

## APPLICATION FORM FOR GRANT 22/23

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

1. Name/Address of Organisation:

STEPS Club for Young People

110 Chickerell Rd

Weymouth

DT4 0BT

Name of person making the application: Tom Lane

Position in organisation: Principal Youth Worker

Contact phone number: Supplied

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?	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: 1171496

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?

The objects of the CIO are: "To help and educate young people to grow as individuals and members of society and to improve their life chances through the delivery of youth work - the provision of a range of socially educative and developmental opportunities and support."

We are a full-time youth & community centre, providing fabulous facilities for a wide variety of community groups and delivering a varied programme of activities, developmental opportunities and support for young people.

Since 2016, the vast majority of youth work has disappeared (including across Weymouth & Portland). Our Club is respected in the community for the high quality of youth work delivered, including with young people who are disadvantaged/vulnerable.

6. Where does your organisation meet? At STEPS Club for Young People

7. How often do you meet? The youth club is in almost constant use – most days from 9.30am to 10pm. The club is home to Dorset Abilities Group during the daytime, there are a host of after-school user-groups and then the youth club sessions take place in the evenings (usually 4 evenings per week).

8. How many members does your organisation have? An average of 200-250 different young people attend STEPS each year. Around 150 attend and participate regularly in youth club activities.

9. How many people will benefit from this funding? 75

10. How many of these are Weymouth Town Council area residents? 99%

11. How much funding are you applying for? £2,368.86

12. What is the total cost of your project? £3,218.86

**NOTE:** Weymouth Town Council will only approve allocations up to £5,000 in exceptional circumstances that are clearly detailed in question 15, with regard to the information in Policy point 6.

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

**Six-Month Healthy Lifestyles Project**

A considerable proportion of our young people are inactive, eat unhealthily, experience unhealthy relationship behaviours and/or have mental health issues (including self-harm). Our proposed project aims to support them to gain the knowledge and confidence necessary to make healthier choices, lead active and healthy lifestyles, experience healthy relationships and cope with mental health challenges.

This is a pilot project which we hope will demonstrate need and outcomes and lead to funding from the voluntary sector for a more substantial project. The project will provide sports and activities, arts, exercises/discussions and educational sessions (including on diet, online safety, mental health issues, building resilience and healthy/unhealthy relationships). As well as the proactive activities, we will provide valuable 1-1 support for young people with mental health and other issues.

We have a strong track record of providing developmental activities that enable learning through participation and of delivering learning outcomes for young people.

**Specific planned outcomes include:**

1. Increased physical activity - 70 young people will take part in increased levels of regular physical activity.
2. Increased knowledge of health issues - 70 young people will have increased knowledge of a variety of health issues (incl. diet, fitness and exercise, drugs, alcohol and smoking, mental health, sexual health and healthy/unhealthy relationships)
3. Improved skills and confidence - 70 young people will have an improved level of interpersonal skills and confidence

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 between £3,000 and £5,000 please give full details of the **exceptional circumstances** relating to your request. Please see policy point 6 for examples of what constitutes exceptional circumstances

n/a

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
1 P/T Youth Worker (1 x 3-hour session per week for 26 weeks)	£ 807.30

Principal Youth Worker (1 x 3-hour session per week for 26 weeks)	£1,561.56
Sports/Arts Equipment	£ 150.00
Activity Costs - e.g. healthy food, trips to activity venues (transport/activities)	£ 400.00
Contribution to heating and lighting costs	£ 300.00
<b>Total</b>	<b>£3,218.86 *</b>

**\*Please Note 1:** these are the overall project costs. W&P Lions Club have approved a grant of £850 towards the project and we are therefore applying to WTC for the remaining £2,368.86.

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

Source	£	Confirmed?
Weymouth & Portland Lions Club	850.00	Yes
<b>Total</b>	<b>850.00</b>	<b>Yes</b>

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

The project benefits young people by enabling them to gain the knowledge, skills and confidence to make positive and healthy choices. This will lead to improved health outcomes which, in turn, is beneficial to the community and the public purse (including via a reduced cost to the NHS).

Of course, any financial support helps the Charity to be viable and to continue to run the youth centre which benefits the entire community (providing a home for numerous community groups, keeping young people off the streets and providing them with a safe place to go, developmental activities and professional support). This is especially the case given how many youth clubs have closed as there is very little youth provision left.

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

STEPS provides opportunities and support for young people across Weymouth. Approx. 65% of our young people live in the Westham area, but the remainder are from all across the Town. As the majority of beneficiaries will be from the Westham area, our project has the support of Cllr Alex Fuhrmann.

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:

Our relationships and work with young people give us a good understanding of the issues they are facing. We also discuss with them the support we provide and they are actively involved in shaping our programme. Four young people are also Members Representatives on the Club's Trustee Board. Improving young people's health outcomes has been identified as a priority by both young people and staff.

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

The project is an important in its own right and will support young people's development and health. It won't reduce the charity's need for continued funding in future (that is not the focus of the project). That said, the project is an initial/pilot project which we hope will lead to a bid for significant funding from a voluntary sector funding body (such as Children In Need). Separately, we are trying to build our capacity (and thus self-sufficiency) by recruiting and training more volunteers and by undertaking fundraising events to raise new income.

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

We have three main sources of funding:

1. Income generated through building hire to a variety of youth/community groups
2. Grants and donations
3. Fundraising events

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

Young people pay subs of £1 per session for the youth club. However, any young people who don't have the £1 are allowed in anyway (we never exclude anyone due to poverty!) On any given night, an average of one-third of those attending have no money for subs. This has increased significantly over the years (as has the number turning up hungry).

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

Yes. We have successfully applied for funding from Weymouth & Portland Lions Club (see Q17).

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?

In addition to applying for grants/donations, we try to undertake one main fundraising event per year – usually a sponsored physical challenge – but this has been hampered by the pandemic so we have not undertaken an event in the last 12 months. Our next big fundraising event is on 24<sup>th</sup> September when 31 of us will be undertaking the Inflatable Run, Bournemouth. Next year, we are intending to do another run/physical challenge and may also undertake a Celebrity Doodle Auction.

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

Prior to energy cost increases, our anticipated expenditure for 2022-23 was approx. £70,000. Our expenditure is almost entirely on building and staffing costs. Our anticipated income was £65,000. However, if our energy costs increase significantly, we will somehow need to raise additional income!

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

February 2020 - Weymouth Town Council - £1,892.84  
June 2020 – Covid Business Grant (via DC) - £25,000  
Mar 2021 – DC Youth Fund R1 - £6,100  
Sept 2021 – Dorset Council Community Recovery Grant - £2,000  
Dec 2021 – Dorset Council Youth Fund R2 - £4,889

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

Apr 2020 – Alice Ellen Cooper Dean Foundation - £5,000  
Sep 2020 – Active Dorset - £3,500

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

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

31. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable

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: Rachel Janaway – Children's Services, Weymouth)

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: Provided

Account number: Provided

Sort Code: Provided

**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.

I/We fully understand that we will need to attend a Finance and Governance Committee meeting to present our request.

Signed: *Tom Lane*

Name: Tom Lane

Date: 2<sup>nd</sup> September 2022

### 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 £5,000 or less?
n/a		For applications in excess of £5,000, 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?
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?
Yes		Will a representative be attending an F&G meeting?

Assessing officer: Helen Legg

Date of assessment: 13<sup>th</sup> September 2022

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 28<sup>th</sup> September 2022