**Minutes of Ordinary Meeting of Avon Dassett Parish Council**

**Monday 6th February 2017, 7.30pm at The Reading Room.**

**The meeting opened at 7.32pm ( following on from an earlier Extraordinary Planning Meeting).**

1. APOLOGIES: (with acceptance of apologies). Liz Hirst, Martyn Heard. Both Councillors had previously submitted apologies and were unable to attend due to work commitments. The meeting accepted the apologies. Proposed: Mike Blakeman, Seconded: Darrell Muffitt.

   Present: Trevor Gill (Chair), Mike Blakeman, Darrell Muffitt, Helen Hide-Wright (Clerk), Councillors Chris Williams.

   Members of the Public: Ray Randerson, Graeme Miller.

2. DECLARATION OF INTERESTS: None.

3. CONFIRM MINUTES OF LAST MEETING: The minutes were accepted as a true representation of the meeting. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

4. QUESTIONS FROM THE PUBLIC: None at this point of the meeting.

5. MATTERS ARISING:

   Community

   a) Burial Ground: Ray Randerson asked to present an update about the cemetery. He confirmed that the sheep are still grazing in the area. Ray asked whether there is still a need for the compost heap as he felt it was in the way when there was a burial. Trevor Gill commented that if the sheep continue to graze the area, then the grass is kept down however, if the sheep stopped grazing, a compost heap would still be required. It was decided to relocate the compost heap to the top left of the burial ground. Ray asked for the code for the cemetery lock which was provided.

   b) Community Policing/Neighbourhood Watch: Email reports have been circulated by the Clerk.

   c) Playground – weekly inspection reports: Trevor Gill confirmed that he has found the area to be in good order.

   d) Superfast Broadband: Trevor Gill is waiting for a reply from the Superfast County Project.

   e) Post Office: Trevor Gill confirmed that the PO equipment will be replaced at the end of March. They are no longer trying to fix the existing equipment.

   f) Village Communications: Darrell Muffitt had nothing to report. Trevor asked Darrell to include in his submission to The Cronicle a small reminder that residents should subscribe to the mail chimp facility as this is the best way to ensure that they are kept in touch with Parish Council information.

   g) The Avon Pub: Darrell Muffitt confirmed that bids are still going forward in an attempt to buy the pub. The recent meeting had a good turnout of 34 people. There are a number of pledges from residents to provide finance for the venture. Trevor Gill commented that the bursary application has been accepted and covers all the costs to date, with no costs falling upon the Parish Council. The registration with the FCA (Financial Conduct Authority) has been submitted. Once this registration is confirmed, a bank account will be opened. Bursary application form is attached to these minutes for information.

   h) Commemorations for 100th anniversary of end of WW1, November 2018: Trevor Gill confirmed that the MOD base will be lighting a beacon at an event to mark the anniversary. ADPC has expressed an interest in joining with this event.

i) Defibrillator, Cabinet and Training: Quotation from Tranter £1,700 plus VAT: Trevor Gill confirmed that enquiries to locate a suitable defibrillator have been successful and one has been found, free of charge from The West Midlands Ambulance Service. Trevor Gill confirmed that there are 6/7 people who are willing to be trained to use the device.

j) Big Lottery Fund grant application for defibrillator, cabinet and training. Trevor Gill asked whether the PC should apply for a grant from the Big Lottery Fund for the training, housing unit and any additional requirements for the machine. It was agreed that this should be submitted for the reduced amount ie without the cost of the defibrillator. Proposed: Mike Blakeman, seconded: Darrell Muffitt. **ACTION: Clerk and Trevor Gill to submit Big Lottery Fund grant application.** Copy of form attached to minutes.

Roads: Traffic, Roads and Drains.

Environment/Maintenance

l) Green areas (including condition of verges): It was decided to seek a quotation from an alternative supplier. **ACTION: Clerk to send details to Mike Blakeman.**

m) Reading Room: Trevor Gill is due to establish when the electrical work can take place to allow the fitting of the final window. **ACTION: Trevor Gill to follow up on electrical works in the Reading Room.**

Trevor Gill confirmed that discussions have taken place about a refurbishment of the Reading Room using available grant/s, rather than Parish Council resources. Trevor and Martyn will progress this and report back to the next meeting.

Darrell Muffitt reminded the Parish Council that Jaguar Landrover offers outreach to local communities and this could be a resource for any work on the Reading Room.

Ray Randerson questioned who owned the Reading Room. The Clerk confirmed that this detail was written into the legal deeds for the property.

Communication/Administration

6. COUNCIL REPORTS: County Councillor Chris Williams.

Councillor Williams made a short presentation on the District Council. The District Council budget is set on the 22nd February 2017. It is a smaller budget than the County Council. There is likely to be a 2% rise this year.

Next week there will be a meeting regarding how to integrate the merging of Lighthorne Heath and Gaydon. **ACTION: Mike Blakeman asked the Clerk to register his attendance at that meeting.**

The date for the District Council is set for Thursday 9th March 2017.

1. **County Council Budget** – Warwickshire County Councillors met last Thursday 2nd February 21017 to set the Annual Budget and with no political group in overall control, a joint budget was agreed between the Conservatives and Labour parties.

The outline of the Conservative Budget was published last December where we were going to absorb the £67million reduction in government funding for the next three years.

(i) The budget invests in Warwickshire and protects the most vulnerable.
(ii) The Conservative group will create an investment fund to improve the County Council's infrastructure and it will be providing additional support to help regenerate our town centres.

