

# APPLICATION FORM FOR GRANT 20/21

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

1. Name/Address of Organisation:

Waterside Community Forum/ The Park Community Centre
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Name of person making the application: ... Shirley  
James.....

Position in organisation: Secretary and Short mat bowls  
volunteer.....

Contact phone number: supplied

Email address for correspondence: supplied

## About Your Organisation

2. 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

3. Are you a registered charity? Yes

If so, please give your charity number:  
...1081832.....

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

If so, which:  
.....No.....

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

<p>Our aim is to encourage people to come to the Centre and take part in activities, run some of the groups, socialise and have fun. We encourage people to have ideas on how to improve the area, hence a parking permit review and a fairly regular Councillor surgery.</p> <p>We have activities every day of the week, mornings, afternoons and three evenings a week. All activities are on the ground floor and have disabled access.</p> <p>We are situated in a deprived area with a high percentage of elderly people, young families and low paid workers in rented accommodation.</p>
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6. Where does your organisation meet? ...The Park Community Centre, Chelmsford Street, Weymouth.....
7. How often do you meet? ...Five days a week.....
8. How many members does your organisation have? ...We have 20 Committee members, Average number of people attending weekly is approximately 150, although some attend more than one activity... ..
9. How many people will benefit from this funding? ...Approximately 38,plus the two volunteers!.....
10. How many are Weymouth Town Council area residents? .....100.....%
11. How much funding are you applying for? £1,570.....
12. What is the total cost of your project? £1,570.....

**NOTE:** Weymouth Town Council will only approve allocations over £2,000 in exceptional circumstances that are clearly detailed in question 11.

13. Briefly describe the project or purchase you would like the funding for:

The short mat bowls is a popular activity and has a morning and evening slot. Last year the two volunteers started to find setting out and rolling up the carpets had got very difficult (not youngsters anymore!) We applied for an electric winder through the lottery and were very fortunate to get it. On ordering the Electrowind the seller said that if the carpets were over 10 years old and not in good condition it could affect the winder. Our carpets were bought second hand and we have had them approximately 10 years. The new carpets will last for 10 years and the winder is also guaranteed for 10 years. It would make a huge difference as if we were short of volunteers anyone could easily set up. I have quoted for 2 mid- range carpets.

14. If your application is for over £2,000 please give full details of the **exceptional circumstances** related to your request:

15. How will you spend the money you are applying for? Please remember that Weymouth Town Council do not normally give grants for running costs unless associated with a specific project:

Item	Amount
2 Short mat bowls carpets	£1,570
	£
	£
	£
	£
	£
<b>Total</b>	<b>£1,570</b>

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

Source	£	Confirmed?
Electrowind two carpet machine, from the Lottery fund.	5,646	Yes
.		
<b>Total</b>		

The Bowls sessions are popular and we always have full numbers. We have three adults with learning difficulties who attend weekly and people who once played but now cannot, join us for coffee and their expertise! We also have a monthly Bowls lunch group. This also encourages people to try other groups. Benefits are meeting people, having fun, keeping agile and belonging to a caring group.

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

18. How will this funding lead to greater self-sufficiency and lessen the need for future applications?

Both items are guaranteed for ten years, which means other small items possibly needed can be funded by the Centre.

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

We fund raise (stall on the esplanade in the summer is our biggest earner) All the groups pay a small amount. We arrange parties at the Centre and run a monthly Quiz night. A Christmas sparkle entertainment evening.

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

For groups, people pay £2-£3. Parties are £35. Quiz night is £5 plus a raffle, the average number that come is approximately 70 people.

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

The Lottery small grants of £5,646 for an Electrowind.

22. 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?

Monthly quiz nights. Esplanade stall in August. The Christmas Sparkle.  
If possible, as above after September.

23. Anticipated income/expenditure for next 12 months?

We anticipate the Centre will be open in September. The Quiz nights raises approximately £200 per month, October to March 2020/2021 would be £1,000. The Christmas sparkle. Depends on how many people attend, minus payment for the entertainer, usually approximately £200.

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

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

Small grants Lottery funding. February 2020.

26. Has the project that you want the funding for already happened? No

27. Will you be passing the funding on to any other groups (except to pay for goods and services)? No

28. 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 ..... ) Not applicable

29. If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Dorset Council?

Yes (name of contact ..... ) Not applicable

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

Name of Account: supplied

Account number: supplied

Sort Code: supplied

**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 Weymouth Town Council 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.

Signed: ...Shirley James.....

Name: .....Shirley James.....

Date: .....30<sup>th</sup> May 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? (i.e. not retrospective)
Yes		Is the grant for the sole use of the applying group and not to pass on money?
n/a		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?
Yes		For projects involving vulnerable children or adults, do the organisers have the support of Adult Social Care or Children's Services at Dorset Council?

Assessing officer: Helen Legg

Date of assessment: 21<sup>st</sup> September 2020

Decision (delete as applicable) return for further information

Approved as agenda item for the Finance and Governance meeting on: 30<sup>th</sup> September 2020

Outcome at that meeting: .....