

# Dawlish Town Council Larger Grants Scheme

(For applications over £250,  
and not normally exceeding £2000)

# Larger Grants

## Criteria:

- Larger Grant Applications will be considered for amounts over £250 and not normally exceeding £2000 in accordance with the guidance notes.

## Exclusions to the Grant Scheme:

- Applications that have very few benefits that are for a small number of local residents.
- Grants for and to individuals.
- Applications which indicate a poor ratio of costs to outputs.
- Dawlish Town Council will not normally support applications for the payment of salaries.
- Dawlish Town Council will not normally consider more than one grant per organisation per year.
- Dawlish Town Council will not normally consider grants that principally benefit commercial organisations.
- Dawlish Town Council would not normally consider annual ongoing support.

## Guidance Notes:

1. Your project must directly benefit people living in the Parish of Dawlish
2. Grants are usually made in line with the published grant making framework. The Council will only go beyond that framework in very exceptional cases.
3. Projects which have already started will not be funded, but the Council may wish to support a discrete project within a larger initiative. (*For example, kitting out a club room within a building*).

4. Projects that are designed to promote a particular faith or political persuasion will not be funded. However, the council may fund projects organised by such groups if the outcomes have a community benefit. *(For example, supporting community musical events that are to take place in a church and which are not designed to promote that faith).*
5. The Council will expect the project to be completed within 12 months of the grant award. You must then provide a written summary of the project stating what has been achieved and how the money has been spent.
6. Grant awards are made for the purposes listed on the application form. You cannot change these without the express permission of the Council. Any grant which is not used for the purposes applied for must be repaid.
7. Applications for Larger Grants can only be made by organisations that have a constitution and a bank account. Organisations that cannot meet that requirement are welcome to apply under our Smaller Grants process.
8. The Council spends taxpayers' money and must do so transparently. Your attention is drawn to the declaration you sign as part of the application, and how your information may be published in accordance with the requirements of GDPR.
9. The decision of the Council on any application is final. If you think your application has not been considered fairly you can complain using the Council's official complaints process. Details are available from the Town Clerk.
10. The Council wants to be helpful and to encourage good applications. If you have any questions about this process, please ask us for help.

## Some Useful Questions to Ask Yourself

The following is for you to practice before you write your application, and you do not have to send this sheet to us (Unless you want to)

WHAT do we expect our project is going to achieve?

WHAT is it going to cost?

WHAT will we contribute to the project? *(This might be volunteer time rather than hard cash)*

WHY is it needed?

WHEN will it start and finish?


HOW will we do it, and HOW will we know it has been a success?

WHERE will it take place?

WHO is going to benefit from our hard work?

WHO else will help pay for the project?

## THE APPLICATION FORM

<b>Name of Group Applying</b>	CITIZENS ADVICE TEIGNBRIDGE
<b>Contact Details for this Application</b>  Name  Position in the Group  Contact Address (Including Post Code)   Telephone  Email	Vincent Willson  Chief Officer  Citizens Advice Teignbridge  36-38 Market Walk  Newton Abbot  Devon TQ12 2RX  
<b>Are you a registered charity?</b>  If so, please give your number  It is not essential to be a registered charity to get a grant under this scheme	YES  900012
<b>Tell us about your group, what does it do?</b>  We provide free, confidential and impartial advice. Our goal is to help members of the public find a way forward, whatever problem they face, whoever they are, and to campaign for change on the issues affecting people's lives. We are an independent charity and part of the Citizens Advice national network. Most of our 90-strong team are trained volunteers, and we are supported by local councils, a variety of specialist funders, and the general public. We serve a population of 135,000 across Teignbridge and handle thousands of enquiries each year. We operate a drop-in service in Dawlish at the Manor House on Tuesdays from 9:30am to 12:30pm with pre-booked appointments available on Wednesdays and Fridays. Dawlish residents can, and do, also access our service online, via email, Advice Via Video and by telephone. Depending on the issues that people ask us about, we may be able to help resolve things quickly with a specific piece of information,	

or by signposting to other information or another service, or we may provide in depth advice and support over a period of time or referral to one of our specialist funded projects. These are:

- Access to Justice – *advice of family law from our in-house family lawyers*
- Action for Children – *advice for users of Children’s Centres on income maximisation and money management*
- Health and Disability – *assistance with challenging disability benefit decisions*
- Healthwatch – *advice and advocacy for people using health or social care services*
- EmPOWER – *advice on energy efficiency and fuel poverty*
- Help to Claim – *support with claiming Universal Credit*
- MS Advocacy – *advice for people with multiple sclerosis and their carers and families*
- Quids for Kids - *advice for families with disabled children and young people*
- Independent Age – *advice for clients of Volunteering in Health*
- MaPS Debt Advice – *specialist debt advice*

**Does your project/organisation have a social media/website presence?**

*(Please provide details).*

Website: [www.citizensadviceteignbridge.org.uk](http://www.citizensadviceteignbridge.org.uk)

Twitter: CA Teignbridge (@TeignbridgeCAB)

Facebook: [www.facebook.com/citizensadviceteignbridge](http://www.facebook.com/citizensadviceteignbridge)

Instagram: [www.instagram.com/citizensadviceteignbridge](http://www.instagram.com/citizensadviceteignbridge)

**How will you publicise the Dawlish Town Council grant?**

*(Please note it is mandatory to supply all press releases about the grant to Dawlish Town Council).*

All funders are acknowledged in our [Annual Report](#), which is published on our website. In addition, we always mention our funders when providing presentations on our work to local authorities, other stakeholders, at Trustee Board meetings (which include representatives from outside organisations) and national Citizens Advice. We provide quarterly reports to the Town Council on our general service and on the number of Dawlish residents advised, the number of issues dealt with and the financial outcomes secured.

**What will you spend the money on? How will it benefit the people of Dawlish?**

*(Please see the useful questions page for suggestions about information to include).*

The intended purpose of the grant is to maintain the service for the people of Dawlish and to meet their on-going advice needs. It is needed to recruit and train volunteers and to meet the ongoing costs of providing advice e.g. premises, insurance, IT, supervision. It will benefit residents of Dawlish in a similar fashion to the way in which a grant for last year helped residents. Last year, enquiries from Dawlish residents have highlighted the effect of the rising cost of living, with the top 5 issues dealt with all relating to the difficulty in securing sufficient income to meet basic needs i.e. food, housing costs, heat and light. With prices continuing to rise above 10%, we anticipate an even greater demand for our service in the coming year.

In the last 12 months (Mar 2022 – Feb 2023) we have advised **546** Dawlish residents on **2,415** issues. Our advisers have carried out over **3,000** activities with their clients, from writing letters and emails to making telephone calls and representing them in a variety of settings. Annual income gains for Dawlish residents in this period were nearly **£388,000**. The top 5 issues, which account for 78% of all issues, were:

1. Benefits and Tax Credits:	<b>1165</b>
● Universal Credit:	356
● Personal Independence Payment:	253
● Employment and Support Allowance:	90
● Attendance Allowance:	70
● Disability Living Allowance:	66
● Other:	321
2. Utilities:	<b>232</b>
3. Debt:	<b>216</b>
4. Housing:	<b>176</b>
5. Financial Capability:	<b>97</b>

**62%** of Dawlish clients advised have a long-term health condition or disability.

We believe that, without the service we provide in Dawlish, debt, poverty and homelessness would increase in the town.

(You can continue on a separate sheet if needed)

### **Sustainability Plan**

Tell us how the project will continue once the grant has been spent.

