



Elderly People's Lunch Club grant application 2020/21

Section 1 – Your Lunch Club

Club's name and address:

Name:

Address:

 Postcode:

email address:

Website Address:

Name and address of Club Secretary/contact:

Name:

Address:

 Postcode:

Telephone number daytime:

Telephone number evening:

email address:

Section 2 – Services and users

How many members belong to your Club?

Please indicate how many are:

Male Female Disabled

Over 60 years old From an ethnic minority Resident in Woking

When does your club meet?

Day/s of week: Time(s):

What services/facilities are offered by your Club?

Do you make a charge to your users? Yes: No:

If 'YES' please give details of your charging structure:

Section 3 – Safeguarding Policy

Woking Borough Council requires that all organisations supported by the Council which provide services to vulnerable adults must demonstrate their comprehensive Safeguarding Policy covering this group. All employees and volunteers must be trained on and be familiar with the Safeguarding Policy and be CRB/ISA checked.

Please attach a copy of your Safeguarding Policy and complete the information below (please attach additional information where required). Application forms will not be considered if this information has not been supplied. For training opportunities and general advice please contact our Community Development Team on 01483 743852.

Notification of employees / volunteers CRB / ISA checked

Name (first and surname)	CRB level standard (S) / enhanced (E)	Expiry date of CRB

Name (first and surname)	ISA level regulated (R) / controlled (C)	Registration numbers

In submitting this information I confirm that the above listing is a true and accurate record and that I will ensure the list is refreshed as and when new employees / volunteers join / leave the organisation's employ.

In submitting this information I agree to make the list available for inspection on request by the Council or its agent during the period for which a successful application for grant applies.

Section 4 – Financial information

Please attach a copy of your most recent accounts to this application form. These should be independently examined.

How much money does your Club have in the bank?

Please add together the amount of money you have in all your Club's accounts including any long term/high interest savings accounts.

£

Are any funds reserved for a specific use?

Yes: No:

If 'YES', please explain what below:

Section 5 – Conditions of funding

I certify that the Club is observing the grant conditions listed below:

- 1. Grants will be made to Voluntary Clubs established mainly for the purpose of providing meals and/or recreation for elderly people. The grant must be used for this purpose.
- 2. Elderly people are defined as persons over the age of sixty.
- 3. Clubs shall keep accounts sufficient to show that any grant received from the Council has been spent for its intended purposes.
- 4. Clubs may be required to submit their membership records and accounts to the Financial Services Manager for scrutiny before the grant is paid.
- 5. Grants will not be paid to clubs having less than twelve members over the age of sixty.
- 6. The standard allowances on which the grants for Elderly People’s Lunch Clubs be agreed as set out below:

Membership of Club	Grant per Member
Less than 12	No grant
First 50	£2.00
Second 50	£1.00
Over 100	£0.50

Section 6 – Declaration and signature

This application form should be signed, dated and returned in hard copy.

I confirm that I am the main contact and that I am authorised to sign and represent this application on behalf of the Lunch Club.

Name (please print):

Signed:

Dated:

Use of your personal data

In order to process your application for a grant for an elderly people’s lunch club, we (Woking Borough Council) need to collect your personal data. We will not use it for any other purposes unless the law allows us to do so.

For the purposes of transparency your application and the personal data within it may be made available to Councillors and members of the public who enquire about grants awarded by the Council.

We will hold your personal data for no longer than 7 years after your last grant is awarded. You can ask us to access, rectify or erase the personal data we have about you by contacting us.

More information on how we collect and use your personal data and the control you have over it is available on our website: www.woking.gov.uk/dataprotection

You can also find out more by contacting our Data Protection Officer:
email: dataprotectionofficer@woking.gov.uk
Telephone: 01483 755855

Please return this completed application and BACS form to:

Julie Northcote
Democratic Services Officer
Woking Borough Council
Civic Offices
Gloucester Square
Woking
GU21 6YL

Telephone: 01483 743053
email: julie.northcote@woking.gov.uk

BACS Payment Details

Please complete the details below to ensure that there is no delay in payment to your organisation.

Club name:

Address:

 Postcode:

email address:

Telephone number:

Name of factor (if applicable):

Bank name:

Address:

 Postcode:

Account name:

Sort Code:

Account number:

Position in Club:

Signed:

Dated: