

26 January 2012

Dear Councillor / Colleague,

EQUALITY FORUM - MONDAY, 16TH JANUARY 2012

The following presentations were delivered at the above meeting of the Equality Forum and additional information has been received following the meeting.

Agenda Item
No

4. **Active Women Project (Pages 1 - 6)**

Lee Boyer, Sport, Play & Physical Activity Manager for Chorley Council presented this item.

5. **Handyman Service (Pages 7 - 10)**

Martin Sample, Housing Team Leader (Private Sector) for Chorley Council gave presentation on the Handyperson Service.

6. **New Task and Finish Review (Pages 11 - 16)**

Sarah James, Partnerships Manager for Chorley Council presented this item.

7. **Open Forum to discuss any issues for each equality strand**

b) **Disability (Pages 17 - 32)**

8. **Notices / Feedback / Publicity (Pages 33 - 88)**

Members of the Forum informed other members of upcoming events.

Yours sincerely



Gary Hall
Chief Executive

Ruth Rimmington
Democratic and Member Services Officer
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Tel: (01257) 515118
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This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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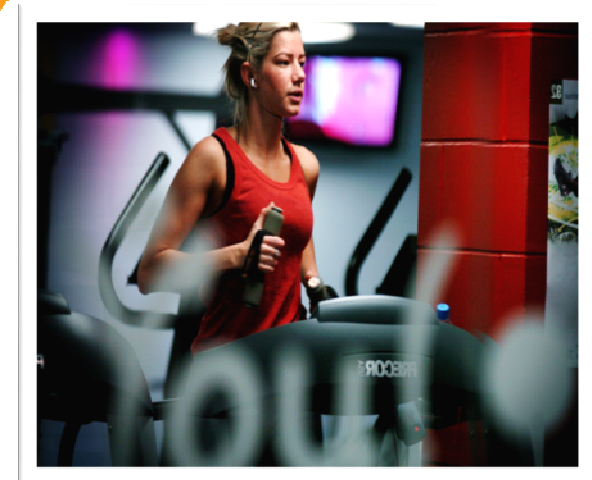
Us Girls in Chorley

The Active Women Project



Presentation by
Lee Boyer & Jessica Walsh
Sport, Play & PA

Date: 16/01/2012



1. What is Us Girls

- National project with over 64 partners
- Only Chorley and Blackpool Us Girls Project in Lancashire. 5 in the North West.
- Streetgames National Charity.
- Aimed at 16-25 year old women.
- Aimed at those not taking part.
- Get more physically active and back to sport, (Increase and Sustain)

2. What is Us Girls in Chorley cont:

- Sport England investment
- Part Time project staff,
- 2 year fixed term project started July 2011
- Supported by the national network.

3: Why and the Targets

- Nationally and Locally 16 plus Drop off.
- More relevant in deprived areas.
- 600 Young women
- Volunteers, Qualifications, Clubs, Coaches, Community Champions. Events



4. What is Us Girls in Chorley cont:

- Sport England investment
- Part Time project staff,
- 2 year fixed term project started July 2011
- Supported by the national network.



5: Us Girls So Far in Chorley

- Launch at Play Day 2011 August
- Networking, sessions, streetgames
- Multi sports, Survey, leisure centres.
- Family play and sport. (Mother and Child)



Handyperson Service

Presentation by
Kath Knowles
Housing Manager
(Strategy)

Date
16th January 2012



What is the Handyperson service and who is eligible to use it ?

- It is a “small repairs” service, which includes jobs that would be classed as “DIY” jobs**
- Please note that it doesn’t cover electrical or gas work**
- Householders who are aged 60+, and/or disabled, are eligible for this service**

How much is the service and who delivers it ?

- **It is delivered by Preston Care & Repair on behalf of Chorley Council**
- **We have received excellent feedback regarding customer service and quality of work provided by the operatives**
- **The service costs just £10 per hour plus any material costs**

How do I make an appointment ?

- **Please telephone Preston Care & Repair on 01772 204096 to book a Handyperson visit**
- **They will aim to do the work within 10 days of your phone call.**

Task and Finish Group

Presentation by
Sarah James
Partnerships Manager

Date
16/01/2012



Topics suggested by the Forum in July

- Social Care
- Young People and volunteering
- Provision of the library service
- Social Isolation (x3)
- Older People's needs

Proposed Topic – Social Isolation

Objectives of the review;

- To establish the reasons for social isolation in Chorley
- To map the current provision to alleviate social isolation in Chorley
- To identify gaps in provision for social isolation
- To look at publicity of current provision
- To draft an action plan to address these gaps

Format of the Review

Group to be established, including;

- Lancashire County Council, Social Care
 - Chorley Council
 - Representatives from VCFS sector
 - Any interested members from the Equality Forum
-
- To meet in Spring 2012, update on progress at 12th April 2012 Equality Forum
 - Final report to be presented 5th July 2012 Equality Forum

Getting Involved

- Provide any comments or questions on the topic and objectives
- Speak to Sarah James or email sarah.james@chorley.gov.uk if you'd like to join the group
- Hear the results of the review at the meeting in July 2012

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Gary Hall
Chief Executive
Chorley Council
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Chorley
PR7 1DP

Phone: 01772 533354
Fax: 01772 532885
Email: phil.halsall@lancashire.gov.uk

Your ref: CR/GH/JH
Our ref: PH/LH/19360
Date: 5 December 2011

Sent via email: gary.hall@chorley.gov.uk

Dear Gary

WITHDRAWAL OF BUS INFORMATION DISPLAY SYSTEMS: CHORLEY INTERCHANGE

Thank you for your recent letter concerning the above.

You raised a number of issues with regard to the information display systems and I set out the answers to the questions you raised below:

- 1. What was the reason behind choosing the five specific locations (including Chorley) for the withdrawal of the bus station information display systems? We assume there are other systems still being maintained across the County?***

The five locations are all part of a single contract and are the only sites in Lancashire where the bus information system is in place. No other bus stations in Lancashire have these signs and there are no other similar systems that we maintain in Lancashire.

- 2. Whilst we appreciate that difficult budget decisions have to be made, what is the actual direct cost saving in Chorley for the switch off?***

As the Chorley signs are part of a single contract, it is difficult to isolate the cost for Chorley alone. However, early negotiations with potential future suppliers suggested that there was likely to be a significant increase in costs as the current system has been operational for about 10 years and as a consequence of advancing technologies is either outdated or hardware is obsolete. The existing contract cost is £50k p.a.

3. *There are continuing costs in maintaining the poster information, the Traveline and internet bus information systems – has a cost/benefit analysis been undertaken on the impact of the proposed changes?*

No specific cost benefit analysis has been undertaken. The poster information, Traveline and internet systems are provided on a county wide basis and have a greater reach to potential passengers than display systems at Bus Stations.

4. *As the information system is to help encourage greater use of public transport, have operators been asked to maintain or contribute to the maintenance of this service?*

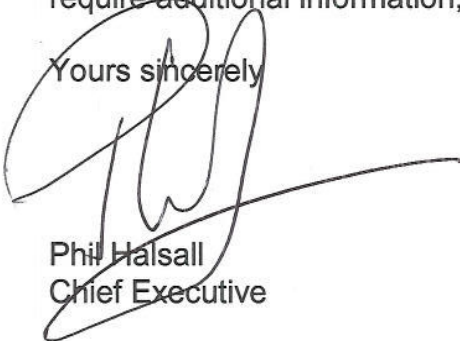
We have discussed the proposals with the major bus operators in Lancashire. A number have considered contributions but the costs associated are seen as prohibitive. Stagecoach, the major operator in Chorley, have said that they would not consider taking over any financial funding towards a replacement system

5. *Has the Leader of the County Council raised this matter with his district counterparts?*

The proposals form part of our three year budget strategy to reduce costs by £180m for which there has been much discussion at a political level and wide consultation.

