

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:

WEYBAY CRAFTERS
 WEYMOUTH BAY METHODIST CHURCH
 MELCOMBE AVE
 WEYMOUTH DORSET

Name of person making the application: ANN MACDONALD

Position in organisation: FOUNDER / CHAIR

Contact phone number: [REDACTED]

Email address: [REDACTED]

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 (please contact for help with this if needed)	✓

3. Are you a registered charity? Yes/No? No

If so, please give your charity number:

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

If so, which: NO

5. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Weymouth? TO PROVIDE A FRIENDLY, WARM ACCESSIBLE MEETING PLACE FOR ADULTS WITH ALL ABILITIES. TO SHARE IDEAS AND SOLICIT USE THROUGH CRAFT ACTIVITIES.

6. Where does your organisation meet? TO HELP MEMBERS OF THE PUBLIC DEVELOP THEIR SKILLS. WEYMOUTH BAY METHODIST CHURCH ROOM.

7. How often do you meet? 1st and 3rd Tuesday each month.

8. How many members does your organisation have? 7 - 13 can vary

9. How many people will benefit from this funding? 13 plus any new members

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

11. How much funding are you applying for? £ 957 - several different items.

12. What is the total cost of your project? £ *we are applying for several items.

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:

Please see attached wish list.

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

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>Please see attached wish list</i>	£ 957
	£
	£
	£
Total	£

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

Source	£	Confirmed?
<i>Member fees each</i>	<i>3.00</i>	<i>Varies from week to week.</i>

Total		

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

To help people to get out and enjoy other like minded peoples company.
To help with loneliness and 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?

—

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 started the craft group just over a year ago and we have new members. Some of our members have expressed how grateful they are that they can meet people and not be lonely.

21. How will this funding lead to greater self-sufficiency and lessen the need for future applications? Craft items are expensive and the cost of living is so high people cant afford extra's

22. Weymouth Town Council declared a Climate and Ecological Emergency in 2019 and is keen to ensure that environmental impact reduction and opportunities for environmental enhancement are mainstreamed through its work.

How will this project help improve the environment and what mitigation measures will be put in place to limit environmental impacts such as use of single use plastics, waste generation, sustainable travel, reducing energy usage?

We try to purchase recycled products and use places like the 'soup store'

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

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

£3 each person per session.

25. The Council wishes to ensure that its limited grant budget goes to help those most in need. The Council will not normally fund events or activities for which a charge is made e.g. tickets for a dinner or a fee to attend a club. If it is intended to have a charge, please let us know how much people will be charged to access this project and what steps are to be put in place to ensure as many people as possible from Weymouth are able to access the project.

If a surplus is to be made please detail how and when these funds will benefit the communities in Weymouth:

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

No

27. 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 ask for donations of items we may use.

NONE

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

£780

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

NONE

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

NONE

31. Has the project that you want the funding for already happened? ^{ongoing} Yes/No (delete)

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

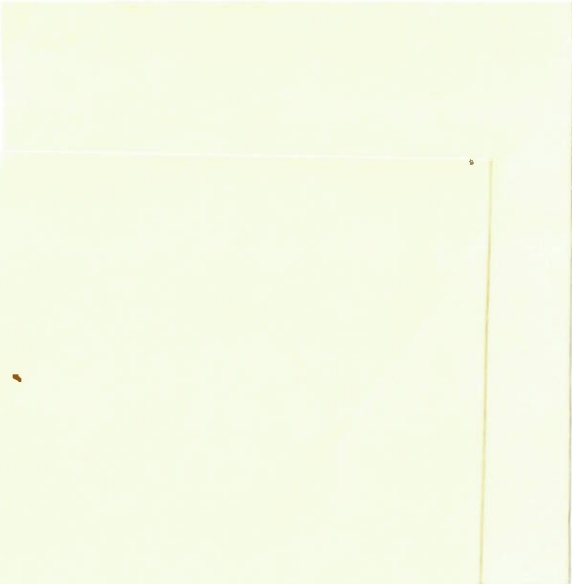
33. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

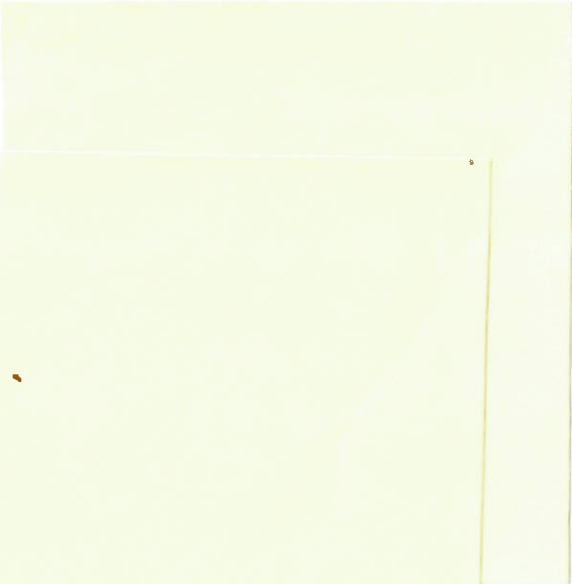
N/A
Yes (name of contact) / No/Not applicable (delete)

34. 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 N/A) / 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:


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:

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 Governance Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No (investigate)	
✓		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Weymouth?
✓		Does the grant exclude ongoing running costs?
✓		If the application is for running costs has the applicant included plans for where future running costs will be found from?
✓		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?
✓		Is the grant for non-political or non-quasi-political organisations or projects?
✓		Is the grant application for £3,000 or less?
n/a		For applications between £3,000 or £5,000, has the applicant fully detailed the exceptional circumstances?
✓	or explained why not available	Does the application include the required financial and organisational information?
✓		Is this the only application in this financial year from this group or organisation?
✓		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?
✓		Is the application for future funding? (i.e. not retrospective)
✓		Is the grant for the sole use of the applying group and not to pass on money?
✓		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?
✓		Will a representative be attending Finance & Governance Committee?

Assessing officer: Helen Legg

Date of assessment: 10/7/23

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

Approved as agenda item for the Finance and Governance meeting on: 19/07/23