

Sample form, not for offline completion.

Visit <https://morecambebay.grantplatform.com> to apply.



Adult Social Care 2025

Adult Social Care (ASC) at Lancashire County Council receives approximately 40 contacts per month from people in the Lancaster district resulting in the provision of a care package where it is believed that the individual's needs may have been more appropriately met by local services.

Grants of up to £7,000 are available for six-month pilot projects taking place in Westgate, Poulton and Heysham Central, testing the impact of voluntary sector provision on demand for ASC referrals.

You don't need to have a physical location in any of these wards in order to apply, but you should consider how to make sure that harder-to-reach residents find out about and can access your services.

Apply by 7 September for projects taking place between September 2025 and April 2026.

A drop-in support and networking session will be held at The Link (11-13 West Street, Morecambe) between 4pm and 6pm on Thursday 7 August.

Select the fund you are applying to, and give your application a name. To help identify applications, particularly for organisations that apply regularly, choose a name which describes the work or project you want to fund.

Application name

If you can answer yes to the questions below, your organisation is eligible to apply. We will check this information using documents you will provide later in the process.

If you can't answer yes to all the questions, you might still be able to apply. Contact us if you need further advice because we may be able to help.

If you're making an application as part of a partnership, these questions apply to the lead partner only. Not all of the opportunities we offer permit partnership applications.

Does your organisation have at least two unconnected people on the board or committee?

☐ Yes

☐ No

By unconnected, we mean not a relation by blood, marriage, civil partnership, in a long-term relationship or people living together at the same address.

Will you complete your project in around 12 months?

☐ Yes

☐ No

We know it's not always possible to complete a project in 12 months for lots of reasons. So we can consider projects which are slightly longer than this. We will also consider applications for one-off events.

Are you

only

asking us for funding for things you will spend money on in the future?

☐ Yes

☐ No

We can't pay for costs or activities that have already happened.

Do you have a UK bank account or building society account? It needs to be in the legal name of your organisation, with at least two unrelated people who are able to manage the account.

☐ Yes

☐ No

This should be the legal name of your organisation as it appears on your bank statement. This will usually be the same as your organisation's name on your governing document.

Do you produce annual accounts (or did you set up your organisation less than 15 months ago and haven't produced annual accounts yet)?

☐ Yes

☐ No

By annual accounts, we mean a summary of your financial activity. If you are a small organisation, this may be produced by your board and doesn't have to be done by an accountant.

Tell us about your organisation

If you're applying for a partnership project, answer these questions about the lead partner only. Not all of the funding opportunities we promote permit partnership applications.

Organisation name

Is your organisation a member of Lancaster District CVS?

- ☐ Yes
- ☐ No
- ☐ Not sure

Membership is free, and it's quick to sign up. Simply visit <https://lancastercvs.org.uk/membership> to join today.

You don't have to be a member to apply for this funding.

Organisation type

- ☐ Registered charity
- ☐ CIC (limited by guarantee)
- ☐ CIC (limited by shares)
- ☐ Company (limited by guarantee)
- ☐ Unincorporated club / association
- ☐ Constituted community group
- ☐ Faith group
- ☐ CASC
- ☐ Residents' association
- ☐ Parish Council
- ☐ ...

You can pick more than one type. For example, some registered charities are also companies limited by guarantee.

Company number (if applicable)

Please write 'n/a' if this does not apply

Charity number (if applicable)

Please write 'n/a' if this does not apply

Organisation address

Postcode

Bank / building society name

Account name

The full name of your organisation as displayed on your bank account

Sort code

Account number

Building Society Roll Number (optional)

If applicable to your type of account

Tell us about your activities, the wards participants will come from, and how you will identify and reach residents who could benefit.

Your activities

Summarise the activities that you will offer for residents. They could be classes, advice sessions, events or other services that will have a positive impact on the individual's wellbeing.

There's more information in the guidance about the kinds of issues residents are facing that we'd like projects to focus on.

Tell us:

- what the activities are,
- where they will take place,
- the issues they will help people manage, and
- how they will support residents.

Delivery

Activity name	How many times will it take place?	How many individual people will it engage in total, across all the times you run it?	Is this a new activity, or are you already offering it?
1			
2			
3			

Tell us more about the activities you're offering. We need to know the name of each activity (class, advice session, event or other service), how many times it will take place in the period to April 2026, and how many people you predict it will engage.

Repeating activities: If you're planning an activity that takes place all the time - like a WhatsApp group - just say that you will run it once.

Counting people: You can only count each individual once. A series of ten classes with the same five participants engages five people, not 50.

Existing activities: you can only include the cost of existing activities in your budget if you will use funding to increase capacity. This could mean paying for extra people to run a bigger class, offering additional classes, or extending the length of a programme.

Which wards will you work in?

☐ Westgate

☐ Poulton

☐ Heysham Central

Your activities should be open to residents of one or more of these priority wards.

Reaching individuals

How will you identify and reach residents that need support? One motivation for making contact with Adult Social Care is that residents aren't aware of services that are available to them, so calls could be pre-empted if harder-to-reach individuals are engaged.

