



GRANT APPLICATION FORM 2021-2022

Shinfield Parish Council offers a limited number of one-off grants each year to organisations, clubs and charities which provide a service to residents.

Grants can be applied for at any time during the year. The total fund available is budget limited and our website will indicate when funds have expired.

Applicants must meet the general grant criteria and conditions of grant.

You must complete the form in full and supply all the information requested. You may be asked for further clarification or evidence of need.

The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met.

A successful award of a grant in one year does not guarantee a grant in subsequent years.

There is no appeal process if an application is turned down.

Payment of your grant is by Bank Transfer ONLY – please supply the relevant details in the declaration.

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation: Citizens Advice Reading

For what purpose is the grant to be used?

Over the past year, the number of people from the Shinfield Parish using our telephone and online services is 71, representing 1.6% of the 4,462 clients we helped in 2020-21. An equivalent proportion of our £668,127 income for 2020-21 would be £10,690. To give an idea of the value we provide as a service, the financial outcomes generated for our clients for the same period totalled £3,302,658 in income gains, with debts rearranged or written off valued at £129,211. Other wins totalled £479,393.

We have undergone a significant organisational restructure in May/June 2021 to manage a financial deficit and secure the future of the service. We continue to provide the widest generalist advice service, which is free and available to all and our advisors remain available for 3 days per week and help over 400 people a month, which is remarkable when you consider the complexity of the advice and support offered, and the staffing levels of 10 FTE paid staff and 13 FTE volunteers.

VALUE OF GRANT: UP TO £2,000.00, see email.

Our plan for the remainder of 2021-22 is to consolidate, return to the office, establish effective new ways of delivering future services, based upon the learning of the last 18 months, and to rebuild both in terms of service hours and volunteer and paid staff numbers.

Your help in contributing to our operational costs is much appreciated.

How many parish residents do you anticipate reaching and how will they benefit?

As detailed above, over the past year, the number of people from the Shinfield Parish using our telephone and online services is 71; representing 1.6% of the 4,462 clients we helped in 2020-21. We would anticipate that this number would increase in 2021-22 as the after effects of the pandemic are fully realised and we work to increase service capacity as much as we can.

Have you received any other grants or funding for this project.

If yes please provide details.

Yes - We regularly apply to many organisations to seek contributions to the overall cost of our full service. We continue our bid partnership work with Reading Borough Council and we have contracts with Macmillan Cancer Support, The Henry Smith Charity and Thames Water Trust Fund. We still have a forecasted budget shortfall this year of £32,000, which we are working hard to redress, with applications such as this and our own fundraising activities, for example the recent Legal Walk in Reading.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

We are available as an advice and support service for whoever needs it, via our phone, email and online channels. As Shinfield is very much on the border between Wokingham and Reading, we are a local citizens advice service regularly accessed by Shinfield residents. rcab.org.uk

Where are you based?

Minster Street, Reading, from where we provide telephone, email and online services.

Number of members in your organisation?

12 Trustees, 21 part-time staff (10 FTE) and 53 volunteers (13 FTE)

You can provide a web link to the above information or provide a leaflet/brochure.

Contact for this application:

Title: First name: Surname:

Position held in organisation: CEO

Contact address

Minster Street, Reading

Postcode: RG1 2JB

Telephone Number:

Bank	[REDACTED]
Name of Bank Account	Citizens Advice Reading
Sort Code	[REDACTED]
Account Number	[REDACTED]

Email address: tina.stevenson@citizensadvicereading.org

DECLARATION

The following declaration must be completed by a senior contact on behalf of the applicant organisation.

I apply for grant aid on behalf of:

Citizens Advice Reading

I confirm that:

- I am authorised to sign on behalf of the organisation named in this application
- I have noted the conditions under which grants are awarded by Shinfield Parish Council
- I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions.

I undertake, on behalf of the organisation, any grant or such part as Shinfield Parish Council may determine, will be repaid if:

- The organisation is found to be in breach of the criteria and conditions applied to the grant
- The grant ceases to be used for the purpose(s) for which it was given.

Signed:



Date: 22.09.21

Name (Block capitals): Tina Stevenson

Position in organisation: CEO

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

The following information for the most recent year must be submitted with your application (please tick)

Annual Report & Constitution	x
Balance Sheet/Bank Balances	x
Income and Expenditure Account	x

Z/Grants/Current Year Applications NNNN_NNNN