

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:

Guardians of the Old Town Hall

High West Street

Weymouth DT4 8JH

.....

Name of person making the application: Selwyn Williams.....

Position in organisation: Director and Treasurer.....

Contact phone number: Provided

Email address: Provided

About Your Organisation

2. Does your organisation:

Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	No
Have at least three members on its management committee	Yes
Have a constitution, terms of reference or set of rules (please contact for help with this if needed)	Yes
Have paid employees	No
Recruit and train volunteers?	No
Organisation has own account and financial checks in place but for operational reasons does not require all payments to be made by cheque. Debit cards are used to buy equipment and items for the ongoing restoration and running of the building and each director has a card which are only issued to one person. Treasurer uses Banking online to pay using BACS which can only be used by one person.	

3. Are you a registered charity? No

If so, please give your charity number:NA.....

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

If so, which:No N/A.....

5. A

Restoration & viable operation of the Old Town Hall as a Community Venue and presentation of local Weymouth & Portland culture and history. The building is owned by Weymouth Town Council.

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

6. Where does your organisation meet? Old Town Hall High Street Weymouth DT4 8JH
7. How often do you meet? ...The Directors meet as often as needed to react to problems but a minimum of 3 times a month.....
8. How many members does your organisation have?

3 directors of the CIC but the hirers and their organisations are the quasi members

9. How many people will benefit from this funding? ...
Hundreds directly but thousands indirectly. We have local singing, dancing, shanty, folk groups that raise money for local causes plus pilates, painting and Artwey groups for the health of locals and we have local and national commercial hirers who present employment courses and H&S First Aid courses that help in the employment prospects and healthy working conditions of local people. Most add to the culture of Weymouth.

How many of these are Weymouth Town Council area residents?90%
Improvements to the energy efficiency of the building will help us keep rental costs down.

10. How much funding are you applying for? £3,000.....
11. What is the total cost of your project? £11,104.....

NOTE: Weymouth Town Council will only approve allocations up to £5,000 in exceptional, urgent circumstances that are clearly detailed in question 15, with regard to the information in Policy point 6.

12. Briefly describe the project or purchase you would like the funding for:

13.

Secondary glazing to cut our gas bills which have tripled or quadrupled as too much heat is going out of the 1896 single glazed iron framed windows. The hall has been insulated elsewhere, wherever possible and this is the main heat loss now. This will cut the amount of gas used so meets the Green agenda and it will retain heat to maintain the fabric of the building

of the Council's priorities does the project contribute to?

Improve the wellbeing of the people of Weymouth.

X Manage the Council's assets and resources responsibly and transparently.

X Manage the Council's services effectively to meet the needs of the communities we serve.

X Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.

- X Promote opportunities for economic success of the area.
- X Strive for continuous improvement and service development.
- X Work with partners to deliver our core values and strategy.

14. 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

15. The money will be spent on improvement of the hall with secondary glazing to cut the heating costs and this will also protect the fabric of the building by retaining the heat inside.

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
Upper floor windows secondary glazing	£5.016
Lower floor, vestibule and toilet windows secondary glazing	£6.088.80
	£
Total	£11,104.80

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

Source	£	Confirmed?
Existing reserves but the project will be split over two years.	8,104.90	YES
Total		

17.H

It is a community hall and serves the residents with employment courses and training, health courses, CPR, pilates, cultural as in folk singing, art courses and displays, shanty singers, morris dancers, and was used by Labour and Green parties and Climate Change group. It promotes the history of the High Street and the Civil War and hosted the archaeologists during the Council Offices archaeological dig and before and after for presentations to save oral histories and then show the artefacts discovered. Funding will help keep the building running and rental costs low.

the funding benefit the community or residents of Weymouth?

18. If your project focusses on a particular area of Weymouth, please give the name of the C

Councillor Kate Wheller

cillor who is supporting your application?

19. How do you know that the groups you work with, or the local community, want this p

With current heating costs, the hire costs will have to rise and we could lose all hires during the winter as we did regularly before we put central heating into the hall and a lack of regular heat will deteriorate the fabric of the building. Ongoing hirers stick with one venue throughout the year so we may not even have enough income in the summer to cover the full year's overheads. We have talked with most of the hirers and explained the problem of the heating costs and they recognise the problems. During this week's cold spell the heating could not reach the usual temperature we set for hirers because of the heat loss through the single glazed windows.

take place? Please detail any consultation undertaken:

How will this funding lead to greater self-sufficiency and lessen the need for future appli catio ns?

20.

21.

The hall has been self sufficient regarding running costs and has only ever needed to apply for grants for improvements but have paid for the majority from revenue. Without secondary glazing and the consequential continuing high heating costs the hall will run at a loss. Once installed the windows will last for many years.

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 g

Secondary glazing will cut down the volume and amount of gas used for heating and hence cut energy usage and help reduce the environmental impact on a building owned by Weymouth Town Council. The hall is situated in the Rodwell/Harbourside area but is used by many local social groups because of its proximity to their area of activity and it has good bus links and many people use mobility scooters and pushbikes to access the area. The new council offices car park provides nearby parking and we may get back some of the hirers who we lost when it was closed from October 2023.

ation, sustainable travel, reducing energy usage?

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

23. Hiring out Upper and/or Lower halls for meetings etc.

£65 for half or full day for commercial organisations. £20 to £40 for community groups/NHS

are your current/planned subs/fees/charges?

24. 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:

25. No surplus as this is for keeping the cost of heating down to earlier levels in order to keep hires to local communities within reasonable costs.

you applied for any other funds/grants towards the cost of this project or purchase?

Please include details below:

No.

26. 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?

Hire of the hall for meetings presentations, exhibitions, training, displays, history talks

Same as above

27. A

£9,186 income, £9,780 expenditure based on last year but extra heating costs added £2,000 or more to expenditure. With new car park open we hope to increase revenue from extra hires.

icipated income/expenditure for the next 12 months?

28. Details of any grants or financial support received from local authorities including W

Nil

outh Town Council in the past three years with dates:

29. Grants from non-local authority sources in the last three years with dates, if you have a

Covid Grant £2,667 yr ending 31.8.22

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

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

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

Yes (name of contactNA.....) Not applicable

33. 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 contactNA.....) Not applicable

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);
- X A copy of your constitution / terms of reference / set of rules;
- X A copy of the notes from your last Annual General Meeting;
- X 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;
- X 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: ...Selwyn Williams (Director).....

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

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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?
Unknown		Scoring matrix approved by the Grant Subgroup?

Assessing officer: Helen Legg

Date of assessment: 20/02/25

Decision (delete as applicable): proceed to committee

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