Additional support to help you reach individuals (optional)

Lancaster District CVS will be implementing a communications and engagement campaign which aims to make it easier for residents to locate VCFSE services in the way that's best for them and will work with grantees to make this happen in the most effective way possible.

If you have suggestions around how CVS, Lancaster City Council or Lancashire County Council could work with you to raise awareness of your services among residents, please tell us here.

Responsible person

Tell us the name and contact details (email is preferred) of the person who will be responsible for your project and reporting back to us.

It doesn't have to be the person who is filling in this form.

When could you start your project?

We hope to conclude grant agreements with successful applicants in September.

Your project can run until April 2026, when we will request your final report.

Budget

Budget heading	Total cost
1	
2	
3	

Your budget should include all the costs of your project, including your activities, the costs of reaching residents and helping them to take part, and proportionate management and facilities costs. There's more information about what we can and can't fund in the guidance document.

You can group items together into headings. For example, pens, pencils and envelopes could be grouped as "Stationery".

If you're already running any activities you've described in this application, you can only apply for their costs if:

- you're creating additional capacity at existing dates and times,
- running them more often, or
- extending how long you are offering them for.

You don't need to upload the requested documents now, but we will need this information before we issue any grant agreement. Providing them now will speed up our processes.

Bank statement (optional)



JPEG/JPG, PNG or PDF only.

Please make sure that we can clearly see the following on your bank statement:

- Your organisation's legal name
- The address the statements are sent to
- The bank name and/or logo
- Account number
- Sort code
- Date (must be within last 3 months)

For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

If you're a school using a local authority bank account, we'll need a letter from the local authority dated within the last 3 months. It should show:

- Your school name
- The bank account name
- Account number
- Sort code.

Your most recent annual accounts (optional)



CSV, XLS, XLSX, ODS, DOC, DOCX, ODT or PDF only.

Memorandum and Articles of Association, Constitution, or Rules (optional)



DOC, DOCX, ODT or PDF only.

If you have it, provide documentation that explains how your organisation works, such as:

- Memorandum and Articles of Association
- Certificate of Incorporation
- Constitution
- Rules

Equality, diversity and inclusion policy (optional)



DOC, DOCX, ODT or PDF only.

If your organisation has one, please supply your policy relating to equality, diversity and inclusion or similar.

Safeguarding (optional)



DOC, DOCX, ODT or PDF only.

If your project works with children, young people or adults at risk of harm, provide your policy which explains how they'll be safe.

Public liability insurance (optional)



DOC, DOCX, ODT or PDF only.

If your project includes activities which require public liability insurance and you already have this, provide the certificate of insurance.

Qualifications, memberships and affiliations (optional)



DOC, DOCX, ODT or PDF only.

If your project requires people in your organisation who are running activities to have special qualifications, memberships or affiliations, and these are already in place, please provide evidence.

Review and agree the terms and conditions of this grant programme

Terms & Conditions

1.0 By submitting an application to Lancaster District Community and Voluntary Solutions (LDCVS), the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:

- 1.1. hold the grant on trust for LDCVS, Lancaster City Council and Lancashire County Council (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;
- 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project. These include, but are not limited to the following: at the beginning of your project, a basic equality and diversity monitoring form; half-way through your project, a monitoring report and/or interview; at the end of your project, a final report due within one month;
- 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
- 1.4. acknowledge funding using our logos in accordance with the relevant guidelines for recognising your grant, which will be supplied to you by email;
- 1.5. hold the grant in a UK based bank account or building society account, which is in the legal name of the organisation that is applying for funding;
- 1.6. adhere to our guidance on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the account is managed by at least two unrelated and authorised individuals in your organisation;
- 1.7 maintain a register of assets purchased using this funding and share it with us during monitoring and evaluation meetings, maintain insurance covering these assets, depreciate these assets correctly according to your accounting practices, and tell us if you intend to sell an asset within five years of the end of the project. For the purpose of this clause 1.7, an asset is any piece of equipment or machinery costing over £500, or the purchase or refurbishment of any land or building costing over £500.
- 1.8 immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
- 1.9 co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.
- 1.10 comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
- 1.11 keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;
- 1.13 allow us reasonable access to your premises and systems to inspect project and grant records; and
- 1.14 allow us to publicise and share information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

2.0 You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

- 2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.
- 2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
- 2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
- 2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds

are at risk or you do anything to bring us or the organisations we work with and receive funding from into disrepute.

2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, or dissolution.

2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3.0 You acknowledge that:

3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as we receive sufficient funds to pay it.

3.3. the grant is not consideration for any taxable supply for VAT purposes;

3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.13, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and

3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be the equivalent of your signature on that agreement.

☐ You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and you understand that your organisation will need to accept the terms and conditions above if you are offered a grant.

☐ All the information you have provided in your application is accurate and complete; and you will notify us of any changes.

☐ You understand that we will use any personal information you have provided for the purposes described under the Data Protection Privacy Notice Relating to Funding Applications (<https://lancastercvs.org.uk/wp-content/uploads/2021/12/Data-Protection-Privacy-Notice-Funding-Applications.pdf>) and the LDCVS Data Protection Policy (<https://lancastercvs.org.uk/wp-content/uploads/2021/08/Data-Protection-Policy.pdf>)

Full name of person completing this form

Position in organisation

