



# WEST LANCASHIRE BOROUGH COUNCIL

## Application form for grant from the Older People's Champion

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### FOR OFFICE USE ONLY

SIGNED BY COUNCILLOR MRS BLAKE

Constitution Attached: Yes/No

Accounts Attached: Yes/No

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DATE .....

updated April 2010

## **CRITERIA FOR AWARDING GRANTS**

**Applications are invited from Older People's organisations/groups/schemes**

### **Who Can Apply**

Third Sector voluntary, non-profit making, community organisations based in West Lancashire can apply for funding towards their activities.

### **Who Cannot Apply**

Profit making organisations and public sector agencies are not eligible to apply. Funding is not available to support religious beliefs/political purposes.

### **How Much Can you apply for**

Applicants can apply for a grant of between £50 - £500 for a project benefiting older people.

### **What is required**

- bank account details of the organisation
- copy of the organisation's constitution

### **Payments**

All grant payments are made by BACS so it is essential that your organisation has a bank account.

**PLEASE USE BLOCK LETTERS**

1. Name of organisation / group / scheme: .....

2. Secretary or contact person's name: .....

3. Telephone number: .....

4. Address: .....

.....  
.....

5. Is the organisation / group / scheme a voluntary / community or non-profit making organisation/group/scheme? Please tick  
Yes  No

6. Is the organisation registered with the Charity Commissioners? Please tick  
Yes  No

(A) If **yes**, give registration number. ....

(B) If exempt from registration please state grounds. ....

7. What are the main objectives of the organisation / group / scheme? .....

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8. Please state the composition of the management / membership. ....

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9. Please indicate the number of members. ....

.....  
.....

10. Amount of assistance requested: £ .....

11. Specific purpose for which assistance is .....

sought:

.....

.....  
.....

12. Has the organisation / group / scheme any political affiliation? Please tick  
Yes  No

If **yes**, please give details.

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13. Has the organisation / group / scheme ever applied for or received any assistance from the Council? (eg grant, loan, equipment or premises etc) Please tick  
Yes  No

If **yes**, please give details.

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14. How are finances raised?

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15. How long has the organisation / group / scheme been in existence?

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16. What is its life expectancy?

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17. Is the person applying for financial assistance on behalf of your organisation employed by the Borough Council, or related to any Member or Officer of the Borough Council or Please tick  
Yes  No

Is any member of your organisation

.....

employed by the Borough Council

If YES please give details below

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## FUNDING AGREEMENT

1. We will use any funding awarded for the purposes set out in this application. We will first agree any changes on how the fund is to be spent with the Council.
2. We will not sell any equipment or other assets purchased with the funding awarded without the prior knowledge and consent of the Council.
3. We will not use the fund to pay for any expenditure already incurred by the organisation prior to approval of requested fund.
4. We will spend the funding by the date agreed and in any event within one year of the award. If we are unable to spend the entire fund, we will contact the Council to discuss when we will be able to spend the full amount awarded.
5. We realise that we are responsible for any overspend on the project.
6. We 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. We 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. We accept responsibility for obtaining all planning and statutory consents.
9. We will make sure that any written material promoting the project will acknowledge the financial assistance provided by the Council. We will consult the Council prior to issuing any publicity relating to the services that the Council is helping to fund.
10. We 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
  - c. the organisation fails to reflect equal opportunities in its practices
  - d. the organisation ceases to operate, is dissolved or is insolvent

and that these terms and conditions will prevail and remain in force until the fund is spent and until we 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 above terms and conditions.

**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:***

Sue Griffiths or Jill Jones  
West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
L39 2DF

Tel: 01695 585017

e-mail – [susan.griffiths@westlancs.gov.uk](mailto:susan.griffiths@westlancs.gov.uk)  
[jill.jones@westlancs.gov.uk](mailto:jill.jones@westlancs.gov.uk)