

TORPOINT TOWN COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

| | |
|--|--|
| Name of organisation | Citizens Advice Cornwall - CAB Cornwall |
| Full postal address | Duchy House, 21 Dean Street, Liskeard Postcode: PL14 4AB |
| Contact name/position | Karen Topping - Marketing and Comms Manager |
| Telephone number | 07549817330 |
| Email | fundraising@citizensadvicecornwall.org.uk |
| Charity Registration Number (if applicable) | 1096193 |
| Project title | Information Advice and Guidance in Torpoint |
| Estimated start date | 01.09.2023 |

Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council

Citizens Advice Cornwall has seen a 60% increase in demand during 2023 with more people struggling to cope as the cost of living crisis deepens. More people in full time employment are unable to meet the basic costs of food, rent, energy and fuel and we are helping them access additional funding they are entitled to through benefits, housing support grants and foodbank vouchers.

We know there is demand in Torpoint that our advisers currently can't meet, so we are looking at ways to increase our presence in the town to provide that much needed support.

Additional funding will help us provide some face to face advice sessions in Torpoint to ensure that those people who are unable to travel to see us in Saltash or Liskeard and find accessing the service via phone or online appointment challenging will be able to get in person support.

Our plans with the Trussell Trust and other funders are progressing well, but there will still be a gap in the funding required to provide this much needed service to the people of Torpoint and any additional funding will help.

Last year, without an in person presence in Torpoint, we helped 34 people with 96 issues and achieved additional income of £440 with debts of £20,370 written off or rescheduled. Our experience is that when we have an in person presence, more people are able to access the service and we can achieve more outcomes.

Who will benefit from the project and how many of those are residents of Torpoint parish?

This funding will help us support the most vulnerable in Torpoint access help and support in person in a place that is accessible for them.

| Project costs (Please provide a breakdown of the costs of the project) | £ | p | Funding | £ | p | S = Secured A = Applied for (delete as applicable) |
|--|----------|----------|---|----------|----------|---|
| Support for an adviser in Torpoint for 1 year 1 day a week | 4640 | 00 | Own fundraising | 1140 | | S/A |
| | | | Anticipated funding from other sources | 3000 | 00 | S/A |
| | | | | | | S/A |
| | | | | | | S/A |
| | | | Amount you are seeking from Torpoint Town Council | 500 | 00 | |
| Total cost* | 4640 | 00 | Total income* | 500 | 00 | |

Please note: *The Total Cost and Total Income amounts must balance
(e.g. Total Cost - £100; Total Income - £100)

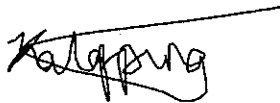
| Checklist (Please make sure you have included the following with your application) | ✓ |
|---|----------|
| Written confirmation of any match funding awarded to your project (a letter or e-mail) | |
| Your organisations latest set of accounts or latest bank statement | |

Declaration

I declare that the information supplied in this application is true.

I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.

Signature:



Date: 06/07/2023

Name (Please Print): Karen Topping

Torpoint Town Council - Terms and Conditions

1. Grants awarded must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. Torpoint Town Council receives a report within 12 months of receipt of the grant, clearly showing that the money has been spent on the project.
3. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
4. Projects should not be for private profit.
5. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
6. Recognition of Torpoint Town Council financial support must be included on any promotional material.
7. The applicant will be required to participate in any publicity deemed appropriate by Torpoint Town Council associated with the offer of funding.

TORPOINT TOWN COUNCIL

GUIDANCE NOTES TO ACCOMPANY THE SECTION 137 GRANTS FORM

The attached notes are designed to assist in completing the application form for financial assistance to voluntary and community bodies. It is advisable to produce as much information as possible to accompany the form. Any grant assistance must benefit some or all of the residents within the Torpoint parish boundary (i.e. the grant cannot benefit an individual or exclusively non-residents of the parish).

This form is only to be used by:-

Voluntary or community group - that is a not for profit organisation.

A Registered Charity

SECTIONS

1. Name of Organisation – This is the name of the organisation that is registered and in which name the bank account is established. The Council will only communicate with this organisation. Please do not name an organisation and then ask for cheques etc. to be made out to other organisations or individuals. This could have the effect of your application not being considered or any offer of grant assistance being withdrawn. If you have a constitution or terms of reference please provide it with the application.
2. Address – The address to where all correspondence in connection with this application will be sent.
3. Contact name and Position – The name and position of the contact and position in connection with this application.
4. Telephone number and email address – This is to contact the applicant if we require additional information or seek clarity. The email address will be used if it is a more convenient method of communication.
5. Charity Registration Number – If a charity please give the registration number.
6. Project Title – Please give the name of your project.
7. Estimated Start Date - If the project has already started please give the approximate date of the project commencement.
8. Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council – The answer to this question is most important. The Council will only normally consider grant assistance for specific projects in other words to enable an organisation to progress or to undertake a piece of work that is essential. The Council will not usually consider grants for the day to day running costs (such as transport costs, utility costs etc.) as this would question the long term sustainability of the organisation. It can give general grants but this would be exceptional and at the discretion of the council. Please supply any additional information that can support your application. The Council must have assurance that the organisation is sustainable. It would also be useful to understand where the project will be delivered or where it is based.
9. Who will benefit from the project and how many of those are residents of Torpoint parish? - This is important as it allows the council to understand who will benefit from the project. It will also guide the council in allocating funding to enable as diverse a spread of grant assistance as possible and not just support for specific groups. Please avoid being vague by writing a reply such as "local residents". It is important that some or all of the beneficiaries are residents of the parish. The Council would also be interested in how many as a percentage of the total numbers of beneficiaries are residents of Torpoint parish if that information is available.
10. Project Costs – This section is most important as is the accuracy and concise nature. Please do not be vague. The amount of grant being sought from the Town Council must be specific. The Town Council will not consider applications without this section being completed fully.