

APPLICATION FORM FOR GRANT 23/24

Please read the policy on pages 1, 2 and 3 **before** filling in the form.

1. Name/Address of Organisation:

.....Weymouth Area Development Trust CIC Ltd.....

.....c/o Weymouth Information Shop, 98 St Mary Street, Weymouth, DT4 8NY.....

.....
.....

Name of person making the application:Chris Wilson..

Position in organisation:CEO.....

Contact phone number: Provided

Email address:chriswilson@wadt.org.uk.....

About Your Organisation

2. Does your organisation:

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

3. Are you a registered charity? **No**

If so, please give your charity number:

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

If so, which:

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

Excerpt from the Governance Documents of Weymouth Area Development Trust CIC. Est 2017.

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects

The objects of the Company are to carry on activities which benefit the public through urban or rural regeneration in areas of social and economic deprivation and in particular the community in Weymouth and surrounding areas by all or any of the following means:

5.1 the prevention or relief of poverty in such ways as may be thought fit.

5.2 the advancement of education, training or retraining particularly among unemployed people and providing unemployed people with work experience.

5.3 the provision of financial assistance, technical assistance or business advice or consultancy opportunities for unemployed people in cases of financial or other charitable need through help in i) setting up their own business ii) to existing businesses.

5.4 the creation of training and employment opportunities by the provision of workspace, buildings and/or land for use on favourable terms.

5.5 the provision of housing for those who are in conditions of need and the improvement of housing in the public sector or in charitable ownership provided that power shall not extend to relieving local authorities or other bodies of a statutory duty to provide or improve housing.

5.6 the maintenance, improvement or provision of public amenities.

5.7 the preservation of buildings or sites of historic or architectural importance.

5.8 the provision of recreational facilities for the public at large or those by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances have need of such facilities.

5.9 the protection or conservation of the environment and the prudent use of resources.

5.10 the preservation of health by means of information, advice and guidance and advocacy and such other ways as the trustees may decide.

5.11 the promotion of public safety and the prevention of crime.

5.12 such other activities as benefit the community.

6. Where does your organisation meet? ...Online or at the Weymouth Information Shop.

7. How often do you meet? ...Resident members Board Meetings are bimonthly, resident steering group meetings are approx.. the same.
8. How many members does your organisation have?6 full voting members.....
9. How many people will benefit from this funding?Open to the public.....
10. How many of these are Weymouth Town Council area residents?Open to all Weymouth Residents and Visitors.....%
11. How much funding are you applying for? £5,000.....
12. What is the total cost of your project? £30,000 pa ..approx....

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:

Weymouth Information Shop

This is the second year of the jointly run Weymouth Information Shop, answering an identified need in Weymouth for a central source of information and advice for visitors and residents.

This need identified was identified by Weymouth Town Council for visitor information, and includes a base for Weymouth Ambassadors, the Volunteer Centre Dorset and opportunities for community engagement and volunteering on that basis. Now recognised as the place to find information on local attractions, businesses, maps and travel timetables, including WTC Events leaflets etc. The project averages 50 enquiries a day throughout the year.

It also fulfils an identified need as a hub for Community information from signposting to local support groups, supplying printed information for those who cannot access information and advice digitally. From Public Health through to how to deal with cost of living, Food Banks and support services.

The WIS also hosts Drop In Health Checks from Public Health, Covid 19 'pop up, walk in vaccinations', First Point 'homelessness' advisors and referrals.

The staffing resource is provided by the four partner Voluntary and Community Organisations, Age UK, Volunteer Centre Dorset, #HelpandKindness and WADT, with volunteers covering shifts between Monday and Friday.

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.

The WIS is applying for an SLA/Community Grant of £5,000 from Weymouth Town Council in order to fulfil a need identified by the Town Council, and other local organisations.

Weymouth Town Council have previously considered if they could fulfil that need for a TIC themselves, despite it not being their responsibility. WTC concluded that the existence of the Weymouth Information Shop indicated that the Town Council could work in partnership to deliver that service.

The WIS has been very grateful for the support of the Town Council in enabling the Information Shop to exist and fulfil that need for a Tourist Information offer, as well as the Community Information for residents. The Community Grant paid in the last financial year, meant that the WIS could continue to provide that service. It is well used, well loved and much needed.

The first year impact measures highlight that there is a vulnerable 10% of the population (including older people, people with disabilities and learning needs and those without homes) who cannot access services and information online. They make a high proportion of the WIS users, either as visitors looking for attractions, travel information and signposting to places that meet their needs (access or time) or residents accessing printed timetables, contacts for services or information on what to do in crisis situations.

The only way the WIS can continue is if funding were found. The Town Council's funding will be vital in that.

