



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.

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. Where a project is focussed on a particular area, and not across Weymouth, the support of the local Councillors will be required prior to the application going forward for decision. Details of local Councillors can be found here www.weymouthtowncouncil.gov.uk/councillors/, or please contact the office for contact details.
9. 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.
10. 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.
11. Applications for funds regarding security measures, applicants must seek the support of the local police or crime reduction officer.

12. 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.
13. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance and Governance Committee for a decision.
14. 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.
15. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
16. 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.
17. 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.
18. Councillors would welcome an invitation to see what was achieved with the funding as part of the report.
19. 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.
20. Please note, the application form will become a public document when considered by the Council. Personal and bank details will be redacted.

Date agreed: 7th 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:

The Lantern Trust (Weymouth)

2 Ranelagh Road

Weymouth

Dorset

DT4 7JD

Name of person making the application: Jo Hurst.....

Position in organisation: Project Development Manager.....

Contact phone number: 01305 787940.....

Email address: Supplied

About Your Organisation

2. Does your organisation:

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

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

If so, please give your charity number: 1114979

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

If so, which: N/A.....

5. Aims and objectives of your organisation; What does your organisation do and how

The Lantern Trust is an independent registered charity which was established in 1983 to benefit vulnerable and marginalized people in the Weymouth and Portland area. We aim to bring lasting change to people's lives through the provision of a dedicated service meeting practical, emotional and personal unmet aftercare needs. Our ethos is one of social inclusion and we aim to break the cycles of disadvantage and dependency through providing support which is tailored to individual need. We strive to work *with* people rather than purely *for* people, in order to equip clients with a toolkit to tackle everyday issues and to engender a sense of self-confidence and empowerment in those whom we assist. The foundation of our work is based upon developing lasting, trusting relationships with our client base. According to the English Indices of Deprivation, 10 areas of Dorset (out of a total of 219) fall within the bracket of being in the top 20% most deprived nationally regarding multiple deprivation. 9 of these areas are situated in the pre-Local Government Reorganization area of Weymouth and Portland, and 1 is within the former West Dorset area. Our clients present with multiple social exclusion factors, such as mental health issues, offending behavior, substance misuse issues and homelessness, with an average of five presenting issues per person. In order to meet growing client need, we have recognized the value of collaborative working and have strengthened our service by providing Crisis and Recovery Hubs, giving easy access to Lantern Trust in-house services and partner agencies, assisting people with a range of complex needs for whom traditional services have not succeeded. Hub services include: Shelter, Homeless Health Service, Julian House, GP Service, REACH Drug and Alcohol Service, Domestic Violence Support, Housing Advice, CAB, financial assistance for deposits, Opticians Service, and all our own Lantern Support Services. We have also seen our support extend to two new hostels as well as the continuation of our Safe Sleep provision. Our geographical situation and accessibility mean that we can reach large numbers of clients through 'in-reach' as well as outreach. 'In-reach' within the centre includes but is not limited to primary health, substance misuse, mental health, domestic violence and homelessness services. Our services are unique in approach when considering local provision, in that we offer a complete range of services under one roof. We complement local statutory services by having the ability to work with those who are unable or unwilling to engage with mainstream services, acting as a last line in assistance for the difficult to engage. We are currently commissioned by Dorset Council to provide the community resource centre aspect of the Integrated Prevention and Support Service, delivering effective housing and benefit interventions, access to accommodation and tenancy sustainment support. We are also commissioned to deliver the Supported Lettings aspect of the Rapid Rehousing Pathway, which is a Central Government initiative aimed at reducing homelessness. Our support is a local and essential service for Weymouth & Portland's most vulnerable residents. Our services have the broader aim of improving our wider community by reducing societal issues such as homelessness, offending behaviour, welfare benefit dependency and anti-social behaviour. We regularly feed back to the local authority in order that our statistics may help form a well-rounded picture of social exclusion in the area. In this way we hope to contribute to local policy making and plans to alleviate marginalization. Within the community we see a strong desire for change through collaborative action and a foundation for engagement with local people, organizations and other agencies creating an offering greater than the sum of its parts.

does it benefit the residents of Weymouth?

6. Where does your organisation meet? The Lantern Trust (Weymouth), 2 Ranelagh Road, Weymouth, Dorset, DT4 7JD
7. How often do you meet? Trustees meet 5 times a year.....
8. How many members does your organisation have? 7 Trustees.....
9. How many people will benefit from this funding? Approximately 10-20.....
10. How many of these are Weymouth Town Council area residents? 100%
11. How much funding are you applying for? £5000.....
12. What is the total cost of your project? £44149.60

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

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

As part of Dorset's Rough Sleeper Initiative (RSI), we recognise that winter provision is integral to the health and well-being of our hard to reach rough sleepers, in order to avoid winter-related illnesses and deaths amongst this vulnerable group. In 2021, our Safe Sleep project met a total of 82 specific housing needs, including 2 clients housed in the private sector, 2 clients housed in Portland YHA supported hostel project, 2 clients housed by The Bus Shelter Dorset (1 of these clients will shortly move to Shelter Intensive Floating Support (IFS) accommodation), 1 client housed by Pivotal Housing and 2 clients housed in Sanderson House supported accommodation (one as a longer-term housing solution and 1 as a temporary measure, pending accommodation in BCHA Church Street). 5 clients continued to be housed at the Riviera Hotel (the Safe Sleep venue) as Dorset Council secured further funding to accommodate clients for whom no immediate housing solution was found. 1 client awaits IFS housing and 1 client awaits Rapid Rehousing Pathway housing. 10 benefit needs, 44 health needs and 52 practical/emotional support needs were also met by the project. Although we anticipate that the majority of our rough sleeper cohort will be accommodated by next winter, Dorset Council have secured funding for winter provision which will provide us with the opportunity and flexibility to reach out to our entrenched group. This provision would provide 120 days of supported B&B accommodation for this group during the winter months from December to March. The grant would be to fund running costs for our proposed support package which would be offered alongside the accommodation, providing clients with the option to take up an offer of ongoing tailored support, thus avoiding a return to the street. Our support package would ensure that clients are triaged by a support worker who will also provide crisis response and tailored advice to ensure that a support plan is in place for every client. The aim is to utilise this opportunity to ensure that support needs are met, finances are in place and that clients are tenancy ready after this period of accommodation and do not return back to the streets. Intensive support will be available with the aim of assisting clients to move into settled accommodation.

14. 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.

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

We applied to the MHCLG/Homeless Link Winter Transformation Fund (who funded our Safe Sleep block booking accommodation costs in 2021), requesting the sum of £44149.60 running costs for our Safe Sleep support provision. However, this year we have been unsuccessful in our bid and we are therefore unable at this stage to offer our Safe Sleep project this winter. We are concerned that rough sleepers will therefore be placed at risk during the winter months and will lack support to gain more settled accommodation through engagement with our project. We are therefore requesting assistance with a grant of £5000 towards Safe Sleep operational costs to enable us to provide what we consider to be a vital and life-changing project for rough sleepers in our community.

16. 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
Safe Sleep 2021/22 Running Costs	£5000
	£
	£
	£
Total	£5000

17. How else are you funding your project? Include grants from other organisations, fund raising and existing reserves: Grant requests have been submitted to a grant making trusts and the Police and Crime Commission. We are currently researching other

funders and grant making trusts as a matter of priority. We are also registering on grant match fundraising platforms

Source	£	Confirmed?
Total	0	

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

The funding would enable rough sleepers in Weymouth, accommodated by Dorset Council through their Winter Accommodation Provision, to access intensive support from Lantern Trust staff and triage into our Hub Services, thus maximizing their chances of sustaining temporary accommodation and moving into longer-term housing solutions. The support will encompass assistance with all areas of physical and mental wellbeing and will identify existing barriers to housing, benefits and other necessary services in order to allow rough sleepers to access the housing and improved quality of life which they require to achieve their personal goals and start making a positive contribution to the community.