Citizens Advice Teignbridge receives funding from a wide variety of sources, with local authorities including Newton Abbot Town Council, Teignbridge District Council, Devon County Council, Teignmouth Town Council and Buckfastleigh Town Council being regular and generous contributors. In addition to this, we derive income from the Access to

Justice Foundation, Action for Children, Healthwatch, the Trussell trust, Independent Age and Citizens Advice nationally. We work to an annual financial plan integrated into a 3 year Business Plan. We work with Citizens Advice Devon colleagues to identify potential sources of funding to increase financial sustainability and we look to funders to help us in this regard.

**Safeguarding**

Where appropriate please provide us with a copy of the project/organisation’s safeguarding policy with reference to children and vulnerable adults.

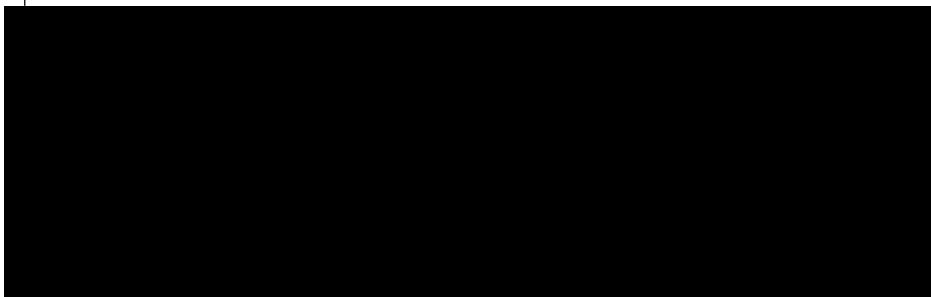
<p><b>Please give estimated dates for</b></p> <p><b>Project start?</b></p> <p><b>Project end?</b></p>	<p><b>Start</b> Continuing</p> <p><b>End</b> Continuing</p>
<p><b>How much will the project cost?</b></p> <p><b>How much is your grant request?</b></p> <p><b>How will you raise the rest?</b></p> <p><b>Will the project receive match funding – please provide details</b></p> <p><b>What other grants have been given or refused for the same project?</b></p>	<p><b>£12,000</b></p> <p><b>£8,000</b></p> <p>Other grants and donations</p> <p>No</p> <p>Other funders (see above) contribute to both our core and project funding but none provide financial assistance specifically for the service to Dawlish residents.</p>
<p><b>Please provide projected income and expenditure with a breakdown of the costs involved in your project.</b></p> <p>Rent of rooms at the Manor House and overheads, including the cost of advice, supervision and training.</p>	
<p><b>Please provide the following information from your latest accounts</b></p> <p><b>Total income</b></p>	<p><i><b>These figures are for the year ending 31 March 2022</b></i></p> <p>£561,412</p>



<b>Total expenditure</b>	£534,804
<b>Annual profit or loss</b>	+ £26,608
<b>Total unrestricted funds in your bank</b> <i>(This is money that is not there for a special purpose, and which you are free to spend as you choose).</i>	£319,998 – <i>this was the figure as at 31 March 2022. The projected figure for 31 March 2023 is £218,000. We have used the funds to upgrade our heating and ventilation system to meet health and safety requirements and to maintain services during temporary delays in securing ongoing funding. In line with national Citizens Advice and Charity Commission guidelines we are also required to retain reserves to the value of at least 6 months running costs.</i>

**YOU MUST SEND US A COPY OF YOUR LAST ACCOUNTS AND YOUR CONSTITUTION**

**Bank Account Details**



How Many People Must Sign Cheques?    ~~1~~ / 2 / 3 / MORE ?

