North West Leicestershire Commemorates

This is a wonderful opportunity for the residents of North West Leicestershire to honour all those who fell in the First World War. This year marks the 100 year anniversary, remembering the bravery of those who fought, lived and died in the Great War.

We would like to see the lamp posts in your community dressed with red remembrance poppies.

How many poppies can we order?
This scheme is open to Parish Councils and community groups. Each lamp post poppy will cost £3. The maximum amount of poppies you can order is 30. For every one poppy you order, we will pay half of its cost. See example below.

Number of poppies requested	NWLDC pays	You pay
30	£45	£45
20	£30	£30
10	£15	£15
5	£7.50	£7.50

Have you thought about sponsorship?
If you are small community group and you do not have access to surplus funds, speak to your local businesses to see if they will sponsor a lamp post poppy.

Do we need permission to attach the poppies to neighbouring lamp posts?
Leicestershire County Council is supporting this initiative. Public liability insurance details should be issued to streetlightingoperations@leics.gov.uk prior to erection of the poppies.

You are responsible for the putting up and taking down of the poppies from the lamp posts
The poppies can be attached to the lamp posts no earlier than Friday 26 October and taken down within 5 working days following remembrance Sunday 11 November 2018. Failure to do so where Parishes are identified may be charged at cost where LCC incur public expense.

Who is responsible for Health & Safety and Public Liability Insurance?
Your group will be entirely responsible for any Health & Safety requirements when placing your poppy on the lamp post. Please ensure the poppies are secure and do not cause nuisance or danger, eg the tail on zip ties cut short and waste removed. Poppies should be fitted a little above head height.

How do we pay?
Once you have received confirmation that your grant request has been successful, we will issue an invoice which you can either pay by BAC's or cheque for the appropriate amount made payable to North West Leicestershire District Council (NWLDC). Cheques should be sent to the Community Focus Team, c/o NWLDC offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

Please email your completed form to community.focus@nwleicestershire.gov.uk

Contact Name	
Organisation	
Address	
Email address	
Telephone Number	
Total number of poppies requested	
Map of area(s) where you intend to place your poppies Indication on a google map is sufficient. If you are not sure how to prepare this please let us know and we can send you a simple instruction sheet. Please identify which streets you intend to erect the poppies.	
Health & Safety / Public Liability Insurance At the point of attachment on lamp posts you are responsible for the health and safety of your volunteers. Your group/organisation will need to have appropriate public liability insurance in place or approach your local parish/town council to operate under their insurance. Please confirm that you understand and confirm this requirement.	I understand and confirm that our organisation is responsible for the health and safety of volunteers on the days of erecting the poppies. We will have appropriate public liability insurance in place and confirm a copy has been sent to Leicestershire County Council. ☐
Press coverage As part of the grant conditions you will be required to acknowledge the council's contribution in any publicity, eg. press releases, websites, etc. Please confirm that you understand and confirm this requirement.	Our group/organisation will acknowledge NWLDC's funding contribution to help make this project happen in any publicity produced, eg. press releases, on our website (if applicable), etc. ☐

Name	
Position in organisation	
Signed	
Date	

The deadline for submission of your application is Friday 27 April 2018

Please email your completed form to community.focus@nwleicestershire.gov.uk