



HASLEMERE TOWN COUNCIL

Revenue Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Haslemere office of Citizens Advice Waverley
Contact Name	Phil Davies
Position in Organisation	Chief Executive
Address	Citizens Advice Bridge Street Godalming GU7 1HP
Telephone	
Email	ceo@waverleycab.cabnet.org.uk

ORGANISATION DETAILS

Name of organisation	Citizens Advice Waverley
Amount applied for	£12,500
What will the revenue grant money be used for – please be as specific as possible and use a separate sheet if necessary.	Continuing provision of a face-to-face, telephone and email information and advice service from our office in Well Lane, Haslemere. Last year this service helped nearly 570 Haslemere residents, including two local homeless people and 23 families facing threatened homelessness, through a range of 2,786 different problems including domestic abuse, debt management, benefits entitlements, employment and housing issues etc..
What specific benefits for the Haslemere community do you expect will result from the grant? ²	<p>The project will benefit the people of Haslemere by meeting the needs of people experiencing social or financial difficulties.</p> <p>In particular it will help:</p> <ul style="list-style-type: none"> o the elderly o the disabled o the unemployed o those who are carers o those experiencing housing difficulties o those on low incomes o single parent households o those who are in debt o victims of domestic abuse <p>The project will do this by:</p> <ul style="list-style-type: none"> • increasing incomes through claiming of benefits and other financial entitlements-money that will be spent in

¹ Delete as appropriate

² Use a separate sheet if required

	<p>the local community—and by helping to improve social inclusion;</p> <ul style="list-style-type: none"> • reducing the number of children in poverty through benefit take up and increased ability and confidence of young parents to deal with financial matters; • reducing anxiety, stress, depression and associated ill-health for individuals through helping them to resolve issues relating to low income, debt, employment, housing and relationship problems; • reducing homelessness and improving housing circumstances through intervention in disputes between landlords and tenants and helping clients to manage housing debt and access grants for housing repairs; • reducing indebtedness to the local authority by helping people apply for housing benefit and council tax benefit; • helping people to access redress where they have experienced discrimination, unfair dismissal or received faulty goods and services; • reducing the number of people entering the court system, and so incurring further debt, by negotiating with creditors; • providing access to the service by phone, email and webchat, drop-in, self-help through touch-screen terminals and our website, appointments and via outreach; and • contributing to the community planning process by using data collected in the course of advice work.
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FUNDING DETAILS

Have you or will you be applying to other bodies for financial assistance?	Yes
If yes please state: To whom applied	Waverley Borough council and local parishes, including Fernhurst, Lurgashall and Northchapel
Amount(s) applied for	We are currently in discussion with Waverley Borough Council about the renewal of our 3 year Service Level Agreement with them and the funding that may provide support to the delivery of these services. Funding application for parish councils will be based on the number of parishioners who have used our services in the previous year.
Amount(s) received	The level of funding that Waverley Borough council will provide to support our services in 2021/24 has yet to be determined.
What fundraising activities will your organisation be doing to fund this project?	We have a dedicated fundraising team that each year organises a range of community fundraising events, such as quiz nights, sponsored walks etc.s to raise additional funds to support our local services.

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number: 1098859
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Is it affiliated to a National Body? If yes please specify.	Yes Citizens Advice Waverley is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux
What are the aims and objectives of the organisation?	Our aim is: i) To provide local people the advice they need to overcome their problems and ii) To campaign on the big issues that affect their lives. Our principle objectives are: i) To provide everyone with free and easy access to independent, confidential and impartial advice on their rights and responsibilities and ii) To value diversity, promote equality and challenge discrimination
What is the geographical area covered by your organisation?	Waverley District
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The revenue grant will be used to specifically benefit to residents of the Council's electoral area	
You hold a bank account in the name of the organisation applying, not an individual	
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	
You consent to acknowledge HTC's contribution in your marketing / promotional material	

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publically available	Signed: <i>Phil Davies</i> Print name: Phil Davies
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Date	22 September 2020

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.