



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM (PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	VOLUNTEER LINK UP (WEST OXFORDSHIRE)		
Registered Address*	METHODIST CHURCH CENTRE, 10 WESLEY WALK, WITNEY		
Post Code	OX28 6ZJ	Tel No.	01993 776277
Contact Name	MARY BOULLIN		
Position in Organisation	MANAGER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	1133530
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>VOLUNTEER LINK UP IS THE VOLUNTEER CENTRE FOR WEST OXFORDSHIRE. WE HAVE THREE PROJECTS:</p> <ol style="list-style-type: none">1. WE RUN A GOOD NEIGHBOUR SCHEME COVERING WEST OXFORDSHIRE. WE SUPPORT VULNERABLE AND ELDERLY RESIDENTS TO LIVE AS INDEPENDENTLY AS POSSIBLE BY: TRANSPORTING PEOPLE TO ESSENTIAL APPOINTMENTS (INCLUDING HOSPITAL AND VACCINATIONS) WITH OUR VOLUNTEER DRIVERS. A BEFRIENDING SERVICE WHERE OUR VOLUNTEERS SPEND TIME WITH OUR CLIENTS AND RUN ERRANDS LIKE SHOPPING AND PICKING UP PRESCRIPTIONS. SUPPORT WITH PRACTICAL TASKS SUCH AS DIY AND GARDENING.2. WE SUPPORT GOOD NEIGHBOUR SCHEMES IN OXFORDSHIRE. WE DO THIS IN PARTNERSHIP WITH AGE UK OXFORDSHIRE AS PART OF THE COMMUNITY INFORMATION NETWORK. WE SUPPORT EXISTING SCHEMES BY PROVIDING A WEEKLY EMAIL, QUARTERLY MEETINGS, ADVICE ON BEST PRACTICE AND TEMPLATE RISK ASSESSMENTS. WE ALSO SUPPORT MUTUAL AID AND COMMUNITY GROUPS TO BECOME GOOD NEIGHBOUR SCHEMES.3. WE OFFER A VOLUNTEER BROKERAGE SERVICE IN WEST OXFORDSHIRE. WE HELP ORGANISATIONS BY PUBLICISING THEIR VOLUNTEERING OPPORTUNITIES AS WELL AS OFFER ADVICE, SUPPORT AND BEST PRACTICE. WE ALSO SUPPORT VOLUNTEERS BY HELPING THEM ENGAGE WITH VOLUNTEERING AND FIND LOCAL VOLUNTEERING OPPORTUNITIES.			

(2) Membership

How many members do you have?	WE CURRENTLY HAVE 4 MEMBERS OF STAFF AND 200 VOLUNTEERS SERVING 950 CLIENTS
Approximately how many of your members live in Witney?	340 CLIENTS AND 66 VOLUNTEERS LIVE IN WITNEY
Is membership restricted in any way?	NO
What is your annual subscription, if any?	WE DON'T HAVE A SUBSCRIPTION
Are you affiliated to a national organisation? If so, which one?	NO. WE WORK IN PARTNERSHIP WITH SEVERAL ORGANISATIONS INCLUDING AGE UK OXFORDSHIRE, OCVA, OXFORDSHIRE COUNTY COUNCIL AND WEST OXFORDSHIRE DISTRICT COUNCIL
Local venue/meeting place	OUR OFFICE IS BASED IN THE METHODIST CHURCH CENTRE IN WITNEY

(3) Grants

Purpose for which the grant is required (please give as much information as possible):	
<p>THE GRANT WOULD GO TOWARDS OUR TELEPHONE COSTS. OUR PHONE LINE REMAINS OUR MAIN FORM OF COMMUNICATION FOR CLIENTS, VOLUNTEERS AND PEOPLE OR ORGANISATIONS MAKING REFFERALS TO VOLUNTEER LINK UP.</p> <p>CLIENTS CONTACT US BY PHONE ASKING FOR TRANSPORT, BEFRIENDING OR HELP WITH PRACTICAL TASKS. THESE PHONECALLS ARE ABOUT OBTAINING VITAL INFORMATION ABOUT CLIENTS TO PROVIDE THE BEST POSSIBLE SERVICE AND SO WE CAN PASS THIS ONTO OUR VOLUNTEERS. THESE CONVERSATIONS ARE ALSO ABOUT OUR TEAM BUILDING AN UNDERSTANDING OF THE CLIENT'S NEEDS AND ENSURING THAT CLIENTS BUILD A GOOD RELATIONSHIP WITH VOLUNTEER LINK UP AND KNOW THAT THEY ARE DEALING WITH A SUPPORTIVE AND UNDERSTANDING TEAM THAT CAN HELP THEM ACCESS THE SUPPORT THEY NEED.</p> <p>WE ALSO COMMUNICATE WITH OUR VOLUNTEERS BY PHONE IN ORDER TO PASS ON INFORMATION ABOUT CLIENTS, TO CHECK HOW THEIR VOLUNTEERING IS GOING, CHECK ON THEIR WELLBEING AND GAIN ANY FEEDBACK IN ORDER TO DEVELOP AND ADAPT OUR SERVICE.</p> <p>WE HAVE AN INFORMATIVE AND HELPFUL WEBSITE AND ALSO COMMUNICATE WITH CLIENTS AND VOLUNTEERS BY EMAIL BUT HAVE FOUND THAT OUR PHONE REMAINS THE MOST POPULAR FORM OF COMMUNICATION AND IS THEREFORE VITAL TO OUR CONTINUED SERVICE.</p> <p>OUR PHONE LINES COST APPROXIMATELY £2400 PER YEAR</p>	
Amount of grant applied for	£500
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	2021 GRANTED £500 2020 GRANTED £500
Have you applied for a grant to any other body or organisation?	YES

If YES please give details	TO CONTRIBUTE TOWARDS OUR COSTS, WE HAVE APPLIED TO WEST OXFORDSHIRE DISTRICT AND OXFORDSHIRE COUNTY COUNCIL. WE VERY MUCH DEPEND ON THE SUPPORT OF TOWN AND DISTRICT PARISH COUNCILS TO ALLOW US TO CONTINUE TO PROVIDE OUR MUCH-NEEDED SERVICE.
----------------------------	---

(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?

WE WILL CONTINUE TO APPLY TO TRUSTS AND FOUNDATIONS AND HAVE ADDED A DONATION FUNCTION TO OUR WEBSITE.

(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: 08/11/21
---	----------------

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 GDPR regulations. By submitting this form, you are agreeing to the Town Council storing your personal information.