

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

READ EASY WEYMOUTH AND PORTLAND

Weymouth and portland e
readeasy.org.uk

CHAIR/TEAM LEADER

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? NO

If so please give your charity number:

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

If so, which ...READ EASY UK Registered Charity Number 1151288
.....

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

We recruit volunteers and train them to coach adults to read, providing them with all necessary resources.

We are a self funded community group providing a free and flexible service to any adult learner in the Weymouth and Portland area who comes forward or is referred to us and on assessment is deemed to be able to benefit from our coaching program.

We coach the learners to help them achieve a good reading standard and then offer further support to help develop independent reading and writing skills.

5. Where does your organisation meet? ...Local approved venues ie. Libraries, Church halls, Safewise Centre etc.....
6. How often do you meet? ...Coach/Reader pairs twice weekly
Management Team approx 6 – 8
weekly.....
7. How many members does your organisation have? ...Currently ManTeam x8,
Coordinators x2 and coaches x20.....
8. How many people will benefit from this funding?Variable
.....
9. How many are Weymouth Town Council area residents? ...85%.....%
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? £ ...1040.....
12. What is the total cost of your project? £...1500.....

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
To train 8 new Volunteer Coaches	£240
To provide 1 set of coaching manuals and associated readers per coach	£800
	£
	£

	£
	£
TOTAL	£1040

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

Source	£	Confirmed?
Existing Reserves	460	yes
Total	460	yes

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

Non reading adults find it difficult to be part of or contribute to their community. Their employment opportunities are restricted, they have difficulty with letters and forms often ignoring official communications, their self esteem is low.

Learning to read has been proved to improve self esteem and employment chances. Having more trained coaches will help more learners and ease some of the problems associated with not being able to read which in turn helps them back into the community

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

Recruitment, training and supplying of resources is a one time expense. Once the Volunteer coaches have been trained and supplied with their complete set of manuals and resources they are able to use these to coach multiple learners.

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

We are self funded. We apply for grants, we give talks to local organisations in return for donations. We organise Table Top sale and book sales etc

18.

We offer a free service to all learners

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?

Various talks given in return for donations

Table Top sale in conjunction with Rotary club

21. Anticipated income/expenditure for next 12 months

Income dependent on fundraising ability

Expenditure for general running costs £2000 ring fenced from existing funds

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

23.0	CHICKERELL TOWN COUNCIL £150 AUGUST 2017	d any.
	PORTLAND COURT LEET £600 NOVEMBER 2017	
Only donations no other grants		

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?

No

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

Name of Account Read Easy Weymouth and
Portland.....

Account number (Nationwide B/Soc)

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.

Signed ..  ..
Name ... (CHAIR/TEAM LEADER)
Date 0.....

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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?
n/a		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 *M. C. J.* *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