



# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
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 (i.e. Chairman, Treasurer, Secretary)		
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>			
<b>(2) Membership</b>			
How many members do you have?	N/A In 2020/21 we support over 7,300 clients		
Approximately how many of your members live in Witney?	N/A 673 Witney citizens received a service, resulting in 785 cases being opened.		
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:

The grant will be used to help us maintain essential advice service to those who need us. We use the funding to help pay for recruitment, training and equipment for our volunteers.

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 26% of our funding was from West Oxfordshire District Council, part commissioned and part grant funded to support our core service. This included an additional £4,000 to deliver the Winter Grant Scheme and additional food and essential utilities support. During the pandemic of 2020/21 we were unable to open our offices to the public for much of the year, but we did transfer our volunteers and staff to home working and maintained telephone, email and web chat advice services. We assisted a similar number of people overall, but as a result of not having local face to face services we did see drop in the number of Witney citizens accessing our service. This shows how essential it is that we maintain a face to face presence in the town, and we are pleased that our offices are now open to the public again, albeit with some restrictions in place.

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 used 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

Has your organisation previously applied to the Town Council for a grant?

YES

If YES please give details

In 2018/19 we received a grant of £1,000  
In 2019/20 we received a grant of £500  
In 2020/2021 we received a grant of £2,000

Have you applied for a grant to any other body or organisation?

YES

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.

### (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 continue to make applications for grants and bid for contracts. The Friends of West Oxfordshire Citizens Advice will also resume fundraising activity in the New Year.

## (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: 15 November 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.	