

# WILMSLOW TOWN COUNCIL



## COMMUNITY GRANT APPLICATION FORM

Name of Organisation:

### 1. Contact Details

1.1 Address of Organisation:

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

1.3 Contact Telephone Number(s):

1.4 Email address:

### 2. Organisation /Club Profile

2.1. Applicant Aims and Objectives (Mission Statement).

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

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

Yes  Intending to Register  No

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

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)

The bureau, which has its main base in Macclesfield, 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 so our client group has moved towards those who have complex issues that they are struggling to resolve on their own, for whatever reason.

We provide face to face, email and telephone advice and, as well as having the main bureau, operate through outreaches in Knutsford, Poynton, Handforth, Alderley Edge and Colshaw Farm.

Since September 2012 we have also operated a service in Wilmslow, funded by

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Wilmslow Town Council. We also provide services under a contract with the CAB based in Crewe to deliver services to people who have social care needs beyond Welfare Rights. We also provide a mental health Advocacy service under contract with East Cheshire Clinical Commissioning Group.

The ability to provide our 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.

### 3. Previous funding

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

Yes

3.2 Please State:	Date	Amount
	01 /09.12	£ 15,000.00.
	01/02/13	£5,000.00
	01/09/13	£29,000.00
	01/09/14	£29,000.00

### 4. Your Project or Event

4.1 How much money are you requesting? £29,000.00

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 over 3 days, (4 sessions), of the week. In addition to the 3-hour drop in service on Monday mornings at the United Reformed Church we provide bookable appointment sessions on Tuesday mornings at St Bartholomew's Church and Thursday mornings in Wilmslow Parish Hall. There is also a drop-in opportunity at the Tuesday morning sessions if appointments allow and we have been linking this Tuesday service with the Food Bank sessions operating at the same time and venue to maximise the opportunity for people currently suffering from economic hardship to gain advice and support whilst accessing the Food Bank.  
(see separate sheet for continuation and costings)  
We now also operate a Drop-in "first contact" service 4:30pm – 6:30pm every Thursday from Wilmslow library.

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

N/A

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 and this 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. 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.

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.

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## 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)	250	250
Adults 18-64 with a disability	60 (20%)	60
Adults 18-64 from an ethnic minority group		
Senior citizens 65 and over (total)	60	60
Senior citizens 65 and over with a disability	25 (42%)	25
Senior citizens 65 and over from an ethnic minority group.		
Total (unable to forecast as above)	250	250 pa

## 6 Supporting Documentation attached ( Please tick to indicate attachment)

	Tick
Breakdown of anticipated funding attached	√
and Audited accounts for the last 12 months	√
or Most up-to-date accounts	
or New start-up groups – financial statement regarding proposed budget	

## 7 Payment Details

Name to be inserted on cheque, if successful?

Citizens Advice Cheshire North

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## 8 Conditions to be reviewed at meeting

That the money is only to be spent as detailed on this application.

In the case of sponsorship, the event is promoted as being sponsored by Wilmslow Town Council.

You must supply receipts/invoices photographs if requested on completion of the event.

I hereby certify that to the best of my knowledge all the information contained within this application is correct. I agree that the grant if awarded will only be spent as detailed in this application and I agree to the Conditions listed in Section 8 above.

Signed:

A handwritten signature in black ink, appearing to be 'VOP'.

Position in Organisation/Group : Chief Officer

Date: 8<sup>th</sup> September 2016

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole. The Town Council may wish to add additional conditions to any grant offer.

Thank you for your time and effort in completing this form which will assist the Council to consider your application on its merits.

Please return this form to:

Town Clerk  
Wilmslow Town Council  
Wilmslow Parish Hall  
Cliff Road  
Wilmslow  
Cheshire  
SK9 4AA

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## Wilmslow Town Council; Grant application form continuation sheet.

These 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 of £29,000.

### Cost breakdown

#### Costings for 4 advice sessions for 12 months September 2016 – September 2017

	£	£
• Adviser salary and on-costs (28 hours)	20,940	
• Supervision & evaluation costs	2,620	
<b>Sub total staff costs</b>		<b>23,560</b>
Travel costs (3200 miles at 45ppm)	1,440	
Printer cartridges, telephone calls (PAYG)	1,000	
Venue costs	3,000	
<b>Sub total project related costs</b>	<b>5,440</b>	
<b>Total</b>		<b>£29,000</b>