

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:

Dorset Council

Name of person making the application: Jackie O'Connor

Position in organisation: Health & Activity Officer

Contact phone number: Provided

Email address: Provided

About Your Organisation

2. Does your organisation:

Dorset Council – local authority

	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?

If so, which: Dorset Council

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

Dorset Council - Health & Activity Team
Aims to encourage local people to get and keep active in the outdoors. This is achieved through the coordination and delivery of a variety of volunteer led and instructor led projects and activities across the Dorset Council Area – including Weymouth which has been identified as the best location to develop this Accessible Cycling initiative. Outcomes link to the Dorset Council Plan - Creating stronger, healthier communities

6. **Where does your organisation meet?**

For the purpose of this project the container base would be at the Weymouth Gateway Park and Ride site – which has been approved.

7. **How often do you meet?** N/A

8. How many members does your organisation have?

Health & Activity Team, Dorset Council – 8 members in our team who also manage the Moors Valley Golf & Activity Centre.

9. How many people will benefit from this funding?

This new project will aim to engage with over 80 new participants in the first 12 months, with an estimated activity throughput of over 500. The early part of 2023 will focus on setting up, recruiting, and training volunteers, and establishing a presence on site. Once a team of volunteers is in place (April/May), the plan is to offer a weekly session with a goal of offering a twice weekly opportunity later in the year.

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

It is estimated that 75% of participants are likely to come from Weymouth.

The service will be promoted to Weymouth based day centres and care organisations. Whilst Weymouth will remain the focus of the project, it is likely that other residents of Dorset may utilise the service due to the current gap in opportunities. Our team currently deliver a programme in the east of Dorset at Moors Valley Country Park and we do have users travel for over an hour to come and participate. Weymouth has been identified as a perfect site with the closest site to the West in Exeter, Devon.

11. How much funding are you applying for? £3,000

12. What is the total cost of your project? £20,100.00 (including in-kind costs)

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:

This project will provide the opportunity for local people with accessible requirements to have a go on a bike that suits their needs with the aim of encouraging regular and social exercise in the outdoors through a weekly activity supported by trained volunteers.

The project will be based at Weymouth Gateway Park and Ride which has direct access onto a traffic free track, toilet facilities and parking. The location links to other cycle routes for progression opportunities in the future.

A fleet of accessible bikes is already in place to site at the new Weymouth location – the varied fleet will support a range of needs examples include - side by side; handcycle; tandem; tagalong; trike.

A recent taster event helped gain feedback from user groups and local councillors with positive outcomes.

£7,500 of funding is in place for the project, however an additional £3,000 is required to help purchase the insulated containers and ramps which will house the fleet of bikes.

Dorset Council's Health & Activity team operate a successful scheme in the east at Moors Valley Country Park. Providing an opportunity in Weymouth fills a gap in service, with Exeter, Devon providing the next closest site to the west.

14. Which of the Council's priorities does the project contribute to?
- YES** - 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.
 - YES** - 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.
 - YES** - Strive for continuous improvement and service development.
 - YES** - 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
Insulated container and ramps – contribution towards overall purchase	£3,000.00
	£
	£
	£
Total	£3,000.00

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

Source	£	Confirmed?
Dorset Council Reserve Funding (Accessible Cycling)	£4,000.00	In Place
Public Health Dorset	£500.00	Confirmed
Nature, Art & Wellbeing Community Fund	£3,000	Awaiting confirmation
Total	£7,500.00	

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

The project will aim to connect with people with special educational needs and learning disabilities, people with physical challenges, such as amputees or those with long term medical conditions, to people with just low confidence riding a bike. The term “accessible “means just that and it is open to all who need the service that it can provide.

The local community will be able to engage in this attractive, non-threatening and engaging activity to suit their individual needs, within a safe, supported, and outdoor environment – encouraging increased physical activity levels and social interaction.