I trust that you will find the above information useful, but if you have any queries or require additional information, please do not hesitate to contact me.

Yours sincerely



Phil Halsall
Chief Executive

Mr G Hall
Chief Executive
Chorley Borough Council

Phone: 01772 533354
Fax: 01772 532885
Email: phil.halsall@lancashire.gov.uk

Sent via email : gary.hall@chorley.gov.uk

Your ref: CR/AC
Our ref: PH/TW/19360A
Date: 6 January 2012

Dear Gary

WITHDRAWAL OF BUS INFORMATION DISPLAY SYSTEMS – CHORLEY INTERCHANGE

Thank you for your letter dated 15 December 2011 concerning the above.

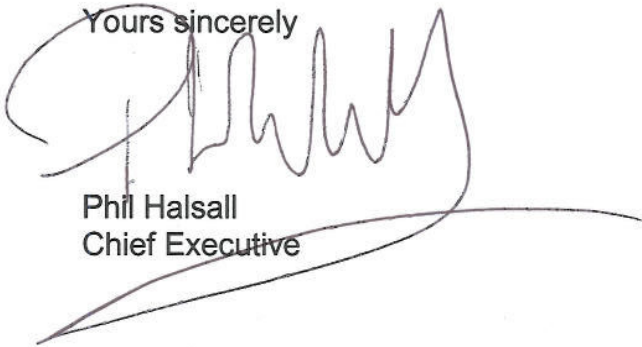
Please see below our response to the comments and further queries raised by your Council's Overview and Scrutiny Committee;

1. The cost saving is made by not renewing the current contract for the system with the system supplier which ended on 30 November 2011. The current system called BIDS (Bus Information Display System) is based on a central "Enterprise System", Lancashire County Council (LCC) have a PC with an ADSL line linked to a central server at the system suppliers HQ in Cambridge, LCC manually update the data in a bespoke package, this is then uploaded to the central server in Cambridge and then transmitted to the bus station servers where it feeds the departures onto the screens. The data is updated as and when changes to bus service take place, but on a very regular basis. Five bus stations and interchanges are interlinked through this centralised system.
2. The BIDS system was developed by a company called Tandata in the 1990's. It was introduced in Lancashire in 2001 when Lancaster Bus Station was opened and subsequently rolled out as other bus stations were developed, including Chorley in 2004. The technology behind the system has not been developed over the years and as such data input is now quite labour intensive. Also over the period screen technology has changed and spare parts are now increasingly difficult to locate for a number of screens. This includes the small screens at Chorley Interchange which have been increasingly unreliable over the last 12 months. Tandata was taken over by ACIS in 2009 which subsequently became VixAcis in 2010.

3. With reference to whether specific discussions have taken place between the Leader of the County Council and the Leader of Chorley Council prior to the decision being taken I can confirm that there were no specific conversations on this matter. However, Chorley were invited to comment on all the County Council's budget proposals, including this, in January 2011.
4. No specific cost benefit analysis was carried out regarding the information system, however providing poster information about which bus services depart from which stand on bus stations and interchanges is a more cost effective option than electronic displays that require an expensive maintenance contract.
5. The proposals form part of our three year budget strategy to reduce costs by £180m, and the formal decision was made at the beginning of the year.

Neither the Equality Act 2010 (or the earlier discrimination legislation that it replaced) require written equality impact assessment/analyses to be undertaken and no equality impact assessment has been produced. However, prior to the decision being taken we considered the impact that the change would have on the various groups of passengers using the service, including those with disabilities. The information provided by the BIDS system duplicated information elsewhere at bus stations but we are making alterations by improving the presentation to make it clearer to read, particularly for visually impaired people. The information provided by the BIDS system (which is the same information as that displayed at the various bus stands) will also continue to be provided through other means such as stop specific information for each stand on the bus stations affected and poster information detailing which services and destinations depart from each stand.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Phil Halsall', written over a horizontal line.

Phil Halsall
Chief Executive

Personal Independence Payment – frequently asked questions

16 January 2012

Personal Independence Payment – frequently asked questions

Through our engagement with disabled people and their representatives we have been asked questions about Personal Independence Payment and have been made aware of some areas where there is misunderstanding. We have responded by providing answers below to the most common questions and concerns. The Welfare Reform Bill, which sets out the statutory framework for Personal Independence Payment, has not yet completed its passage through Parliament. This means that any relevant changes to the Bill could require changes to these frequently asked questions.

1. What is Personal Independence Payment?

- It is a new benefit to help disabled people live full, active and independent lives.
- It will replace Disability Living Allowance (DLA) from April 2013 for eligible people of working age (by this we mean people aged 16-64).
- DLA has been in place for almost 20 years largely unchanged, the new benefit will better reflect today's understanding of disability which has changed a lot in two decades.
- If you are already getting DLA you will have to be reassessed for Personal Independence Payment (see questions 5 and 6).
- It will help towards some of the extra costs arising from having a long term condition - this means ill-health or disability (expected to last 12 months or longer).
- Recipients of the benefit can choose to spend it in a way that suits them best.

2. How is entitlement to Personal Independence Payment assessed and decided upon?

- The assessment for the new benefit to decide a person's needs and entitlement will be carried out by an independent health professional.
- The assessor will consider the evidence provided by the person claiming and professionals that support them on a regular basis.
- Most people will also be asked to a face-to-face consultation with this assessor as part of the claim process.
- The assessor will provide advice to a benefit decision maker at the Department for Work and Pensions.

- As is now the case with DLA the benefit decision maker will then use all of this to decide entitlement.

3. What are the parts to Personal Independence Payment?

- Personal Independence Payment will have a Daily Living component and a Mobility component.
- Awards will be made up of one or both of these components.
- Each component will have two rates – standard and enhanced. The amount for each rate is still to be decided.
- Awards of Personal Independence Payment will be based upon the individual, the impact of the disability or health condition and the extent to which they are able to live independently.

4. I receive DLA – will I be entitled to Personal Independence Payment?

- Everyone will be individually assessed against the new entitlement criteria (some people understand these as rules).
- This means we will look at your personal circumstances and the impact that your condition, or disability has on your ability to live an independent life.
- Entitlement will depend on how your ability to carry out daily living and / or mobility activities is affected by your condition or disability. It won't depend on what type of health condition or disability you have.
- Nor will it be determined by what award of DLA you currently get. The new benefit will have different entitlement criteria to those for DLA to better reflect today's understanding of disability.
- DLA in the past focussed on physical disability.
- Personal Independence Payment will strike a better balance to take into account the needs of those with mental health, intellectual, cognitive and developmental impairments.

5. When could I see a change to my DLA award because of the introduction of Personal Independence Payment?

- There will be no changes to your DLA benefit award resulting from the introduction of Personal Independence Payment, before April 2013.
- Your DLA benefit award could change if you have a change in your condition, or new evidence comes to light which means that we may need to look at your entitlement again.
- Between 2013 and 2016 we will reassess people who get DLA for Personal Independence Payment.
- We will contact people who get DLA before they are reassessed for Personal Independence Payment to explain how this will happen.

- We are involving disabled people and their organisations in designing how we communicate information about reassessing them to make sure we get it right.
- A note that sets out our early thinking on the ways in which people of working age could become entitled to Personal Independence Payment when it is introduced can be found at www.dwp.gov.uk/pip

6. Will people on DLA be told before they are reassessed for Personal Independence Payment?

- Yes. All those of working age who get DLA and will need to be reassessed against the new entitlement criteria will be told in advance.
- We will contact them individually, providing plenty of notice and explaining what will happen and what they will need to do.
- The work to reassess people who get DLA for Personal Independence Payment is expected to take around three years and will start in 2013.
- Where individuals satisfy the entitlement criteria for the new benefit, they will be transferred from DLA to Personal Independence Payment.
- Those individuals who are not entitled to Personal Independence Payment, or who choose not to claim it, will not be able to retain their DLA as an alternative.

