APPLICATION FORM

**PLEASE USE THE NOTES THAT ARE ATTACHED WITH THIS FORM FOR GUIDANCE.**

(NB: If you are filling in the form electronically, simply click in the empty boxes and type, or use the tab key to move around the form).

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Charity number**  (if available) |  |
| **VAT Registered** |  |
| **Applicant Name** |  |
| **Address**  (Main contact address of organisation) |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| **What does your organisation do?**  (max 300 words) |  |
| **What is your project going to be about?**  (max 300 words)  What do you want to do?  Who will it include?  Who will benefit?  How have you identified the need for your project? |  |
| **How many people will benefit?** |  |
| **How are services users involved in designing and delivering the project?**  (max 200 words) |  |
| **Who is involved in delivering the project?**  Please list any partners |  |
| **Where will your project take place?**  address / geographical area your project covers |  |
| **Are you aware of any other groups or organisations that provide a similar service to your proposed project?**  If so please tell us why your project should be funded? |  |
| **How does this project help address food insecurity and** **support peoples cost of living?**  (max 200 words)  Demonstrate how the project impacts food insecurity and support peoples cost of living. |  |
| **This is one-off funding, how will your project be sustained in the future?**  (max 200 words)  This could be a lasting improvement or structure, it could be a lasting change in people's lives or it could be a stepping stone to further funding and continuation of your project and how sustainable it is. |  |

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| **What is the total cost of your project?** |  | |
| **Do you want funding towards any of these items?**  Tick all that apply |  | Equipment |
|  |  | Venue hire/ premises costs |
|  |  | Volunteer and organisational training |
|  |  | Volunteer expenses |
|  |  | Food |
|  |  | Projects and activities that build resilience of service users |
|  |  | Organisational staff costs |
| **How much money are you requesting from the Lancashire Community Food Grant Scheme and how will it be spent?**  Please provide a full breakdown of how the money will be spent including details such as cost per session. |  | |

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| **Where will the funding for your project come from?** | | |
| **Funder** | **Amount** | **Funding Confirmed (yes/no)** |
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| **Have you previously received a grant from the Lancashire Community Food Grant scheme?**  (please note, if you have received a grant you will need to have completed and returned the project progress report form to be eligible for this year's funding) |  |
| **Have you received funding from Lancashire County Council in the last 3 years?**  (Please include details of **all** funding from Lancashire County Council, not just funding for this particular activity. Include details of any current or ongoing commitments) |  |

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| Where did you hear about to the Community Food Grant Scheme? |  |

**Signature**

|  |  |
| --- | --- |
| First Signatory:  (If sending the form electronically, no signature is required. However, if successful, a signature will be required before payment is made) |  |
| Print Name: |  |
| Position in organisation: |  |
| Date: |  |
| Second Signatory:  (If sending the form electronically, no signature is required. However, if successful, a signature will be requested at a later date) |  |
| Print Name: |  |
| Position in organisation: |  |
| Date: |  |

**Health and Safety**

Please note that applicants receiving a grant from the Community Food Grant Scheme must accept responsibility for the health and safety of their project, assessing risks to the public and participants, both during the project's development and on its completion. Applicants should ensure that they have sufficient liability insurance to cover their project. Further, Lancashire County Council accepts no liability for the actions or omissions of any scheme to which it has provided funding under this Community Food Grant Scheme.

**If you require help in this area please contact us prior to sending in your application.**

**Child Protection**

If you or members of your group will be working with unsupervised children or vulnerable adults as part of your project, you should ensure that you undertake a risk assessment and check that you have considered the implications for child protection and safety.

You will need to develop a child protection policy and undertake enhanced Disclosure and Baring Service (DBS) checks for any staff or volunteers working unsupervised with children or vulnerable adults.

**If you require any help in this area please contact us prior to sending in your application**

|  |  |
| --- | --- |
| Will your project involve you and / or members of your group working with unsupervised children or vulnerable adults? |  |

By submitting this form I certify that the information provided in this application is accurate and that all necessary Health & Safety and Child Protection issues have been considered and addressed where relevant.

**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 always ensure security and confidentiality of your personal data.

For full details of how Lancashire County Council handles your personal data please see our privacy notice here: [Service and project specific privacy notices - Lancashire County Council](https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notices/)

Please return completed applications to:

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