



APPLICATION FOR GRANT AID

Thank you for your interest in applying for a grant from Yateley Town Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact Yateley Town Council on 01252 872198 or at office@yateley-tc.gov.uk .

Completed forms to be returned by email or to - Yateley Town Council, Council Offices, Reading Road, Yateley, Hampshire GU46 7RP.

YATELEY TOWN COUNCIL GRANTS POLICY

1. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Town Council and that will contribute positively to the life of people living, working and visiting the area of (Yateley) Yateley, Frogmore and Darby Green.
2. Grants will not be made to :
 - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Hampshire County Council’s Social Services.
 - Political organisations or projects.
3. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
4. The Town Council will only consider grant applications in excess of £1,000 in exceptional circumstances where a significant and wide-ranging community benefit can be demonstrated.
5. For applications in excess of £500, the Town Council will only normally provide up to 50% of the overall cost of a project and will expect to see match funding from one or more grant giving bodies, or from groups’ own fundraising.

6. The Town Council will only consider an application if accompanied by the required financial and organisational information.
7. The Town Council will usually only provide one grant per group or organisation in each financial year.
8. The Town Council will only provide funding to assist organisations that are not based in the town of Yateley or in Frogmore or Darby Green, pro-rata for local residents using that service.
9. The Town Council will not make grant funding on a retrospective basis.
10. The Town Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
11. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
12. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance and Policy Committee for a decision.
13. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within six months of the funding being transferred. **Should the evidence not be received the Town Council will request the return of the funds.** Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.

Date agreed: 12 March 2018

Date for review: February 2019

1. Name/Address of organisation

Citizens Advice Hart District Limited

Contact name: Sally Plank

Contact telephone number: 01252 749263

Position in organisation: Chief Officer

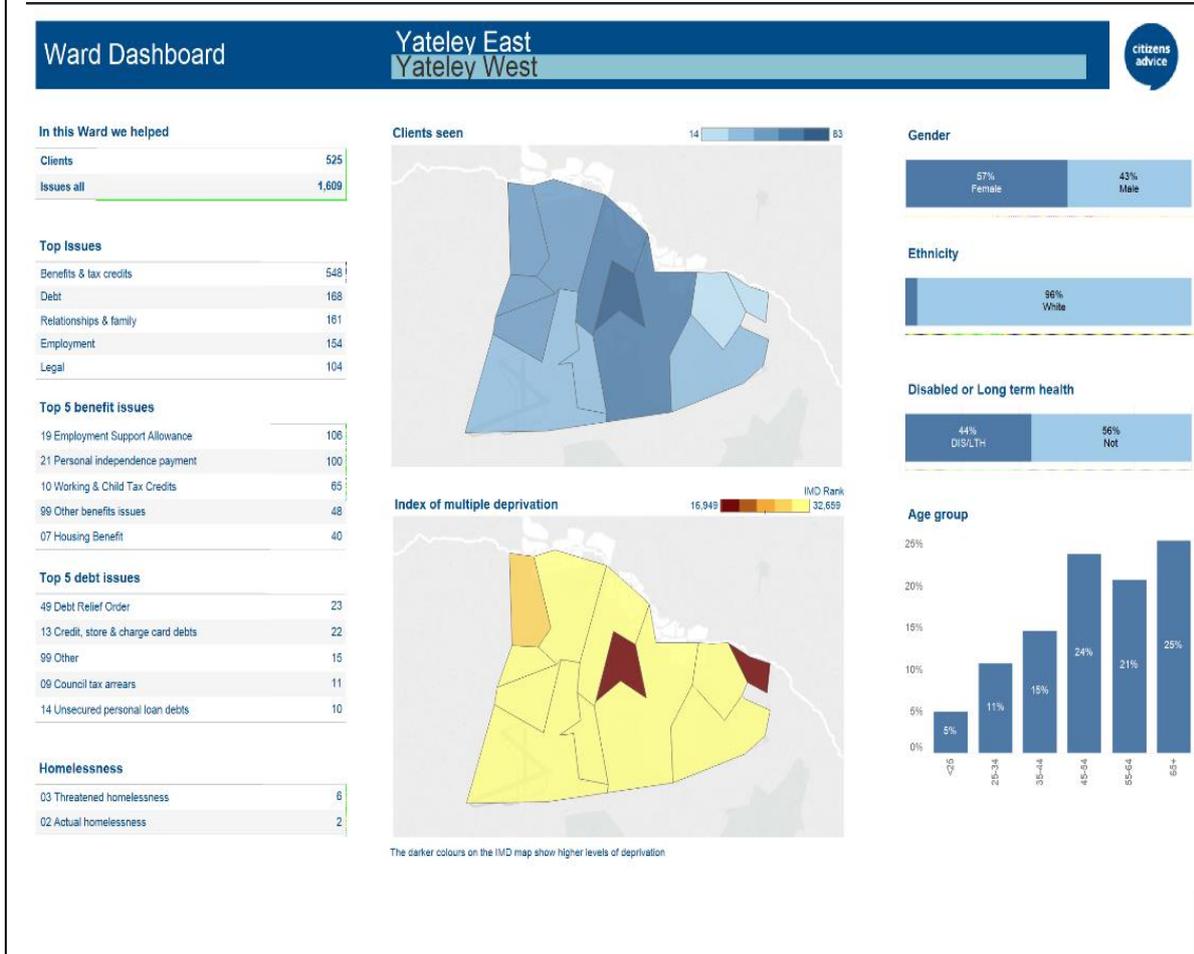
2. Aims and objectives of your **organisation**; What does your organisation do and how does it benefit the residents of Yateley, Frogmore and Darby Green?