7. Will there be a break in my benefit payments as I transfer from DLA to Personal Independence Payment?

- Where DLA recipients are entitled to the new benefit, we want to ensure that there are no gaps between benefit payments.
- We want to make the transfer from DLA to Personal Independence Payment as smooth as possible.
- We will contact people, providing plenty of notice, explaining what will happen and what you will need to do.

8. Will there be automatic entitlement to Personal Independence Payment for people with certain conditions?

- No. We want to treat everyone as an individual. The benefit will go to those individuals whose impairments impact most on their ability to participate in society.
- The only way to accurately decide who should get the new benefit is to assess everyone individually, looking at their personal circumstances and the barriers they face.
- This is because people's health conditions or disabilities can affect them in very different ways and some individuals have more than one health condition or disability.

- The assessment for Personal Independence Payment will make greater use of evidence and help us to accurately and consistently assess individuals and decide their entitlement.
- The only exception is for people who are Terminally Ill (this is defined as under DLA as those who are not expected to live for more than six months).
- The Department for Work and Pensions will deal with these claims quickly and the person will not need a face-to-face consultation, or to fulfil the six month qualifying period.

9. I currently have a life or indefinite award of DLA – will I have to have an assessment even though my condition has not changed / is never going to change?

- Everyone of working age who gets DLA will need to be reassessed for Personal Independence Payment.
- This is because the new benefit will have different entitlement criteria to those for DLA.
- We expect that people will be reassessed over three years, starting from April 2013.
- We will contact people with more information, giving them as much notice as possible and explaining what they will need to do and when this will affect them.
- Most people will be asked to have a face-to-face consultation with a trained independent health professional, as part of their claim.
- Individuals with the most severe health conditions or disabilities, or those who are terminally ill, are unlikely to need to attend a face-to-face consultation. This will be decided on a case-by-case basis.

10. How will you provide support to those that need it when applying for Personal Independence Payment?

- We recognise that we will need to adapt our approach to delivering Personal Independence Payment to address the specific needs of certain groups.
- Detailed profiles have been developed to understand both preferences and health issues of disabled people and these are being used to inform a programme of research facilitated by a specialist external company.
- The intention is that learning from these exercises and other work with disabled people and their representatives will be used to inform all aspects of how we deliver Personal Independence Payment - including simplifying the claim process.

11. Are these changes driven purely to achieve a reduction in costs?

- No, DLA has been in place for almost 20 years largely unchanged and no longer properly takes into account the needs of all disabled people.

- It does not have some of the checks that are a key part of other state benefits and it needs to be brought up to date.
- We also have to make sure support is affordable for the long term.
- The cost of DLA has risen by almost 30% over the last eight years. Only around a third¹ of that increase can be accounted for by demographic change.
- The changes we are making will ensure that this new benefit will remain affordable in the future
- The amount we expect to spend in 2015/16 on working age individuals, is around the same level we spent in 2009/10.
- It was clear from the responses received to the public consultation on DLA Reform in December 2010 that some reform of DLA was welcomed.
- We continue to receive representations from disability organisations welcoming some reform.
- Through greater use of evidence and reassessment the intention is that the new benefit will enable a more accurate assessment of an individual's entitlement to make sure support is reaching those who need it most.

12. If I am awarded Personal Independence Payment will I need to undergo further assessments?

- Possibly. Awards of Personal Independence Payment will be based upon the individual person, the impact of the disability or health condition and the extent to which they are able to live independently.
- Over time peoples' conditions can change and we want to make sure that their award of benefit reflects their current needs.
- At the moment there are no regular checks under DLA leaving disabled people at risk of claiming incorrect levels of support.
- The length of awards individuals get will depend on their individual circumstances and the likelihood of this changing.
- This will be determined by the benefit decision maker, following advice from an independent healthcare professional'.
- Some people will get short awards (up to two years) and others will get longer ones (such as five or ten years).
- If you are awarded Personal Independence Payment you will be sent a letter telling you how long your award is for, the changes in circumstances you will need to tell us about and how to do this.
- We will contact individuals with longer awards occasionally, to see if their needs have changed over time, to ensure that individuals continue to receive the correct level of benefit.
- At the end of the award if you still have needs arising from your health condition or disability you can decide to make a further claim for Personal Independence Payment.

13. How long do I have to wait to qualify for Personal Independence Payment?

- There will be a 6 month qualifying period and the health condition or disability must be expected to last for a further 6 months as well.
- Individuals will not necessarily have to wait 6 months, as the qualifying period starts from when the individual's eligible needs arise and not from when they make a claim.
- For example someone might have had difficulty walking for six months, or more when they apply for Personal Independence Payment and the condition is expected to last a further six months.
- People of working age who get DLA who are invited to apply will have met the 6 month qualifying period because of the time they have already spent claiming DLA.
- Individuals with a terminal illness will be fast tracked on to a guaranteed payment of the enhanced rate of the daily living component of Personal Independence Payment and will also be able to apply for the mobility component.

14. Will Personal Independence Payment provide a “gateway or passport” to the additional help and support that DLA attracts?

- We recognise people value the additional help that passported benefits, such as the Blue Badge, Carer's Allowance and Motability schemes, as well as public transport concessions provide.
- It is our intention that the existing passporting arrangements will be maintained wherever possible.
- We are working with other Government Departments and Devolved Administrations that currently use DLA as a passport to schemes they provide to ensure that any future passporting arrangements remain appropriate for their own schemes.
- We will publish further information once it has been decided how this will work.

15. My child is under 16 years old and receives DLA. Will they be affected by the introduction of the new Personal Independence Payment?

- No. At the moment Personal Independence Payment will not replace DLA for those under the age of 16 with Personal Independence Payment.
- We would want to see how the assessment works for people of working age before deciding if children (under 16) getting DLA should undertake a new assessment.
- Children in receipt of DLA may remain on this benefit until they reach 16 provided that they continue to satisfy the eligibility criteria. They will then need to be reassessed for Personal Independence Payment.
- We will develop specific plans to transfer young people from age 16 to Personal Independence Payment as smooth and straightforward as possible.

- No firm decisions have yet been made about how this will be done because it is one of the things where we are continuing to talk to young disabled people, their families and organisations representing them.
- Our current thinking about how we support young people during the introduction of Personal Independence Payment can be found in a briefing note at www.dwp.gov.uk/pip

16. Will pensioners receiving DLA be affected by these changes?

- No. At the moment Personal Independence Payment will not replace DLA for those aged over 65.
- They can continue to receive DLA so long as they continue to satisfy the qualifying conditions.
- We want to see how the assessment for the new benefit works for people of working age before deciding if people over 65 and getting DLA should undertake a new assessment.

17. Will people who get Attendance Allowance (AA) be affected by these changes?

- No. People who get AA will not be affected by the introduction of Personal Independence Payment.

18. How do I have my say about what is happening with Personal Independence Payment?

- On 16 January we published more information about Personal Independence Payment
- This included more details on:
 - The proposed entitlement thresholds for the assessment
 - Projected caseload figures for PIP
 - New 'case studies' which show how the assessment will work
- We are seeking further views from disabled people and their organisations, to ensure that we get the assessment criteria right.
- We have launched a consultation that will run for 15 weeks, from 16 January 2012 to 30 April 2012.
- Consultation questions can be found in the [Personal Independence Payment: assessment thresholds and consultation](#)
- Final draft regulations will be laid before Parliament later this year.

19. Where can I find more information about Personal Independence Payment?

We have published various documents to keep people informed of our plans:

- [Personal Independence Payment: assessment thresholds and consultation](#)
- DLA reform consultation (6 December 2010) and the Government response to this consultation (4 April 2011) can be found at <http://www.dwp.gov.uk/consultations/2010/dla-reform.shtml>
- Briefings documents and the second draft assessment criteria (14 November 2011) to support the passage of the Welfare Reform Bill through Parliament can be found at www.dwp.gov.uk/pip
- The initial draft of the assessment criteria (9 May 2011) can also be found there.

We will continue to update these and publish further documents to ensure people have the latest information.

Myth buster

Myth		Fact
Assessment	All assessments will be conducted annually and review checks could be as frequently as weekly / monthly.	<ul style="list-style-type: none"> • No. Following the assessment we will decide on the length of the benefit award. This will be based on individual circumstances and the likelihood of changes occurring. • Some people will get shorter awards (up to two years) and others will get longer ones (such as five or ten years). • To ensure that people continue to receive the right level of benefit we may reassess a claimants needs within an award to ensure that it is still correct. This will also be based on individual circumstances and the likelihood of changes occurring.
Disabled people will have to attend face-to-face consultations by themselves.		No. Individuals attending face-to-face consultations will be able to take a family member, carer or someone else with them.
Awards will be decided by the trained independent health professional and no other evidence considered.		<ul style="list-style-type: none"> • No. The benefit decision maker will make the decision as is the case with DLA. • We want them to use the widest range of evidence to ensure awards are made correctly. • We will be asking disabled people to tell us who would be best placed to provide this evidence. • That might include information given by the individual, or a relevant professional who supports the individual on a regular basis. • Information gathered during face-

Myth		Fact
		to-face consultations will form part of the evidence considered.
Assessment	Trained independent assessors and decision makers will not understand the range of barriers disabled people face.	<ul style="list-style-type: none"> • Assessors and decision makers will be given all the necessary specialist training and guidance to carry out their roles and will be able to draw on specialised support where needed. • We will work with disability organisations to help develop this.

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A Guide to Chorley Council Core Funding

2012/13



Contents Page

1. What is core funding and what funds are available?
2. Which funding is best for you?
3. Who can apply and what is the process for applications?
4. Glossary of terms
5. Appendix - Examples of completed application forms;
 - Small community grants
 - Large core funding
 - Project funding

What is Core Funding?

Chorley Council is committed to supporting its communities and to ensuring that the voluntary, community and faith sector (vcfs) are enabled to play their part in our communities. This is why Members allocate a portion of the annual budget to be spent in the VCF sector through a process of Core Funding. Last year, for 2011/12, we made some changes to the process of applying for funding, to make it more straightforward and proportional for organisations to both apply and then to be monitored upon. There will be three funds available in 2012/13, which are detailed below.

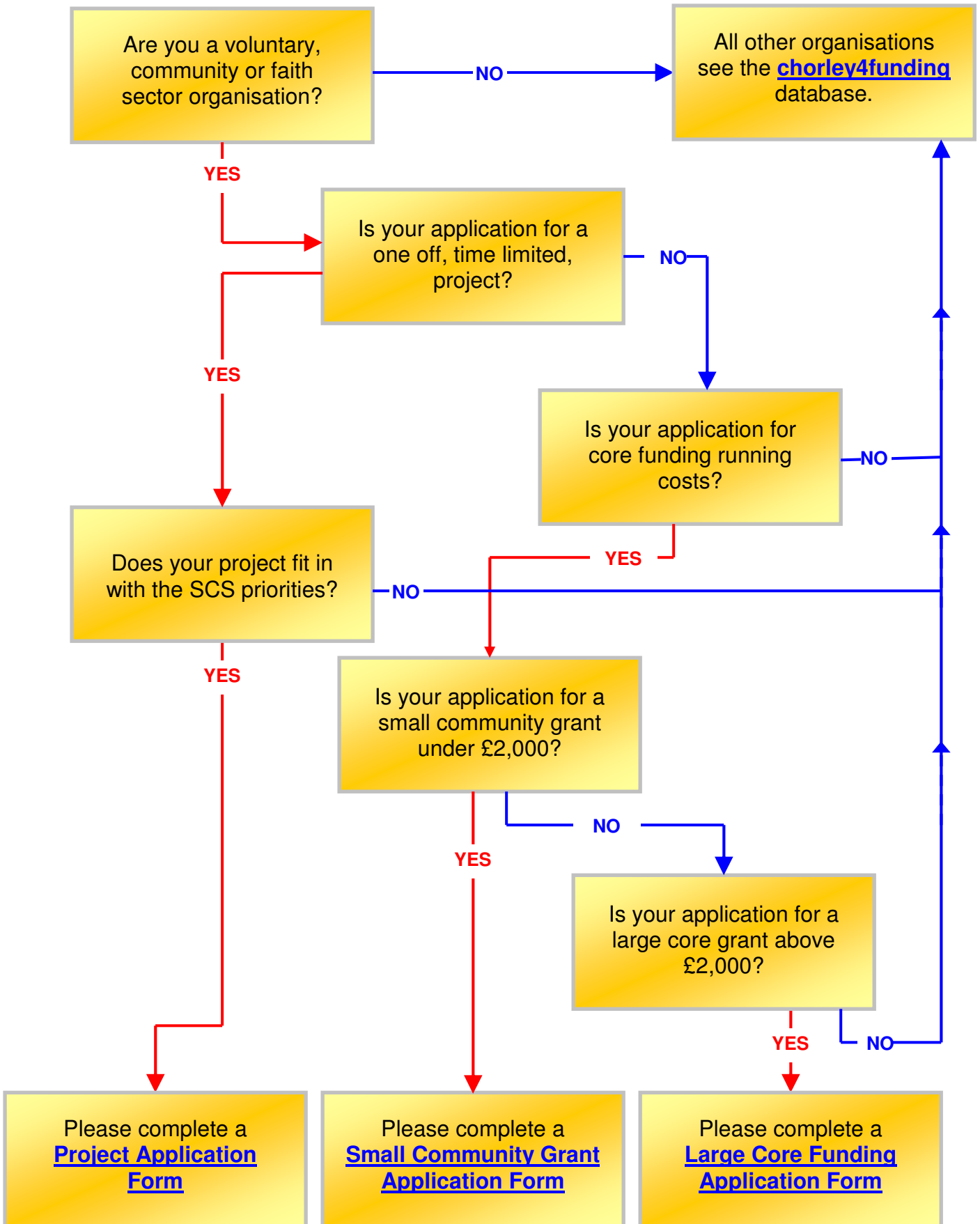
What Core Funding is available?

There are three types of funding that will be available in 2012/13;

- **Small Community Grants**
- **Large Core Funding**
- **Project Fund**

	Small Community Grants	Large Core Funding	Project Fund
Purpose of funding	A contribution towards supporting small groups and organisations with running costs	Funding to enable vcfs organisations to provide services within Chorley	Funding to enable vcfs organisation to deliver specific, one off projects which will help us to deliver the priorities of the Sustainable Community Strategy
Amount available	Funding of UNDER £2000	Funding of £2000 AND OVER	No set limits – but must be used to meet project costs, not running costs
Application Form	The application requests information about the organisation, how it fits with the Sustainable Community Strategy Priorities, and specific details what the funding is required for	The application requests information about the organisation, such as governance arrangements, details of how the service fits with the Sustainable Community Strategy Priorities, and specific quarterly measures for the service	The application requests information about the organisation, such as governance arrangements, details of how the project fits with the Sustainable Community Strategy Priorities, and a full business case for the project
Agreement Status	Grant – this outlines what the money is to be spent on and arrangements for a six monthly review	Contract – based on the delivery the service through monitoring specific measures	Contract – based on the delivery of the project
Monitoring Arrangements	Six month review	Quarterly Contract Monitoring	Quarterly Contract Monitoring against the project plan

Which funding is best for you?



What is the application process?

- The three types of funding have different application forms, which are proportional to the funding being applied for.
- Application forms will be released on the 9th December 2011 for a period of eight weeks to be returned by post or email, with all associated documents if requested, by 3rd February 2012.
- A funding panel will then score the applications on 22nd February 2012, and recommendations will be presented to the wider Council Executive Cabinet for decision on 29th March 2012.
- Decisions will be made as part of the budget planning process for 2012/13 and applicants will be notified in early April 2012.
- Arrangements will then be made to organise the agreements for the funding, and payment of contracts, all to be completed by 31st April 2012.

Who can apply?

- To apply for this funding you must be a voluntary, community, faith sector group operating within the borough of Chorley.
- Individuals cannot apply for funding.
- You must have ratified governance arrangements
- You cannot apply for both large core grants and small community grants funding, however you can apply for one of these and the project funding if applicable.
- Your organisation or project must help us to deliver our priorities as set out in the Sustainable Community Strategy, and must be based on local needs.

Examples of completed application forms

- In the appendix, within this guidance, are examples of completed application forms. Please note that these are not real examples, nor are they absolutely perfect, however, they are designed to give applicants a guide as to how to complete the forms.

Contact

Chorley Council Policy and Communications Team,
c/o Sarah James – Partnerships Manager
sarah.james@chorley.gov.uk
01257 515151

Glossary

- **Beneficiaries** – The people or groups that will benefit from the project.
- **Benefits** – The positive outcomes or outputs of a project or service.
- **Business Case** – A document that contains information that describes the justification for setting up a project.
- **Capital** – A form of expenditure which related to the acquisition of fixed assets or expenditure, which adds to and does not merely maintain the value of existing fixed assets.
- **Contract** – An agreement in which payment is made in return for services over a fixed period of time, as specified within the agreement.
- **Equality Impact Assessment** – A tool to undertake an assessment of a service to consider its impact on residents. It uses a range of equality strands including age, race, gender, sex, disability, sexual orientation, religion and rurality.
- **Governance document** – A legal document setting out the organisation's purposes and, usually, how it is to be administered. It may be a trust deed, constitution, memorandum and articles of association, will, conveyance, Royal Charter, Scheme of the Commission, or other formal document.
- **Grant** – An agreement through which payment is provided for a certain use e.g. 'sport within Chorley'. Monitoring is less formal than for a contract.
- **Large Core Funding** – Funding for VCFS organisations to provide services within Chorley.
- **Match Funding** – An additional contribution towards the costs of the service or project supplied by your own funds or from another source.
- **Outcomes** – The ultimate result of a service or interaction. e.g. healthier citizens.
- **Outputs** – The immediate result of service or interaction e.g. cookery courses provided.
- **Project Fund** – Funding for VCFS organisations to deliver specific, time limited projects to help to deliver the priorities of the Sustainable Community Strategy.
- **Quarter / Quarterly** – Three month periods that make up a financial year; Quarter 1 runs from April – June, Q2 from July – Sep, Q3 from Oct – Dec, Q4 – Jan – March.
- **Registered Charity** - Charities are organisations that benefit the public in a way the law agrees is charitable (Charities Act 06). Most charities with an annual income of over £5,000 have to register with the Charity Commission.
- **Revenue** – A form of expenditure on recurring items including the running of services.
- **Running Costs** – Day to day costs occurred with the running of an organisation
- **SCS** – Sustainable Community Strategy – Chorley Partnership's high level plan that sets the priorities for Chorley until 2020.
- **Small Community Grants** - Funding for VCFS organisations to support small groups and organisations with running costs.
- **Social Enterprise** – a business or service with primarily social objectives whose surpluses are principally reinvested for that purpose in the community, rather than being driven by the need to maximise profit for shareholders and owners.
- **SMART** – Smart targets are specific, measurable, appropriate, realistic and time-based.
- **VCFS** – Voluntary Community or Faith sector - Registered charities, as well as non-charitable, non-profit organisations, associations and self-help groups and community groups. Must involve some aspect of voluntary activity, though many are also professional organisations with paid staff, some of which are of considerable size.

Application for Small Community Funding 2012/13 (Core funding under £2000)

This application form is for small community funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack here.

Name of Organisation

Chorley East Residents Group (CHEERS)

Contact Name

Mrs A Another

Contact Address

*Chorley East Residents Group
12 Anywhere Street
Chorley
PR1 1XX*

Telephone

01257 123456

Email

cheers@googlemail.com

Amount of Funding requested

£350

**Amount secured from other sources
(Match Funding)**

£1000

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: *A Another* Date: *31/12/11*

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012.

Section 1: About your organisation

1. When was your organisation set up?

Community Group established 2007

2. What is your main aim and what are the benefits to the wider community?

Our organisation was established for residents to come together to improve our local neighbourhood. So far, we have enabled residents to set up projects to clean the area such as skip days, and community gardening. We also have a range of events to celebrate the area such as the summer fete and street parties, often held in the summer time. The benefits are that we encourage our neighbours to get involved in our community and to help take pride in its appearance and our community spirit.

3. Which of the following priorities can you help deliver? (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport
		✓	✓		✓		✓	

4. What did you achieve last year (11/12) to date, including; how many people your organisation supports?

We have 15 members, with a wider network of 25 volunteers - who support a community of approx 1000. Last year we;

- Held two skip days, and established a community gardening group*
- Organised a summer fete which attracted 300 local residents*
- Held a World Cup Street Party*

Section 2: About the Funding

5. How much funding are you requesting?

£350

6. What will the funding enable you to do?

We are looking to expand our activities into more for children and young people to get involved with. To enable this, our volunteers will set up a sub group to look at the feasibility of a scheme and to develop plans and procedures for the new provision. We are keen to ensure that local parent representatives can join this committee and therefore this funding is to support the additional running costs of the sub group. This funding is to provide childcare for these parents, so they can volunteer, and an initial sum to cover the running costs for the additional meetings required.

7. Please provide a breakdown of the total costs the funding will be used for;

Item	Cost
<i>Childcare costs for volunteers - 4 volunteers at 4 hours per month for 6 months - 96 hours at £2.10 an hour</i>	201.60
<i>Community Room Hire (48 hours at £3.20 per hour)</i>	153.60
Total	355.20

8. What will this funding achieve for Chorley?

This funding will enable us to build on and expand the good work we are already doing. In particular, it will;

- Increase volunteering numbers - more parents will be able to volunteer*
- Enable a community group to develop local provision for children and young people, which will focus on physical activity, healthy eating, and looking after their local area*
- Encourage residents to get involved with the group and to take pride in our shared facilities*

Application for Large Core Funding 2012/13 (Core funding including and over £2000)

This application form is for large core funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack.

Name of Organisation

Work Links Chorley

Contact Name

Mr J Jones

Contact Address

Work Links Chorley
Plot 3a Estate 2,
Buckshaw
Chorley
PR1 1AA

Telephone

01257 515111

Email

worklinks@gmail.com

Funding Request

£8,000

**Amount secured from other sources
(Match Funding)**

£42,000

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: J Jones Date: 01/2/12

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012

Section 1: About your Organisation

1. When was your organisation set up, and what type is it *e.g. community, registered charity, social enterprise etc?*

Social Enterprise, established 1999

2. Please describe the purpose of your organisation and the benefits to the wider community

We are a social enterprise, which has three distinct aims, all of which are to support vulnerable people, which we class as – ‘specifically people aged 50+ and people with a disability’;

- To prepare vulnerable people for a transition to work
- To provide vulnerable people with opportunities to gain skills and qualifications for work

To support vulnerable people into employment

3. Which of the following priorities does your organisation contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport
✓	✓	✓				✓		

4. Please provide details of how your organisation contributes to the priorities indicated above;

We contribute to three priorities by;

- Strong Family Support – Supporting the ageing population to be health and independent – by enabling them to gain skills and qualifications and to support them into work
- Education and Jobs – Improve skills across the family, improve links from good quality education and employment and promotion and uptake of local job prospects – by providing courses for a range of people, linking these into work and supporting local employers

Vibrant local economy – Ensure families and their communities reach their full economic potential

5. Please provide an overview of your achievements last year (11/12) to date, including; how many members, users or clients your organisation supports?