(iii) The Conservatives will build on the success of the Apprenticeship Hub that has led to the County Council being listed within the top 100 UK employers.
(iv) The continued support through economic growth development will provide support for our most vulnerable residents. The Conservative group will be providing further investment in Extra Care Housing which will support people in their own homes giving them the independence they so richly deserve.
(v) £1 million more will be invested to improve the safety of routes to schools.
(vi) The Homes to School Transport Budget will be protected.
(vii) A further £1 million will be invested in LED lighting which will support the ambition to bring our street lighting up to date.

In addition, 40 new staff will be employed to help as Social Workers to help with the growing problem of looking after the 750 children that are currently in care in Warwickshire. It is anticipated that these additional staff will help to reduce the number of children requiring the work of Social Services.

To achieve a balanced budget the Council Tax this year will increase again by the same amount as last year, i.e. 1.99% to cover general increases in costs with a further 2% ring fenced for Adult Social Care. By achieving a prudent budget over the past 7 years, Warwickshire has been able to retain the Council Tax charges unlike some other counties who requested a 15% increase to achieve the same end that Warwickshire is already achieving.

To reiterate, Warwickshire continues to protect the most vulnerable residents in the County.

With the approval of the Budget by the two main political parties after five months planning, the Council can now go forward on a sound financial footing for the future.

7. CORRESPONDENCE – Paper copies circulated at meeting. Emails circulated prior to meeting. Paper copies were made available at the meeting.

8. PLANNING (Declarations of interests):

Notice of Decision: 16/03070/FUL Old Orchard House: Permission with Conditions.

9. FINANCIAL STATEMENT

The Clerk confirmed that the precept request had been submitted to Stratford District Council.

£250 has been received by the Parish Council from the Transparency Fund.

**ACTION: Trevor Gill asked the Clerk to seek the invoice from the History Group for the Website, including the element of VAT, from SDC.**

**Accounts for payment**

| | | | |
|---|---|---|---|
| 6th Feb 2017 | Clerk Expenses (Dec and Jan) | TRF | £ 42.37 |
| 6th Feb 2017 | CiLCA registration | TRF | £350.00 |
| Total Expenditure | | | £392.37 |

3rd Quarterly Budget review to end December 2016: Appendix A.

10. MEMBER REPORTS: Nothing to report.

11. DATE OF NEXT MEETINGS: 6th March, 3rd April, 22nd May, 26th June, No meeting in July, 7th Aug, 4th Sept, 9th Oct, 6th Nov, 4th Dec.

The meeting closed at 8.20pm.

Appendix A.



# AVON DASSETT PARISH COUNCIL 2016 - 2017 FINANCIAL YEAR
## 31 December 2016

| Receipts | Actual | | | Budget | Variance |
|---|---|---|---|---|---|
| Precept | £11,100.00 | | | £11,100.00 | 100% |
| VAT Reimbursement | £676.86 | | | £0.00 | 0% |
| Hire of Reading Room, car park etc | £35.00 | | | £0.00 | 0% |
| Bank Interest | £5.04 | | | £0.00 | 0% |
| Burial Ground | £275.00 | | | £0.00 | 0% |
| Mowing | £437.34 | | | | |
| SDC hire of Reading Room for Election | £420.00 | | | £0.00 | 0% |
| Grants | £250.00 | | | £0.00 | 0% |
| Miscellaneous - Electricity Refund Reading Room | £146.72 | | | £0.00 | 0% |
| Miscellaneous - Funds From Village Functions | £230.00 | | | £0.00 | 0% |
| **Total Receipts** | **£13,573.96** | **£0.00** | **£0.00** | **£0.00** | |

| Payments | Actual | Ring Fenced Funds | Net Expenditure | Budget | Variance |
|---|---|---|---|---|---|
| **Reading Room** | | | | | |
| Insurance | £470.23 | | £470.23 | £935.00 | 50% |
| Reading Room: Rates | £0.00 | | £0.00 | £100.00 | 0% |
| Reading Room: Cleaning | £0.00 | | £0.00 | £165.00 | 0% |
| Reading Room: Maintenance | £6,771.32 | -£2,440.00 | £4,331.32 | £1,400.00 | 484% |
| | **£7,241.55** | **-£2,440.00** | **£4,801.55** | **£2,600.00** | |
| **Administration** | | | | | |
| Staff costs: | £2,425.62 | | £2,425.62 | £3,250.00 | 75% |
| Clerk's Pay | £324.74 | | £324.74 | £470.00 | 69% |
| Administration expenses | £0.00 | | £0.00 | £100.00 | 0% |
| ADPC Training | £0.00 | | £0.00 | £0.00 | 0% |
| Councillors' expenses | £35.00 | | £35.00 | £0.00 | 0% |
| Data Protection | £95.00 | | £95.00 | £100.00 | 95% |
| WALC subscriptions | £0.00 | | £0.00 | £0.00 | 0% |
| Community Links | £0.00 | | £0.00 | £0.00 | 0% |
| Xmas Cards | | | | | |
| **Total Administration** | **£2,880.36** | **£0.00** | **£2,880.36** | **£3,920.00** | |
| **Utilities** | | | | | |
| Electricity Supply | £235.00 | | £235.00 | £600.00 | 39% |
| RR Annual Charges | £0.00 | | £0.00 | £0.00 | 0% |
| Street Light Supply & Replacement | £28.21 | | £28.21 | £892.00 | 3% |
| **Total Utilities** | **£263.21** | **£0.00** | **£263.21** | **£1,492.00** | |
| **Miscellaneous** | | | | | |
| Parish Council Elections | £0.00 | | £0.00 | £0.00 | 0% |
| Playground Lease | £0.00 | | £0.00 | £0.00 | 0% |
| Website | £216.66 | | £216.66 | £800.00 | 27% |
| Playground | £611.39 | | £611.39 | £150.00 | 408% |
| Other - Section 137 | | | | | |
| Queens Birthday £450.00 | | | | | |
| Remembrance Service £50.00 | | | | | |
| Compost £12.00 | | | | | |
| Tubs £238.60 | | | | | |
| £750.60 | £750.60 | | £750.60 | £0.00 | 0% |
| Grants | £0.00 | | £0.00 | £0.00 | 0% |
| Street Lights | £0.00 | | £0.00 | £0.00 | 0% |
| **Total Miscellaneous** | **£1,578.65** | **£0.00** | **£1,578.65** | **£950.00** | |
| **Maintenance** | | | | | |
| Village Gardening, Mowing | £1,877.00 | | £1,877.00 | £1,800.00 | 104% |
| Audit Fees | £160.00 | | £160.00 | £200.00 | 80% |
| Safe Fees | £0.00 | | £0.00 | £0.00 | 0% |
| Coffee Morning Expenses & Xmas Gathering | £72.60 | | £72.60 | £138.00 | 53% |
| Election Fees | £0.00 | | £0.00 | £0.00 | 0% |
| **Total Maintenance** | **£2,109.60** | **£0.00** | **£2,109.60** | **£2,138.00** | |
| **Total Payments** | **£14,073.37** | **-£2,440.00** | **£11,633.37** | **£11,100.00** | 127% |

