

# 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:

South West Dorset Talking Newspaper

Name of person making the application: .....Mr Keith Eagleton

Position in organisation:

Secretary.....

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

If so, please give your charity number:299953.....

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?

We provide a free weekly recorded (Talking) newspaper and magazine for blind and visually impaired people.

6. Where does your organisation meet? ...Our recording studio is above the Moose Lodge 137 Chickerell Road, Weymouth.....

7. How often do you meet? We do not hold meetings for our "Listeners", the Talking Newspaper is sent to their home.....

8. How many members does your organisation have? ...We have 70 Volunteers who help with the recording and distribution on a rota basis.....

9. How many people will benefit from this funding? We have 120 “Listeners” (people who are blind or visyally impaired).....
10. How many are Weymouth Town Council area residents? ...75% the rest are former residents who have moved away but still wish to hear about Weymouth
11. How much funding are you applying for? £ 579.....
12. What is the total cost of your project? £ 579.....

**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 need to replace existing old and faulty computer equipment – a PC and screen. We currently have reserves, but these are held for the eventual replacement of our specialised Recording/Mixing/Copying equipment which is coming to the end of its useful life. We must retain these reserves for this purpose. Due to Covid-19 we have been unable to hold any fund-raising events this year.

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
1TB Desktop PC	£499
Screen	£ 80
	£
	£
	£
	£
<b>Total</b>	<b>£579</b>

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

Source	£	Confirmed?
<b>Total</b>		

Fund-raising events will recommence as soon as the Covid-19 pandemic allows.

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

We are running on “borrowed time” with our current PC. It’s replacement will enable us to continue with our weekly productions with confidence and without delays caused by breakdowns

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

The new equipment is expected to last for a good number of years

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

In normal years we hold various fund-raising activities, and also receive grants and donations.  
The Royal Mail provides free postage for our ‘wallets’

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

None. The service we provide to our “Listeners” is totally free.

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

Yes, to the Postcode Community Trust, but our applications was declined.

Please include details below:

22. What fund raising activities took place in the **last** 12 months and what fund-raising activities are

None – due to Covid-19 pandemic

planned for the **next** 12 months, if any?

As soon as possible in 2021 we will resume our usual round of fund-raising activities which includes music in Greenhill Gardens, collections at various supermarkets, a sea-front stall etc.

23. Anticipated income/expenditure for next 12 months?

Excluding this project            Income    £3000    Expenditure   £3500

Income is a guess and depends upon Covid-19

24. Details of any grants or financial support received from local authorities including WTC in the past

2017/2018   Mayor's Christmas Fund £100

three years with dates:

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

Please see details on the Receipts & Payments Accounts for years ended April 2019 and April 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?

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?

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?

- X A copy of your most recent accounts
- X Your most recent bank account statement & details of any other investments/savings;
- X A copy of your constitution / terms of reference / set of rules;
- X Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- X A copy of your adopted equal opportunities policy or statement
- X 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: .....Keith Eagleton.....

Name:

Hon. Secretary, South West Dorset Talking Newspaper.....

Date: ..... 17<sup>th</sup> November 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)
Ye		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: 20<sup>th</sup> November 2020

Decision (delete as applicable) proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 16<sup>th</sup> December 2020

Outcome at that meeting: .....