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
• Rent (inc VAT) £ 20,000 (12 months)	£
• Rates 0 (SB Rates Relief)	
• BID levy £ 153	
• Water and electric £ 2,500	
• Broadband £ 720	
• Insurance £ 1836	
• Volunteer training £ 100	
• Sundries (tea, coffee, printing) £ 1145	
Total estimate £26,454 + 10% contingency = £29,099	
NB Rates relief (approx. £17,500 tbc)	
	£
Total	£29,099

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

Source	£	Confirmed?
Project budget b/f	12,500	Yes
Age UK (in addition to staffing)	2,000	Yes
#HelpandKindness (in addition to staffing)	2,000	Yes
Volunteer Centre Dorset (in addition to staffing (2,000	Yes
WADT (in addition to staffing)	2,000	Yes
Weymouth BID grant application	5,000	No
Wessex Water Community grant application	4,000	No
DC Shared Prosperity Fund application (not yet open)		No
Awards for All Lottery application (£10,000)		No
Total	£29,500	

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

Access to information and services i.e.:

- How to find local attractions and what's on information (25% of Tourist Information Centre users are local residents (Wales TIC survey)? Also heritage attractions, travel services.
- Where to find community organisations? Pick up printed information if available.
- What volunteering opportunities are available to people with local organisations from Friends of Radipole Gardens, the Lifeboats, Tumbledown etc?
- Signposting to community organisations i.e. wellbeing groups, housing support, CAB, Guides and Scouts, the whole range of community organisations.
- Signposting to voluntary and community sector services i.e. The Lantern, Safe Sleep,
- Signposting to public services, advice and benefits. Including Weymouth Town Council and Dorset Council, health and social care, Dept Work and Pensions.

The Information Shop is designed to complement 'virtual' and 'online information', by providing people with a 'non threatening' and easily accessible place to find out what they need.

Much work is being done by public service colleagues around the 'digitally excluded', and 'hard to reach' groups and a familiar 'retail type' environment that may provide an 'introductory service' may help.

The WIS is situated in the Town Centre and edge of Park District, which is repeatedly identified as an area needing additional support, and with significant relative deprivation issues.

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

This project is based in Town Centre for accessibility of all residents, but we have been very grateful for the support of Cllr Roos and Cllr Orrell, as it sits within their ward.

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:

This project came from the Weymouth Tourism Network (members include Weymouth Town Council, Weymouth Bid, Volunteer Centre Weymouth, First Bus, South West Rail, WADT, the Land Train). And also the Weymouth Area Development Trust research into the need for a Community Resource Hub, confirmed at the Chesil LAG (Children and Family Service network)

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

Sharing the funding of the Pilot across a collaboration of organisations, and collating a shared evidence base after six months, will defray costs and risk across these Weymouth organisations.

The 'old' business model of Tourist Information Centres based on commission sales and bookings no longer applies, however colocation of information services can bring in different funding streams that support each other.

We are currently in touch with Crowdfunding UK and with the National Lottery to address the longer term funding needs. Also under review is the model based on the evidence collated. (See attached Evidence report draft)

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?

The Weymouth Information Shop provides access for residents to information from the cycle networks, Active Travel, local 'green' groups. It has also provided a base for organisations such as the Environment Agency, Dorset Coastal Forum for community engagement, surveys and information sharing i.e. on Flood Risks for the Town and what can be done to mitigate Climate Change.

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

WADT is usually funded through project grants funding and social enterprise.

The pilot for the WIS project was funded with a patchwork of grants from public services, local authority, Weymouth Bid, health services and charities. A model that gives 'best value' for all those organisations and reduces replication of services.

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

None

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:

All surplus would be used to enhance the Project Weymouth Information Shop.

If, for any reason, the WIS has to close any surplus will be fed into another community project for the public benefit of Weymouth, with the agreement of the four partner organisations.

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

Weymouth BID £5,000

Wessex Water Community grant opens on 25th September 2023 and we will apply.

We are awaiting the opening of the Shared Prosperity Fund grants being managed by Dorset Council, delayed since April 2023.

Lottery Awards for All up to £10,000

Currently we are just covering the basic costs (£30,000), however we would like to work on sustainability, a 'tied in' digital offer and stable staffing arrangements and will continue to explore all funding possibilities.

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?

See above

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

See above

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

WADT gratefully received £24,800 grant funding for Project Development of the successful Tumbledown Project. Paid in monthly instalments from April 2020.

Also, from Weymouth Town Council £2,000 towards the Weymouth Information Shop Pilot. (4/4/22 Financial Year 21/22)

Weymouth Town Council £5,000 towards Weymouth Information Shop (01/03/2023 Financial year 22/23)

Dorset Council £8,000 towards the Weymouth Information Shop Pilot. (2022/23)

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

April 2020 to date:

Architectural Heritage Fund Feasibility Brewers Quay. 2020 £13,183.15.

Dorset Community Foundation. Equipment for Tumbledown volunteers £3,850.

Coastal Community Fund (national paid via Dorset Council) for WQRP £114,000.

For Weymouth Information Shop Pilot project April 2022

Funders/ Contributors	
Volunteer Centre Dorset	4000
Dorset CCG	8000
WeAreWeymouth	2000
Public Health Dorset	1000
Age UK NSW Dorset	Premises contribution (approx. £25,000)
WADT	In Kind. Time and furniture/ furnishings (approx £12,500)

31. Has the project that you want the funding for already happened? No. The Project is ongoing.

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

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

Not applicable

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?

Not applicable. We do have support from Dorset Council Business Partner for Communities and Partnerships Laura Cornette.

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);
- 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: Provided

Name:Chris Wilson.....

Date:25/09/2023

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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 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)	
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?
	No	Does the grant exclude ongoing running costs?
Yes		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?
	No	Is the grant application for £3,000 or less?
Yes		For applications between £3,000 or £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 Finance & Governance Committee?

Assessing officer: Helen Legg

Date of assessment: 26th September 2023

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 4th October 2023