

**WEYMOUTH 450 APPLICATION FORM GRANT**

Thank you for your interest in applying for a Weymouth 450 grant from Weymouth Town Council. Please read the policy below before starting to fill in the form.

A grant pot will be available to support community groups, not for profit organisations and schools to celebrate Weymouth 450.  A maximum of £1,000 would be available to any one group to meet the costs of community events over the summer and autumn to celebrate our town’s 450th birthday. A total of £15,000 will be allocated for grants, which would be available for organisers of community events celebrating the anniversary.

Grants will not be available for commercial events.

If you require any advice or guidance, please contact Weymouth Town Council on 01305 239839 or at [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk).

Completed forms to be returned by email or to - Weymouth Town Council, Council Offices, Commercial Road, Weymouth Dorset DT4 8NG.

**WEYMOUTH TOWN COUNCIL WEYMOUTH 450 GRANTS POLICY**

1. To be eligible for funding, applicants must:

* Be a community, local school, voluntary or charitable organisation which must be constituted.
* Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.

1. Grants will only be made to community, schools and voluntary organisations for the benefit of the area covered by Weymouth Town Council and that will contribute positively to the Weymouth area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for Weymouth residents using that service.
2. Grants will not be made to:

* Organisations that discriminate on grounds of age, disability, being married or in a civil partnership, gender reassignment, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.
* Private organisations operated as a business to make a profit or surplus.
* “Upward funders”, i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
* Organisations who wish to pass on money to other individuals or groups.
* Individuals.
* Political organisations or projects.
* Any expenditure incurred or committed before we confirm our grant.
* Finance loans or interest payments.
* General funding for your organisation or others.

1. The grant can only be used for celebrating the 450 Anniversary of the amalgamation of Weymouth and Melcombe Regis.  This could be an event, exhibition or similar.
2. Grants are only available for events / activities that take place in 2021.
3. The Town Council will only consider grant applications for £1,000 or less.
4. The Town Council will only consider an application if accompanied by the required financial and organisational information.
5. If the project involves vulnerable children or adults, the organisers must advise if they have the support of Adult Social Care or Children’s Services at Dorset Council.
6. Applications are reviewed by the Town Clerk, Chair of Finance & Governance Committee and the Chair of Tourism, Events, Arts and Festivals Working Group (TEAF) who are delegated the authority to determine applications. Allocations of grants will be reported back to each Finance & Governance Committee and TEAF Working Group.
7. The form will have personal and sensitive information redacted before it becomes public as part of the agenda for the Finance and Governance Committee meeting.
8. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
9. If awarded a grant, Weymouth Town Council will require an agreement form to be signed prior to the funds being released. The Council would welcome an invitation for the Mayor to what was achieved with the funding. The Council can assist with the promotion of such events and associated press releases.
10. If successful, the organisation will be required to display / use our Weymouth 450 branding logo on their advertising / website or similar.
11. A report template will be provided to successful recipients after the date advised of the event, exhibition or similar. This report will evidence the use of the full grant amount for the agreed purpose. Should evidence of the monies being spent as agreed not be received the Town Council will request the return of the funds.
12. Support is available for your application with regards to setting up new projects, best practise and completing the form. Please contact us on 01305 239839 or at [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk).
13. Please note, the application form will become a public document when considered by the Council. Personal and bank details will be redacted.

Date agreed:

Date for review:

**APPLICATION FORM FOR GRANT 21/22**

Please read the policy on pages 1, 2 and 3 **before** filling in the form.

1. Name/Address of Organisation:

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

Name of person making the application: ……………………………………………………..

Position in organisation: ……………………………………………………………………..…

Contact phone number: ……………………................................................................……

Email address: ………………….............................................................................……..

**About Your Organisation**

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

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

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

If so, which: ………………………………………………………………………………………

1. How many people will benefit from this funding? …..........................................................
2. How many of these are Weymouth Town Council area residents? …...........................%
3. How much funding are you applying for? £……........
4. What is the total cost of your project? £…............….
5. Briefly describe the event you would like the funding for:
6. How will you spend the money you are applying for?

|  |  |
| --- | --- |
| Item | Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** | **£** |

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

|  |  |  |
| --- | --- | --- |
| Source | £ | Confirmed? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

1. Have you applied for any other funds/grants towards the cost of this project? Please include details below:
2. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes/No (delete)
3. 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 …………………………………) / No/Not applicable (delete)

Please give us details of the bank account that the grant should be paid into if approved (this cannot be a building society passbook account):

Name of Account: ……………………..……………………………………….

Account number: ……………………………………........................………..

Sort Code: …...… - …...… - …...…

***Please ensure you have read the policy on pages 1 - 3 before signing the form.***

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I/We agree that Weymouth Town Council will process and hold personal information about me/us and my/our group or organisation only in relation to this grant application. I/We consent to my/our personal information, including that contained in this form, being stored manually and/or electronically by Weymouth Town Council. It will be held securely and treated confidentially for six years after an application is made. I/We 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/We understand that my/our data will be disposed of securely six years after the application and that I/we have the right to correct the information at any time. I/We have been made aware of my/our 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 - 3 and that our application complies with the policy.

I/We declare that I/we have included all the requested information.

I/We fully understand that if I/we do not include the requested information and/or if mine/our application does not comply with the policy, the application may be rejected.

Signed: ……………………………………………………………….

Name: …..…………………………………………………………….

Date: …………………………………………………………………..

**For Office Use Only**

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) |  |
|  |  | The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Weymouth? |
|  |  | Is the grant for non-political or non-quasi-political organisations or projects? |
|  |  | Is the grant application for £1,000 or less? |
|  |  | For applications in excess of £1,000, has the applicant fully detailed the exceptional circumstances? |
|  |  | 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? |
|  |  | Is the grant for the sole use of the applying group and not to pass on money? |
|  |  | 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: ………………………………………………………………………….…………..

Date of assessment: …………………………………………………………………………………..

Decision (delete as applicable): reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Governance meeting on: ……………….……….