

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

Home-Start West Dorset Dorchester Youth and Community Centre Kings Road, Dorchester, Dorset DT1 1NJ

Position in organisation: **Helen Horsley - Manager**

About your organisation

Does your organisation:

	Yes
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: **1122122**

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

If so, which: **Affiliated to Home-Start UK**

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

Home-Start believes that every child deserves the best start in life but recognises that difficult family circumstances, ill health, physical, mental illness and deprivation often prevent this from happening. We aim to help parents discover or rediscover the joy of parenting.

We aim to help families increase their skills and confidence to cope with family challenges enabling them to help their children grow and develop in a positive environment. The Home-Start scheme matches volunteers to individual families to empower the parents to manage whatever particular difficulties they are facing. The volunteer provides support by building parental skills through educating them about good practice in raising well balanced children. This could involve helping parents prepare their child for school by reading daily to them, supporting them while they toilet train their child and generally building their confidence in their parenting skills.

We help them access local services, playgroups and to attend medical and social appointments. By supporting them in this way we hope to improve their self confidence in coping with the challenges that family life brings.

CONT:

Our volunteers, who are all parents themselves, attend 40 hours of training to prepare them for this role. They are then equipped to provide emotional and practical support to the families they are matched with. They visit the family in the families own home for 2 – 3 hours a week providing nonjudgmental emotional and practical support

The volunteers themselves benefit from the training and supervision they receive while helping families at this difficult time in their lives. They also build confidence, self esteem and a greater understanding of the community they live in.

5. Where does your organisation meet?

We support families living in Weymouth through home visiting

6. How often do you meet?

Volunteers visit the family for 2-3 hours a week for 6 months, longer if the family's needs are complex.

7. How many members does your organisation have?

Home-Start West Dorset has a Trustee Board of 5 members, 50 home visiting volunteers and 5 part time and 1 full time staff member.

8. How many people will benefit from this funding?

It is expected that 10 families (average of 35 members) plus 7 – 10 volunteers

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.

N/A

11. How much funding are you applying for? **£ 1715.00**

12. What is the total cost of your project?

£1715.00, although this only covers the volunteer support for families in Weymouth for 2020/21. The overall costs to run the charity is budgeted at £130,000 for 2020/21

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
All items listed relate to supporting families in Weymouth	
Volunteer training for 10 volunteers X average cost of £14	£ 140.00
Admin support, printing costs etc per volunteer = £35 x 10 volunteers	£ 350.00
Volunteer annual travel expenses for 10 volunteers X average cost of £100	£1000.00
Organiser travel expenses for 5 family visits for 10 families x £22.50	£ 225.00
TOTAL	£1715.00

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

Source	£	Confirmed?
Staffing costs – Children in Need	41,646	Yes
Project specific grant from Dorset Council	18,732	Yes
Local Authority Grant (has been annually)	17,100	No
Neighbourhood Fund	5,000	No
Community fundraising (2018/19)	5,322	It is expected to maintain this level of fund raising and possibly exceed it
Further grants and donations	40,500	No
Total	128,300	

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

Families in Weymouth will directly benefit from this work. We have worked hard to increase our ability to support families but are not able to meet the demand. We believe that families are missing out from this well regarded support that has been shown to make a real difference to families.

The volunteers visiting the family can help

- Reduce isolation and increase social networks;
- Strengthen parent-child relationships;
- Improve physical health and emotional well being;
- Develop and improve parenting skills;
- Improve children's health, well being and development;
- Increase access to health, education and community.

The volunteers will also benefit through having out of pocket expenses reimbursed, able to access relevant training to build their knowledge, understanding and confidence. The additional training will also benefit the families as the support they receive is up to date and meets their needs.

Community cohesion is enhanced as volunteers begin to better understand the community they live in, the families that live there and the services that are on offer. Families have a greater feeling of being part of the community through the support they receive from volunteers within that community.

CONT:

We know the weekly visits of 2 -3 hours makes a difference to the families from the feedback they have provided.

- *"I wouldn't have got where I am today without Home-Start."*

HSWD contacts families 12 months after support to see how they are doing and complete a short survey including asking what they felt were the lasting benefits of the support they receive, one family said –

"All the confidence to manage as a single parent and handle what life throws at me"

We also know we are making a difference from the feedback we receive from the professionals who refer families to us.

- Health visiting lead, *"I am not sure what we would do without the support of Home-Start for our families."*
- *"For families who commit it is a positive learning experience for families. Excellent Support."*
- *"The volunteer and their support has made a real difference to this family."*

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

We have received grants from Dorchester, Bridport and Lyme Regis town councils to support our work with families in their areas. It has been identified that there is a high need for family support in Weymouth.

