



## APPLICATION FOR GRANT 21/22

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

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).

Help is also available on our website <https://www.weymouthtowncouncil.gov.uk/grants-available-for-local-organisations/>

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

### WEYMOUTH TOWN COUNCIL GRANTS POLICY

1. To be eligible for funding, applicants must:
  - Have a written governing document (for example a constitution, memorandum and articles of association, set of rules or trust deed).
  - Have at least three members on their management committee/board.
  - Have a bank or building society current account in the name of the organisation.
  - Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including, but not limited to, older people, young people, people with disabilities or people from black or minority ethnic groups.
  - Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
  - Have an adopted equal opportunities policy or statement.
  - Show evidence that the service provided is needed by the community and that it has community support.
2. Grants will only be made to community 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.
3. 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.
  - Organisations whose function is primarily undertaken by the Health Authority or Dorset Council's Social Services.
  - Political organisations or projects.
  - Activities that are completely funded from another funding sources.
  - Any expenditure incurred or committed before we confirm our grant.
  - Finance loans or interest payments.
  - General funding for your organisation or others.
4. Grants will not normally be made for ongoing running costs.  
Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
  5. What can the grant be used for?
    - Funding for a new project, setting up a new group or local forum.
    - Funding for capital items that will help the organisation e.g. equipment.
    - Events, training and/or capacity building.
  6. The Town Council will normally only consider grant applications for £2,000 or less. In exceptional circumstances grants for higher amounts may be considered. Exceptional circumstances would be where a service for a vulnerable community is at imminent and direct risk due to unforeseen circumstances e.g. fire, flood or theft and where a significantly wide-ranging benefit to a vulnerable community are clearly demonstrated in the application form.
  7. The Town Council will only consider an application if accompanied by the required financial and organisational information.
  8. The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years. The Town Council will not consider multiple applications for support for the same project, either in the same or in subsequent years.
  9. The Town Council welcomes applications that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
  10. Applications for funds regarding security measures, applicants must seek the support of the local police or crime reduction officer.
  11. 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.
  12. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance and Governance Committee for a decision.

13. 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.
14. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
15. If awarded a grant, Weymouth Town Council will require an agreement form to be signed prior to the funds being released. This will include recognition of the grant by way of a plaque, sign or sticker (to be provided by the Council). The Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and associated press releases.
16. It is expected that funds will be spent within six months of issue. A Six-Month Report template will be provided to successful recipients prior to the six-month deadline. This report will evidence the use of the full grant amount for the agreed purpose. If monies have not been fully spent the report should be completed with an explanation. An End of Grant Report will then be forwarded prior to 12 months after issue of monies. This is to be completed and provided to the Town Council within 12 months of the funding being transferred. Evidence may also include receipts, photos and reports. In exceptional circumstances the deadline for spending the grant may be extended to an agreed time. An extension must be explained and requested on the End of Grant Report. Should evidence of the monies being spent as agreed not be received the Town Council will request the return of the funds.
17. Councillors would welcome an invitation to see what was achieved with the funding as part of the report.
18. Support is available for your application with regards to setting up new projects, policies, best practise and completing the form. Please contact us on 01305 239839 or at [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk).
19. Please note, the application form will become a public document when considered by the Council. Personal and bank details will be redacted.

Date agreed: 7<sup>th</sup> April 2021

Date for review: March 2022

## 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:

.....Nothe Fort.....  
.....Barrkack Road.....  
.....Weymouth.....  
.....Dorset DT1 1RU.....

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

Position in organisation: .....General Manager (job share with Kate Hebditch)...

Contact phone number: .....mobile supplied or 01305 766626.....

Email address: .....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: Nothe Fort operated by Weymouth Civic Society

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

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

If so, which: ...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 mission statement: "To conserve Nothe Fort and the collection, while increasing public accessibility and engaging everyone in its history."