**IF YOU DO NOT HAVE A CONSTITUTION OR A BANK ACCOUNT YOU CAN APPLY FOR UP TO £250 UNDER OUR SMALLER GRANTS SCHEME**

**Does your group meet all legal requirements for this project (e.g. Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)**

Answer YES or NO

**YES**

*It is YOUR responsibility to check*

<p><b>Second Contact for this Application</b></p> <p>Name</p> <p>Position in the Group</p> <p>Contact Address (Including Post Code)</p> <p>Telephone</p> <p>Email</p>	<p><i>This is someone in your organisation who we can contact if we want to check the information given</i></p> <p>ANDREW WILSON</p> <p>CHAIR, TRUSTEE BOARD</p> <p>CITIZENS ADVICE TEIGNBRIDGE 36-38, MARKET SQUARE NEWTON ABBOT TQ12 2RX</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Declaration.</p> <p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.</p> <p>Signed [REDACTED] Date 23 March 2023</p>	

If you need any help in completing this form, please telephone the Finance Officer on 01626 863388

Please send your completed application form to:

The Finance Officer  
Dawlish Town Council

The Manor House  
Old Town Street  
Dawlish  
EX7 9AP

This form is also available as a Word Document on the Council website.  
Declarations must be made by an original signature so we cannot accept applications via email.

**DON'T FORGET TO KEEP A COPY OF WHAT YOU SEND TO US!**

What happens next?

You will receive an acknowledgement that your application has been received, which will include information about the date of the meeting at which a decision will be made.

Can we speak at the meeting?

Yes. It is not compulsory, but it is encouraged.

The acknowledgement of your application will include more information about this.

Who do I contact if I have any further questions?

You can speak to the Town Clerk or one of the Administration Team by telephoning us on 863388 or calling into the Council Offices.

Our up to date opening hours and email addresses are listed on [www.dawlish.gov.uk](http://www.dawlish.gov.uk)

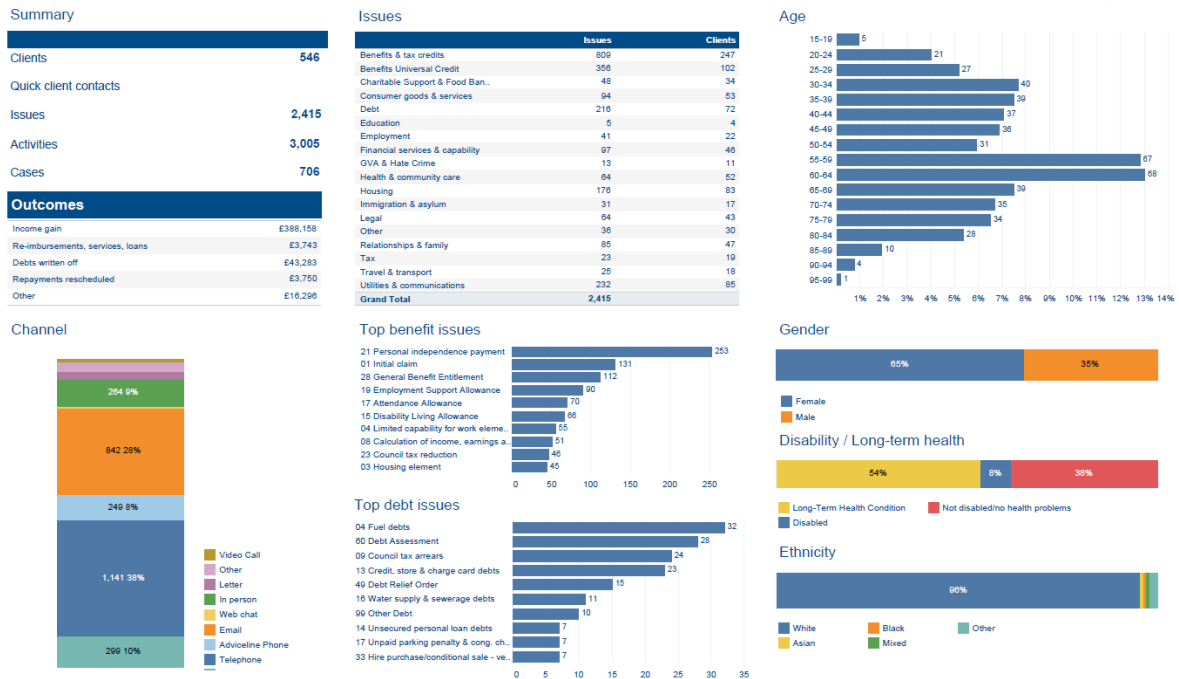
### **GRANT FEEDBACK FORM**

If your Grant Application is successful Dawlish Town Council requires the following questionnaire to be completed and returned at the end of your project or within 12 months of the grant issue date if that is sooner.

