

APPLICATION FORM FOR GRANT 22/23

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

1. Name/Address of Organisation:

Citizens Advice Central Dorset, 1 Acland Road, Dorchester DT1 1JW

Name of person making the application: Daniel Cadisch

Position in organisation: Chief Officer

Contact phone number: Supplied

Email address: Supplied

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: 1089018

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

If so, which: n/a

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

We give people the knowledge and the confidence they need to find their way forward – whoever they are, and whatever their problem.

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 and unfairness,
- work together and value the contribution of colleagues.

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

We deliver advice to residents of Weymouth through our main office in Weymouth library and through a number of outreaches based in Littlemoor, Westham foodbank and 3 GP practices in the town. Our advice can be accessed face-to-face or by telephone (Dorset Adviceline **0800 144 88 48**, email or letter.

6. Where does your organisation meet? We have 6 locations in the town where local residents can access advice and support
7. How often do you meet? n/a
8. How many members does your organisation have? We are not a membership organisation but our Weymouth and Portland team is made up of 10 paid staff and 30 volunteers.
9. How many people will benefit from this funding? 360 (based on making contact with 15 people for 24 weeks)
10. How many of these are Weymouth Town Council area residents? 100%
11. How much funding are you applying for? £2,998
12. What is the total cost of your project? £2,998

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 cost of living crisis is having a severe impact on the most deprived of our local residents, particularly those in areas of multiple deprivation in Weymouth. This is compounded by the long-lasting impact of the Covid-19 pandemic which, for many people, was a period of uncertainty with insecure employment and reduced incomes. As the winter approaches, we are anticipating an increase in the number of people who are struggling to pay their rent, keep their homes warm and buy food for themselves and their families.

We would like funding to pay for a six-month project to run during the Winter and Spring to monitor and report on the impact of the cost of living on local residents and to respond to this by spreading awareness of the help available. We would focus on the most deprived areas of Weymouth, delivering face to face and online sessions to front-line workers and residents in order to give people the tools to maximise their income, reduce their debts and seek help to reduce the impact of the crisis. This would include briefings for local Town councillors to help them understand the issues being faced by their residents.

In doing so, we would improve our local networks and referral routes in order to help more people whilst gathering evidence and intelligence on the unmet needs of local people in order to inform local policy making decisions.

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

n/a

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
Salaries	£1,493
Travel	£104
Contribution to overheads	£1,151
Publicity & materials	£150
Venue hire	£100
Total	£2,998

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

Source	£	Confirmed?
n/a		
Total	0	

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

This funding will enable us to understand and respond to the impact of the cost of living crisis on local people, and help them to access appropriate advice and support.

Local people are in desperate need and fearful of the rising cost of living and may not know where to turn for help. By running awareness sessions for front-line workers who are already supporting the community and for groups of local residents, we can provide the routes to help.

In addition, by gathering intelligence about the impact of the crisis, we can help local policy-makers to monitor and respond to unmet needs. In addition, the project will improve understanding of the crisis and its impact within local organisations working in Weymouth, making them more aware of who is best placed to help with specific issues. This should develop a more seamless, joined-up journey for residents.

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

n/a

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:

Our clients tell us every day of the crisis they are facing from the cost of living. The number of people seeking our help is increasing, and the issues range from needing emergency help such as food vouchers to more complex help with benefit claims, budgeting and managing finances.

In particular, the caseworkers we have who are based in Littlemoor or in local foodbanks are reporting an increased number of people who are struggling to cope and fearful of the approaching winter. There is an increasingly complex range of help available which needs more clarity to be effective for local people.

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

Over a short period, this funding will enable us to build networks, improve effective referral routes and increase awareness of the help available. The information we gather will help to inform the future development of our service in order to reach those communities most in need.

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

Our core service is funded through a contract with Dorset Council and through grants from local authorities in Dorset. We have a number of specialist projects which are funded by a variety of organisations, including Dorset Clinical Commissioning group, local foodbanks and charitable organisations.

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

n/a – our advice is delivered free of charge

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

No

25. 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?

We are continually looking for new and repeat sources of funding to fund our core service and specialist projects. We work closely with the other two local Citizens Advice to find funding for Dorset-wide projects.

Pre Covid, our volunteers in Weymouth were active in organising fundraising social events such as concerts or quizzes – we hope that this activity will resume once our offices are back to a regular routine.

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

Anticipated income 2022-23 - £935,494
Anticipated expenditure 2022-23 - £ 961,384

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

See below

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

See below

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

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

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

Yes (name of contact) / Not applicable

32. 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 contact) / 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: 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?