## Notes To Accounts

### Ring Fenced Funds

| | |
|---|---|
| St John's Steps Appeal Funds | £389.13 |
| IT Equipment & Software | £290.83 |
| Playground Lease Grant | £200.00 |
| Neighbourhood Watch | £185.00 |
| Village Cemetary | £275.00 |
| Reading Room Maintenance | £3,560.00 |
| Parish Plan | £2,000.00 |
| Playground Maintenance | £250.00 |
| Village Maintenance | £230.00 |
| | **£7,349.96** |

**Clerk Expenses: January 2017**

| Month | Phone | Mileage | Stamps | Misc |
|---|---|---|---|---|
| Dec & Jan | £ 15.00 | £ 10.80 | | £16.57 (Stationery) |
| **Total** | **£42.37** | | | |

Department for Communities and Local Government

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# More than a Pub: The Community Pub Business Support Programme – Bursary Award Application Form

This application form is to be used to apply for a bursary award of up to £2,500 (inclusive of VAT) to help fund the feasibility and development costs of your community pub business. This could include community consultation, incorporation fees, planning applications, valuation and survey fees, printing and marketing etc.

Once assessed bursary awards will be allocated and paid on submission of receipts.

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## 1. Your contact details:

Please give us the contact details of the person filling out this form:

| | |
|---|---|
| **Name *(or provisional name)* of your community pub:** | Avon Dassett Parish Council - On behalf of Avon Dassett Community Benefit Society Limited |
| **Name of main contact person for this application and group representative:** | Darrell Muffitt |
| **Position in the group or enterprise:** | Councillor Avon Dassett Parish Council; Acting Chairman, Avon Dassett Community Benefits Society Limited |
| **Address:** | |
| **Postcode:** | |
| **Telephone:** | |
| **Email:** | |

## 2. Current status of your group or community pub business

| | |
|---|---|
| **What is your legal status or intended legal status?** | The intended legal status will be "Community Benefits Society" |

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## 3. Tell us about your community pub project

| | |
|---|---|
| **Is the pub you are looking to acquire currently for sale?** | Yes |
| **Are there any planning applications currently underway relating to the pub your group is looking to acquire? If so please provide details.** | No |
| **Are you aware of any feasibility studies or valuations already carried out in relation to the pub? If yes please provide details.** | Yes; Valuation Carried out in October 2016 by Pinders |
| **What are your estimated costs to deliver the project?** | £350,000 - £450,000 |
| **Please describe (in approximately 250) words about idea for your community pub business, the services it will provide to your community, and who the intended beneficiaries are?** | The Avon is the only significant meeting place for the community of Avon Dassett. Our idea is to build on the function of the pub as a place to eat and drink to better support the community. We want to actively encourage community groups to meet and operate from there and aim to make the pub the operational centre for major charitable events in the community including Open Gardens, The Soap Box Derby and the Dassett Country Show. We also intend to adapt and develop the outbuildings to support a micro-brewery and possibly workshop facilities.<br>Avon Dassett is an isolated community, with an ageing population that is not well served by public transport (one bus a day). The immediate community will benefit from having a welcoming place to meet and interact with friends and people who share their interests. Investors will be able to participate in the development of a successful community focused business. We envisage the wider community benefitting from employment opportunities and the additional income generated.<br>Avon Dassett is located on a number of walking and cycling routes and next to a successful country park. We anticipate walkers, cyclists and other tourists benefitting from having both a place to meet and a place where they are able to seek refuge and refreshment. |