Following the first nine months of 2011/12, we have

- Supported 15 people on a 'transition to work' course
- Supported 5 people to gain their level 2 in English and maths
- Supported 6 people into employment

Supported 10 people who have completed 6 months plus in employment

6. Please indicate which of the following your organisation has;

Governance Documents (please specify e.g. constitution)	✓ Constitution	Agenda Page 44
Annual Accounts	✓	
Management Committee	✓	
Insurance (please specify)	✓ Public Liability	
Policies; Equalities, Safeguarding, Health and Safety (please specify)	✓ All three	
CRB Checks for staff and/or volunteers (please specify)	✓ For all front line staff	

**7. a) Please provide an overview of your current financial situation, including any match funding secured for 2012/13.
b) Please also provide an overview of the impact of not receiving this funding requested for 2012/13**

<p>a) Current Financial Situation Match Funding allocated for 2011/12; County Council - £17,000 Job Centre Plus - £15,000 Chamber of Trade - £5,000 Sub regional funding - £5,000</p>	<p>b) Impact of not receiving funding All of our match funding is reliant on receiving the other funding allocated. This is because we need the full costs of £50,000 to run our service effectively. If we did not receive this funding, Chorley residents would go unsupported and not enabled to work and this would have an impact on their health and wellbeing, as well as the economy and the unemployment rate.</p>
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Section 2: About the Funding 2012/13

1. How much funding are you requesting?

£8,000

2. Please provide an overview of what you want the funding for and what this will achieve for Chorley?

This funding contributes to the overall cost of providing our service. When combined with the other match funding received, it provides running costs for the lease of the office, salaries and on costs for the three staff (1 Co-ordinator, 1 pt admin assistant, and 1 pt Support Worker), as well as costs to run the courses and services to support people. The specific funding applied for here will be for the running costs of the 'transition to work' course, as detailed below. This runs 3 times per year, with an average of 8 delegates per 5 day course.

3. Please provide a breakdown of the total costs;

Item	Cost
Administrative costs of organising Courses – Delegates, facilitator, employer showcase (4 days per course at £50 per day)	600
Facilitator (3 courses per year at £600 per course)	1800
Follow up Meeting from Support Worker (3 days per course at £85 per day)	850
Course supplies – including room, course materials, refreshments (200 per course)	600
Delegate expenses – i.e. community transport costs (£25 per delegate)	600
Employer Showcase and Presentation Event (£800 per course)	2400
Recruiting to courses – through networking, advertising, local meetings (co-ordinator time at 8 days per year, £140 per day)	1150
Total	8000

4. Please indicate what evidence you have of the local need for this funding;

Local need;

- Chorley has a rapidly ageing population and income deprivation for older people is a key issue in our more urban wards
- According to the Indices of Multiple Deprivation 2007, around 3450 older people in Chorley are income deprived (16.2%). This is an increase of 2.3% from 2004. Chorley is the 165th most deprived local authority in the country for this measure.
- Levels of JSA claimants and worklessness in the borough are low when compared to regional and national averages

This funding, as part of our larger service, will enable;

- Vulnerable people to attend a ‘transition to work’ course, which prepares them for moving into employment by looking at skills and skill development, the social, economic and physical aspects of work, support with access and transportation to work.
- Vulnerable people to gain confidence in attending and completing the course

Vulnerable people to attend an employer showcase to meet potential employers and learn about different employment opportunities

5. Please provide details of what similar or linked provision is currently available, and how you ensure there is no duplication of services?

- We link into a number of schemes, such as those run by Job Centre Plus and disabled charities. This is through a well established referral scheme.
- We also meet up with the managers of the similar schemes on a quarterly basis to discuss developments and issues.
- We attend local networking events with partners and employers to keep updated on the latest local and regional policy.

6. Please provide details of the outputs this funding will achieve;

Output	Q1	Q2	Q3	Q4	Total
Delivery of 3 Transition to Work Courses (number – courses)	0	1	1	1	3
Support 24 delegates through the courses (number – delegates)	6	6	6	6	24
Host three Employer Showcase Events, with an average of 5 employers present (number – events)	0	1	1	1	3
Provide follow up 1:1 support for delegates – 2 hours per delegate (number – hours)	12	12	12	12	48

7. Please provide the outcomes that this funding will achieve;

Outcome
Delegates will have an increased understanding of how to access work and opportunities (measured through completion of the course)
Delegates will have increased confidence in applying for employment (measured through evaluation of course)
Delegates will be enabled to access opportunities to increase their health and wellbeing and quality of life
Support for and increased marketing of local employment opportunities in Chorley

8. Please provide details of the estimated numbers of beneficiaries;

Type	Q1	Q2	Q3	Q4	Total
Number of people who are early years children (aged 0-5)	0	0	0	0	0
Number of people benefiting who are children and young people (aged 5 - 19)	0	0	0	0	0
Number of people benefiting who are adults (aged 19 - 49)	0	0	0	0	0
Number of people benefiting who 50 years and over	6	6	6	6	24
Total number of people benefiting	6	6	6	6	24
Total number of volunteers involved in the service					5

Equality Impact Assessment

Equality Impact Assessment	Yes	No	Evidence				Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	This course has been running for a number of years, and consultation has taken place with previous delegates				
What potential impact does this activity make to:							
	P	N	U	NI	Evidence	Further action required	
1. Equality of opportunity amongst customers of different ages (Age)	✓				Targeted support for this group		
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	✓				Targeted support for this group		
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓			
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				✓			
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓			
6. Equality of opportunity amongst customers of different religions (Religion or Belief)				✓			
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	✓				Targeted support for this group		
8. Equality of opportunity amongst male and female customers (Sex)				✓			
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓			

The questions should be given a rating, and evidence given for the rating selected;

P – Positive beneficial impact **N** – Negative undesirable impact **U** – Uncertainty over impact **NI** – No specific impact/neutral impact

Actions should be identified to mitigate any negative impact or maximise any positive impact of the project

Application for Project Funding 2012/13

This application form is for project funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack.

Name of Organisation

Chorley 4 Health

Contact Name

Mrs A Smith

Contact Address

Community Centre
Chorley
PR1 2AA

Telephone

01257 512345

Email

Chorley4Health@chorleygmail.com

Funding Request

£7000

**Amount secured from other sources
(Match Funding)**

£0

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: *A Smith*

Date: 01/12/11

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012.

Section 1: About your Organisation

1. When was your organisation set up, and what type is it e.g. community, registered charity, social enterprise etc?

Registered Charity - set up 2006

2. Please describe the purpose of your organisation and the benefits to the wider community

We are a not for profit charity, who works closely with statutory organisations and other health promotion based charities to raise funds and awareness. Unlike some of the national charities, our focus is local to Chorley, and also rather than raising awareness of one issue, is focused on health more generally.

Our aim is to 'promote healthy eating and healthy living for families living in the Chorley Community'.

The wider communities benefit through our events, awareness campaigns, promotion of healthy eating and lifestyle choices and general aspiration to enable families to make health choices.

3. Which of the following priorities does your organisation contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport
✓		✓			✓			

4. Please provide an overview of your achievements last year (11/12) to date, including; how many members, users or clients your organisation supports?

We have 4 paid staff, and we support on average 100 families per year.

So far this year we have held a fresh fruit and vegetables campaign, working within Chorley Market in the summer months, showing families the costs and recipes for eating healthily. We have sponsored a cookery course for families and have worked with children's centres on community food growing projects. We also run and support numerous groups including a breastfeeding group and healthy weight loss group in conjunction with the PCT.

