

# APPLICATION FORM FOR GRANT 24/25

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

1. Name/Address of Organisation:

Weymouth Museum Trust

Name of person making the application: .....Marcia Pritchard...

Position in organisation: ...Chair Weymouth Museum Trust  
.....

Contact phone number: supplied

Email address:

weymouthmuseumchair@btinternet.com.....  
.....

2. About Your Organisation

|  |                |
|--|----------------|
| <b>Does your organisation:</b>   | <b>Yes/No</b>  |
| Have its own bank account, with 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            |
| <b>Is your organisation:</b>   | <b>Yes/No</b>  |
| a voluntary organisation without any paid members  | Yes            |
| a registered charity? (include charity number)   | Yes<br>1143692 |
| part of, or affiliated to, a larger organisation? (name)   | No             |

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

We are Weymouth Museum Trust (WMT) formed in 2010 to manage Weymouth Museum, which was founded in 1972 to preserve the history of Weymouth and tell its story. We are a community museum which wishes to engage with local people and local events by involving them in our development now and in the future. We are the only organisation which collects and preserves the material and intangible culture from Weymouth. We are the collectors and guardians of the historic artefacts, documents and photographs of the town. Our collections of approximately 20,000 items are important to the local community in preserving the history and culture of our town. They include social and community history, fine art, photography, costume, ceramics, maritime history, transport and local industry. Our volunteer-run museum displays these items and seek to maximise access to our history and access to local people to get involved in how that happens. With the support of our residents and partners like schools, community groups, and volunteers we seek to develop new and innovative ways of interpreting and displaying the artefacts we curate and the stories they tell.

|                         |  |
|-------------------------|--|
| Additional Information: |  |
|-------------------------|--|

|  |  |
|--|--|
| How many members does your organisation have?  | We are a charity and as such have no members |
| How many people will benefit from this funding?  | The whole community of Weymouth              |
| How many of these are Weymouth Town Council area residents?                                    | All  |
| How much funding are you applying for?   | £5,000                                       |
| What is the total cost of your project?  | Approx £20,000                               |
| Has the project that you want the funding for already happened?                                | No   |
| Will you be passing the funding on to any other groups (except to pay for goods and services)? | No   |

4. Briefly describe the project or purchase you would like the funding for. Please include how will the funding benefit the community or residents of Weymouth? How do you know that the groups you work with, or the local community, want this project to take place? How will this funding lead to greater self-sufficiency and lessen the need for future applications?

Since 2021 the permanent museum site at Brewers Quay, Hope Square has been closed to us due to redevelopment. The intention is that we will move back into a purpose-built space in the newly refurbished building. We are excited for this to happen in 2027 but we recognise the need to meet our goals of sharing the town's history in the meantime. We ran a successful pop-up museum between May 2022 and October 2023 funded by the National Heritage Lottery that contributed to the positive economic climate in our town, providing an affordable, indoor leisure activity for residents and visitors alike. According to our visitor insight survey programme which we ran 60% of our visitors came from the local area. A high proportion of these said they wanted Weymouth to have a permanent museum

We want to build on our previous success in the pop-up museum way of working by re-opening another pop-up museum in the town centre. Visitors to the town, especially from cruise ships constantly ask where the town museum is and we are looking at ways to share our town with them to encourage them to stay (and spend) in Weymouth rather than take coach trips to other areas. This project would run initially for twelve months and would tie in with Weymouth as a Town of Culture in 2025. In the pop-up we will create displays and exhibitions which showcase our history, develop an inclusive and exciting programme of activities that evolves and develops according to visitor interests and needs. It will encourage visitors to engage with the collections through fun and memorable experiences. Our heritage is too important to be consigned to a store and not seen by the public. We know we can successfully run such a venture with our volunteers under the expert advice from our museum colleagues, three of whom sit on our Trustee Board. Our preliminary thinking is to have a 3-month rolling programme over the 12 months which cover the Museum's 4 themes of health, wealth, happiness and WW2. This would encourage repeat visits and raise awareness of the plans for, and content of, the Museum at Brewer's Quay building a strong reputation to help us ensure future success. We would also match our displays to the towns activities such as VE day celebrations and Veterans' Week, as well as contributing our own events such as a celebration of King George III's birthday in June. We would evaluate our learning about visitor attractions from this museum and share this with businesses and the Town Council to help us all generate greater footfall and continue economic opportunities.

5. How will you spend the money you are applying for?

| Item         | Amount       |
|--------------|--------------|
| Rent         | £5000        |
|              |              |
|              |              |
| <b>Total</b> | <b>£5000</b> |

6. How else are you funding your project? Have you applied for any other funds/grants towards the cost of this project or purchase? Please include details below and include grants from other organisations, fund raising and existing reserves:

| Source  | £     | Confirmed? |
|---|-------|------------|
| The BID   | 5,000 | No         |
| Written letters to Rotary, Probus, Lions, Round Table but no replies so far |       |            |
| Donation from a member of the public  | £5000 | No         |

|                            |        |     |
|----------------------------|--------|-----|
| Reserves                   | £1000  | Yes |
| Friends of Weymouth Museum | £2000  | No  |
| Total                      | 13,000 |     |

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

It will cover the whole of Weymouth. David Harris is a Trustee of Weymouth Museum. Kate Wheller and Claudia Webb are the Dorset Council representatives.

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

We have a revenue support grant from DC which has to be spent on projects around museum activities. We sometimes obtain grants from the Arts Council or other museum organisations. In the past when we were open at Brewers Quay, we charged museum entry fees.

9. 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:

We may charge a nominal fee for admission to the museum but will charge for events we may run – eg historical walks around the town, some on line activities

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

Over the past twelve months we have been involved in writing a mammoth bid to the Heritage Lottery fund. The Friends of the Museum who are a separate charity have done fundraising on our behalf. The museum itself as it is closed has had limited capacity for fund raising. Any thing we have done has had to be ring fenced for the Lottery. I attach our budget plans for 2024/5

11. Details of any grants (including from non-local authority) or financial support received from local authorities including Weymouth Town Council in the past three years with dates:

£10,000 pa revenue support from Dorset  
DC are also paying the cost of storage of the items at the Granby Estate

12. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? No

Crime Reduction Officers Name:.....

13. 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 / No

Dorset Council Employee Name:.....

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: Supplied

Account number: Supplied

Sort Code: Supplied

**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 Your most recent bank account statement that relates to the bank account into which the grant will be paid;
- XA copy of your constitution / terms of reference / set of rules;
- XA copy of the minutes from your last Annual General Meeting;
- xDetails of your organisation's officers;
- xA copy of your safeguarding policy if your group works with vulnerable adults, or children;
- xA copy of your adopted equal opportunities policy or statement;
- Any other documentation you feel may help in assessing your application.
- 3 quotes for building works

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: Marcia Pritchard .....

Date: .....19 February 2025.....

### 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<br>(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?   |
|         | No                  | 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?   |
|         | No                  | 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?  |
| Unknown |                     | Scoring matrix approved by the Grant Subgroup?  |

Assessing officer: Helen Legg

Date of assessment: 19<sup>th</sup> February 2025

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 26/03/25