- A well cared for Scheduled Ancient Monument, protected from damage or deterioration
- Acknowledged excellent collection of material related to coastal defence, easily accessible and comprehensible to a full range of people
- A museum of research and learning
- A vibrant volunteer force, whose contribution to Weymouth is recognised, who are proud to be part of a worthwhile enterprise
- A focal point for south west Dorset heritage organisations
- A successful visitor attraction generating a modest operating surplus
- A reputation as a good employer and a fun place to work or volunteer
- An outward looking organisation having a social and economic impact on Weymouth

6. Where does your organisation meet? .....Nothe Fort.....
7. How often do you meet? The Fort is open daily 17 May – 31 October. Dates to be confirmed for December 2021.
8. How many members does your organisation have? 11 staff, 4 zero hours contract, 3 kickstart placements, 101 volunteers. 33,500 visitors (Oct 2019 – Sept 2020)
9. How many people will benefit from this funding? ....2,700 ...
10. How many of these are Weymouth Town Council area residents?.. 40.....%
11. How much funding are you applying for? £ 2,000.....
12. What is the total cost of your project? £.....32,040.....

**NOTE:** Weymouth Town Council will only approve allocations over £2,000 in exceptional circumstances that are clearly detailed in question 15.

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

### **Christmas Light Experience at Nothe Fort**

Nothe Fort can offer Weymouth a unique alternative to the Christmas light experiences of Abbotsbury and Kingston Lacy Gardens which would attract visitors to Weymouth for a 'day out' during the Christmas shopping period and the post-Christmas sales.

Inspired by the success of Christmas Tunnel Lights at the Shipwreck Museum in Cornwall, Nothe Fort has developed a Christmas attraction which will have a wow factor; be creative and fun; will be suitable during wet weather and also during the day and evening.

<https://www.youtube.com/watch?v=1i4oGVvmYao>

Our ambition is to create a successful and sustainable Christmas attraction for Weymouth. In year 1 the Fort would work with Weymouth BID and Weymouth Town Council to get this project up and running, and then in year 2 & 3 Nothe Fort would be able to stand alone and develop this Christmas attraction for Weymouth.

Uplight the main façade overlooking the Weymouth Pavilion. This will provide a standout image for anyone driving into Weymouth and will be aesthetically pleasing from the harbour, seafront and surrounding areas.

A searchlight effect within the sky for the operating hours of the event to again, entice people to Weymouth.

The exterior walls to the entrance of the Fort will be bathed in vibrant colours.

The parade ground will have a gobo (pattern projection). Festoon will line the interior of the fort around the coffee shop and amenities drawing people down into the main attraction will be the tunnels.

The tunnels will have a circular route taking the visitors on visually vibrant colour scheme journey. There will be Christmas breakup patterns on the tunnel walls, and an overhead lighting

### **OPENING DATES**

Saturday 27<sup>th</sup> – Sunday 28<sup>th</sup> November

Thursday 2<sup>nd</sup> – Sunday 5<sup>th</sup> December

Thursday 9<sup>th</sup> – Sunday 12<sup>th</sup> December

Thursday 17<sup>th</sup> – Thursday 23<sup>rd</sup> December

Monday 27<sup>th</sup> – Thursday 30<sup>th</sup> December

TOTAL 22 DAYS

### **OPENING TIMES**

2.30pm – last ticket 7.00pm, close 8pm

TOTAL 4.5 hours per day

13. Which of the Council's priorities does the project contribute to?

- ☒ Improve the wellbeing of the people of Weymouth.
- ☐ Manage the Council's assets and resources responsibly and transparently.
- ☐ Manage the Council's services effectively to meet the needs of the communities we serve.
- ☐ Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.
- ☒ Promote opportunities for economic success of the area.
- ☒ Strive for continuous improvement and service development.
- ☒ Work with partners to deliver our core values and strategy.

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
Lighting company	£22,800
Staffing for the event	£ 9,240
	£
	£
<b>Total</b>	<b>£32,040</b>

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

Source	£	Confirmed?
Weymouth BID	13,600	tbc
Lighting Company sponsorship	2,800	Y
Ticket sales	13,640	tbc
Weymouth Town Council	2,000	tbc
<b>Total</b>		<b>£32,040</b>

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

The development of the 'Christmas Light Experience at Nothe Fort' will have a positive economic and social impact on Weymouth town.

- The lights will contribute to the marketing of Weymouth Town during Christmas. The illuminations will create unique images for social media and will capture the imagination in the news during the run up to Christmas. It is something different with a wow factor. The publicity reach would be throughout South West.
- Create a buzz to the town, a sense of civic pride in what is an iconic landmark for Weymouth and Dorset.
- Create additional footfall to the town. Due to the timing, visitors could shop in Weymouth Town before or dine in Weymouth after their visit.
- Support the increased dwell time in Weymouth Town to enable the BID to market Weymouth as a go to weekend destination for Christmas shopping.
- The lights shall continue between Christmas and New Year, a time when families are looking for something to get them out of the house.
- The project has sustainability and legacy built in – acting as 'seed funding' to create a sustainable Christmas attraction.
- This project offers Weymouth a low risk covid-safe activity. If covid restrictions, similar to December 2020, were enforced in December 2021 this event would still be able to go ahead (Nothe Fort tunnels can manage group flow).

