

WILMSLOW TOWN COUNCIL



COMMUNITY GRANT APPLICATION FORM

Name of Organisation: Citizens Advice Cheshire North

1. Contact Details

1.1 Address of Organisation:

Sunderland House

Sunderland Street

Macclesfield

SK11 6JF

Sunderland House

1.2 Contact Name(s)/Position(s):

Chief Officer

1.3 Contact Telephone Number(s):

1.4 Email address:

2. Organisation /Club Profile

2.1. Applicant Aims and Objectives (Mission Statement).

Please detail your aims and objectives. Please include in this details of how your organisation benefits the local community of Wilmslow.

Our vision is for the people in Wilmslow and the north of Cheshire East, to have the information, advice and assistance they need to have control over their lives. Our aim is to help them to manage their problems by providing informed and appropriate advice and support by using the evidence of their problems to improve the policies and practices that affect their and other people's lives.

2.2 Is the Organisation a registered charity or intending to apply for charitable status?

Yes

Intending to Register

No

WILMSLOW TOWN COUNCIL



2.3 Charity Registration Number:

1128265

2.4

If Your organisation is not a registered charity please indicate which of the following applies to you:

Voluntary Organisation
Community Group
Not-for-profit organisation
Social Enterprise

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2.5 Please give details of your membership and the geographical area the Organisation covers/draws its membership from.

Our service is open to the general public living and working in the north of Cheshire

2.6 Is membership restricted in anyway?

No, it is also available to people in the areas surrounding Cheshire East if needed

2.7 Background information about the Organisation

(Please supply any leaflets/brochures/etc)

Citizens Advice Cheshire North (CACN) offers a free, confidential, impartial and independent service. We look to empower clients, advising them on their rights and responsibilities and where necessary, advocating on their behalf. CACN offers additional support where clients experience particular challenges. The types of problems people present include welfare benefits, debt, housing, consumer, accessing health and social care, employment, relationships as well as tax and travel. These give an indication of the breadth of advice areas that CACN can offer.

CACN has been in existence since opening in Wilmslow in June 1940, helping people from the north of Cheshire East with their problems. With the increase in availability of information on the internet, many of those people who would traditionally have come to the bureau for basic information are now able to find that for themselves. Consequently our client group has moved to be people who have complex issues that they are struggling to resolve on their own. We provide face to face, email and telephone advice and, operate through offices in Macclesfield, Colshaw Farm, Knutsford, Poynton, Handforth, Alderley Edge and, since September 2012 in Wilmslow town, funded by Wilmslow Town Council. The ability to provide services in Wilmslow since late 2012 has greatly increased the opportunity for local people to access advice and has avoided the need to travel to Macclesfield to receive that support.

WILMSLOW TOWN COUNCIL



3. Previous funding

3.1 Has your organisation ever received funding from Wilmslow Town Council before?

3.2 Please State: Date Amount

01/04/18	£29,240.00
01/09/17	£29,000.00
01/09/16	£29,000.00
01/09/15	£29,000.00
01/09/14	£29,000.00
01/09/13	£29,000.00
01/02/13	£5,000.00
01/09/12	£15,000.00

WILMSLOW TOWN COUNCIL



4. Your Project or Event

4.1 How much money are you requesting? £ 29,825 .

4.2 Please give full details of how the grant would be used. Please give detail of the grant you are requesting. Please itemise the costs in terms of project/ event expenditure or items that would be purchased. *Please include quotes for items where applicable.*

The grant would be used to continue providing services in Wilmslow for 6 sessions a week.

The current appointment and open door service on Monday, Tuesday, Wednesday and Thursday is delivered by paid members of staff who are qualified and highly experienced as senior advisers. These Advisers are able to work self-sufficiently and have access to a network of specialist and support systems. The Monday service is also supported by an experienced volunteer Adviser who helps with reception and assists the paid Adviser.

The Thursday evening service provided at the Library can be staffed by either paid or volunteer Advisers, and offers an initial point of contact for exploration of best routes forward, with paid supervision accessed by telephone when needed.