Section 2: About the Project

Project Business Case

Project Name: The Chorley Smile Healthy Summer Challenge

Project Manager: Mrs Angela Smith

(This is the person responsible for delivering the project)

Project Overview

1. Provide a brief summary of the proposed project

The Chorley Smile Healthy Summer Challenge is a four week family participation event, which will promote healthy eating and exercise. Families will be encouraged to participate in the challenge which will include looking at eating habits, the promotion of healthy cooking, growing and using local produce, and taking part in family exercise and games. It will be centered around a number of events taking place across the borough which families will participate in, whilst recording their experiences throughout the challenge. A family will be named as the most improved for the challenge. Timeframes - planning has begun for this challenge, and we working to have it launched to run during July 2012, before the school holidays.

Partners - We are working closely with statutory organisations and other charities who will be hosting other events to tie into the challenge. Named partners - steering group are - Councils, Schools, Primary Care Trust and Leisure Centre.

2. Please indicate what evidence you have of the local need for this project;

Nationally, healthy eating and the promotion of physical activity are key priorities for everyone, to reduce levels of obesity and the risk of lifestyle related diseases. Locally, in terms of health and wellbeing, the statistics show that;

- Life expectancy is lower for men and for those living in our most deprived wards. However, lower life expectancy is also a problem in some of our more rural wards.
- The main priorities that need to be prioritized to tackle life expectancy are; alcohol related harm, teenage pregnancy and other 'risky behaviour' and the 3C's¹
- Alcohol related harm is a serious problem in Chorley and teenage pregnancy is high across certain parts of the borough

¹ The 3C's are; Cardiovascular Disease, Cancer and Chronic Obstructive Pulmonary Disease

3. Which of the following priorities does your project contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport
✓		✓			✓			

4. Please provide details of how your project will contribute to these priorities;

- Strong Family Support - All of this challenge is focused around supporting people within their family unit, and promoting strong relationships
- Being Healthy - Families enabled to make healthy lifestyles choices
- Quality community services and spaces - community food growing and local gardening projects enhance the wellbeing of the area

5. Please provide details of the outputs this project will achieve;

Output	Q1	Q2	Q3	Q4	Total
100 Families participating in the Challenge	0	100	0	0	100
8 Events run over the four weeks across the borough	0	8	0	0	8
1 Olympic Event finale	0	1	0	0	1

6. Please provide the outcomes/benefits that this project will achieve; (they should be SMART)

Outcome
The families involved will be better able to make healthy lifestyle choices (measurement - numbers involved in physical activity, numbers that are buying and eating healthy as seen in the follow up evaluation, or referred onto other programmes run by Chorley4Health and partners)
Families enjoying activities together, including exercise and games, which increases both family support and emotional health (measurement - follow up evaluation)
Enable families to cook and prepare healthy meals at home, for which they may not have previously had the knowledge (measurement - numbers that are buying and eating healthy as seen in the follow up evaluation)
Links and support for Schools and Children's Centres in healthy living

7. Please provide details of the estimated numbers of beneficiaries;

8. Type	Q1	Q2	Q3	Q4	Total
Number of people who are early years children (aged 0-5)	0	50	0	0	50
Number of people benefiting who are children and young people (aged 5 - 19)	0	160	0	0	160
Number of people benefiting who are adults (aged 19 - 49)	0	160	0	0	160
Number of people benefiting who 50 years and over	0	40	0	0	40
Total number of people benefiting	0	410	0	0	410
Total number of volunteers involved in the project					20

Project Plan

Task	Start Date	End Date	Cost (may be officer time or financial)
Identify and recruit 100 families to take part	April 2012	May 2012	Officer
Advertising and marketing of the challenge	April 2012	July 2012	financial
Coordinating the steering group	January 2012	July 2012	Officer
Organising the healthy cooking demonstration	April 2012	July 2012	Officer and financial
Organising community food growing event	April 2012	July 2012	Officer and financial
Organising fun days	April 2012	July 2012	Officer and financial
Organising Olympic Event	April 2012	July 2012	Officer and financial
Identify materials and coordinating the monitoring and evaluation of family experiences	April 2012	July 2012	Officer and financial
Coordinating the 'most improved family' award for the Olympic event	April 2012	July 2012	Officer
Evaluation	July 2012	August 2012	Officer

Project Funding

Item of Expenditure	Capital Cost	Revenue Cost	Amount requested
Advertising		500	500
Play resources		1000	1000
Cooking materials and food		500	500
Community food growing equipment		500	500
Olympic Event equipment		1000	1000
Family monitoring materials		500	500
Officer time		3000	3000
Total		7000	7000

If your total project cost exceeds the grant requested, please explain where the remainder of the funding will come from

Source	Amount
Total	

Equality Impact Assessment

Equality Impact Assessment	Yes	No	Evidence				Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	We consulted with the groups and partners who agreed the project would not create any specific problems				
What potential impact does this activity make to:							
	P	N	U	NI	Evidence	Further action required	
1. Equality of opportunity amongst customers of different ages (Age)				✓			
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	✓				Targeted support for this group		
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓			
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	✓				Targeted support for this group		
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓			
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	✓				Targeted support for this group		
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	✓				Targeted support for this group		
8. Equality of opportunity amongst male and female customers (Sex)				✓			
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓			

The questions should be given a rating, and evidence given for the rating selected;

P – Positive beneficial impact **N** – Negative undesirable impact **U** – Uncertainty over impact **NI** – No specific impact/neutral impact

Actions should be identified to mitigate any negative impact or maximise any positive impact of the project

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Application for Large Core Funding 2012/13 (Core funding including and over £2000)

This application form is for large core funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack.

Name of Organisation

Contact Name

Contact Address

Telephone

Email

Funding Request

**Amount secured from other sources
(Match Funding)**

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: _____ Date: _____

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012

Section 1: About your Organisation

1. When was your organisation set up, and what type is it e.g. *community, registered charity, social enterprise etc?*

2. Please describe the purpose of your organisation and the benefits to the wider community

3. Which of the following priorities does your organisation contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport

4. Please provide details of how your organisation contributes to the priorities indicated above;

5. Please provide an overview of your achievements last year (11/12) to date, including; how many members, users or clients your organisation supports?

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6. Please indicate which of the following your organisation has;

Governance Documents (please specify e.g. constitution)	
Annual Accounts	
Management Committee	
Insurance (please specify)	
Policies; Equalities, Safeguarding, Health and Safety (please specify)	
CRB Checks for staff and/or volunteers (please specify)	

**7. a) Please provide an overview of your current financial situation, including any match funding secured for 2012/13.
b) Please also provide an overview of the impact of not receiving this funding requested for 2012/13**

<p>a) Current Financial Situation</p>	<p>b) Impact of not receiving funding</p>
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Section 2: About the Funding 2012/13

1. How much funding are you requesting?

£

2. Please provide an overview of what you want the funding for and what this will achieve for Chorley?

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3. Please provide a breakdown of the total costs;

Item	Cost
Total	

4. Please indicate what evidence you have of the local need for this funding;

5. Please provide details of what similar or linked provision is currently available, and how you ensure there is no duplication of services?