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

The following Weymouth Town Councillors attended the Accessible Cycling taster event at the Weymouth Gateway park and ride site in September and showed their overall support for the concept of the project.

Cllr David Harris
Cllr David Northam
Cllr Luke Wakeling

Cllr Jon Orrell is also aware of the project.

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:

Dorset Council’s Health & Activity team operate a successful Accessible Cycling scheme in the east of Dorset at Moors Valley Country Park. Providing an opportunity in Weymouth fills a gap in service, with Exeter, Devon providing the next closest site to the west. Participants accessing the Moors Valley site can sometimes travel over an hour to take part giving a clear indication of demand for this activity.

A taster event was held at the new Weymouth site to gauge initial interest and to collate feedback which was positive, with 100% of participants supporting the need for the project. Local user groups including a local school and college attended the event alongside local Councillors (see above).

Dorset Council are accredited through the National Wheels for All programme who fully support the development of the project in Weymouth.

Public Health Dorset have supported the project through a small pot of funding, showing their support for this innovative project which aims to help tackle inequalities in the local area by providing this service,

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

This funding will help support the purchase of an insulated container and ramps to house the fleet of accessible bikes at the Weymouth Gateway Park and Ride Site.

Dorset Council's Health & Activity will coordinate the delivery and progression of the project. The continued recruitment and training of new volunteers to engage and support with the Weymouth site will continue past year one.

There will be the potential to pilot the provision of Accessible Cycle leader training for regular carers who bring their users to the site. This would enable a select number of groups more regular access to the bikes as a longer term initiative. This concept was tested successfully at the Moors Valley site before the covid pandemic. This element of the project is a medium-term aim.

Early, but very positive conversations with Bus Shelter Dorset who are based at the Weymouth Park and Ride Site have taken place. As I am sure you are very aware, this charity offers rough sleepers who have a local connection to the area with somewhere safe to stay and support them. It is hoped that this project can work with the Charity to connect their guests to a cycle maintenance opportunity.

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

Local authority.

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

In order to fund the maintenance of the accessible cycle fleet we plan to charge a hire fee for the bikes with bikes for carers provided free of charge. This £5 hire charge model is in place at the Moors Valley site and has enable the project to be sustainable and maintain the fleet of cycles.

Hire cost was one of the key questions asked at the taster event in September – feedback clearly indicated that users would be happy with the charge of £5, with 2 comments suggesting a concession rate for some users.

All income from the hires will be kept in a cost centre and utilised for parts and maintenance of the cycle fleet only – this project is not an income generating programme.

The £5 charge will however be reviewed again before the start of the project to ensure it is does not prohibit participant from those who need it most.

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

Public Health Dorset - £500.00 - Confirmed

Nature, Art & Wellbeing Community Fund - £3,000 - Awaiting confirmation

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?

N/A

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

This new project will aim to engage with over 80 new participants in the first 12 months, with an estimated activity throughput of over 500.

As detailed in section 23. Early engagement and taster sessions are planned to be free of charge and a £5 hire charge (to be reviewed before the start of the project) will gradually be put in place to support the sustainability of maintaining and servicing the fleet of bikes.

£450.00 has been built into the budget for tools and spare accessories during year one.

It is estimated that £500 will be generated in Year 1, which will be used for the maintenance and servicing of the fleet in year 2.

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

N/A

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

N/A

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 – Sarah Perrett, Commissioning Manager, Commissioning Team Adults and Housing, Dorset Council.

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):-

If a successful outcome was awarded for this application, please would it be possible to discuss the best method of receiving the grant to ensure it arrives in the correct Council budget.

Name of Account:

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;
- 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: Jackie O'Connor

Name: Jackie O'Connor – Health & Activity Officer

Date: 28th November 2022

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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?
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?
	No – they will brief a Cllr prior to the meeting	Will a representative be attending an F&G meeting?

Assessing officer: Helen Legg

Date of assessment: 5th December 2022

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 21st December 2022