<b>Name of Project/Organisation who received the Grant</b>	CITIZENS ADVICE TEIGNBRIDGE
<b>Contact Details</b>	
Name	Vincent Willson
Position in the Group	Chief Officer
Contact Address (Including Post Code)	Citizens Advice Teignbridge 36-38 Market Walk Newton Abbot Devon TQ12 2RX
Telephone	
Email	
<b>Grant Details</b>	
Grant Amount Received	£7,950
Date Issued	7 April 2022
Date Project Started	Continuing
Date Project Finished or is due to finish	Continuing
<b>How was the Grant spent?</b>	
<p>The grant was spent on meeting the on-going advice needs of Dawlish residents. Advice was provided by telephone, online, by email, and in-person. The grant covered all advice related costs, including premises in Dawlish, utilities, training, IT, insurance, supervision and management costs.</p>	

## Was the project successful? Give a summary of the project outcome.

As set out in our application for funding for 2022-23, we have advised **546** residents of Dawlish over the last 12 months (March 2022- February 2023) on **2,415** issues, assisting them to secure additional annual income of **£388,158**. We had **3,005** interactions with clients. The key statistics are set out below:



Our aims were to continue to serve the people of Dawlish broadly at the level we had assisted people in the previous year and to ensure that we could assist those who were most likely to be impacted by the rise in the cost of living. We provided advice to more people this year (546) than in the previous year (524) and assisted with the securing of annual income of £388,158 for individuals, this being £72,000 more than in the previous year. With the top 5 issues being related to the cost of living and 62% of clients having a long term illness or disability, we conclude that we have achieved our aims.

## What impact has the project had on people involved / the local community?

As reported last year, this project puts money in the pockets of some of the most disadvantaged residents of Dawlish. It helps to reduce debt, prevent evictions, keep people warm and well fed and improve well-being, as people are relieved of some of the worries they may have because of a lack of income. In addition, people typically spend additional income in the local economy and improved finances also mean less reliance on local statutory services. Thus, this project benefits Dawlish by improving the local economy and the quality of life of its residents. We recommend it as an investment – the grant covered about 70% of the cost of the project and has therefore helped to realise approximately 70% of increased income for Dawlish residents i.e. about £270,000. Thus,

for each £1 invested, there has been a return of approximately £24 in terms of income for residents. The value of the investment is, however, far greater than this, as improved well-being and a more stable income helps to reduce costs for local statutory services.

The longer-term effects of this initiative include:

- Increased well-being for the residents assisted
- A reduction in indebtedness and a rise in income for the residents assisted
- Greater knowledge and understanding amongst those assisted of their rights and responsibilities and their ability to exercise their rights in the future.

**Was the full grant amount spent? If no give details of the amount left, what it will be spent on or whether it is to be returned.**

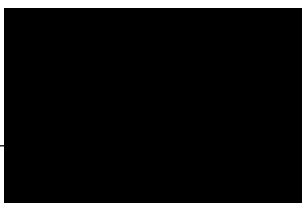
The full grant was spent.

**Is there any other feedback you wish to give us?**

We are, as always, extremely grateful to the Town Council for its continued support of our work. It makes a real and practical difference to the residents of Dawlish. Without this support, we would not have been able to contribute to increasing the financial, physical and mental health and well-being of the people of Dawlish to the extent that we have.

I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.

Signed



Date 23 March 2022