



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

Westham Community Group, c/o 3 Nutgrove Avenue, Weymouth, Dorset

Contact name: Gill Taylor

Contact telephone number: 01305 779936

Position in organisation: Chair

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

If so please give your charity number:

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

If so, whichNo.....

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

AIMS: The Westham Community Group is a non-political, voluntary group, which promotes self-help and community safety. Its aim is to highlight, investigate and aid prevention of problems experienced by residents of all ages within Westham by the introduction of sustainable initiatives and the involvement of the community.

OBJECTIVES: The objectives of Westham Community Group are:

- To work with all relevant organisations who have an interest in Westham.
- Foster good relations with residents and ensure that they are fully informed and involved.
- To encourage a sense of pride in the community.
- To promote a safer environment.
- Aim to reduce incidents of anti-social behavior.

5. Where does your organisation meet? Waveley, Abbotsbury Road / Weymouth Community Fire Station

6. How often do you meet? Bi-annually -more frequently as necessary

7. How many members does your organisation have? 8 executive members; Membership is open to any resident in Westham
8. How many people will benefit from this funding? 30 young people can be accommodated at any one session – individual participants will vary
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.

NA

11. How much funding are you applying for? £2,000.....
12. What is the total cost of your project? £4,500.....

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
6x events to include hire of equipment i.e. bbq, gazebo, etc. Food and refreshments (non alcoholic).	£1200
6x activities to include football coaching, make up sessions, silent discos etc – the exact content of these will be guided by the young people	£800
TOTAL	£ 2000

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

Source	£	Confirmed?
Chesil Family Partnership Zone will be providing two youth workers for each event and insurance for the events from within their budgets.	In kind (£2000)	Yes
It is anticipated that other statutory agencies will provide support for the events	In kind (£250)	Yes
Community Development Officer WTC	In kind (£250)	Yes
Total	£2500	

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

This is a multi-agency approach with Westham Community Group as the lead agency.

We will be working with trained Youth Workers from the Chesil Family Partnership Zone with targeted young marginalised people mainly from the Westham area who meet once a week at the Mulberry Children's Centre in the evenings. The age range of these young people are between 11 and 17 years and are young people who are disengaged with other youth service provision and support, many of them have complex needs.

Working with the young people we will plan six events at The Marsh and other venues under the management of Weymouth Town Council in the area close to Westham such as the beach. The events will be a meeting place for young people where they are engaged in activities around being active, healthy eating and will include activities such as a bbq, football, etc plus there is the possibility of a silent disco. The activities will be young person centred and young person led. This proposal also has the support of the local police inspector and the Dorset Council's CSAS Officers.

As the lead agency for this project a member of WCG will be present at the events to oversee proceedings. This will ensure that the targeted youth are supported to attend these events.

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

Redacted 1st paragraph.

We believe that this project will help the young people taking part to have better self-esteem and more confidence to enable them to contribute in a meaningful way to society. The local residents of Weymouth will benefit as the young people will be involved in all aspects of the events, planning and consulting, which will lead to a better understanding of the community as a whole. ASB will reduce as the trained staff will work hard on building relationships with the young people and showing them that Weymouth does understand the needs and wants of our young people.

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

Grant funded but the Westham Community Group has received donations for specific purposes and has undertaken events in the past which have resulted in small profits which have been invested back into Westham.

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

No fee is charged for membership of the Westham Community Group and this event will be free to participants.

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

None for this project but there is a second project as part of the Focus on Youth project engaging with young people in Westham.

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?

Donations and grant were received to install a defibrillator on the outside of the Londis shop Abbotsbury Road – project complete

The group is currently refocusing and asking the residents of Westham what they would like to see for Westham, activities will come out of this mapping exercise. The strategic group is currently focusing on the issues that young people face in the area.

21. Anticipated income/expenditure for next 12 months

Income – Approx £3000 from grant applications (including this one)

Expenditure – Approx £3000

This may be altered as a result of the planned mapping project and needs become more evident.

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

2018 - £1000 from W&PBC to part fund a defibrillator

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)? 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 ...Westham Community Group.....
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.

SignedGill Taylor.....

NameGill Taylor.....

Date26 Feb 2020.....

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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?
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?
Y		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: 10/03/20

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 18/03/20

Outcome at that meeting