligibility is available at <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

1. **How do I apply?**

**5.1** Applying for a Local Member Grant is easy:

* Decide what you want to do or buy, the amount of funding you require and when you want to purchase the items/make the expenditure.
* It is advisable to contact your local county councillor to discuss your proposal and check if it meets their priorities.
* Check if your application meets the eligibility criteria. If you require any further information, please contact the team.
* Complete your application form and submit this with the additional information requested (see the checklist at the end of the form). You can download an application form from the County Council website

<http://www.lancashire.gov.uk/benefits-and-grants/grants-and-funding/voluntary-community-and-faith-sectors-grants-and-funding/local-member-grants>

* You can request a form to be sent to you by the team (contact details on page 9).

**5.2** As explained in 2.2 above you can submit funding requests for consideration by one or more councillors. However, councillors can only support applications that provide a benefit to members of the public in their electoral division. Make sure you are clear about which councillor or councillors you are requesting funding from.

**5.3 What happens next?**

You should submit your application form to the team (contact details on page 9).

Your application will then be checked against the eligibility criteria. If it meets the criteria it will then be passed to the relevant county councillor or councillors from whom you are requesting funds. If the team needs any further information from you they will get in touch.

Your county councillor(s) will then make a decision on your application. If the application is approved this may not necessarily be for the full amount requested. Therefore please answer question 4.7 in detail.

**5.4 Notifying you of the outcome**

You will receive notification of the councillor's decision.

If awarded a grant payment will be made directly to your group's bank account by **electronic transfer**, and you will be notified when this is done.

Please note that you cannot spend any money from this scheme until you have received a letter stating that the grant has been awarded, i.e. any costs incurred must be after the date that the grant has been approved.

1. **What are our responsibilities?**

**Financial**

**6.1** Once the expenditure has been made we will send a monitoring letter to you requesting:

* copies of receipts/invoices to the full amount of the grant; and
* a copy of the group's bank statement showing the invoices have been paid.

**Other monitoring**

**6.2** In addition we may request:

* details of the number of people benefiting from the grant;
* photographs of the purchase / event;
* copies of any press or promotional materials produced;
* copies of child protection/vulnerable adult policies and associated paperwork;
* evidence that any conditions applied to the grant have been satisfied.

Once the monitoring criteria have been satisfied you will receive a letter thanking you for your services to local communities and the application file will be closed.

**Publicity**

**6.3** Lancashire County Council and the individual councillor(s) approving grant funding may wish to publicise the types of expenditure it has funded from the Member Grant Scheme. As a condition of the grant, Lancashire County Council reserves the right to publicise the applicant's project in the local media. If the applicant intends to publicise the project themselves they are required to inform the County Council using the contact details provided on page 9.

**Legal**

**6.4** The declaration you sign on your application form makes it clear that you are stating the truth in the form. It contracts you to spend any grant money as you have said you would. And it makes it clear that it is your responsibility as a group to ensure you have put in place any legal requirements to enable you to carry on the activity you are requesting funding for.

So you need to be clear before submitting the application that:

* your members are covered by insurance if necessary;
* if appropriate, you have Public Liability insurance in place;
* if you are working on land or property you do not own, you have the owner's permission to do so - and so on.

If in doubt about any of these things, contact the team in the first instance and they will be able to advise as to who you should talk to.

Please note that the two people who sign the form, who are authorised to sign on your organisation's bank account, must not be related to each other (e.g. have the same surname).

**Can I provide feedback?**

The County Council is committed to continuous service improvement and we welcome any feedback. If you would like to give feedback please contact the team or your local county councillor.

**Contact Details**

*Telephone:* 01772 533110 or 01772 536552

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

*Postal Address:*

Local Member Grants

Lancashire County Council

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