



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.

Help is also available on our website www.weymouthtowncouncil.gov.uk

Completed forms to be returned by email or to - Weymouth Town Council, Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG.

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, voluntary or charitable organisation that works 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.
 - Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
 - Have an adopted equal opportunities policy or statement.
 - Show evidence that the service you provide is needed by the community and that it has community support.
2. 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 Weymouth 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.
3. 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 funding for your organisation or others
4. 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.
 5. 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
 6. The Town Council will normally only consider grant applications for £2,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.
 7. The Town Council will only consider an application if accompanied by the required financial and organisational information.
 8. 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.
 9. The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
 10. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
 11. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance and Governance Committee for a decision.
 12. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
 13. 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.**

14. If awarded a grant, Weymouth Town Council will require recognition of the grant by way of a plaque, sign or sticker (to be provided by the Council) The Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.
15. Support is available for your application with regard to setting up new projects, policies, best practise and completing the form. Please contact us on 01305 239839 or at office@weymouthtowncouncil.gov.uk.

Date agreed: May 2019

Date for review:

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

Mike Parker, The Rotary Club of Melcombe Regis Charitable Trust,

Contact name:Mike Parker.....
 Contact telephone number: ...01305

Position in organisation:President nominee.....

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? Yes

If so please give your charity number:1094654.....

3. Is your organisation part of, or affiliated to, a larger organisation?

If so, which ...Rotary International.....

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

Charitable Objects:
 To or for the relief of the poor and needy or such other charitable purposes as the club shall in duly constituted meeting from time to time direct.

The objects are addressed by:

- Making grants to individuals
- Making grants to organisations
- Providing human resources
- Providing services
- Providing advocacy / advice / information

5. Where does your organisation meet?Moonfleet Bowls Club, The Marsh, Weymouth.
6. How often do you meet?Two / three times a month.....
7. How many members does your organisation have?approx. 30.....
8. How many people will benefit from this funding?1000 +.....
9. How many are Weymouth Town Council area residents?90%
10. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

N/A

11. How much funding are you applying for? £ 600.....
12. What is the total cost of your project? £...£4600.....

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
8 wheelbarrows for a wheelbarrow race. Wheelbarrows will be purchase on the advice of WTC Parks and Gardens to ensure quality and appropriateness	£600
TOTAL	£ 600

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

Source	£	Confirmed?
Local sponsorship for advertising and literature for the day plus local sponsorship of individual events on the day	£1000	
In kind	£3000	yes
Grant from WTC	£600	
Total	£4600	

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

This application is for part funding to community event on the Marsh, working title Sunday Funday at the Marsh on Sunday 28 June 2020, and will be used to purchase wheelbarrows for a wheelbarrow race. The event will be open to all residents of Weymouth and visitors to the town and will comprise of a number of traditional and modern fun day events for families including crazy golf, wheelbarrow racing, bouncy castles etc. WTC Parks and Gardens Dept are working closely on this as are other users of the Marsh. The Marsh is an open space in a deprived area of Weymouth. As such there are a lot of young children and this event provides reasonably priced entertainment for families. The Rotary Club is not for profit hence any profit made from the event will be transferred into the Rotary Club Charity Account and be available through the charitable aims of the organisation to local residents and community groups based in Weymouth. Applications from outside of Weymouth for funding that will support residents / events in Weymouth will be considered.

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

This is a pilot event that the Rotary Club are running on the Marsh. It is intended that this will become an annual event running for a number of years. Storage has been found for the wheelbarrows and the other equipment that has been donated for this event.

The working group running this event is open to the whole club hence there is resilience within the Melcombe Regis Rotary Club to ensure the continuation of this event.

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

The club has a ring fenced charity account used for the charitable aims of the organisation. Funding into this account is predominantly from money raised from charitable events but can come from a number of other sources ie member donation.

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

Membership is £100 a year.

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

No

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?

In the last 12 months the MR Tombola on esplanade, Dragon Boat race, go-carting, Monti Carlo or Bust, Christmas supermarket collections.

In the next 12 months: Sunday Funday, tombola on esplanade, race night, dragon boats, go-carting, Monti Carlo or Bust, Christmas supermarket collections.

21. Anticipated income/expenditure for next 12 months

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

None

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

None

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)? Yes

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

No

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 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.

SignedMike Parker.....

NameMike Parker.....

Date28 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?
N/A		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?
	TO FOLLOW	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?
N/A		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 22/01/20

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