Please read these guidance notes carefully before completing the application form. Where possible, please make your application electronically.

**Distribution of grants:**
- Grants will range from £50 upwards.
- Grants can be used to support running and capital costs.
- The Grant Fund is one-off funding for 2018-19 and any longer term project will need to demonstrate how it will become sustainable in the future.
- Priority will be given to supporting new or recently formed groups which fulfil the council’s community priorities, particularly support to young people and operate in the areas of most need – Chapelhay and Rodwell, Littlemoor, Melcombe Regis, Underhill and Westham. Applications from other groups will be considered thereafter.
- Grants should be spent within one year of being granted.
- Applications should be submitted by **Monday 17 September 2018**.
- Grant decisions will be made after the closing date and all applicants will be informed of the outcome.
- A celebration event will be held for successful groups.

**To be eligible for funding, applicants must:**
- Undertake that the monies will be used to benefit projects operating in or supporting residents living within the areas of most need – Chapelhay and Rodwell, Littlemoor, Melcombe Regis, Underhill and Westham.
- Be a voluntary, non-profit-making group or charity operated with no undue restriction on membership.
- Demonstrate good management, be constituted, have written policies, hold regular management meetings and be able to provide up to date accounts.
- Have at least three members on your management committee/Board.
- Have a bank or building society account in the name of the organisation.
- Have an appropriate safeguarding policy - if you are working with children and young people or vulnerable adults.
- Support equal opportunities and challenge discrimination
- Demonstrate a need for the project that will result in a community benefit.
- Agree, in writing to the conditions of the grant
- Demonstrate delivery of **at least one** of the following identified community priorities:
Weymouth and Portland Community Priorities:

1. Supporting our Young People
2. Supporting our Older People
3. Supporting our Vulnerable People
4. Supporting Health and Wellbeing
5. Supporting Safer Communities
6. Supporting our Natural Environment

Examples of what we can fund:
- Grants can be used to support running costs and capital costs e.g.
  - General running costs for community activities
  - Volunteer expenses
  - Training
  - One off events
  - Equipment
- Small capital projects such as improvements to buildings
- Regular annual events – can apply but may not be a priority.

What we cannot fund
- Ongoing staff costs (including salaries of permanent or fixed term staff).
- Any expenditure for an item or service that has already been ordered or paid for or has already been funded by a different source.
- Items or services that only benefit an individual or private business enterprise.
- Loan repayments, interest payments, topping up of accounts or transferring money to another group/charity.
- Activities or services that schools have a statutory responsibility to provide e.g. Curriculum based activities or any activity taking place during curriculum time. Projects submitted by PTAs/Friends of Schools must take place before or after school, during lunchtime or in the holidays.
- Fundraising activities for your organisation or others.
- Used vehicles/routine repairs and maintenance.
- Political or religious activities
- The fund cannot support existing initiatives, where other funding has come to an end or has reduced.

We will also need to see copies of the following:
- A recent set of accounts or, if a new group, a recent bank or building society statement
- Your group’s safeguarding policy if working with children or vulnerable adults
- Equal Opportunities policy – or if a new group, evidence of working towards adopting a policy
- A copy of your constitution/terms of reference/ set of rules
Additional information and help:

Community organisations who need assistance in completing the form, or require more information can contact The Community Planning & Development Team for support.

**Telephone**: 01305 838497 / 01305 838126 / 01305 252358/ 01305 838494

**Email**: communityplanning@dorset.gov.uk

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