

# 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:

Nothe Fort
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Name of person making the application: .....Mary-Anne Edwards.....

Position in organisation: .....General Manager.....

Contact phone number: supplied

Email address for correspondence: .....general.manager@nothefort.org.uk.....

## About Your Organisation

2. Does your organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	Y
Have at least three members on its management committee	Y
Have a constitution, terms of reference or set of rules ( <i>please contact for help with this if needed</i> )	Y

3. Are you a registered charity? Yes/No:

If so, please give your charity number: ... 1148603.....

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

If so, which: Nothe Fort is operated by Weymouth Civic Society.....

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

Nothe Fort is operated by Weymouth Civic Society, a charitable company with these charity objects:

1. To stimulate public interest in the area ;
2. To promote high standards of planning and architecture in the area;
3. To secure the preservation, protection, development and improvement of features of historic, public, natural or environmental interest in the area;
4. To acquire buildings of historic interest in the area with a view to their maintenance and long term preservation and to open such buildings to the public with a view to increasing its appreciation and understanding of the local heritage; and
5. To undertake any relevant activities to further these objectives insofar as they shall be charitable.

Nothe Fort mission to 'Conserve the Nothe Fort and collection, while increasing public accessibility and engaging everyone in its history.'

- As Weymouth's No1 heritage venue, Nothe Fort plays a very important role in the economic wellbeing of tourism economy of Weymouth.
- As a Scheduled National Monument, we work tirelessly to preserve and improve the condition of the Nothe Fort.
- We are passionate about ensuring that Nothe Fort is accessible to the general public. This is delivered through including an accredited museum, learning programmes, social media and a wide range of events.
- We work in partnership with local community groups, strategic bodies and other heritage providers to ensure to that Nothe Fort is accessible to new audiences within community.  
We work with local and regional schools to deliver an exciting programme linked to the national curriculum.
- With over 100 local volunteers strive to deliver an inclusive volunteer programme which supports wellbeing and lifelong learning.

6. Where does your organisation meet? .....Nothe Fort.....
7. How often do you meet? Nothe Fort normally would open for the season from April – October, but this year we aim to open every weekend in November and December.
8. How many members does your organisation have? ...We have 10 members of staff and over 100 volunteers. 2019/20 we had just under 70,000 visitors. ....
9. How many people will benefit from this funding? 1,200 visitors.- plus secondary impact of promoting Weymouth as a destination.....
10. How many are Weymouth Town Council area residents .....720.....60...%
11. How much funding are you applying for? £.....£1,945.20.....

12. What is the total cost of your project? £.....Approx...£3,445.20.....

**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:

**Weymouth's Victorian Christmas Market at Nothe Fort**

**Friday 11<sup>th</sup> December (evening),**

**Saturday 12<sup>th</sup>- Sunday 13<sup>th</sup> December 2020 11am – 4pm**

We shall be working with Dorset Food & Drink and a wide range of local Victorian community craft, music and drama groups to provide a fantastic Christmas event suitable for all ages.

Participants will be dressed in Victorian Costume, and we shall decorate the Fort for a traditional Christmas.

Our event will offer a high level of covid-safety. We shall:-

- Offer pre-booked tickets in order that we can safely manage the numbers.
- Position Dorset Food & Drink in a large marquee in our parade ground, which will have removable side to ensure air flow.
- Have hand sanitizers around the Fort
- Employ extra cleaners to ensure cleaning throughout the event.
- Politely enforce social distancing.

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
To Rent a 12 x 18 meter marquee with carpet, lighting, heating, floor	£1645.20
2 days for Victorian Organ entertainment	£300.00
	£
	£
	£
	£
<b>Total</b>	<b>£ 1945.20</b>

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

Source	£	Confirmed?
We shall be approaching the Weymouth BID for funding	1,500	no
<b>Total</b>		

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

We know that there is a local demand in a Victorian Christmas event, due to interest in the 2019 Victorian Christmas event at the Palm House in Weymouth. This unfortunately had to be cancelled on the second day due to the bad weather.

We are concerned that this year, many school Christmas fairs and community events may not happen due to concerns about risk and covid safety. This will impact on our local community who have had a hard year, and wish to enjoy the festive season. We are also mindful that Christmas may be a time of anxiety for those who financial worries and so we wish to offer a low cost, local event.

Nothe Fort can offer the local community the opportunity to participate in a high quality, fun and engaging event suitable for all ages. By holding such an event locally, we will generate a positive 'sense of place', with not only pride for Weymouth's past history, but also pride in Weymouth today.

By ensure that it is suitable for all ages we can offer an sense of community cohesion.

We will ensure that our marketing uses a wide range of methods to target Weymouth residents. We shall also ensure that our 'pre booking' does not exclude those who do not have internet access by keeping aside a number of tickets for each time slot.

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

This event is the first Victorian Christmas Dorset Food & Drink has held at Nothe Fort. We hope that it will be the beginning of a successful tradition (as at Athelhampton). We shall evaluate the event and be able to set realistic targets for sponsorship and income .

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

Nothe Fort generates its income through ticket sales, shop income and events. Any additional funding is usually grants associated to building maintenance or exhibition development.

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

Nothe Fort current ticket price is £8 for adults, £2 for children between 5-16 year old, and free for under 5s. Our family ticket offers reductions. Our current ticket is valid until the end of 2021. We therefore are confident that many of our local regular visitors will be able to participate in Nothe Fort's Victorian Christmas Fair for free. We shall offer the Chesil Family Partnership Zone a number of free tickets for the event.

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

We shall be applying to the Weymouth BID towards the additional costs of this project. This will be for marketing and Victorian craft demonstrations and musicians.

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?

The last few months have been an extraordinary time due to covid . Nothe Fort has run a successful crowdfunding campaign (match funded by Dorset LEP) to enable us to make the necessary changes to the building to reopen. We also applied the Dorset Councils Leisure Community Arts Fund for a grant to support reopening but this was unsuccessful.

Nothe Fort has focused on a range of museum sector emergency grants. We have been unsuccessful with the Arts Council and are currently applying to Historic England and National Heritage Fund to help us to look after the building and develop our visitor displays. All these funds are very oversubscribed and so we have to be realistic, but it is our duty to our community to try.

23. Anticipated income/expenditure for next 12 months?

Estimated expenditure £330,000 and estimated income £170,000

This is an estimate based on loss of income during our peak season April – mid July and on estimating 60% visitors for the rest of the season. Nothe Fort had restricted reserves (allocated for building maintenance) which shall be reallocated to cover deficit.

Costal Revival Fund £50,000 (2019-2020)

Community Lottery Fund £10,000 (2018-20)

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:

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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.....) / No/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.....) / No/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/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: .....Mary-Anne Edwards.....

Name: .....Mary-Anne Edwards.....

Date: .....20<sup>th</sup> July 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?
Yes		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?
	No	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?
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?
n/a		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> July 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: .....