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| | |
|---|---|
| | In short, we see The Avon supporting and actively promoting tourism in the area and reaping the benefits in the form of additional income arising. |
| **Please describe in about 250 words how the project will bring benefit to more disadvantaged groups within your community.** | The Avon does not currently provide disabled access and there are no toilet facilities for the disabled. It will be a priority to meet these shortcomings. The Avon does not currently facilitate meetings of local groups, resulting in limited attendance. We will actively seek to encourage meetings of community groups at The Avon and will seek to drive up membership and participation. In preparation for the community purchase we asked the community what features and facilities they would like to see on offer at The Avon. We will work with our appointed tenant to prioritise these to support our older residents who may otherwise feel excluded from participation. We will also promote volunteering in support of specific functions to be held at The Avon or for new ventures such as the initial launch of the business, hosting events or operations related to the proposed micro-brewery |
| **Please describe in about 150 words the evidence of community support for the project. (Please give details)** | Late 2014 a survey was carried out of local residents who indicated what services they would like to see offered at The Avon. A Public Meeting was held to consider buying the pub and attracted over 60 people to attend. As a result the Save the Avon Group was created. This group halted its activities when a private buyer bought The Avon. However, when the new owner closed the pub, after only four months of trading, there was a public outcry when a Planning Application for change of use to a residential dwelling was submitted. Over 80 residents and interested parties voiced their opposition to a change of use.<br>Another survey was conducted in August 2016 to identify potential investors within the community. Without a Business Plan, Rules or a Prospectus, 24 investors pledged over £200k to purchase the pub. We are confident that more will get involved as we are able to share more information about the purchase |
| **Are there any businesses nearby offering similar services to those you are proposing? If yes please outline what steps you have taken to mitigate any negative impact your project may** | There are a number of pubs within five miles of Avon Dassett, none of which is operated for the benefit of the local community and most of which have different business offerings to that which we propose. The Falcon, at Warmington is the largest of these and offers Gastropub |

| | |
|---|---|
| **have on them.** | facilities on a grand scale. It is on a main road position and offers an extensive range of beers and lagers to drinkers and has over 130m covers indoors and another 150 outside. The Falcon is remote from any residential population and the majority of customers need to drive from surrounding towns and villages. We see no direct impact on their business from our proposed operations. Similarly, The Kitchen at Farnborough, has a different target customer base, in this case for fine dining, and we see no direct competition. There are two pubs, each within two miles of The Avon, where there may be an impact on their business. We plan to contact the owners of the Merrie Lion at Fenny Compton and The Plough at Warmington to explain what we are doing and ensure that we don't have competing functions on the same days and times. We will also actively seek to differentiate The Avon by offering unique services designed to attract new customers to the area. Examples include cyclists, walkers and customers for craft beers that we plan to brew on the premises. |
| **Are you anticipating raising funds through community finance (if so how much do you estimate you can raise?)** | Yes; we estimate that we will be able to raise between £250k and £350k through the sale of shares and by raising loans from the community. |
| **How many are involved with your steering groups / management committee?** | At present we have a small Management Committee of three people, all of whom are Parish Councillors. This Group was drawn from around 12 people who volunteered to be on a committee during our public meeting. We anticipate increasing the size of our Management Committee to around seven people, following a further public meeting. |
| **For our monitoring purposes please can you tell us how many volunteers you currently have?** | At the moment we have approximately 15 people whom have volunteered their services. At this point we have only had to draw on the specialist services of six or seven of them, but we anticipate widening both the number of volunteers and their involvement, in the coming weeks |
| **What is your estimated completion date?** | 01/05/2017 |

## 4. Proposed spend of the bursary award

4.1. Please list how you propose to spend the bursary award.

Estimates should be supplied but we do not require written evidence of these at this stage.

| | |
|---|---|
| Valuation of The Avon | £1800 |
| Plunkett Model Rules, Membership and FCA Registration | £ 550 |
| Study Visit | £ 250 |
| Printing Costs Re Share Prospectus and Provision of a website | £ 150 |

4.2. If you are intending to purchase the Plunkett Community Benefit Society Rules and Membership package the charges can be deducted directly from the bursary amount offered please tick the relevant box below if you would like this arrangement to be made (all prices are quoted inclusive of VAT).

| | |
|---|---|
| **Plunkett Community Benefit Society Model Rules £570** | ☐ |
| **Plunkett Community Co-operative Membership £240** | ☐ |
| **Combined package Plunkett Model Rules and Membership £550** | x |

5. Payments will be paid directly to a community bank account. Please give your bank details if available. (You can supply this information later if a bank account for the community enterprise has not already been opened).

| | |
|---|---|
| **Account name:** | |
| **Account number:** | |
| **Sort code:** | |

6. I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand on signing this declaration that the bursary offer, if successful, will only be valid for four months, and only paid on submission of receipts for eligible costs in line with this application.

| | |
|---|---|
| **Signed (electronic signature ok):** | *Darrell Muffitt* |
| **Full Name:** | Darrell Muffitt |
| **Position:** | Councillor |
| **Address:** | |

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| Date: | 27/01/2017 |
|---|---|

## 7. Checklist for Application

Please provide the appropriate information to support your application. Please tick the box where supporting information is provided.

| | |
|---|---|
| **You have answered all of the questions on the form** | ☒ |
| **The form has been signed** | ☒ |
| **You have made a copy of this application to keep for reference** | ☒ |

**Please return this form by email to:**
**support@plunkett.co.uk**

**and a signed printed version complete with copy receipts to:**

Plunkett Foundation
The Quadrangle
Woodstock
Oxfordshire
OX20 1LH

Tel: 01993 810 730
Fax: 01993 810 849

**Office use only**

Approved by:

Date:

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England

BIG LOTTERY FUND

**You must only use the latest version of Adobe Reader to fill out this form. Do not use Preview or any other application.**

# Application form

## Awards for All England

Please note our processes have changed and we now require all organisations including schools and other statutory bodies to provide us with the following:

- home addresses and dates of birth for all contacts
- financial information
- the date the organisation was established.

The help notes within the form provide further information.

- Before you start filling in this form make sure you have read the guide for applicants carefully.
- For some questions we have a maximum number of characters that you can use in your response, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer characters than the maximum.
- We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in August 2015.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- call our advice line: 0345 4 10 20 30
- send us an email: general.enquiries@awardsforall.org.uk
- contact us using text relay on 18001 plus 0345 4 10 20 30 (for those with a hearing or speech impairment).

