



APPLICATION FOR GRANT 2019/20

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

1. Name/Address of organisation

Citizens Advice Central Dorset 2 Mulberry Terrace, Great George Street, Weymouth DT4 8NQ

Contact name: ...Daniel Cadisch.....

Contact telephone number:

Position in organisation: ...Chief Officer.....

About your organisation

Does your organisation:

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

2. Are you a registered charity? **Yes**

If so please give your charity number: ...1089018.....

3. Is your organisation part of, or affiliated to, a larger organisation? **No**

If so, which ...Citizens Advice is an independent charity with membership of the national Citizens Advice service

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

The aim of Citizens Advice Central Dorset is to provide the advice people need for the problems that they face and flowing from this, the improvements of policies and practice that affect their lives. Our core principles are to:

- value and respect diversity,
- promote equality,
- challenge discrimination,
- work together and value the contribution of colleagues.

We give free, confidential, independent and impartial advice to anyone, regardless of age, race, gender, ethnic origin, sexual orientation, disability or religious belief.

Our main office in Weymouth library is open four days a week with additional outreaches in Littlemoor, Portland and in four local GP surgeries. In addition, telephone advice is available through our Adviceline Monday to Friday 10am to 4pm.

In 2018-19, we helped 1,782 Weymouth residents with 8,405 separate issues.

5. Where does your organisation meet?n/a.....

6. How often do you meet?n/a.....

7. How many members does your organisation have?n/a.....

8. How many people will benefit from this funding?at least 1,800 p.a.....

9. How many are Weymouth Town Council area residents?100%

10. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

n/a

11. How much funding are you applying for? £1,775.....

12. What is the total cost of your project? £1,775.....

NOTE: WTC will only approve allocations over £2,000 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? Please be aware that WTC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Item	Amount
Laser printer	£250
Replacement toner cartridges for Year 1	£100
Printer stand	£125
Desktop PCs x 2 @ £500	£1000
Publicity materials to expand work with veterans Hub and Littlemoor outreach –Professional Printing for Posters/leaflets and banners x 2	£300
TOTAL	£1,775

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

Source	£	Confirmed?
n/a		
Total		

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

This additional funding will enable us to provide a high quality, more efficient service to residents of Weymouth.

Some of our existing PCs are not fit for purpose, running on outdated operating systems and not capable of running new versions of software. This means that using the PCs is frustratingly and slow, taking up adviser time when they could be helping clients. Purchasing two new PCs which are more responsive will mean that we can provide a faster and more efficient service to clients.

Our existing printer is located upstairs in the library but we see our clients on the ground floor. This means our advisers need to go up and down the stairs to collect printed documents. Not only is this tiring for our volunteer advisers, it also takes up precious time with individual clients meaning that we are able to see fewer people in need of our help.

Investing in publicity materials will help us to spread awareness of our service to clients who are in most need of our help.

During the Covid-19 outbreak, we are continuing to deliver our advice service by phone and by email. Many of our volunteer advisers are providing this service remotely from their own homes, maintaining the usual high standards of confidentiality, independence and impartiality. **We expect our normal service to resume in Weymouth library later in the year when the funding for this equipment will be gratefully received.**

16. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

This funding will help us to provide a more efficient advice service into the future - the investment in PCs and a printer is a one-off cost and will not be requesting further funding for these items.

17. How is your organisation normally funded? (Not applicable to new organisations)

Citizens Advice receives an annual grant from Dorset Council to deliver our core service in Weymouth. We receive additional funding from a number of town and parish councils as well as grants from charitable funders.

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

n/a – our advice service is free to everyone

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

No

20. 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?

Throughout the year, we carry out a number of fundraising activities including concerts, quiz nights and a barn dance. We use these social events to recruit regular givers who commit to donating to us through a direct debit or standing order.

We anticipate a programme of similar events in 2020-21.

In general, our events are organised by teams of volunteers from each office.

21. Anticipated income/expenditure for next 12 months

£914,622 anticipated income for the year 2020-21 for the whole organisation covering Weymouth & Portland, North and West Dorset

22. Details of any grants received from local authorities in the past three years with dates.

Grants relating to our core service in Weymouth:

2018-19 – Dorset County Council £8,000, Weymouth & Portland Borough Council £64,844

2017-18 – Dorset County Council £8,000, Weymouth & Portland Borough Council £64,844

2016-17 – Dorset County Council £8,000, Weymouth & Portland Borough Council £64,844

23. Other grants from any other sources in the last three years with dates, if you have had any.

Additional income over and above our core funding is mainly for projects delivering advice to specific client groups, including Macmillan, Dorset Clinical Commissioning Group, Money Advice Service. Totals for the last three years are:

2018-19: £103,201

2017-18: £114,600

2016-17: £120,407

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

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

26. 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

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account

Account number

Sort Code

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

- √ A copy of your most recent accounts
- √ Your most recent bank account statement & details of any other investments/savings;
- √ A copy of your constitution / terms of reference / set of rules;
- √ 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 agree that Weymouth Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that WTC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my 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 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed

Name Daniel Cadisch, Chief Officer

Date 30th March 2020

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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 Policy 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?
n/a		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 £2,000 or less?
n/a		For applications in excess of £2,000, 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? (ie 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.

Assessing officer: Helen Legg

Date of assessment: 5th May 2020

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 13th May 2020

Outcome at that meeting