

## <u>Please Note: Prior to completion of this form please read the Town Council's Grant Policy and Guidelines</u>

- 1. Name / Title of Organisation Citizens Advice Somerset
- Name of person submitting the application
   Position held in organisation
   Address

**Email** 

3. Full details of project for which a grant is sought: with emphasis on how it will benefit the citizens of Ilminster

We would like to apply to the Town Council for a grant towards the cost of providing advice, support and specialist casework that enables the people of Ilminster to plan for and manage through key life events and change. We would welcome a contribution towards the running costs of our general advice service which is available by phone, email or community appointment 5 days a week.

The running costs include:

1) Contribution to the salary cost of an expert advice supervisor who oversees our volunteer advisers, £942.30.

This oversight includes approximately 2 hours a week of time in order to quality check the advice given (this audit is required under the Advice Quality Standard) as well as providing expert advice supervision during the volunteer advisers' client work to ensure accuracy and appropriateness whilst working directly with clients. The supervisor also completes training and volunteers adviser appraisal.

- 2) A contribution towards direct volunteer related overhead expenses including IT licences and cloud based system fees (MS365), phone and insurance etc: £320
- 4. Total anticipated cost of project (Please enclose supporting estimates)

£120,000

5. Amount of grant sought from Town Council and % of total project cost £1,200

6. Please give details of applications made to other grant making bodies in respect of this project (eg. Somerset Council / Lottery etc)

Date	Organisation	Amount Sought	Granted
	Somerset County	Being discussed	
1.10.2023	Council	_	
	All Town Councils	£1,200	
October and	in Somerset that we		
onwards	serve.		

7. Please provide details of the contribution that will be made by your organisation to the Project.

The majority of our front line 'staff' are volunteers, supported by a paid team of supervisors, and background staff. We are not a charity supporting a few volunteers, we are a charity of volunteers supporting the community.

8. Has your organisation received a grant from this Council within the last 3 years? YES/NO If YES, please provide details.

I do not believe so

Please use additional sheets if necessary Don't forget to include:

- Constitution / rules
- Financial information accounts
- Evidence project costings are reasonable

Please return the completed form to

Ilminster Town Council
Old Magistrates Court
East Street
Ilminster
Somerset
TA19 0AJ