6. Please provide details of the outputs this funding will achieve;

Output	Q1	Q2	Q3	Q4	Total



7. Please provide the outcomes that this funding will achieve;

Outcome

8. Please provide details of the estimated numbers of beneficiaries;

Type	Q1	Q2	Q3	Q4	Total
Number of people who are early years children (aged 0-5)					
Number of people benefiting who are children and young people (aged 5 - 19)					
Number of people benefiting who are adults (aged 19 - 49)					
Number of people benefiting who 50 years and over					
Total number of people benefiting					

Total number of volunteers involved in the service	
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Equality Impact Assessment

Equality Impact Assessment	Yes	No	Evidence				Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?							
What potential impact does this activity make to:							
	P	N	U	NI	Evidence		Further action required
1. Equality of opportunity amongst customers of different ages (Age)							
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)							
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)							
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)							
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)							
6. Equality of opportunity amongst customers of different religions (Religion or Belief)							
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)							
8. Equality of opportunity amongst male and female customers (Sex)							
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)							

The questions should be given a rating, and evidence given for the rating selected;

P – Positive beneficial impact **N** – Negative undesirable impact **U** – Uncertainty over impact **NI** – No specific impact/neutral impact

Actions should be identified to mitigate any negative impact or maximise any positive impact of the project

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Application for Small Community Funding 2012/13 (Core funding under £2000)

This application form is for small community funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack.

Name of Organisation

Contact Name

Contact Address

Telephone

Email

Amount of Funding requested

**Amount secured from other sources
(Match Funding)**

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: _____ Date: _____

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012.

Section 1: About your organisation

1. When was your organisation set up?

2. What is your main aim and what are the benefits to the wider community?

3. Which of the following priorities can you help deliver? (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport

4. What did you achieve last year (11/12) to date, including; how many people your organisation supports?

Section 2: About the Funding

5. How much funding are you requesting?

6. What will the funding enable you to do?

7. Please provide a breakdown of the total costs the funding will be used for;

Item	Cost
Total	

8. What will this funding achieve for Chorley?

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Application for Project Funding 2012/13

This application form is for project funding only. If you are unsure which form to complete, please consult the Core Funding Guidance pack.

Name of Organisation

Contact Name

Contact Address

Telephone

Email

Funding Request

**Amount secured from other sources
(Match Funding)**

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.

Signature of applicant: _____ Date: _____

Please return this form to Louise Wingfield louise.wingfield@chorley.gov.uk
Town Hall, Market Street, Chorley, PR7 1DP by 3 February 2012.

Section 1: About your Organisation

1. When was your organisation set up, and what type is it e.g. *community, registered charity, social enterprise etc?*

2. Please describe the purpose of your organisation and the benefits to the wider community

3. Which of the following priorities does your organisation contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport

4. Please provide an overview of your achievements last year (11/12) to date, including; how many members, users or clients your organisation supports?

Section 2: About the Project

Project Business Case

Project Name:

Project Manager:

(This is the person responsible for delivering the project)

Project Overview

1. Provide a brief summary of the proposed project

2. Please indicate what evidence you have of the local need for this project;



3. Which of the following priorities does your project contribute to (please tick as appropriate);

You and Your Family			You and Your Community			You and Your Chorley		
Strong Family Support	Education and Jobs	Being Healthy	Pride in Quality Homes and Clean Communities	Safe Respectful Communities	Quality Community Services and Spaces	Vibrant Local Economy	Thriving Town Centre, Local Attractions and Villages	Sustainable Places and Transport

4. Please provide details of how your project will contribute to these priorities;

5. Please provide details of the outputs this project will achieve;

Output	Q1	Q2	Q3	Q4	Total



6. Please provide the outcomes/benefits that this project will achieve; (they should be SMART)

Outcome

7. Please provide details of the estimated numbers of beneficiaries;

8. Type	Q1	Q2	Q3	Q4	Total
Number of people who are early years children (aged 0-5)					
Number of people benefiting who are children and young people (aged 5 - 19)					
Number of people benefiting who are adults (aged 19 - 49)					
Number of people benefiting who 50 years and over					
Total number of people benefiting					

Total number of volunteers involved in the project	
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Project Plan

Task	Start Date	End Date	Cost (may be officer time or financial)

Project Funding

Item of Expenditure	Capital Cost	Revenue Cost	Amount requested
Total			

If your total project cost exceeds the grant requested, please explain where the remainder of the funding will come from

Source	Amount
Total	

Equality Impact Assessment

Equality Impact Assessment	Yes	No	Evidence		Further action required	
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?						
What potential impact does this activity make to:						
	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)						
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)						
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)						
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)						
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)						
6. Equality of opportunity amongst customers of different religions (Religion or Belief)						
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)						
8. Equality of opportunity amongst male and female customers (Sex)						
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)						

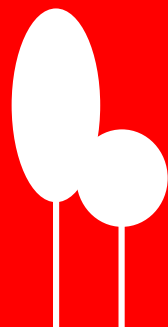
The questions should be given a rating, and evidence given for the rating selected;

P – Positive beneficial impact **N** – Negative undesirable impact **U** – Uncertainty over impact **NI** – No specific impact/neutral impact

Actions should be identified to mitigate any negative impact or maximise any positive impact of the project

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keep warm and well this winter



**Are you aged 75 or over?
Do you struggle to afford to heat your home in winter?
We can help.**

Three **FREE** services are being offered to help older people stay warm and healthy this winter. You can choose to take advantage of one, two or all three services. These services are available for a limited time – **until 31 March 2012.**

All you need to do is:

- 1 Check that you're eligible (aged 75 or over and struggle to afford to heat your home)
- 2 Contact us on 01257 515151 or email contact@chorley.gov.uk
- 3 Choose which services you want to use and we'll do the rest!

Your **FREE** options are:

option one

For your **home...**

A warm homes check, which includes identifying and carrying out simple draught exclusion work and heating system service and maintenance. This is carried out by Preston Care and Repair.

option two

For your **health...**

Free transport provided by Central Lancashire Dial-a-Ride to make sure you're able to keep and attend medical appointments safely during the winter months.

option three

For your **wallet...**

A fuel poverty check, which includes advice on energy suppliers, benefits and personal finances. These are carried out by Chorley, South Ribble and Districts Citizens' Advice Bureau.

For more information, and to take advantage of any of these services, call:

01257 515151

or email:

contact@chorley.gov.uk

quoting 'keep warm and well this winter'



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LGBT History Month

Celebrating LGBT History Month

at
Leyland Library

Tuesday 21 February, 6.30 p.m. – 8.30 p.m.

Join us for an evening of talks, music, displays and
information stands

Admission: free and refreshments included.

Contact Keith Burrows to book your place: 01772 458 500 or
Keith.Burrows@lancashire.gov.uk



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Chorley Voluntary Community and Faith Sector Network



**Volunteering Workshop on Thursday 26th January 2012
At St Josephs Parish Centre, Harpers Lane, Chorley**

Agenda

Tea and coffee available from 1.45pm.

2.00pm Registration, coffee and welcome

Martin Cox

2.20pm Small groups to consider:

- Any gaps identified by the closure of the Chorley Volunteer bureau
- Fact finding from members about where and/or how your organisation gets support for volunteering.
- Identification of what works well with this support and what if anything could be shared with other members in the Network.

NB: each group will have a facilitator and scribe so that key points are noted down to share with the rest of the meeting. One key point to be fed back relating to the three issues discussed.

3.00pm Coffee/tea break

3.15pm Small groups to consider:

- Gaps in current support available
- Needs of your organisation (don't forget Trustee Boards are volunteers)
- A wish list of support that could enhance volunteering within your organisation

4.00pm Feedback on key issues from the group facilitator/scribe. A general discussion about if or how volunteering can be supported and developed in Chorley.

4.20pm Close and next steps.

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The Equality Delivery System

Blackburn King Georges Hall - Northgate Suite 10am –1pm

12th March



reduce health
Inequalities

Interpreter

& Translation Services

Diverse Workforce

Trans Care Pathway

age

Community Health Needs

Gypsy –Roma—Travellers

Lesbian, Gay

Bisexual & Transgender

working together

Equality and Diversity

Improvements in data quality – who uses our services and who works here?

Equality Impact Assessments including scrutiny

Gender

Disability

BME Communities

Patient Safety

ethnicity



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