- √ A copy of your most recent accounts (not more than 12 months old);
- √ 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;
- √ A copy of the notes from your last Annual General Meeting;
- √ 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 – 2021-22 Impact Report for Weymouth Town Council

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: Supplied

Name: Daniel Cadisch, Chief Officer

Date: 30th August 2022

Question 27 - grants or financial support received from local authorities including Weymouth Town Council in the past three years

TOWN COUNCILS

2019-20	Blandford Forum Town Council	£2,000
2020-21	Blandford Forum Town Council	£2,500
2021-22	Blandford Forum Town Council	£2,500
2019-20	Chickerell Town Council	£1,000
2019-20	Dorchester Town Council	£200
2021-22	Dorchester Town Council	£13,600
2019-20	Gillingham Town Council	£10,000
2020-21	Gillingham Town Council	£10,000
2021-22	Gillingham Town Council	£10,000
2021-22	Portland Town Council	£250
2019-20	Shaftesbury Town Council	£4,000
2020-21	Shaftesbury Town Council	£4,000
2021-22	Shaftesbury Town Council	£4,000
2019-20	Sherborne Town Council	£8,000
2020-21	Sherborne Town Council	£8,000
2021-22	Sherborne Town Council	£9,500
2019-20	Weymouth & Portland Borough Council	£3,496
2020-21	Weymouth Town Council	£1,775

PARISH COUNCILS

2019-20	Parish Councils	£4,920
2020-21	Parish Councils	£1,270.00
2021-22	Parish Councils	£2,620.00

DORSET COUNCIL

2019-20	Dorset Council - core grant	£285,300
2020-21	Dorset Council - core grant	£270,277
2020-21	Dorset Council - core grant	£270,278

DORSET COUNCIL FUNDING FOR SPECIFIC PROJECTS

2020-21	Dorset Council - Rough Sleepers Initiative	£10,300
2021-22	Dorset Council - Rough Sleepers Initiative	£21,808
2021-22	Dorset Council - Advocacy unit	£30,000
2021-22	Dorset Council - debt unit	£34,716
2021-22	Dorset Council - Housing grant	£14,500
2021-22	Dorset Council - Inclusivity grant	£2,333
2019-20	Dorset Council - Income Max	£45,525
2020-21	Dorset Council - Income Max	£25,481
2021-22	Dorset Council - Income Max	£15,707
2020-21	Dorset Council - IT	£11,024
2019-20	Dorset Council - Syrian refugee resettlement	£23,462
2020-21	Dorset Council - Syrian refugee resettlement	£21,387
2021-22	Dorset Council - Syrian refugee resettlement	£35,645

Question 28 - Grants from non-local authority sources in the last three years with dates, if you have any:

FUNDING FOR SPECIFIC PROJECTS

2019-20	Access To Justice Foundation	£59,986
2020-21	Access To Justice Foundation	£54,286
2021-22	Access To Justice Foundation	£108,571
2019-20	Alice Ellen Cooper-Dean Foundation	£12,000
2020-21	Alice Ellen Cooper-Dean Foundation	£5,000
2021-22	Alice Ellen Cooper-Dean Foundation	£10,000
2020-21	ASDA Foundation	£300
2019-20	Big4Littlemoor	£12,035
2020-21	Big4Littlemoor	£12,035
2021-22	Big4Littlemoor	£12,528
2019-20	Dorset Clinical Commissioning Group	£67,562
2020-21	Dorset Clinical Commissioning Group	£72,801
2021-22	Dorset Clinical Commissioning Group	£72,801
2020-21	Dorset Community Foundation	£21,000
2021-22	Dorset Community Foundation	£3,000
2020-21	Corton Hill Fund	£30,000
2021-22	Corton Hill Fund	£30,000
2019-20	Dorset Healthcare University	£9,767
2020-21	Dorset Healthcare University	£9,767
2021-22	Dorset Healthcare University	£9,767
2019-20	Dorset Mediation	£3,365
2019-20	Energy Providers	£29,640
2020-21	Energy Providers	£18,660

2021-22	Energy Providers	£21,710
2019-20	Gamble Aware	£43,500
2020-21	Gamble Aware	£61,625
2021-22	Gillingham Foodbank	£10,872
2020-21	Groundwork UK	£1,500
2019-20	Help to Claim	£46,694
2020-21	Help to Claim	£49,425
2021-22	Help to Claim	£46,765
2019-20	Macmillan	£115,200
2020-21	Macmillan	£115,200
2021-22	Macmillan	£116,064
2019-20	Mediation Dorset	£306
2019-20	Simon Digby	£498
2019-20	Roberts Charitable Trust	£1,000
2019-20	Money Advice Service	£32,642
2020-21	Money Advice Service	£75,582
2021-22	Money Advice Service	£57,260
2019-20	Multiple Sclerosis Society	£7,225
2019-20	National Lottery - Awards for All	£9,722
2019-20	Prince Zaiger Trust	£8,000
2020-21	Prince Zaiger Trust	£8,000
2021-22	Prince Zaiger Trust	£8,000
2019-20	Sovereign Housing Association Ltd	£5,000
2020-21	Sovereign Housing Association Ltd	£5,000
2019-20	The Kitzrow Fund for Mentally Handicapped	£5,000
2019-20	The Valentine Trust	£2,000
2019-20	Wessex Water	£15,000
2020-21	Wessex Water	£9,000
2021-22	Wessex Water	£4,782

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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?
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 £5,000 or less?
n/a		For applications in excess of £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?
Yes		Will a representative be attending an F&G meeting?

Assessing officer: Helen Legg

Date of assessment: 13th September 2022

Decision (delete as applicable): proceed to committee

Approved as agenda item for the Finance and Governance meeting on: 28th September 2022