
GRANT APPLICATION FORM

I/We wish to apply for a Parish Council grant.

1. Name of organization – **Citizens Advice New Forest**
2. Person to contact concerning the application – **Alison Talbot (Chief Officer)**
3. Description of project and the needs it will serve – **We provide free, confidential, impartial advice to New Forest residents. Providing advice and support to clients in areas such as Benefits, Work, Debt and money, Consumer Rights, Housing, Law and courts, Immigration, Education, Healthcare, and Discrimination. Through our campaigning activity, we use the evidence provided by our clients to positively influence practices and policy. Our service is accredited to the National Advice Quality Standard.**

In addition we also now offer the following services

- **Cancer welfare support worker. Those with cancer often suffer additional burdens with housing, employment, money, and other practical issues. We work with individuals and cancer charities to provide support in these areas. Home visits are undertaken. At any one time we have on average 50 clients.**
 - **Healthwatch services – providing support where people have issues with their healthcare or treatment**
 - **Abuse and Hate Crime reporting and support**
 - **Specialist employment**
 - **Helping people with Universal Credit through our Help to Claim project**
 - **Money Advice specialist debt service**
4. Estimated cost of project - **Ongoing**
 5. Proposed date of project - **Ongoing**
 6. Membership details: Adult (), Junior (), Family () in number – **See attached sheet**
 7. Finance: Please supply a copy of your latest audited accounts and balance sheet - **Attached**



**citizens
advice**

New Forest

Citizens Advice New Forest
91 Junction Road
Totton SO403BU


newforestcab.org.uk

Mr David Rigby
Copythorne Parish Council

Date: 13th June 2019

Dear Mr Rigby

PLEASE HELP US CONTINUE TO HELP YOUR LOCAL RESIDENTS

This year whilst writing seeking financial support, we are able to include data to show you how our volunteers helped your local residents in the past year. Ward Dashboards are enclosed for the wards that fall within your local council area. Please show the data to the local Councillors.

The Dashboards show:

- a) The number of clients we helped in your wards and the number of their issues
- b) An analysis of the top issues and a further breakdown of the benefit and debt issues
- c) The number of homelessness cases (where appropriate)
- d) A small ward map showing the clients we've seen and the areas of deprivation
- e) Further breakdown by gender, ethnicity, disabled or long-term help and age group

As you probably know, we are a local independent charity and only with your on-going help and support, can we continue to provide our highly-valued comprehensive voluntary advice services in your area.

We are extremely grateful for the on-going financial support provided to Citizens Advice New Forest (CANF). This enables us to operate a multi-channel advice service across the New Forest.

In total across the forest we have over 120 highly trained volunteers that provide over 27,000 hours of free service. All our advisors are fully trained volunteers and from the local area. We are accredited members of the national Citizens Advice network, and the quality of our work is closely monitored against exacting standards and subject to external audit.

We currently need more help than ever before. Changes to the provision of local authorities' services, health services and other charities means that we are often the only place left for people to go for help. The number of complex issues clients are bringing to us is increasing significantly, largely due to complex changes to welfare reform and government cut-backs. This is at a time when our core grant is reducing. We are transforming our services and developing more digital channels,

Chief Officer: Alison Talbot. Tel:  Email: 

Citizens Advice New Forest is an operating name of New Forest Citizens Advice Bureau.
Charity registration number 1132425.
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Authorised and regulated by the Financial Conduct Authority FRN: 617673.
Registered office: 7 Lynwood Court Priestlands Place, Lymington, Hampshire, SO41 9GA

yet striving to maintain local face-to-face services, which are very highly-regarded, particularly by those with greatest needs.

We are responding to these challenges by undertaking an exciting programme of change which has two key elements:

- Moving to shared locations in the heart of the communities
- Introducing new technologies, including iCloud migration and laptops to allow us to work more flexibly in more places

We shall be pleased if you will consider this request to help cover our on-going core service. A contribution towards our everyday on-going costs is vital for our service to continue.

Some Councils now treat their contribution towards Citizens Advice New Forest, as on-going revenue expenditure, instead of an annual request for grant aid and this regular commitment is greatly appreciated.

This year it's the 80th Anniversary of Citizens Advice. We were established at the beginning of the Second World War and at that time helped people with rationing, finding missing relatives, sending parcels to troops abroad etc. The type of services we provide may have changed over the decades but the demand for our wide range of services is still greatly needed. The quick contact areas we have traditionally serviced are often resolved by web-based solutions, leaving us to deal with increasing complex issues. We expect this trend to continue.

I would be very happy to come along to a Council meeting and talk in more detail about our services and our future plans.

We do hope you will help us to help your local residents in their times of need.

Yours sincerely

Alison Talbot

Chief Officer

New Forest Citizens Advice

New Forest Citizens Advice Bureau
known as Citizens Advice New Forest

Statement of Financial Activities for the Year Ended 31 March 2019
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Income and Endowments from:					
Donations and legacies	3	278,772	26,300	305,072	271,535
Charitable activities	4	13,325	54,908	68,233	63,363
Other trading activities	5	-	-	-	1,065
Investment income	6	1,395	-	1,395	1,023
Total Income		293,492	81,208	374,700	336,986
Expenditure on:					
Charitable activities	7	(299,250)	(71,141)	(370,391)	(344,771)
Total Expenditure		(299,250)	(71,141)	(370,391)	(344,771)
Net movement in funds		(5,758)	10,067	4,309	(7,785)
Reconciliation of funds					
Total funds brought forward		122,697	5,865	128,562	136,347
Total funds carried forward	17	116,939	15,932	132,871	128,562

Statement of Financial Activities - Comparative Data for the Year Ended 31 March 2018

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and Endowments from:				
Donations and legacies	3	279,284	(7,749)	271,535
Charitable activities	4	30,235	33,128	63,363
Other trading activities	5	1,065	-	1,065
Investment income	6	1,023	-	1,023
Total Income		311,607	25,379	336,986
Expenditure on:				
Charitable activities	7	(318,031)	(26,740)	(344,771)
Total Expenditure		(318,031)	(26,740)	(344,771)
Net movement in funds		(6,424)	(1,361)	(7,785)
Reconciliation of funds				
Total funds brought forward		129,121	7,226	136,347
Total funds carried forward	17	122,697	5,865	128,562

All of the charity's activities derive from continuing operations during the above two periods.

New Forest Citizens Advice Bureau
known as Citizens Advice New Forest

(Registration number: 06983394)
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Current assets			
Debtors	13	14,855	19,270
Cash at bank and in hand		<u>164,819</u>	<u>139,750</u>
		179,674	159,020
Creditors: Amounts falling due within one year	14	<u>(16,303)</u>	<u>(13,318)</u>
Total assets less current liabilities		163,371	145,702
Provisions	15	<u>(30,500)</u>	<u>(17,140)</u>
Net assets		<u>132,871</u>	<u>128,562</u>
Funds of the charity:			
Restricted funds		15,932	5,865
Unrestricted income funds			
Unrestricted funds		<u>116,939</u>	<u>122,697</u>
Total funds	17	<u>132,871</u>	<u>128,562</u>

For the financial year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 12 to 24 were approved by the trustees, and authorised for issue on 25 July 2019 and signed on their behalf by:

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E S Read
Trustee