There are different Awards for All guidance notes and application forms for Northern Ireland, Scotland and Wales. These are available from the website or advice line.

### About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have the latest version of Adobe Reader installed. Download it free here.
http://get.adobe.com/uk/reader/

We have produced an Adobe Reader help note, which you can get from our advice line.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Do not use correction fluid, as your application will be returned.

WEB

# Awards for All application checklist

**Awards for All Advice Line 0345 4 10 20 30 general.enquiries@awardsforall.org.uk**

It is important that you work through this checklist before you start completing the Awards for All application form.

This checklist has been designed to help you decide if Awards for All is right for your project or organisation, before you go to the time and expense of submitting an application. The checklist also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give more money out in grants.

## Part one – You must be able to answer yes to one of the options in Part one to apply

| **Is your group a:** | Yes | No |
|---|---|---|
| ● voluntary or community organisation? (including if you are a registered charity or company) | ☐ | ☐ |
| ● school? | ☐ | ☐ |
| ● health body? | ☐ | ☐ |
| ● parish or town council? | ✔ | ☐ |

If you answered no to all of the above then your organisation is not eligible to apply to Awards for All. Awards for All cannot fund organisations which make a profit, councils or individuals. Please check the Who can apply section of our guidance notes or contact us on the advice line above if you need clarification.

## Part two – You must be able to answer yes to all of Part two to apply

| **Does your group:** | Yes | No |
|---|---|---|
| ● have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school. | ✔ | ☐ |
| ● have at least three members on its governing body or board of directors? | ✔ | ☐ |
| **About your project:** | | |
| ● is your application for between £300-£10,000? | ✔ | ☐ |
| ● is your project start date at least four months from the date you will send us this application or is it flexible? | ✔ | ☐ |
| ● will your project be completed within 12 months of receiving a grant? | ✔ | ☐ |

If you answered no to any of the above, we may not be able to fund your project. Please refer to 'Who can apply' in our 'Guide for applicants', or contact us on the advice line above.

## Part three – You must be able to answer no to all of Part three to apply

| Is your application for: | Yes | No |
|---|---|---|
| ● a project we have given funding for in the last three years? | ☐ | ✔ |
| ● a project which is part of your normal work (this includes regular and repeat activities), unless it is more than three years since those activities or events have taken place, or they have been developed, for example they are to be run with new beneficiary types or in a new area? or are you an organisation with an annual income of less than £30, 000 in your last financial year. | ☐ | ✔ |
| ● a project primarily to increase participation in sports, heritage or arts (in which case we suggest you look at the Other small Lottery grants page on the Awards for All England website)? | ☐ | ✔ |
| ● ongoing staff costs (including salaries of permanent or fixed term staff)? | ☐ | ✔ |
| ● activities that will happen or start before we confirm our grant (which for successful applications is normally about four months from the date we receive your complete application)? | ☐ | ✔ |
| ● any costs you incur when putting together your application? | ☐ | ✔ |
| ● day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)? | ☐ | ✔ |
| ● contingency costs? | ☐ | ✔ |
| ● a project which includes land or building work costing more than £25,000 (including VAT)? | ☐ | ✔ |
| ● land or building projects where the ownership or lease is not yet in place? | ☐ | ✔ |
| ● fundraising activities for your organisation or others? | ☐ | ✔ |
| ● items that mainly benefit individuals (for example, equipment that is not shared)? | ☐ | ✔ |
| ● items that are purchased on behalf of another organisation? | ☐ | ✔ |
| ● loans or interest payments? | ☐ | ✔ |
| ● endowments (to provide a source of income)? | ☐ | ✔ |
| ● political or religious activities? | ☐ | ✔ |
| ● a project or activities that the state has a legal obligation to provide? | ☐ | ✔ |
| ● projects that you cannot maintain because of high ongoing costs or the need for specialist skills? | ☐ | ✔ |
| ● a project that cannot be completed within 12 months of receiving a grant? | ☐ | ✔ |
| ● the purchase of alcohol? | ☐ | ✔ |
| ● routine repairs and maintenance? | ☐ | ✔ |
| ● used vehicles? | ☐ | ✔ |
| ● VAT that you can recover? | ☐ | ✔ |

If you answered yes to any of the above, we may not be able to fund your project. Please check our guidance notes for further information or contact us on the advice line on page 2.

# Part one – About your organisation

## 1. What is your organisation's name and address?

Organisation legal name

Avon Dassett Parish Council

Does your organisation use a different name in your day to day work?

No ☑ Yes ☐

What other name do you use?

Organisation main or registered address including postcode

The Reading Room, Avon Dassett, Southam, Warwickshire.

Postcode CV47 2AL

## 2. What type of organisation are you?

Voluntary or community organisation ☐

School ☐ Health body ☐ Parish or town council ☑

## 3. Organisation details

a) Charity Number (if applicable)

b) Company Number (if applicable)

c) Department for Education Number (if applicable)

d) When was your organisation set up? Day Month Year

e) How many people are on your organisation's governing body or board of directors? 5

f) What is your VAT status? VAT registered ☐ Not VAT registered ☑

What is your VAT registration number?

g) Are you a branch of a larger organisation? No ☑ Yes ☐

If yes, what is the name of the larger organisation?

What is the address of the larger organisation?

Postcode

## Read these help notes

**Question 1**

Give the full name as it appears on your governing document. Please check this. If the full legal name is incorrect, it may delay your application.

Tell us your organisation's main or registered address, including postcode. **If you're successful, this is the address we'll send your offer letter to.**

**Question 2**

Please tick one box only.

We explain what we mean by voluntary and community organisations on page 8 of our Guide for applicants.