We provide Yateley residents with free, impartial and confidential advice.

We help people overcome their problems and campaign on big issues when their voices need to be heard- especially when we can act on behalf of under-served or under-represented communities.

We value diversity, champion equality, and challenge discrimination and harassment. We aim to 'Make a Difference'. We're here for everyone

Below is a summary of key put-put's Citizens Advice delivered for Yateley residents during 2017-18



Where does your organisation meet? **Our offices are in Fleet and Yateley with outreach facilities being developed in western wards of Odiham, Hook & Hartley Wintney**

How often do you meet? **Our service is available 0930-1530 Monday- Thursday for appointments and drop- in advice and by telephone , email and webchat. We are a Registered Charity and Company Limited by Guarantee governed by a Board of Trustees which meets quarterly.**

How many members do you have? **We are not a membership group**

How many are Yateley, Frogmore or Darby Green residents? **Citizens Advice helped 525 clients with 1609 issues across 2017-18. This represents about 25% of all clients helped across Hart District. The biggest areas of advice delivered were benefits and tax credits, debt, relationships and family, employments and legal**

3. Briefly describe the project for which you require a grant. Please be aware that YTC 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.

Our service is undergoing changes in the way that clients wish to engage with us. This is evidenced by the growing demand for advice by phone, web chat and email. 1 in 3 people say they want advice over the phone, on a website, or via email, while 1 in 4 say they want advice via webchat - and these numbers will only grow. This isn't just about convenience. We know in person services can be hard to access for some groups of people - for example those who find it hard to travel, or people in 9-5 jobs. The grant is to help us develop a more consistent and reliable service for advice by telephone.

We participate in a Hampshire wide Adviceline service which is the first point of contact for many clients. We work together to provide a service to all clients irrespective of where they come from knowing that through our active participation more of our clients will be helped by colleagues across the wider service.

From September 2017- August 2018 Adviceline received 2,340 calls from Hart residents- some were multiple attempts. Of these 1,329 went unanswered due to volunteer assessors not being available to take the calls. Callers might have then tried another channel such as webchat or email or dropped into an office if they had the opportunity. We can assume that of the unmet demand approximately 25% of calls might be from Yateley wards (approx. 332 callers).

Adviceline is manned by volunteers but it has become increasingly difficult to service the growing demand. We continue to recruit and train volunteers but now need to consider paying for additional resource as a top up to our team of volunteers. The funding we are seeking will contribute towards a paid member of staff to work on Adviceline for 4 days a week.

4. How much funding are you applying for (Please be aware that YTC do not usually grant applications over £1,000. For applications over £500 we would expect at least 50% of the total cost to be match funded)

£ 5,000

5. What is the total cost of your project? £25,000

6. Has the project that you want the funding for already happened? In part

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

8. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable

9. Please give a breakdown of what the funding will be spent on.

Paid Telephone Assessor Salary at FTE £21,500 @ 80% of a week + on costs. We have provided for £15,000 from our own funds so require an additional £ 10,000 in total.

10. How will the funding benefit the community or residents of Yateley, Frogmore or Darby Green?

Of the un-met demand on Adviceline of 1,329 we can assume that 332 might be from Yateley East/ West wards

The additional 2 days a week paid resource that this grant will help fund will have the capacity to service about 400 calls a year in total which means we can service demand from Yateley residents.

