



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Citizens Advice West Oxfordshire		
Registered Address*	Old Print House, Marlborough Lane, Witney		
Post Code	OX28 6DY	Tel No.	01993 771245
Contact Name	Teresa Archer		
Position in Organisation	Chief Officer <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	YES	Registration No.	1092539
<p><i>What are the activities and/or aims of the organisation:</i> Citizens Advice West Oxfordshire is a local charity delivering free, confidential, impartial advice to those who need it, whoever they are and wherever they are. We primarily cover the rural district of West Oxfordshire, and in Witney we have two offices; our main advice centre where we deliver a drop in and appointment service, and our telephone/digital hub. We have a range of other services that are funded separately, which include Pension Wise, Energy advice, and helplines for Cottsway and Greensquare tenants, as well as advice surgeries for RAF Brize Norton personnel and their families. This service is funded by the RAF Benevolent Fund.</p> <p>We believe our advice and support empowers people to resolve some of the problems impacting on their lives, we help prevent homelessness, reduce debt, help to keep people in employment and improve the health and wellbeing of those that we support.</p> <p>2020-2021 is proving to be a most challenging year, and whilst our face to face services are largely suspended we continue to support the people of Witney through our telephone and web chat services, and some face to face appointments where necessary.</p>			
(2) Membership			
How many members do you have?	N/A In 2019/20 we support over 7,500 clients		
Approximately how many of your members live in Witney?	N/A 1,084		
Is membership restricted in any way?	N/A Our service is open to all that need it.		

What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	National Association of Citizens Advice
Local venue/meeting place	Old Print House, Marlborough Lane, Witney

(3) Grants

Purpose for which the grant is required:

Most of our funding comes from contracts and service agreements with a range of funders to deliver specific targeted projects. These all contribute to our central costs, enabling us to support our core service.

Approximately 27% of our funding is through West Oxfordshire District Council, part commissioned and part grant funded to support our core service. With increasing demand, we are under pressure to increase our capacity. For every additional £40 we raise, another person receives the help they need. We really need any help you can offer us. This grant would go towards the cost of training our volunteers, who are the core advisers of our service.

We have attached the last audited annual accounts for your information. Whilst these show substantial reserves, they are not greater than recommended by the Charity Commission. Please note that in 2017-18 and 2018-19 we have had to use some of our reserves to preserve the level of support we provide to the local community. You will also note that we have a significant pension liability.

Amount of grant applied for	£ 1,000
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Has your organisation previously applied to the Town Council for a grant?	YES
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If YES please give details	In 2018/19 we received a grant of £1,000 In 2019/20 we received a grant of £500 Both were contributions towards the cost of delivering our core service.
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Have you applied for a grant to any other body or organisation?	YES
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If YES please give details	We receive an annual grant from WODC to support our core services and we have two trusts that support our work annually. We usually receive some additional support from other Town and Parish Councils across West Oxfordshire.
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(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

Unfortunately we have not been able to hold fundraising events due to the pandemic. We hope that this may resume in 2021/22


(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed:



Date: 12 January 2021

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

*Please note that if your address and telephone number are personal information and not that of the company or organisation, please complete the form below which will not be published on our website and will be held in accordance with GPDR regulations. By submitting this form, you are agreeing to the Town Council storing your personal information.

Address for correspondence:	Citizens Advice West Oxfordshire Old Print House Marlborough Lane Witney OX28 6DY
Telephone number:	07780 437865 (Chief Officer direct mobile)
E mail address:	Teresa.archer@citizensadvicewestoxon.org.uk Please note that our offices are closed to the public and operating with a minimum number of staff. Please correspond electronically where possible to reduce potential spread of coronavirus. Thank you