



DRAFT APPLICATION FOR GRANT 2019/20

Thank you for your interest in applying for a grant from Weymouth Town Council. Please read the grant policy below before starting to fill in the form. If you require any advice or guidance, please contact Weymouth Town Council on 01305 239839 or at office@weymouthtowncouncil.gov.uk. Completed forms to be returned by email or to - Weymouth Town Council, Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG.

DRAFT WEYMOUTH TOWN COUNCIL GRANTS POLICY

1. To be eligible for funding, applicants must:
 - A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
 - Have at least three members on your management committee/board
 - Have a bank or building society account in the name of the organisation
 - Be a community and voluntary organisation that work with local communities or with specific groups of people including older people, young people, people with disabilities or people from black or minority ethnic groups and women.
 - Be operating or supporting residents within the Weymouth Town Council boundary.
 - Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
 - Have an equal opportunities policy
 - Show evidence that the service you provide is needed by the community and that it has community support.
2. Who can apply?
 - Community and voluntary organisations which includes:
 - ✓ Unincorporated Association (community group)
 - ✓ Registered Charity
 - ✓ Charitable Incorporated Organisations (CIOs)
 - ✓ Company Interest Company (CIC) with an asset lock in place
 - ✓ Company Limited by Guarantee
 - ✓ Co-operatives
 - ✓ Friendly societies
3. Grants will only be made to community and voluntary organisations for the benefit of the area covered by Weymouth Town Council and that will contribute positively to the life of people living, working and visiting the area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.

4. Grants will not be made to :
 - Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Dorset Council’s Social Services.
 - Political organisations or projects.
 - Activities that are completely funded from another funding source
 - Any expenditure incurred or committed before we confirm our grant
 - Loans or interest payments
 - General fundraising activities for your organisation or others
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. What can the grant be used for?
 - Funding for a new project, setting up a new group or local forum
 - Funding for capital items that will help your organisation e.g. equipment
 - Events, training and/or capacity building
7. The Town Council will **only** consider grant applications in excess of **£2,000** in exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form.
8. For applications in excess of **£2,000**, the Town Council will **only** provide up to 50% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from groups’ own fundraising.
9. The Town Council will only consider an application if accompanied by the required financial and organisational information.
10. The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years.
11. The Town Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
12. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
13. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance and Governance Committee for a decision.

14. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 12 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**

15. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.

Date agreed: May 2019

Date for review:

DRAFT

DRAFT APPLICATION FORM FOR GRANT 2019/20

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of organisation

Position in organisation:

About your organisation

Does your organisation:

	Yes	No
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	<input type="checkbox"/>	<input type="checkbox"/>
Have charitable status (<i>if yes, please provide us with your charity number</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Have at least three members on its management committee	<input type="checkbox"/>	<input type="checkbox"/>
Have a constitution, terms of reference or set of rules (<i>please contact for help with this if needed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Belong to a larger organisation (<i>if yes please give name</i>)	<input type="checkbox"/>	<input type="checkbox"/>

2. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Weymouth?

3. Where does your organisation meet?

4. How often do you meet?
5. How many members do you have?
6. How many are Weymouth Town Council area residents?%
7. How much funding are you applying for? £

NOTE: WTC will only agree allocations over £2,000 in exceptional circumstances that are clearly detailed in question 9, and where at least 50% of the total cost is match funded.

8. What is the total cost of your project? £.....
9. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

10. Briefly describe the project for which you require a grant. Please be aware that WTC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

4. The costs for your project

How much funding are you requesting? £ _____

How will you spend the money you are applying for?

Item	Amount
	£
	£
	£
	£
	£

	£
TOTAL	£

If your project costs more than the amount you are applying for, please tell us the total project cost

Total Project Cost	£
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How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
Total		

11. How will the funding benefit the community or residents of Weymouth?

12. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

13. How is your organisation normally funded?

14. What are your current subs/fees/charges?

15. Have you applied for any other funds/grants towards the cost of this project? Please include details below

16. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months

17. Anticipated income/expenditure for next 12 months

18. Details of any grants received from Weymouth Town Council in the past three years with dates.

19. Other grants from any other sources in the last three years with dates.

20. Has the project that you want the funding for already happened? Yes / No

21. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No

22. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account

Account number

Sort Code - -

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your equal opportunities policy
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Weymouth Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that WTC may pass details onto an official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed

Name

Date

For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Policy Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	
	The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the life of people living, working and visiting the area of Weymouth.
	Does the grant exclude ongoing running costs?
	If the application is for running costs has the applicant included plans for where future running costs will be found from?
	Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Dorset Council's Social Services?
	Is the grant for non-political or non-quasi-political organisations or projects?
	Is the grant application for £2,000 or less?
	For applications in excess of £1,000, has the applicant fully detailed the exceptional circumstances?
	For applications in excess of £2,000, has the applicant detailed sources for at least 50% of the overall cost of a project?
	For applications for less than £2,000, has the applicant detailed evidence of applications to other funding bodies and/or internal fundraising.
	Does the application include the required financial and organisational information?
	Is this the only application in this financial year from this group or organisation?
	Is the applicant based in the Town Council area? If not what proportion of beneficiaries of the grant reside in the area? (grants will be pro-rata for residents of Weymouth using that service.)
	Is the application for future funding? (ie not retrospective)
	Is the grant for the sole use of the applying group and not to pass on money?
	Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications.
	For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer

Date of assessment

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Governance meeting on

Outcome at that meeting