

# Abingdon-on-Thames Town Council

## Grant Application Form - Part A - for committee review

Please ensure you also fill in Part B and send it in with this form to enquiries@abingdon.gov.uk

### A1. Your organisation.

Name of the organisation

Citizens Advice Abingdon

requesting the grant:

State briefly the purpose/objectives of the organisation:

We are an independent charity providing free, impartial and confidential advice on benefits, debt, housing, employment and family issues to everyone in our community. We help 3,000 local Abingdon residents each year. We use the evidence we collect to inform policy makers so they can improve the practices that affect people's lives. We develop our services to ensure they are relevant to local needs and make the best use of resources.

### A2. Your grant request.

Describe the project for which the grant is needed.

As a result of Coronavirus, we have had to close our advice centre in the town and equip our staff and advisers to operate our AdviceLine phone service from home. This has been a major re-configuration of our service and has involved overcoming a number of technological and security issues. So far about 25 of our volunteer Advisers are working from home, supported by their supervisors. In order to facilitate the move to remote working we had to purchase IT equipment that we had not budgeted for such as headsets, laptops, Zoiper licences, mobile phones and Wi-Fi extenders. We still need to purchase a further 4 laptops for staff.

We are now preparing for a return to face-to-face appointments in the office and will need to purchase a significant amount of protective equipment to do this safely. This will include Perspex screens, keyboards for each volunteer, more headsets, hand sanitiser dispensers, hand sanitizer, antibacterial wipes etc.

What is the total cost of the project?	£5,000 approx
How much grant are you seeking?	£ We would appreciate any contribution
What percentage of the total cost are you seeking via this grant?	%
How will you be raising the rest of the money for the project?	We are seeking funding from district and county councillors and local and national charities and trusts, individual donations and from online fundraising activities.
Show roughly how the costs of the project are broken down.	New headsets - £115 per set Zoiper licences - £56 per licence Laptops - £679.28

	Perspex screen for reception - £222 Perspex screen for supervisors - £198 Keyboards- £23.50
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What fund-raising have you undertaken for this project or others in the past 2 years?

We did not raise money for the items purchased at the outset of the pandemic due to the immediate need to move from the office to remote delivery. Once Coronavirus response grants became available we applied for support and have so far received money for 4 laptops for volunteers in Abingdon (although £900 still unfunded) and for three headsets. We are also trying to raise money through online donations but this has not amounted to much.

We appointed a Fundraising Coordinator last September and had planned a series of fundraising events. These have had to be postponed for the rest of the year due to the situation which will affect our projected fundraising income. We are exploring the feasibility of an online fundraising event later in the year.

**A3. Local benefit.**

How many people take part in your organisation’s activities? Give local branch numbers if you are a national organisation.

a. as members 37 volunteer  
4 paid staff      b. as recipients 3000

Please fill in the table below relating to numbers of members and/or recipients falling into each category. Estimates are acceptable provided an “e” is put after the figure.

age profile	0-16	16-65	over 65
members	0	21	22
recipients			
gender profile	male	female	
members	13	30	
recipients			
local connection	town resident	attend school in town	neither resident nor attending school in town
members	43	0	0
recipients			

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**A4. Other/previous grant awards.**

Please list below any grant awards from this council, other councils and large organisations made in the past three years.	Please list any grant applications to other councils or bodies on which you are awaiting the result.
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2018 £15,100 2019 £15,100 2020 - £18,000	We are seeking funding from district and county councillors and local and national charities and trusts.
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**A5. Further detail about your organisation:** *Please provide your last set of accounts and the most recent bank statement.*

How is your organisation run?

We are a local charity run mostly by volunteers and 10 FTE paid staff and governed by a board of trustees.

What is the balance in the club account on the most recent bank statement?

£ 27,817.19

How much do you charge your members or attendees in subscriptions/fees and how much does this raise each year?

£	0	per person
£	0	per annum

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