Through receiving grants from local and town councils and organisations we are able to show national grant makers our service is valued and wanted locally. This enables a greater success in these grant applications.

Local grants also tell the local community we are seen as a trusted local charity and worthy of their support and donations.

Both of these additional benefits from receiving a grant from Weymouth Town council will lead to great self sufficiency and therefore lesson the need to make further applications.

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

We receive funding from a range of sources as follows

- Children in Need – currently at the end of year one of a three year grant – approximately 30% of required income.
- Dorset council grant – we do not know if this will be available for 2020/21
- Local grants e.g. Dorchester and Bridport car boot funds, Bridport and Lyme Regis Town Council, Casterbridge Rotary Club small grants, Dorset Neighbourhood Fund, Isolation Fund
- National funders e.g. Valentine Trust, Alice Ellen Cooper Dear, Garfield Western
- Donations from local organisations and individuals
- Community fundraising

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

We do not charge a fee to families making the service accessible to all

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

We are currently waiting for outcomes of the following grant applications which would support Weymouth Families

- Neighbourhood fund
- Wessex Water grant

Further applications will be made as grants become available

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?

January – December 2019	
<ul style="list-style-type: none"> • Ongoing – High 5’s Fundraising Tube • Friends Of Donations • Christmas Cracker Event Stall • Women’s Day Stall • Love Parks Event Stall • Air FM Party In The Park Stall • Melplash Show Stall • Speaker Event Donation • Taking Part In The Dorchester Rotary Club Raffle • Highwood Open Gardens 	<p>£ 409.90 Raised In 2019</p> <p>£ 2100.00</p> <p>£ 135.65</p> <p>£ 409.00</p> <p>£ 143.00</p> <p>£ 68.30</p> <p>£ 107.00</p> <p>£ 55.00</p> <p>£ 226.00</p> <p>£1668.40</p>
January – December 2020	
<ul style="list-style-type: none"> • Ongoing – High 5’s Fundraising Tube • Friends Of Donations • Waitrose Community Chest Recipient • Stall At The Rotary Spring Fair • Stall At And Beneficiary Of Long Bredy Open Village • Love Parks Event Stall • Air FM Party In The Park Stall • Melplash Show Stall • Taking Part In The Dorchester Rotary Club Raffle • Christmas Cracker Event Stall • Other events will be organised throughout the year 	<p>Ongoing</p> <p>Ongoing</p> <p>February</p> <p>March</p> <p>June</p> <p>July</p> <p>July</p> <p>August</p> <p>November/December</p> <p>December</p>

21. Anticipated income/expenditure for next 12 months

Using 2019/20 figures and 10 years experience it is anticipated to continue to deliver the support to families across Weymouth, Portland and West Dorset:

Required Income: £130,000

Anticipated expenditure £130,000

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

• Dorset Council (Formally Dorset County Council)	£17,100	March 2017, 2018, 2019
• Dorset Council – project specific work	£17,500 in January 2019	
	£25,000 in January 2020	
Other grants have been received through West Dorset Council		
• Neighbourhood Fund	£1,476 – February 2019	
• Social Inclusion Fund	£500 in 2017, £500 in 2018, £1000 in 2019	
• Dorchester Car Boot	£1,000 in 2017, £500 in 2018, £1000 in 2019	
• Bridport Car Boot	£1,000 in 2017, £500 in 2018	
• Dorset Health and Wellbeing Fund	£5,000 in 2017	

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

• BBC Children in Need	£35,891 in 2017	
	£36,828 in 2018	
	£40,434 in 2019	
• Alice Ellen Cooper Dean	£5,000 In 2017	
	£5,000 in 2019	
• Shrivel Trust	£1,000 In 2019	
• Valentine Trust	£5,000 In 2019	
• Garfield Western	£15,000 In 2019	
• Bridport Town Council	£500 In 2018	
	£500 in 2019	
• Wessex Water	£1,500 In 2019	
• Poundbury Community Trust	£800 In 2019	
	£1600 In 2018	
• Rotary Small Grants	£500 In 2019	
• Woodward Charitable Trust	£1,000 In 2017	
• Portland Port	£1,000 In 2018	
• Sherborne Castle Country Fair	£2,500 In 2018	
• Lyme Regis Town Council	£900 in 2019	

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

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

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

I 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.

Signec

Name

Date

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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)	
✓		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to 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?
N/A		For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
✓		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 has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
✓		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?
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 *3/3/20*

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