



# APPLICATION FOR GRANT 2019/20

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of organisation

Weymouth Concert Brass Band

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?	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~~ / No

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

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

If so, which: Brass Bands England and the South West Brass Band Association

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

The aim of Weymouth Concert Brass Band is to promote brass playing in Weymouth & Portland and surrounding areas. We provide an environment for brass musicians to play together for their mutual enjoyment and to further their skills and experience. We encourage young players. Being part of the Band helps people develop essential skills, concentration, build confidence and interact with people of all ages.

We provide musical training, support and entertainment within Weymouth & Portland, and surrounding areas. We perform at engagements and concerts throughout the calendar year.

We are proud to represent Weymouth and compete in the annual West of England Brass Band Championships in Torquay.

5. Where does your organisation meet? The Compass, 307a Chickerell Road, Weymouth, DT4 0QU

6. How often do you meet? Weekly
7. How many members does your organisation have? 5 in Training Band; 29 in Concert Band
8. How many people will benefit from this funding? Approximately 50 to 3000 at each performance
9. How many are Weymouth Town Council area residents? 60%
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? £ 1,000
12. What is the total cost of your project? £ 1,200

**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
Jackets and fleeces for each Band member embroidered with the Weymouth Coat of Arms.	£1,000
	£
	£
	£
	£
<b>TOTAL</b>	<b>£1,000</b>

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

Source	£	Confirmed?

Band Member Subscriptions	£200	Yes
<b>Total</b>	£200	Yes

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

For our project, we have chosen to purchase branded band coats and fleeces for the members in our Concert Band. This has been an aspiration of the Band since being granted permission to use the Weymouth Coat of Arms by the Mayor of Weymouth & Portland in 2010.

Having embroidered jackets and fleeces will enable the Band to be more visible when appearing at engagements. Often, Band members wear their own overcoats to engagements and members of the public are not aware who the Band are. The jackets and fleeces will belong to the Band, but Band members are expected to maintain and keep their Band uniform in a clean condition.

We still attend events and hear people say that they did not know Weymouth has a brass band. Having branded coats and fleeces will enable us to actively promote our organisation and the local area.

We will use a local company, Dorset Embroidery and Printwear Ltd, for all aspects of the project.

Every year we are committed to expanding our repertoire and purchasing new music for our audiences to enjoy. Receiving funding and being able to invest in additional items will have a positive impact on the Band, and the community.

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

The items we are requesting funding towards are a one-off purchase. The coats and fleeces will be used all-year round, which will enable us to increase our presence in the community. We hope that by increasing our presence, this will lead to younger members joining us.

Attracting new members will lead to greater long-term self-sufficiency, and therefore lessen the need for further applications.

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

The majority of our income is from member subscriptions. We do receive an engagement fee for our performances, but depending on the event and the cause we are supporting, the fee could be in the form of a donation.

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

Current subscriptions are: Adults - £35 per quarter; Students - £17.50 per quarter.  
Standard engagement fee: £240.

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

None.

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?

All money raised from band subscriptions, donations, engagements and concerts during the year goes into a central fund which is used to purchase replacement instruments, new music, and to buy and repair equipment.

We will continue to do the same for the next 12 months and beyond.

21. Anticipated income/expenditure for next 12 months

Income: Member subscriptions; Donations; Engagement fees.

Expenditure: Musical Director fee; Rehearsal venue hire; New music; Insurance and Licenses; Contest entry fee.

Whilst our account might seem that we are financially comfortable, at any time we may have an incident which requires replacement / repair of one or more instruments, or items of equipment.

Typical replacement costs would be: Cornet £1500; Trombone £2000; Euphonium £3000; Tuba £5000; Timpani £8000.

Our balance is a buffer against urgent and necessary replacement.

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

In December 2019 Portland Town Council awarded the Band £200 towards the purchase of new music stand lights and a portable PA system.

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? ~~Yes~~ / No

25. Will you be passing the funding on to any other groups (except to pay for goods and services)? ~~Yes~~ / 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~~ / 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/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 ...Laura Caddy.....

Date ...12/03/2020.....

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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)	
Yes		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Weymouth?
Yes		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?
Yes		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?
Yes		Is the grant for non-political or non-quasi-political organisations or projects?
Yes		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?
Yes		Does the application include the required financial and organisational information?
Yes		Is this the only application in this financial year from this group or organisation?
Yes		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?
Yes		Is the application for future funding? (ie not retrospective)
Yes		Is the grant for the sole use of the applying group and not to pass on money?
Yes		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: 5<sup>th</sup> May 2020

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 13<sup>th</sup> May 2020

Outcome at that meeting .....