

# 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 Weymouth Carnival Group CIC

Position in organisation: .....TREASURER.....

## About your organisation

Does your organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	TBC
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: ...N/A.....

## 3. Is your organisation part of, or affiliated to, a larger organisation? No

If so, which .....N/A.....

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

To provide platforms, opportunities and experiences that benefit the local community, its charities, groups, businesses, organisations and residents through the organisation of, but not limited to, community events and activities, with a particular focus on making a positive impact on disadvantaged communities in the area and local economy.

5. Where does your organisation meet? .....Safewise Community Centre.....
6. How often do you meet? .....Monthly.....
7. How many members does your organisation have? .....13.....
8. How many people will benefit from this funding? .....The local community of Weymouth primarily plus tourists.....
9. How many are Weymouth Town Council area residents? .....%
10. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

N/A
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11. How much funding are you applying for? £ .....2,000.....
12. What is the total cost of your project? £ TBC – based on previous events costs range from 50 – 70,000.....

**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
Insurance – quote attached	£900
Radio purchase - estimate	£1,000
First Aid Training (estimate £200 per person)	£600
Event Management Training (estimate £20 per person)	£200
	£
	£
<b>TOTAL</b>	<b>£2,700</b>

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

Source	£	Confirmed?
<b>Total</b>		

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

Our events, namely the Carnival, are aimed at the local community. This funding specifically will help ensure we put on a safe and organised event.

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

We aim to invest in equipment such as Radios to avoid repeat annual expense in hire costs. Insurance is acknowledged as a running cost but plan that this will be covered via donations/sponsorship in future years.

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

This is a new organisation but past carnivals have been funded by public donations, sponsorship and fundraising.

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

The event is free for all but we will be drafting a sponsorship pack in near future.

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

N/A

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?

New organisation – none planned thus far.

21. Anticipated income/expenditure for next 12 months

Previous Carnivals have seen income of 40-70k per annum and expenditure of 50-70k.

Whilst in early stages we are aiming for income of 70k and to keep expenses around 50k so that we generate a healthy profit to be invested in future events and to become self sufficient.

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

N/A

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

N/A
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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 .....)/ **No – our event works closely with local authorities through SAG meetings**

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

Name of Account .....

Account number .....

Sort Code ..... - ..... - .....

**Bank account is in the process of being applied for but we expect this to be ready by end of March 2020.**

**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 **N/A**
- Your most recent bank account statement & details of any other investments/savings; **N/A**
- A copy of your constitution / terms of reference / set of rules; **ATTACHED**
- Details of your organisation's officers; **ATTACHED**
- A copy of your safeguarding policy if your group works with vulnerable adults, or children; **ATTACHED**
- A copy of your adopted equal opportunities policy or statement **ATTACHED**
- Any other documentation you feel may help in assessing your application. **ATTACHED**

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 .....Jamie Beckingham.....

Date ...24<sup>th</sup> 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?
	N	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 – bank account details 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? (i.e. 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?
Being established		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: 9<sup>th</sup> March 2020

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 18<sup>th</sup> March 2020

Outcome at that meeting .....