

# 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:

*Friends of Weymouth Peace Garden*

*Barrack Road*

*Weymouth*

*DT48TZ*

Name of person making the application:

*Janice Lever.*

Position in organisation:

*Treasurer.*

Contact phone number:

Email address:

**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*

If so, please give your charity number: *N/A*

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

If so, which:

*The garden is owned by Weymouth Town Council*

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

*The Peace Garden is a multifaith community garden. It is a well maintained and important green space in an urbanised area providing a facility for residents and visitors to use and enjoy. The gardens are managed by a group of local volunteers who give their time to tend to the gardens.*

*The Friends of Weymouth Peace Garden are proud to continue the message of peace and are keen to welcome more visitors to share in the contemplative nature of the garden.*

6. Where does your organisation meet? *The Nothe Tavern or members' homes.*
7. How often do you meet? *Quarterly and/or as required.*
8. How many members does your organisation have? *Six regular volunteers and others when extra help is needed.*
9. How many people will benefit from this funding? *The population of Weymouth and visitors.*
10. How many of these are Weymouth Town Council area residents? *100%*
11. How much funding are you applying for *£2,500*
12. What is the total cost of your project *£2,690*

**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:

*Replacement of a tree seat which has become beyond economic repair.*

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
<i>Tree seat &amp; installation.</i>	£2500
	£
	£
	£
<b>Total</b>	<b>£</b>

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

Source	£	Confirmed?
<i>Peace Garden Reserve</i>	190	
<b>Total</b>		

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

*The existing tree seat has been used extensively over the last ten years but sadly it has recently been removed because it was beyond repair. The gardens are adjacent to the Nothe Gardens and offer something quite different, providing a very peaceful setting away from the busy summer rush. Offering seating is an imperative part of the peace garden design and this is the primary purpose of the funding request.*

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

*Cllr 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:

*The Peace Garden is open to all and used extensively by locals and visitors who express their pleasure and appreciation of this lovely place to the Friends as we tend the garden.*

*This year the Britain in Bloom judges visited at the start of their tour and were impressed with the work that we carry out. They advised Tara Williams, Parks & Open Spaces Manager, that they are considering putting us forward for a community award to recognise the value of the work that is carried out in the garden, even though this wasn't the purpose of the visit on the day.*

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

*The new seat, being hard wood, should last between 10 and 20 years.*

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

*Over the years volunteers have raised funds in various ways, including garden parties, abseiling and donation pots in pubs. We have also applied for donations from ASDA, the Quaker group, Weymouth Rotary Club and other local organisations.*

*Also, to keep the garden looking its best, 6 volunteers give up 2 hours of their time each week for 50 days a year. Based on a rate of £13.70 per hour, this equates to the equivalent of £8,220 per annum.*

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

*There are no set charges and all contributions are given on a voluntary basis and reinvested into the garden.*

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

*No.*

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?

*None. Fund raising was severely affected by Covid and our energies have been focused on maintaining the garden to a high standard.*

*An open garden event is to be held in Spring 2023.*

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

*Income per annum is unknown as it is based mainly on donations. The edging around the lawns must be replaced in the near future so any monies raised by us will be used to undertake this work.*

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

*None*

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

*Melway Limited £300.*

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?

~~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)~~

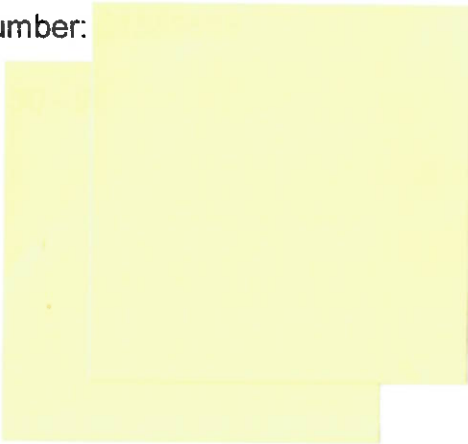
Please give us details of the bank account that the grant should be paid into if approved (this cannot be a building society passbook account):

Name of Account:

*Weymouth Peace Garden*

Account number:

Sort Code:



**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;
- ~~NA~~ 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: .....

Date: .....

### 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?
tbc		Will a representative be attending an F&G meeting?

Assessing officer: ..... Helen Legg .....

Date of assessment: ..... 1/11/22 .....

Decision (delete as applicable): reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Governance meeting on: ..... 9/11/22 .....