



REQUEST FOR FUNDING FOR SPECIFIC PROJECT

FINANCIAL YEAR 2022 -2023

DATE: 22/11/22

TO: KENILWORTH TOWN COUNCIL / FINANCE & GENERAL SERVICES COMMITTEE.

Please read the Project Support Grant Criteria before completing this form

NAME / GROUP & MAIN CONTACT	Rebecca Webb - theKenilworthCentre
PROJECT TITLE	theKenilworthCentre Emergency Lighting
TOTAL SUM REQUESTED	£3000
COSTING OF PROJECT WITH FULL DETAILED BREAKDOWN	Emergency Lighting
DETAILS OF OTHER SOURCES OF FUNDING APPLIED FOR AND NAMES OF PARTNER ORGANISATIONS IF PROJECT IS JOINT/ MULTI GROUPS AND DETAILS OF FUNDING SUPPORT REQUESTS MADE BY THEM	Donations due in from Round Table Fireworks. Donations due in January from Rotary Calendar Sales. These donations will go towards maintenance costs for emergency lighting as well as other maintenance projects such as security fencing, entry systems, motion sensor lighting.
PLEASE CONFIRM THAT YOU HAVE ENCLOSED YOUR MOST RECENT AUDITED BALANCE SHEET OR EQUIVALENT.	Please see attached documentation.
TIMESCALE / DATE OF EVENT	Ongoing – commencing early 2023
NUMBER OF KENILWORTH RESIDENTS TO BENEFIT	All Kenilworth Centre users, participants, hirers and staff/volunteers.
OTHER INFORMATION IN SUPPORT OF THE APPLICATION	*Please see supporting document sheet below.

Data Protection Statement

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable

the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

PLEASE RETURN THE COMPLETED FORM AND ENCLOSURES TO

**THE TOWN CLERK
KENILWORTH TOWN COUNCIL**

VIA EMAIL TO kentc@kenilworth.org

On your covering email – please confirm the following

Name and contact email and daytime telephone number.

Bank details – name and address of payee, bank sort code and account number

* During September 2022, we noticed on our routine inspection of the building that some of the emergency lighting did not appear to be working. Upon investigation by local electrician, we were informed that much of the lighting was required to be replaced to comply with emergency lighting requirements.

We have received 3 quotes as per our contracting process and the average of costs to install up to date energy efficient emergency lighting for public areas of the building comes to £3400.

As a Community Building, we need to be compliant with emergency lighting requirements. There needs to be enough emergency lighting for people to be able to leave the centre in the event of an emergency. Emergency exits need an emergency exit luminaire above the door, as well as signage to the emergency exit.

Lighting that automatically comes on when the power supply to the normal lighting provision fails to enable all occupants to evacuate the premises safely to comply with British Standard BS 5266. In place we now have an emergency lighting logbook to record regular inspections and to log of all system tests and results.

We are requesting a grant of £3000 to pay for the bulk of the costs to replace existing safety lighting. This is a one off request as previous lighting has not needed to be changed since the building of the premises in 2007.