

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:

Weymouth Museum Trust
Unit1...41b St Thomas Street
Weymouth
Dorset
DT4 8EU

Name of person making the application: Marcia Headon...(aka Pritchard)

Position in organisation: Chair of the Trustees of Weymouth Museum

Contact phone number: supplied

Email address: weymouthmuseumchair@btinternet.com

About Your Organisation

2. Does your organisation:

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

3. Are you a registered charity? Yes

If so, please give your charity number:

...1143692.....

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

If so, which:

.....N/A.....

5. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Weymouth?

To provide a museum and heritage centre beneficial to the community of Weymouth and for the advancement of education and all purposes ancillary thereto

6. Where does your organisation meet?We have two bases – one in the pop – up shop and one on the Granby where our collection is stored. The public visit our museum pop-up..

7. How often do you meet? ...The museum is open Weds- Sat 10-4
.....

8. How many members does your organisation have? We have 8 trustees.....

9. How many people will benefit from this funding? ...All the people of Weymouth. We wish to engage with disadvantaged groups and children more.
.....

10. How many of these are Weymouth Town Council area residents?
.....100.....%

11. How much funding are you applying for? £ 2500.....

12. What is the total cost of your project? £16000..Difficult to quantify as the community engagement role includes other aspects.

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:

We have moved to a pop up shop and hence we cannot charge for our services /entry this year This affects the work we wish to do to encourage more disadvantaged groups to come to the pop up shop, to run workshops with them and to encourage them to co-curate our items. We have a lottery bid to employ a community engagement officer on a very part time to develop this but we need more days from her for a one off project on a short term. We would normally take this from income but as we are we have little income. We wish to extend our offering to the families of Weymouth especially in half term. We feel this would develop the people of Weymouth's mental health and as well as being educational; We particularly wish to develop a dementia group – **this is totally new work** on a short term basis and this requires the hire of premises which again costs money.

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

- X Improve the wellbeing of the people of Weymouth.
- Manage the Council's assets and resources responsibly and transparently.
- X 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.

- X 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

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
Purchase of 15 more days of time from both the community engagement officer and the museum coordinator	£1800
Hire of premises for dementia group and any other workshop activity	£500
Additional Material to be developed by community engagement officer	£200
Total	£2500

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

Source	£	Confirmed?
National Lottery but around 85% of this was for storage on the Granby, rent of shop and collection conservation. Only about £14,000 was for collections management and community engagement	£99,000	Yes
Our Friends	£2500	Yes
Our own reserves	£13,800	Yes
Total		

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

It will help stimulate and encourage a greater interest in the heritage of the town. It will allow our children and families to know more of where they came from and consequently benefit their mental health.

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

Across Weymouth David Harris is one of our Trustees as is Kate Wheller.

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 know that dementia groups are stimulated by the past from research done and we know that the people of Weymouth value the museum and wish to see its presence more in the town. Two years ago, we undertook a consultation (Sheppard and Moyes) and this showed this very strongly. It also showed parents would like activities associated with the museum.

21. How will this funding lead to greater self-sufficiency and lessen the need for future applications? We will not be able to run this project without extra funding This is a short term project which we will not replicate next year as we hope to be nearing returning to BQ

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

We get £5k from DC and the rest is normally via entrance fees (£2 per person) which we are currently unable to charge.

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

Nil

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

National Lottery is helping with costs of community engagement officer for 56 days, but this is already taken up with schools work and work in areas of Weymouth where museum knowledge is low

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?

The Friends of the Museum fund raise for equipment, but they will not contribute towards costs of any personnel. They have given us £2500 matched funding towards the Lottery funded project

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

Our income and expenditure are totally skewed in the next twelve months by the Heritage Lottery funding and the fact we are paying storage for our artefacts and rent on a pop-up museum. Our anticipated expenditure from September 22 to December 23 is £101,000 Our anticipated income is around £56,000 (this includes £49,000 from NHLF which is earmarked. We already had the first instalment of the NHLF grant)

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

We had £2k last year to allow free entrance to Weymouth residents in the summer months from Weymouth 450 Anniversary Grant fund. We had £2,000 from the Community Grant Fund in 2019 for IT equipment. We had £5k revenue grant from DCC and they gave us money to help us with matched finding towards Lottery.

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

Dorset Museums Association – we had £500 to begin installing a new IT system
Nothe £300 from heritage Grant

29. Has the project that you want the funding for already happened? No although some outreach work is happening but not with these groups.

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?

We have not yet approached social services in Weymouth, but the same community engagement officer works in Dorchester and has clearance from social services there. Schools have asked us for visits and support. Our shop manager is DBS cleared.

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.

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

Signed:

Name: Marcia Headon (aka Pritchard)

Date: 05.09.22

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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 £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?
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?
Yes		Will a representative be attending an F&G meeting?

Assessing officer: Helen Legg

Date of assessment: 21st September 2022

Decision (delete as applicable): proceed to committee

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