18. How do you know that the groups you work with or the local community want this project to take place? Please detail any consultation undertaken:

We have spoken to a large range of individuals and businesses about the Christmas Lighting Up project, and everyone has been very positive. The idea of lighting up the tunnels quickly captures people's imagination.

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

We believe that Christmas Lights at Nothe Fort could create a new annual Christmas attraction for Weymouth which would build in popularity and reputation over the future years. However, to get this is a big project for Nothe Fort and to kickstart it we need the support of Weymouth BID and Weymouth Town Council for year 1.

We have used the model of Abbotsbury and The ShipWreck Museum in Cornwall to see how their Christmas lights have grown over the years.

20. How is your organisation normally funded? Not applicable to new organisations:

Ticket sales. Gift aid. Events. Rental income. Grants.



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

We are proud to offer DT3, DT4 & DT5 residents a discounted annual pass .  
£11 for an adult, £10 for a concession and £5 for a child 5-16 . Free for under 5s.  
£25 for a family of 4, and £15 for a family of 3.

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

Please see Q 17.

23. 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?

We are currently working on a large Arts Council grant application focusing on access and the fabric of the building. This will include a new lift, resolve the damp through new drainage and enhance the ventilation system of Nothe Fort.

We shall be preparing an application to the Heritage Fund to develop our educational offering to include the Victorians for KS1, the Cold War for KS3 and to develop our offering for Weymouth College, Weymouth SN provision, BTECs and work placement provision.

24. Anticipated income/expenditure for the next 12 months?

Current budget runs from 1 Oct 2020 – 31<sup>st</sup> September 2021. Income £422,000 and expenditure £495,000. There was an additional carry over of £79,300 for the Heritage Lottery Grant which we received just before the end of the previous financial year.

We are just about to meet to set the budget for Oct 2021 – Sept 2022.

25. Details of any grants or financial support received from local authorities including Weymouth Town Council in the past three years with dates:

In December 2020 Nothe Fort received a £2000 grant from WTC to run, what, was a successful, Victorian Christmas Market with Dorset Food & Drink. Sadly, due to covid-restrictions it was one of the few Christmas events that happened in Weymouth.

We had planned to work with Dorset Food & Drink for to develop a larger Victorian Christmas Fair for 11/12<sup>th</sup> December 2021. However, we do not wish to clash with Weymouth BIDs plans for a Victorian Market at Christmas in the town which was planned for a different weekend (ours has to be on 11/12<sup>th</sup> because of the availability of Dorset Food & Drink).

It would make more sense if we did not clash with Weymouth's Victorian Fair, but instead offered our support and Victorian events experience to help plan Weymouth's Victorian event and to ensure that it was a real wow factor, with music, street entertainment and actors.

Dorset Council – Organisation Revenue Grant . Awarded £20,000 in 2021 for 3 years.

WTC 450 grant - Weymouth 450 Silent Disco £1,000. Saturday 4<sup>th</sup> September 2021

26. Grants from non-local authority sources in the last three years with dates, if you have any:

Heritage Fund Emergency Fund - £79,300 - 2020

Historic England Emergency Fund - £18,600- 2020

Coastal Revival Fund – £50,000 – 2018/19

Community Lottery - £10,000 – 2018/19

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

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

29. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

No/Not applicable

30. 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?

No/Not applicable

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: Supplied

Account number: Supplied

Sort Code: Supplied

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

*Checklist (please tick the appropriate boxes)*

*Have you submitted the following?*

- ☐ A copy of your most recent accounts (not more than 12 months old);
- ☐ Your most recent bank account statement & details of any other investments/savings (not more than 3 months old);
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of the notes from your last Annual General Meeting;
- ☐ 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/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: .....Mary-Anne Edwards.....

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

Date: .....19 July 2021.....

### 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)	
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?
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: 3<sup>rd</sup> August 2021

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 22<sup>nd</sup> September 2021