**Question 3**

If you are a charity and company, please provide both. If you're an academy, provide the Department for Education number with the Companies House number, if appropriate. Give us the date when your organisation adopted its current legal status. This should be in your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give an approximate date.

Give the total number of people currently on your governing body or board of directors. Refer to 'Who can apply' in our Guide for applicants for further clarification.

Your VAT number should be between 9 and 12 numbers long and have no spaces.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

WEB

h) Are there any restrictions on who can join your organisation? No ☑ Yes ☐

If yes, what are they and why do you have them?
You can write up to 400 characters with spaces (about 50 words)

## 4a. What is the main email address for your organisation?

This should be the email address people use to contact your organisation.

avondassett.clerk@googlemail.com

## 4b. Does your organisation have a website?

No ☐ Yes ☑

If yes, what is your website address?

http://www.avondassett.com/parish-council/

## 5. Does your bank or building society account meet our requirements?

No ☐ Yes ☑

Bank or building society name

Bank or building society address

Postcode

### Account details

Organisation name on statements or passbook

Avon Dassett Parish Council

Is this the same as on your governing document?

No ☐ Yes ☑

Account number

Sort code

Building society roll number, if applicable

Address your bank or building society has for your organisation for this account

Correspondence address to Clerk to Avon Dassett Parish Council:

Postcode

## Read these help notes

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

It can be a personal email address if your organisation doesn't have an email address.

**Question 5**

Your account must be in the name of the organisation that is applying for a grant and will carry out the project.

We require at least two people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals). If you are a school, a local authority bank account is acceptable.

## 6. Provide a summary from your most recent accounts

Are the figures below:

- information from the latest accounts approved by your organisation? ☑

**or**

- a projection because your organisation has been running less than 15 months? ☐

| | | | |
|---|---|---|---|
| Account year ending: dd/mm/yyyy | 31 | 03 | 2016 |
| Total income for the year (A) | £ 13,028.00 | | |
| Total expenditure for the year (B) | £ 8,902.00 | | |
| Surplus or deficit at the year end (A-B) | £ 4,126.00 | | |
| Total savings or reserves at the year end | £ 15,501.00 | | |

Have your accounts been independently audited?

No ☐ Yes ☑

## 7. Who is the main contact for this application?

(This MUST be a member of your group.)

Title: Mr

Forenames (in full): Trevor Barrie

Surname: Gill

Position in organisation: Chairman

Date of birth: dd/mm/yyyy

Home address

Postcode

Have they lived at this address for the last three years?

No ☐ Yes ☑

If no, give their prevous home address.

Postcode

Landline number (or text phone)

Second contact number (or text phone)

Email address: avondassettchair@gmail.com

## Read these help notes

### Question 6

The Charity Commission has published useful information on accounting and reporting at: www.charitycommission.gov.uk/Charity_requirements_guidance/Accounting_and_ reporting/

If you're a registered charity we'll expect you to follow this guidance but if you are not, you may still find it helpful.

All applicants must provide income and expenditure figures. Give a projection for the first full year if your organisation has been running for less than 12 months. Schools should include the whole school budget.

### Question 7

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

You must provide a landline telephone number.

Do you have any communication needs? No ☑ Yes ☐

If yes, what are your communication needs?
You can write up to 200 characters with spaces (about 20 words)

## 8. Who is the senior contact for this application?

- For voluntary and community organisations this must be your chair, secretary, treasurer or a senior member of your governing body. ☐
- For companies this must be a director or the company secretary. ☐
- For organisations that are both a registered charity and a company, this must be a director or the company secretary. ☐
- For schools this must be your head teacher. ☐
- For parish and town councils this must be your clerk to the council. ☑
- For health bodies this must be your chief executive or director. ☐

Title: Mrs

Forenames (in full): Helen Louise

Surname: Hide-Wright

Position in organisation: Clerk and Responsible Financial Officer

Date of birth: dd/mm/yyyy

Home address

Postcode

Have they lived at this address for the last three years?

No ☐ Yes ☑

If No, give their prevous home address.

Postcode

### Read these help notes

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

### Question 8

By voluntary and community organisations we mean: registered and unregistered charities, companies or unincorporated associations that are not-for-profit, co-operatives, friendly societies and industrial and provident societies.

The senior contact must not be the same as the main contact in question 7.

They must be over eighteen years old.

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

WEB

Landline number (or text phone)

Second contact number (or text phone)

Email address avondassett.clerk@googlemail.com

If we need to write to them, which address should we use?

The email address in this question ☑

or

The address in this question. ☐

Does your senior contact have any communication needs? No ☑ Yes ☐

If yes, what are they?

You can write up to 200 characters with spaces (about 20 words)

## Read these help notes

You must provide a landline telephone number.

Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

# Part two – About your project

## 9. What is the name of your project?

You can write up to 70 characters with spaces (about 10 words)

Avon Dassett Parish Council Defibrillator Project

## 10. What project or activities do you want us to fund?

You can write up to 2,500 characters with spaces (about 300 words)

Avon Dassett, a very small village on the southern edge of Warwickshire, would like a defibrillator for use of residents of the village and the immediate surrounding area.

Would like funding for a cabinet package in which we will keep the equipment and for our training needs that will be supplied by West Midlands Ambulance Service.

Once purchased we will install the cabinet and equipment in a central location in the village with ready access.