All advice is subject to rigorous quality controls, and CACN audits advice records for both quality of advice and customer service on a quarterly basis, and these are submitted to Citizens Advice centrally for quality checking.

Wilmslow caseworkers have access to specialist support services in Money Advice, Employment, Benefits, Mental Health Advocacy, Housing and Homelessness. Advisers also have access to the Citizens Advice information system, the National Housing Association Specialist helpline, Child Poverty Action Group reference materials and their benefit helpline, as an extensive range of resources and tools.

4.3 If the funding is for an event and you make a profit, please indicate how this will be used:

N/A

WILMSLOW TOWN COUNCIL



4.4 Please state how it will benefit the Wilmslow Community.

The service benefits the Wilmslow community in several ways. It is acknowledged that people most in need want face to face advice. The current service allows residents and people working in Wilmslow to access local face to face independent advice, information and support from a recognised and trusted brand in a number of locations. This can either be with an appointment or, for immediate need, via two drop in services.

Through advising on benefit entitlement more money is brought into the community and research shows that benefit awards are spent locally on essentials such as food, clothes, hairdressing etc. The resolution of debt keeps money within the community, keeps people in possession of their homes and greatly improves the client's mental health by reducing stress and anxiety. The resolution of problems allows people to regain control and to participate in community life.

4.5 Have you, or do you intend to apply for grant support from any other source?

Yes

No

4.6 Please attach a breakdown of anticipated sources of funds. N/A

4.7 If a grant were forthcoming, would the Organisation be prepared to perform/contribute at/to a Wilmslow Town Council organised function? Please give details:

Yes. We would continue to acknowledge the support given by the Town Council in our annual report and would be pleased to speak at, attend or participate in any other appropriate way at a Wilmslow Town Council function to acknowledge your support or to demonstrate its value.

WILMSLOW TOWN COUNCIL



5 Monitoring

5.6 Events: Please identify the people you expect to benefit from your project / event.

Age Range	Current	Forecast
Young people up to 18 (total)	5	5
Young people up to 18 with a disability		
Young people up to 18 from an ethnic minority group.		
Adults 18-64 (total)	285	285
Adults 18-64 with a disability	25%	25%
Adults 18-64 from an ethnic minority group		
Senior citizens 65 and over (total)	90	90
Senior citizens 65 and over with a disability	25%	25%
Senior citizens 65 and over from an ethnic minority group.		
Total (unable to forecast as above)	375	375

Supporting Documentation attached (*Please tick to indicate attachment*)

	Tick
and Breakdown of anticipated funding	✓
or Audited accounts for the last 12 months	
or Most up-to-date accounts	✓
or New start-up groups – financial statement regarding proposed budget	
and Recent Bank Statement (see 7)	

WILMSLOW TOWN COUNCIL



6 Additional Information

Please add any additional information that is not covered elsewhere on the application form but that you consider to be relevant to your application.

Our face to face sessions generate, on average, a further 10 hours per week spent on case recording and follow-up work on behalf of the clients. We wish to continue this level of support for local residents and are therefore applying for another year's funding, taking into account predicted pay increases of 2%.

Cost breakdown

Costings for 6 advice sessions for 12 months September 2020 – September 2021

Please note staff costs have increased in line with Local Government of 2%

	2019/20	2020/21
Adviser salary and on-costs (28 hours)	£21,150 plus 2%	£21,573
Supervision & evaluation costs	<u>£ 2,650 plus 2%</u>	<u>£ 2,703</u>
Subtotal staff costs	£23,800	£24,276
Travel and training	£1,440	£1,440
Equipment / Printer cartridges, telephone calls	£1,000	£1,000
Office / Venue costs	<u>£3,000</u>	<u>£3,000</u>
Subtotal project related costs	<u>£5,440 plus 2%</u>	<u>£5,549</u>
Total	<u>£29,240</u>	<u>£29,825</u>