

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:

Refresh *****

Name of person making the application: Jackie Dukes

Position in organisation: Volunteer

Contact phone number: ***** Email address *****

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/No: Yes

If so, please give your charity number: 1158394

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

If so, which:

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

Building on the legacy of working together for the Olympics Refresh has become the "umbrella" organisation for the churches of Weymouth and Portland in serving their communities in many and varied ways. These projects include project to bring older people together over social events hot meals, and regular coffee mornings (pre Covid19). We work with many other community groups across Weymouth and Portland, along with working closely with Weymouth Town Council. We support rough sleepers over the winter months, run mother and toddler session and we have ready to go a project to support young mums and dad with equipment for 0 - 3 years called family matters. Unfortunately, this was about to be launched in April but has had to be postponed due to Covid19. We run Christians Against Poverty for Weymouth and Portland with 1 full time manager and 2 part time workers. We run Keep in Touch which is a telephone friendship group and pen pal project which also served the community with essential food aid during lockdown 1 in collaboration with WTC

6. Where does your organisation meet? Various venues
7. How often do you meet? Depending on project but daily pre - covid
8. How many members does your organisation have? 100 plus community members
9. How many people will benefit from this funding? Approximately 1,500 (480 households)
10. How many are Weymouth Town Council area residents? The event will be open to the public so people may travel from surrounding areas but we are anticipating that a majority of the attendees will be from Weymouth.
11. How much funding are you applying for? £2,810
12. What is the total cost of your project? £6,550

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:

We have got permission from Dorset Council to use the Park and Ride Car Park to hold a Drive in Nativity over the 3 nights of 15th, 16th and 17th December for 140 cars each night. We are so excited about this project as it is able to be completely covid safe and should meet any future regulations as people will be remaining in their own cars. The evening (all on screen and with sound projected via bluetooth) will be an interactive Nativity with some games and crafts included. Each car will be given a goody bag with the craft and pen and paper for the activities which will have been prepared more than 72 hours previously to ensure it is not contaminated. We are currently writing a full risk assessment and are working closely with FoRPAG and have the support and advice of Julie Hursthouse to ensure we offer a safe event.

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

We don't fit the standard criteria for exceptional funding in normal circumstances however, our whole community is vulnerable during the pandemic and that is why we are going the extra mile to offer some fun and hope this Christmas. We will be donating free tickets to vulnerable and low-income households through Christians against poverty and by application from the foodbanks. This event will be accessible to those without a car. We are looking into taxi hire and other means to achieve this.

As you can see, our funding shortfall is £2810 assuming full capacity ticket sales.

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
Screen hire for 3 nights	£4,560
Toilets	£50
Goody bags @ £2 per car assuming capacity	£840
Film production	£1000
Admin/advertising	£100
	£
Total	£6,550

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

Source	£	Confirmed?
Weymouth Churches	2,000	Yes
Individual donations	300	No
Total	2,300	

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

As you are aware, during the pandemic, many people have suffered low mental health and have found it difficult to find any reason to be upbeat. This fun family event will give people something to look forward to and boost morale. We would be happy to include any information to local residents that Weymouth Town Council would like us to include in the goody bags such as neighbourhood plan consultation information etc. (Reaching approximately 420 households)

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

This is a one-off project. Every year we hold many free events which we fully fund ourselves. The pandemic is the reason we are turning to such a big expensive project this year but in future years we will return to our previous, better prepared community projects

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

Through donations, funding applications, coffee mornings etc and legacies being left to the charity to continue our good work.

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

We are charging £5 per car which is a nominal fee just to ensure people honour their booking. At 140 cars per evening less 20 donated tickets per evening = £1800 less 20% Eventbrite fees = £1440 income assuming full capacity

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

No (other than those listed in 16.)

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?

Pre covid coffee mornings (openforcoffee) bring in a small amount of funding
 These will return once legislation and safety allows

23. Anticipated income/expenditure for next 12 months?

As this is a one-off project, we don't anticipate any other income or expenditure for it

24. Details of any grants or financial support received from local authorities including WTC in the past three years with dates:

None for this project but Refresh received a grant for the Keep in Touch project

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

Weymouth Town Council	2000
Magna Housing	1000
Open for Coffee	200
Dorset Community Foundation	3000
Fairbridge Trust	1000
London Metric	3000
Mask paper Millbrook Care	200
Material masks	350
customers	4431.5
Cherry	2440
Weymouth Town Council	2000
	£8871.50

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?

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? N/A

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 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: *Jackie Dukes*

Name: Jackie Dukes

Date: 12/11/20

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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?
	No	Is the grant application for £2,000 or less?
Yes		For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
n/a		Does the application include the required financial and organisational information?
	No	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: 13th November 2020

Decision (delete as applicable) proceed to committee

Approved as agenda item for the Finance and Governance meeting on: Full Council 25th November 2020

Outcome at that meeting: