

# 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:

Ridgeway Community Radio CIC (Trading as Keep 106)

Little Keep, Bridport Road, Dorchester, Dorset DT1 1SQ

Name of person making the application: Alistair Chisholm

Position in organisation: Director

Contact phone number: Provided

Email address: Provided

## 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? No

We are set up as a not-for-profit Community Interest Company (CIC)

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

If so, which: Not Applicable

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

We provide a daily 24 hour community focussed radio service to all parts of central southern Dorset in reach of our Dorchester-based FM signal which includes Weymouth. The station is also available online by computer. We have built up an archive of community news which remains easy to access. Our website is expertly maintained and is one of the most comprehensive in advertising what's on in central southern Dorset.

In describing the "character of the service" our Ofcom licence states: "Keep 106 is primarily for people aged over-50, living in Dorchester and surrounding areas. The station provides a service to inform and entertain older members of the community. It promotes social cohesion and provides a forum for discussion about local matters."

This licence has "Key Commitments" which are:

The service broadcasts:

- Music. The main types of music broadcast over the course of each week are: easy listening and popular music. Specialist music also features.
- Speech. The main types of speech output broadcast over the course of each week are: magazine style items, discussions, local information, reports, interviews, news, and local events.
- The service provides original output<sup>1</sup> for a minimum of five hours per day.
- The service provides locally-produced output<sup>2</sup> for a minimum of 13 hours per day.

The studio is located within the licensed coverage area.

The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives:

- the facilitation of discussion and the expression of opinion,
- the provision (whether by means of programmes included in the service or otherwise) of education or

training to individuals not employed by the person providing the service, and

- the better understanding of the particular community and the strengthening of links within it. Members of the target community contribute to the operation and management of the service. The service has mechanisms in place to ensure it is accountable to its target community.

[June 2018]

**Keep 106 is proud to have met all these key commitments for its listeners many of whom reside in Weymouth.**

6. Where does your organisation meet? Little Keep in Dorchester
7. How often do you meet? Directors meet every six weeks
8. How many members does your organisation have? 22 members and 6 directors
9. How many people will benefit from this funding? Potentially everyone in south central Dorset which includes the towns of Dorchester and Weymouth, and the surrounding villages.
10. How many of these are Weymouth Town Council area residents? About 40%
11. How much funding are you applying for? £5,000
12. What is the total cost of your project? £7500

**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 are anxious to improve the continuity of our 24 hour local community radio station service to south central Dorset and particularly Weymouth and increase our focus on Weymouth.

We borrowed a transmitter to open the station – **we now wish to purchase this transmitter and purchase and install two auto starting generators** to ensure we can continue broadcasting during any power outage however caused. The current fuel crisis makes this a greater possibility.

Along with providing a more resilient service to Weymouth listeners, we want to increase their participation. We are keen to support and work in partnership with Weymouth's AIR station, as the opportunities for digital broadcasting (DAB) are soon to be extended to community radio stations.

Were this application to be successful we will cover Weymouth-based events and issues. This would include extending our outside broadcast service to cover more Weymouth-based events.

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

- X Improve the wellbeing of the people of Weymouth.
- X 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.
- X Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.
- X Promote opportunities for economic success of the area.
- X 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

Radio is a lifeline for many older residents particularly those who have yet to cross the "digital divide". It provides company for many who live alone and our programming is frequently aimed at older residents who, when asked, are very appreciative of the wide-range of subjects and music we cover.

Keep 106 provides a continuous radio service to vulnerable members of the Weymouth community many of whom live alone and/or are less mobile. Radio offers these people the opportunity to be part of what's going on "outside" and to contribute/participate in discussions around significant local issues. While always conscious of the need for balance, Keep 106 welcomes views from all parts of the social, political and age spectrum.

We believe our motto/ethos of being "delightfully different" means, in terms of both subject matter and musical tastes that we cater for a wide variety of interests and those who appreciate organ music and brass bands are as thoughtfully catered for as those who prefer folk, classical and pop.

As a community radio station we pride ourselves on the amount of talk/magazine programming which is built into our schedules. We are aware of how important local news and local issues are to local people and, despite the popularity of various social media platforms, our coverage of these matters remains a priority.

We believe the service we currently offer, and which we're seeking through this application to improve, is one of significantly wide-ranging benefit to the whole community but in particular to many of those who are vulnerable through illness (mental and physical), old age, disability and loneliness.

Our target audience is 50+ and is very different from that served by AIR.

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
We wish to improve the quality and quantity of our coverage of the Weymouth Council area and ensure the station's ongoing reliability and sustainability. To this end we wish to purchase the following: 1. The transmitter we've been "borrowing" for the past four years.	£ 2,000
2. A standby generator for the studio to ensure the station stays on air during a power outage. (This could be caused by extreme weather conditions during which our listeners would want to be updated on developments.)	£ 1,000
3. A second standby generator at our transmitting mast on the Ridgeway to be securely installed to ensure the station stays on air during a power outage. NB. The increased sum for the generator on the Ridgeway would allow for its secure housing on the site.	£ 2,000
	£
<b>Total</b>	<b>£ 5000</b>

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

Source	£	Confirmed?
The labour costs associated with installing these two generators would be around £1500. Fortunately we have the necessary skills in this area among our volunteers who are prepared to install, secure and test this additional equipment at no cost to the Keep 106.	£1500 (in kind) and reserves	YES
The running costs associated with extending our coverage of Weymouth issues and events including outside broadcasts	£1000 (in kind) and reserves	YES
<b>Total</b>	<b>£2500 (in kind) and reserves</b>	

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

We shall provide a more resilient and therefore improved 24hour local community radio service including entertainment, news and information to all Weymouth residents. This service provides comfort and companionship for many who are socially isolated.

Keep 106 already has Weymouth listeners and we anticipate being able to cover more issues of interest to Weymouth people and to participate in more of the town's many events. We already know how much listeners appreciate our varied programming together with the outside broadcast services from events they, for a variety of reasons, cannot attend.

Keep 106 has happily and readily played a vital part in public service broadcasting both through the Covid pandemic and, more recently, by highlighting local concerns such as safety on the coast and fire risks during the summer.

There is no charge made for promoting "not for profit" community events.

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

This application has been encouraged and supported by the Mayor, Cllr Ann Weaving and Cllrs Louie O'Leary and Luke Wakeling.

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:

While we haven't had the resources to conduct an in depth survey, we know, from the listener feedback we've received over four years, how much many of our programmes are appreciated by people living in Weymouth.

A recent study, among overall radio listenership in the central south Dorset area, has shown that Keep 106 is now the third most listened to radio station after BBC Radio Two and Greatest Hits Radio. Our listenership is steadily increasing as our thoughtfully arranged variety of programmes means there's something for everyone.

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

We are not a commercial radio station and, while we are actively seeking to increase local sponsorship and advertising, there is currently an Ofcom limit of £15,000 to this element of our funding. We are determined to continue being recognised as "delightfully different" by focussing on local communities, their stories, their events, their news and their issues.

Until the Ofcom restriction is lifted we may well have an ongoing need for some topping up support from local authorities, local service clubs and donations from generous individuals.

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

Advertising, sponsorship, membership fees, grants and donations The station is run entirely by volunteers whose skills, knowledge and experience is given for free.

For the 4 years Keep 106 has been on air, we have been fortunate to receive some top-up funding from Dorchester Town Council and some from various local groups all of whom could see (and hear) the value of a true community radio station – not least of all in helping to promote the different fund-raising events they put on for the community.

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

Members pay £60 per year.

Our advertising and sponsorship rates are attached.

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

We are approaching Dorchester Town Council and Dorset Council for further financial support.

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 frequently broadcast from events run by service clubs (Rotary, Lions, Round Table etc). In return for this service we occasionally receive a donation towards our fixed costs. We view this as a form of indirect fund raising.

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

We hope to raise more than £20,000 over the next 12 months to meet our anticipated annual expenditure of £22,000.

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

<b>Dorchester Town Council</b>		
Date 01/04/2020	Amount £2,500	Sponsorship
Date 27/09/2021	Amount £350	PA for Heritage Open Day
Date 10/05 2022	Amount £2,500	Sponsorship
Date 30/06/2022	Amount £100	Donation

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

2020/2021	Grant/gift/donation	M/M Foster	£1000
2021	Grant/gift/donation	Andy Worth	£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?

**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:            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);  
**YES**

Your most recent bank account statement & details of any other investments/savings (not more than 3 months old);  
**YES**

A copy of your constitution / terms of reference / set of rules;  
**YES** (See Articles of Association from page 42 onwards in the attached document from Companies House)

A copy of the notes from your last Annual General Meeting;  
We are not required to hold an AGM. Minutes of the last Directors Meeting are attached.

Details of your organisation's officers;  
**YES**

A copy of your safeguarding policy if your group works with vulnerable adults, or children;  
**Not applicable at present. Should the situation change we shall have no hesitation in adopting an appropriate policy.**

A copy of your adopted equal opportunities policy or statement;  
**YES**

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 declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I declare that we have read the policy on pages 1 - 3 and that our application complies with the policy.

I declare that I have included all the requested information.

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

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

Signed: Provided

Name: Alistair Chisholm

Date: 28<sup>th</sup> October 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?
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: 31<sup>st</sup> October 2022

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 9<sup>th</sup> November 2022