

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:

Dorset Community Action, 2nd Floor, The Little Keep, Barrack Road, Dorchester DT1 1SQ

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Name of person making the application: Paul Seaman

Position in organisation: Programme Manager

Contact phone number: Provided

Email address: paul.seaman@dorsetcommunityaction.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?	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? YES

If so, please give your charity number: 1060910

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

If so, which:

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

Dorset Community Action's (DCA's) mission is to bring people together to develop community based solutions that deliver better services for the benefit of Dorset's communities. We find innovative ways to solve complex community/social problems by:

- Developing neighbourhood infrastructure through practical community projects
- training and skills development;
- third sector development and research.

We provide a range of educational and training activities for young adults, vulnerable people and the wider community . (unemployed people, adults with learning disabilities, mental health issues, ethnic minority). We support people to thrive through real-life and practical education programmes. Our vision is to recognise potential in everyone and contribute positively to their success.

DCA has an established network of stakeholders to enable us to reach out to the community. As of August 2023, we had 240 member organisations, with 3061 organisations receiving our regular e alerts. We are currently developing a place based approach to community development with partners in urban deprived areas of Weymouth, Bournemouth, and Poole.

6. Where does your organisation meet? We work out of offices in Dorchester and Wimborne but work remotely in communities

7. How often do you meet? Trustees meet once every 2 months

8. How many members does your organisation have? 6 trustees and 14 employees

9. How many people will benefit from this funding? 20 volunteers initially but the whole community will have access to the growing site and growing workshops providing free fruit and veg to low-income families in Littlemoor

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

11. How much funding are you applying for? £2989.54

12. What is the total cost of your project? £2989.54

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:

The idea for Seed2Plate came from a group of unemployed people from Weymouth, who recognised a need within their own communities for a growing space to provide free fresh fruit and veg for low-income families unable to afford a healthy diet in areas of deprivation. Since then, the project has grown and we now have 5 sites that are up and running across Dorset.

Seed2Plate promotes healthy eating ideas through recipes and cooking workshops as well as gardening, wildlife and health & wellbeing workshops for the community and accredited training in horticulture. S2P works with local people/volunteers of all ages and abilities to design, plan, build, transform and maintain each growing plot.

The groups co-produce nature workshops ensuring delivery is always based on interest and need. S2P will provide volunteer opportunities and a space to come and relax, where the community can meet like-minded people, help combat loneliness and isolation and reap the positive benefits that gardening and being outdoors can have on mental health.

We are applying to Weymouth Town Council to deliver 25 half day growing workshops to the Littlemoor community based at a newly built S2P growing plot in Littlemoor.

Direct delivery; Health and safety, planting, maintaining, and harvesting plants and maintenance of the plot. Health and wellbeing in nature, benefits of healthy eating, volunteer training (roles and responsibilities) and how to manage and maintain the plot (sustainability)

Project sustainability through

Training 20 volunteers in maintaining the plot and gaining knowledge to be able to train and recruit further volunteers.

Establishing the growing garden to produce regular and seasonal fruit and veg for the community year in year out.

Securing regular donations of plants, compost, and growing materials.

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
Direct delivery	£2064.54
Volunteer delivery materials (trowels, compost, plants)	£225.00
Volunteer expenses & refreshments	£200.00
Staff travel	£500.00
Total	£2989.54

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

Source	£	Confirmed?
Total		

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

Seed2Plate has been running for just under 3 years and through participant feedback has highlighted the critical importance of how gardens and gardening can benefit us physically and mentally, as well as improve social wellbeing by helping to connect with others and enjoying and being part of nature. Being in nature helps to rest and recharge our brains.

S2P will provide volunteering opportunities, workshops on healthy lifestyle and nutrition and all produce grown will be donated to the local community and Littlemoor foodbank aiming to also combat the cost of living crisis.

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

Councillor Mark Tewkesbury

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:

Through development work and the build of a growing plot at St Francis' Church we have made firm connections with a small group of local volunteers of around 6 people, the foodbank, Bincombe Primary School, the library and the church.

All of which have fed back that they and their students and service users have expressed a need and interest in attending growing workshops to learn how to plant and maintain the new growing garden.

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

Delivering skills to volunteers to plant, grow, care for and harvest fresh produce, which will then be shared with the wider community to create a volunteer care team for the growing garden.

We have seen from other previous projects that volunteers take these skills back into home life and some start to produce their own fresh fruit and veg.

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?

Water collection via water butts, working with nature and the environment, reducing food waste, Growing and eating seasonally and appreciation of produce and minimising waste. Less plastic used, as a focus will be placed on harvesting what you need, when you need it. Produce is grown naturally without the use of chemicals.

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

Grant funding and contracted services

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

N/A

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:

N/A

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?

N/A

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

No anticipated income or expenditure for the project over the next 12 months other than the delivery costs requested from WTC and donations or compost, plants etc. from garden centres.

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

The Seed2Plate project has not received any financial support from local authorities or Weymouth Town Council

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

S2P grants –

CLA – Horticulture workshops in Ferndown

Hopscotch nursery – Growing fresh fruit and veg workshops in Ferndown

Tescos community fund – Growing Garden building materials

COOP – growing garden materials and horticulture workshops in Weymouth (Westham)

GLA – Growing Garden materials Wimborne

Abri Housing – Growing Garden build materials and growing workshops in Weymouth (Littlemoor)

Wessex Water – Growing workshops (positive mental health and wellbeing) in Bridport

Flourish Fund – funding to deliver OCN Level 1 in Horticulture, delivered in Weymouth

31. Has the project that you want the funding for already happened? No

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? 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?

N/A

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?

- X A copy of your most recent accounts (not more than 12 months old);
- X 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;
- X A copy of the notes from your last Annual General Meeting;
- Details of your organisation's officers;
- X A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- X 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: Paul Seaman

Date: 02/11/2023

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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?
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 £3,000 or less?
n/a		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?
Unknown		Will a representative be attending Finance & Governance Committee?

Assessing officer: Helen Legg

Date of assessment: 6th November 2023

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 15th November 2023