

# 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

**The Friendly Food Club Ltd**

Contact name: [REDACTED]  
 Contact telephone number: [REDACTED]  
 Position in organisation: Project manager

## About your organisation

Does your organisation:

Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	Yes
Have at least three members on its management committee	Yes
Have a constitution, terms of reference or set of rules <i>(please contact for help with this if needed)</i>	Yes

2. Are you a registered charity? **No Not for Profit Limited Company**  
 If so please give your charity number: .....

3. Is your organisation part of, or affiliated to, a larger organisation?  
 If so, which **No**

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

**We provide confidence building workshops for disadvantaged and vulnerable groups in Weymouth, based on cooking and eating together with Budgeting, Food Safety and team-working embedded in 'hands on' informal and fun workshops.**

**We develop and train individuals and groups to develop and deliver similar projects on their own based on the specific needs of their peer group.**

**The result is improved cooking, team working and management skills in the local community with groups with the experience and confidence to work sustainably in their own and other similar communities.**

5. Where does your organisation meet? **Local venues accessible to our clients**

6. How often do you meet? **2 - 3 times a week in various locations in this case The Lantern Charity in Weymouth.**

7. How many members does your organisation have?  
**8 volunteers and 4 sessional tutors**

8. How many people will benefit from this funding?  
**30 - 40 Directly from this project, potentially 100 + when self sufficient groups are fully established.**

9. How many are Weymouth Town Council area residents? **100 %**

10. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

11. How much funding are you applying for?                    **£ 2000**

12. What is the total cost of your project?                    **£ 3000**

**NOTE:** WTC will only approve allocations over £2,000 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? 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.

Item	Amount
Ingredients for 12 workshops and 'Doggie bags' for learners to take home.	£ 300
2 x Sessional tutors 12 x 4 hrs x 20 x 2	£ 1920
Travel 12 x 30	£ 360
Promotion, Advertising and recipes cards	£ 200
Travel for volunteers and tutors	£ 360
<b>Total</b>	<b>£ 3140</b>

14. How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
Our own funds from catering operations for DCC, Weymouth Town Council, Dorset Community Action, The Parkinsons Society and others.	1140	YES
<b>Total</b>	<b>£ 1140</b>	

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

**The project will improve the well being of some of Weymouth's most disadvantaged residents by building their self-esteem, improving their cooking and budgeting skills.**  
**The project will provide a regular nutritious meal for 20 + disadvantaged individuals attending the Lantern .**  
**The project will provide training including a level 2 Food Safety certificate enabling members of the cooking group to manage their own future workshops.**

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

**The project will provide training including a Level 2 Food Safety certificate enabling service users to deliver their own projects when funding ends.**  
**The project will work towards establishing a self sufficient Social Enterprise based on delivering nutritious meals to the needy using donated food items.**

17. How is your organisation normally funded? (Not applicable to new organisations)

**We source funds from local charities, the National Lottery and other funders and supplement this with our buffet catering operations.**

18. What are your current/planned subs/fees/charges?

**All our workshops are delivered free to the end user**

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

**Our match funding comes from our own un-allocated reserves.**

20. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

**We delivered buffets for DCA, The Dorset Youth Association, The Parkinsons Society, Dorset County Council, Weymouth Borough Council and West Dorset District Council.**  
**We are booked for catering for DCA Funding Fair, the Parkinsons Society and the Dorset Youth Association among others in 2019 -2020**

21. Anticipated income/expenditure for next 12 months

**Income 3 circa £ 54 k**  
**Expenditures circa £ 50 K**

22. Details of any grants received from local authorities in the past three years with dates.

£ 1000 West Dorset District Council and Dorset District Council 2017 - 2018

23. Other grants from any other sources in the last three years with dates, if you have had any.

£ 10.000 Lottery Awards for All 2017  
£ 3.000 Communities Against Cancer 2019  
£ 13.000 the Training & Learning Company

24. Has the project that you want the funding for already happened? **No**

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

26. 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 .....) /**Not applicable**

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

Name of Account [redacted]  
Account number [redacted]  
Sort Code [redacted]

**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 adopted equal opportunities policy or statement
- 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 organisation 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 [REDACTED]

Name [REDACTED]

Date **02 November 2019**

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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	No (investigate)	
Y		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Weymouth?
Y		Does the grant exclude ongoing running costs?
Y		If the application is for running costs has the applicant included plans for where future running costs will be found from?
Y		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?
Y		Is the grant for non-political or non-quasi-political organisations or projects?
Y		Is the grant application for £2,000 or less?
	n/a	For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
Y		Does the application include the required financial and organisational information?
Y		Is this the only application in this financial year from this group or organisation?
Y		Is the applicant based in the Town Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
Y		Is the application for future funding? (ie not retrospective)
Y		Is the grant for the sole use of the applying group and not to pass on money?
Y		Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications?
	n/a	For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer: Helen Legg

Date of assessment: 02/12/19

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 .....