

Community Area Award Application

Grant Application from North Wiltshire District Council

Please ensure that you have read the Funding Criteria and Additional Guidance Notes before completing this form

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1 – Your Organisation or Group	
Name of Organisation	North Wiltshire Citizens Advice Bureau
Contact Name	
Contact Address	
Contact Number	
E-mail	
Organisation type	Non-profit making organisation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 – Your Project	
In which Community Area does your project take place?	1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In which Parish does your project take place?	Across Malmesbury Community area
What is your project?	Improve quality of service at CAB at Malmesbury
Where will your project take place?	Malmesbury Town Hall
When will your project take place?	Ongoing
Does your project demonstrate a direct link to the Community Plan for the area? If yes, please provide a reference/page no.	xNo
Are you applying for Capital or Revenue Funding?	xRevenue
If you are applying for Revenue funding, please confirm that your project will be completed by 31st March 2007	xYes
What is the Community benefit of your project, and approximately how many people will benefit?	
<p>We help people resolve their money, legal and other problems by providing advice and influencing policy. With our practical advice people can enforce their legal rights, increase their income, get in control of their debts and keep their homes. We negotiate on client's behalf and represent them at court and tribunals.</p> <p>Our service is dependant on IT to access our high quality information system. This unique, comprehensive information system is accurate, up to date and relevant to clients needs. We also need to access client records and local information. We need a desktop computer so that the advisers that work in Malmesbury can provide a more efficient service which meets health and safety requirements. It will also help us to be partners in e-government services.</p> <p>600 people will benefit directly from the CAB in Malmesbury this year. Our campaigning work can improve things for everyone in the community and we are currently working to improve the Jobcentre Plus service and practices of bailiffs.</p>	
NWDC will not meet future running costs for projects. Please tell us how these will be met in future.	
One off expenditure	
Has your organisation received a previous award from this Council?	X No
Date & Amount of previous award	__/__/__ £
Details of award	

3 - Additional information to support and strengthen your application e.g. consultation & community involvement

The earlier people can access advice the easier it is to manage their problems. 73% of people in a Mori survey said that if they need a CAB it must be quick and easy to access. (Citizens Advice MORI 2005).

Our clients tell us that they want a local face to face service. Our Trustee Board which includes members of the local community are working hard to maintain a service in key towns, including Malmesbury. Our Malmesbury premises are in Malmesbury Town Hall and the working conditions for our staff are not ideal. With access to a PC we can retrieve information and case records more quickly. We can deal with clients more efficiently and therefore help more people.

4 – Financial information

PROJECT COSTS Please provide a <u>full</u> break down e.g. equipment, installation etc.		PROJECT INCOME Please list sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
PC (includes the unreclaimable VAT)	£ 343			£
Monitor (includes the unreclaimable vat)	£113			£
	£			£
Broadband connectivity and network	£	Broadband connectivity from Citizens Advice (no direct cost to bureau)		£
Installation cost	£	Installation provided by volunteer		£
	£			£
	£			£
Total Project Expenditure	£456	Total Project Income		£

Total Project Income	£0
Total Project Expenditure	£456
Project Shortfall	£456
Award sought from NWDC	£456
Is your organisation able to claim VAT?	Yes <input type="checkbox"/> We <input type="checkbox"/> n reclaim 50%

THE FOLLOWING INFORMATION MUST BE PROVIDED. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING REJECTED

xPlease tick this box to indicate that you have included a signed off summary of examined accounts, confirming your year-end accounts, assets and reserves.. Sent by hand

Section 5 - Declaration (on behalf of organisation or group)

xl confirm that the information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project

xl confirm if an award is received that I will complete and return an evaluation sheet

xl confirm that the necessary any planning permission was granted ___/___/___

xl confirm that any other form of licence or approval for this project has been received prior to submission of this application

xl confirm that the necessary policies and procedures will be in place e.g. Child Protection, Public Liability Insurance , Equal Opportunities etc prior to the commencement of the project outlined in this application

xl confirm that acknowledgement will be given of NWDC support in any publicity or printed material give permission for press and media coverage by NWDC in relation to this project

Name :	Date
Position in organisation : Bureau Manager	5 December 2006

+ Please return your completed application to: Principal Community Partnership Officer, Community & Environment, Monkton Park, Chippenham, Wiltshire, SN15 1ER or e-mail mgilmour@northwilts.gov.uk