19. If your project focusses on a particular area of Weymouth, please give the name of the Councillor who is supporting your application?

N/A

20. 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 are members of the Rough Sleepers Core Group (RSCG), NSAP and RSAP and work with Dorset Council and other local stakeholders to relieve homelessness. We are aware of the current rough sleeping issues in Weymouth and can evidence the need through statistics from or evidence based case management system and data submitted to the RSCG, NSAP, RSAP and Public Health Dorset. We have a staff/client focus group entitled "Your Voice," which ensures that our current services are informed through client opinion and we are dedicating a focus group to the topic of homelessness. We are, through informal channels and public contact with our services, aware of local concern regarding rough sleeping in the locality and therefore we are confident that our local community are supportive of the project. In previous years, members of the wider community have volunteered and contributed to our Safe Sleep projects.

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

We are confident, after the excellent outcomes achieved by Safe Sleep 2021, that beneficiaries will receive the necessary support and possible access to longer-term accommodation, which will lessen the future need for applications. We are now dealing with a smaller cohort of Safe Sleep clients and this indicates that the enhanced inter-agency approach developed during the Covid-19 pandemic is an efficient model to achieve homelessness reduction.

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

% Income from statutory source – 50%
% Income from Lottery funds – 3%
% Income from private companies – 0%
% Income from individual donations – 21%
% Income from your activities – 2%
% Income from investments – 0%
% Income from grant making trusts – 19%
% Income from other sources – 5%

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

N/A

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

The Garfield Weston Foundation - £44149.60 – application submitted
The Police and Crime Commission - £5000 – application submitted

25. 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 successfully applied for a Homeless Link/MHCLG grant of £41850.00 to enable us to block book single room hotel accommodation for rough sleepers engaging with Safe Sleep 2022. We also secured a £5000 grant from the Police and Crime Commission Safer Dorset Fund towards Safe Sleep operational costs. We will continue to make grant making trust searches and applications when funding opportunities arise.

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

Lantern Trust (Weymouth) – Budget year ending 31/03/22
Total anticipated income – £255500
Total anticipated expenditure - £305700
Our Budget for the year ending 31/03/21 is not yet available.

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

The Lantern Trust commenced an Integrated Prevention and Support Service contract with Dorset Council with effect from 1 April 2018 after having participated in a Social Inclusion Pilot Scheme in the previous year. This was a three year contract with an optional two year extension and the contract has been extended for one year of that option period through to 31 March 2022. Fees of £75000 were received for this contract during the year.

The charity also commenced delivery of a Rapid Rehousing Pathway Supported Lettings contract with Dorset Council with effect from 1 April 2019. This contract is on a year by year basis and at this time has been extended through to 31 March 2022. Fees of £108000 were received for this contract during the year.

Weymouth Town Council - £2000 grant for Safe Sleep running costs/salaries – 2019

Weymouth Town Council - £2000 grant for essential items - 2021

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

Too numerous to list.

29. Has the project that you want the funding for already happened? ~~Yes~~/No (delete)

30. Will you be passing the funding on to any other groups (except to pay for goods and services)? ~~Yes~~/No (delete)

31. 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) / ~~No~~/Not applicable (delete)

32. 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: 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?

- y A copy of your most recent accounts (not more than 12 months old);**
- y Your most recent bank account statement & details of any other investments/savings (not more than 3 months old);**
- y A copy of your constitution / terms of reference / set of rules;**
- n/a A copy of the notes from your last Annual General Meeting;**
- y Details of your organisation's officers;**
- y A copy of your safeguarding policy if your group works with vulnerable adults, or children;**
- y A copy of your adopted equal opportunities policy or statement;**
- y 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 authorized 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: Jo Hurst.....

Name: Jo Hurst.....

Date: 30/09/21.....

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?
	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?
Yes		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?
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: 12th October 2021

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 3rd November 2021