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

This is difficult to guarantee. Because we have run a deficit budget for the past 2 years and anticipate doing so for y/e 2019, the only way we can continue to provide current services and develop new ones is to raise new funding and/ or re-direct our current resources and run down reserves (which we are doing by budgeting deficit outcomes).

We have taken the decision to fund half of this project from our current resource acknowledging the importance is being able to meet the growing demand for advice by telephone.

12. How is your organisation normally funded?

We receive a core grant from Hart District Council but this only covers 85% of our core advice costs. New services have to be funded through grants from local/ regional or national bodies.

Our grant from HDC is granted on a year by year basis and is subject to variation depending on its own financial position.

13. What are your current subs/fees/charges?

We do not charge for our advice services.

Details of other fundraising activities for this project

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

We are funding just over half of this project from our own reserves

We are seeking the balance from Yateley and Fleet Town Councils as the largest beneficiaries of our services (50% combined)

15. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months

We have been pro-active in the past 12 months and have identified new sources of funding. This approach continues in order to ensure the core service is sustainable

We have been supported by many of the parish and town councils this past year to provide resources to support the roll out of Universal Credit which is ongoing.

We were successful with a grant to provide energy advice to residents

We have been awarded a grant from Armed Forces Covenant to develop advice services for the armed forces families across Hampshire in collaboration with other bureaux.

We have been supported to develop our outreach services by Odiham Parish Council and Odiham Cottage Hospital

16. Anticipated income/expenditure for next 12 months

For year ending March 2019

Budgeted Income	Budgeted Expenditure	Budgeted Surplus/ Deficit
£315,926	327,614	(11,688)

17. Details of any grants received from Yateley Town Council in the past three years with dates.

Year	£ Amount
2015-16	0
2016-17	5,000
2017-18	8,500

18. Other grants from any other sources in the last three years with dates.

Funder	2016-17	2017-18	2018-19
Hart District Council	148,000	148,000	
Fleet Town Council	5,000	8,500	
Odiham Town Council	1,500	1,500	1,500
Elevtham Heath Council		1,500	1,500
Hook Council		3,000	
Church Crookham Council		1500	1,500
Harley Wintney Council		1,500	1,500
Blackwater Council			1,000
Odiham Cottage Hospital			5,000
MacMillan	25,000	25,000	25,000

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

Name of Account Citizens Advice Hart District Ltd

Account number 50846868 ;Sort Code 30- 64 - 37

Please ensure the following supporting documentation accompanies your application;

- Your most recent accounts; **please see latest published [here](#)**
- Your most recent bank account statement & details of any other investments/savings;

Our reserves position at March 2018 was £139,436 of which £50,000 is ring-fenced for closure contingency, a further £8,000 for restricted projects still to complete and a budgeted deficit for 18-19 of (11,688). The estimated free reserves position at y/e March 2019 is £69,748

- A copy of your constitution; **(attached with application)**
- Details of your organisation's officers;

Name	Role
Sally Plank	Chief Officer
Roger Durdle	Chair
Stephen Rowland	Treasurer and Company Secretary

- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
(attached with application)
- 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 Yateley 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 YTC may pass details onto an official organisations 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.

Signed : Sally Plank, Chief Officer

Date 6th October 2018

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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	
	The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the life of people living, working and visiting the area of Yateley, Frogmore and Darby Green?
	Does the grant exclude ongoing running costs?
	If the application is for running costs has the applicant included plans for where future running costs will be found from?
	Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Hampshire County Council's Social Services?
	Is the grant for non-political or non-quasi-political organisations or projects?
	Is the grant application for £1,000 or less?
	For applications in excess of £500, has the applicant detailed sources for at least 50% of the overall cost of a project?
	For applications for less than £500, has the applicant detailed evidence of applications to other funding bodies and/or internal fundraising.
	Does the application include the required financial and organisational information?
	Is this the only application in this financial year from this group or organisation?
	Is the applicant based in the Town Council area? If not what proportion of beneficiaries of the grant reside in the area? (grants will be pro-rata for residents of Yateley using that service.)
	Is the application for future funding? (ie not retrospective)
	Is the grant for the sole use of the applying group and not to pass on money?
	Will the applicant supply invoices before payment of a grant?
	Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications.
	For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer

Date of assessment

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Policy meeting on

Outcome at that meeting