## 11. When will your project take place?

- Your start date should be at least four months after you send us your application.
- Your end date must not be more than 16 months after you send us your application.

| Start date: dd/mm/yyyy | 01 | 07 | 2017 | End date: dd/mm/yyyy | 30 | 10 | 2017 |
|---|---|---|---|---|---|---|---|

Is your start date:

Fixed ☐ Flexible ☑



**Read these help notes**

**Question 9**

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

**Question 10**

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 9 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

## 12a. Where are the people who will benefit from your project based?

| | |
|---|---|
| Local authority area | Avon Dassett,Warwickshire |
| Full postcode | CV47 2AL |

## 12b.Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, enter more rows and estimate a percentage for each one. Then select one postcode as the main location.
- Please make sure the total adds up to 100 per cent.
- If the location doesn't have a postcode, use one for a nearby building.

| Building name (or number) in street | Postcode | % per location | Main location |
|---|---|---|---|
| The Reading Room | CV47 2AL | 100% | ✔ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |

### Read these help notes

**Question 12**

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

## 13. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

| Item or activity | A<br>Total cost | B<br>Amount requested from Awards for All |
|---|---|---|
| Defibrillator cabinet package | £ 780.00 | £ 650.00 |
| Training Costs | £ 300.00 | £ 250.00 |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| **Totals** | **£** 1,080.00 | **£** 900.00 |

### Read these help notes

**Question 13 a)**

List all of the individual items or activities that make up your project.

Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items:
5 tables
30 chairs
5 desks

Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from Awards for All must be between £300 and £10,000.

Please check that you have added up the totals correctly.

b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? You can write up to 800 characters with spaces (about 100 words)

The difference represents the VAT on the purchases which Avon Dassett Parish Council will pay and them claim these amounts back from HMRC.

c) How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words)

These costs relate to the purchase of the cabinet housing and training and are based upon written estimates received.

## 14. Does your project involve work on land or a building, including refurbishment?

(You MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years).

No ☑ Yes ☐

If yes, you must answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building ☐

or

hold a lease of at least five years that cannot be ended by the landlord? ☐

b) Is planning permission needed for your project?

Planning permission is not required ☑

or

Planning permission is required and has been granted ☐

### Read these help notes

**Question 13 b)**

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings.

If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources put not applicable.

**Question 13c)**

Make sure the costs are accurate and based on quotations where possible.

**Question 14**

We may need you to send further information about land ownership if we offer you a grant.

If you need planning permission, you must have it before you apply.

We may need you to send confirmation that planning permission is not required, or that it is required and has been granted.

# Part three – The difference your project will make

## 15(a). Why is your project needed?

You can write up to 1,500 characters with spaces (about 200 words)

Avon Dassett is a village set in a rural community 8 miles from the closest hospital and the estimated time that will be required for an ambulance to reach the village in an emergency is in excess of 15 minutes. There are a number of small villages near to Avon Dassett and we have confirmed that this facility is not available in any of these villages.

We have experienced a small number of heart related incidents in recent years including the death of one of our residents. For heart related problems the first few minutes are critical and the provision of this equipment would mean that anyone who suffers from heart related emergencies has a better chance of survival. As evidenced by the 2011 census 25% of our total population of 210 are aged 60 or over and this is a vital facility that we need for our village.

The provision of this equipment which we can source from West Midlands Ambulance Service (who are also able to provide the training required) will allow residents to have access to life saving equipment within their locality whilst waiting for the ambulance service to reach the patient. The equipment could save lives that could otherwise be lost.

The housing cabinet is required for the safe storage and access to the defibrillator and would be housed centrally in the village.

## 15(b). What evidence do you have to show that your project is needed? How have you consulted with the people who will benefit from your project and what did you find out?

You can write up to 1,500 characters with spaces (about 200 words)

Avon Dassett Parish Council has been approached by a number of local residents who have asked that we arrange for the provision of this facility within the village. This includes a small number of residents who have heart related health issues.

We have recently communicated to residents that we intended to make this facility available within the village and asked for volunteers who are willing to be trained in the use of the defibrillator. We now have10 residents within our village who have confirmed to us that they would like to be trained in the use of this equipment. This includes a number of medically trained staff.



**Read these help notes**

**Question 15(a)**

Make sure you:

Tell us about the problems or issues your group aims to address.

**Question 15(b)**

Examples of the types of evidence you might use are:

- Organising a meeting that anyone interested in your project can come to.
- Carrying out a survey of people who use your service or those who might use it.
- Keeping a waiting list of people who want to get involved in your activities or use your service.
- Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- Researching any statistics about the people who would benefit from your project.
- Finding out if your project supports any local or national strategies.
- Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use yourproject.

WEB

## 16(a). How will you promote and publicise your project?

You can write up to 1,200 characters with spaces (about 150 words)

The Parish Council operates a communications database which goes directly to individuals in the village. It would use this to promote the acquisition of the defibrillator, its siting, access to the equipment and training opportunities along with a list of contacts qualified to operate it.

The Parish Council would also advertise the same information through posters on the notice boards, details within the minutes and run a feature on the Village Website.

In addition, the village hosts a number of events including a Fete, Open Garden's, a Soap Box Derby etc. The defibrillator would be promoted at these events, subject to the permission of the organisers of the events.

## 16(b). How will your project actively seek to involve as wide a range of people as possible?'

You can write up to 1,200 characters with spaces (about 150 words)

Avon Dassett Parish Council will ensure that they take every opportunity to promote this facility and will undertake an annual review of it's use and will strive ensure that at all times there are sufficient residents trained in the use of this equipment.

We will also place information regarding this on the local community web site and also the Parish Council's Facebook page.

### Read these help notes

**Question 16(a)**

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

**Question 16(b)**

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

## 17. What is the change or difference your project is going to make?

Tick the outcomes that reflect the change or difference your project will make.

Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

- [ ] **People have better chances in life** – with better access to training and development to improve their life skills.
- [ ] **Stronger communities** – with more active citizens working together to tackle their problems.
- [ ] **Improved rural and urban environments** – which communities are better able to access and enjoy.
- [x] **Healthier and more active people and communities.**

**Tell us in your own words how your project will meet each of the programme outcomes you have ticked.**
You can write up to 3,000 characters with spaces (about 400 words)

As previously stated, the village lies some distance from medical facilities and is a considerable journey time from the Ambulance Station.

The Defibrillator could be the difference between life and death for residents, should they suffer a heart episode.

Having the defibrillator in the village would give a level of assurance to the residents.

### Read these help notes

**Question 17**

Our outcomes are the changes or differences that we want our funding to achieve.

Tell us in this section the difference or change you intend your project to make.

Think about the change or difference your project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.

## 18. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

No ☑ Yes ☐

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No ☐ Yes ☐

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including any reference numbers.

## 19. Do you have any of the following?

| | | |
|---|---|---|
| a) Public liability insurance | No ☐ | Yes ☑ |
| b) Leaders' qualifications | No ☑ | Yes ☐ |
| c) Affiliation to a governing body | No ☑ | Yes ☐ |
| d) Other insurance | No ☑ | Yes ☐ |

If you answered yes to any of the above, please give more details.
You can write up to 1,200 characters with spaces (about 150 words)

The Parish Council is required to hold insurance, including Liability Insurance.

### Read these help notes

**Question 18**

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

We may seek further information from any bodies you are registered with, or inspected by.

**Question 19**

Please answer a) to d).

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

# Part four – Beneficiary monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

## 20. Ethnic background

Will your project mostly benefit people from a particular ethnic background?

No ☑ Go to 21 Yes ☐ Tick up to three boxes below

The list of ethnic backgrounds we use is taken from the 2011 Census. Remember that everyone has an ethnic background.

**White**

- ☐ English/Scottish/Welsh/Northern Irish/UK
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background

**Mixed/Multiple ethnic groups**

- ☐ Mixed ethnic background

The category 'mixed ethnic background' should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds. It should not be selected if your project will benefit people from a range of ethnic backgrounds.

**Asian/Asian UK**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

**Black/African/Caribbean/Black UK**

- ☐ African
- ☐ Caribbean
- ☐ Any other Black/African/Caribbean background

**Other ethnic group**

- ☐ Arab
- ☐ Any other ethnic group

## 21. Gender

Will your project mostly benefit people of a particular gender?

No ☑ Go to 22 Yes ☐ Tick one box below

☐ Male

☐ Female

## 22. Age

Will your project mostly benefit people from a particular age group?

No ☑ Go to 23 Yes ☐ Tick up to two boxes below

☐ 0-24 years

☐ 25-64 years

☐ 65+ years

## 23. Disability

Will your project mostly benefit disabled people?

No ☑ Yes ☐

The category 'disabled people' should be selected if your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment.

## 24. Religion or belief

Will your project mostly benefit people of a particular religion or belief?

No ☑ Go to 25 Yes ☐ Tick one box only below

☐ No religion

☐ Christian

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Other religion

## 25. Sexual orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

No ☑ Yes ☐

**Please complete the checklist in Part five before sending us your application.**

## Data Protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Members of Parliament, Members of Scottish Parliament, Assembly Members and Members of the Legislative Assembly for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

Information collected via survey or event registration software may be stored in the United States of America. In these circumstances the information will be stored in accordance with the U.S. and E.U. Safe Harbour framework. This means the information will be collected, used and retained in a manner that ensures adequate levels of protection and complies with EU Data Protection Legislation.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information and disclose that a search of its records was made to its customers. We may undertake a search with Experian for the purposes of verifying your identity. To do so Experian may check the details supplied against any particulars on any database (public or otherwise) to which they have access. Experian may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing dataprotection@biglotteryfund.org.uk, by telephoning our advice line on 0345 4 10 20 30, or by writing to:

Customer services
Big Lottery Fund
2 St James' Gate
Newcastle upon Tyne
NE1 4BE

Personal data requests are dealt with under the Data Protection Act 1998. If you want to know whether we hold personal information about you, you should email dataprotection@biglotteryfund.org.uk

Please refer to the Data Protection Act in your request.

We may withhold access to your information where we have the right to do so under The Data Protection Act 1998.

## Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

☑ We'd like to keep in touch with your organisation about the Big Lottery Fund including information about new funding programmes and other Lottery good causes. If you'd rather not receive this type of information, please tick this box

# Part five – Finishing your application

You must tick **all** the boxes below to confirm that:

- ✔ You have answered all the relevant questions in this application form.
- ✔ You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (the Big Lottery Fund) on behalf of your organisation.
- ✔ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- ✔ Your organisation meets our eligibility requirements set out in our Awards for All Guide for applicants under 'Who can apply' and has the legal power to set up and deliver the project described in this application form.
- ✔ If we make you a conditional offer you will send us the relevant documents set out in our Awards for All Guide for applicants under 'What we will ask you to send us' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
- ✔ You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Awards for All Guide for applicants and on page 19 of this application form.
- ✔ You are able to comply with the Awards for All terms and conditions of grant, which are available on our website www.awardsforall.org.uk

**Please go to Part six.**

**Read these help notes**

To apply for a grant from Awards for All you must tick all the boxes.

Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions of grant from our website www.awardsforall.org.uk or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.

# Part six- Sending us your application

We prefer to receive applications by email but we will also accept them by post. When your application form is complete, email it to:

**englandapplications@awardsforall.org.uk**

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

**Awards for All England applications**
**Big Lottery Fund**
**2 St. James Gate**
**Newcastle Upon Tyne**
**NE1 4BE**

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.