



Report to CHESHAM AND CHILTERN VILLAGES LOCAL AREA FORUM

Title: Applications for funding from Local Priorities budget

To: Chesham and Chiltern Villages Local Area Forum

Date: 13th April 2011

Author Rebecca Carley

Contact Officer Christine Gardner
01296 383645
cgardner@buckscc.gov.uk

Electoral divisions affected Chess Valley, Chesham East, Chesham North West, Chiltern Ridges

Summary

- 1) This report relates to one proposal for funding from the Chesham and Chiltern Villages LAF Local priorities devolved budget for 2011/12
- 2) Applications received should be evaluated against the priorities agreed by the Local Area Forum (LAF) in its Local Area Plan. This report seeks agreement to allocate funding from the LAF's Local Priorities budget to enable the project to be implemented.
- 3) The project and amount requested is as follows:

Project	Amount requested
Citizens Advice Bureau. To move premises from Market Square to larger offices in Townsend Road Chesham. Planning permission from CDC has been granted and funding is required for disabled access ramp, re-tarmacing of entrance, gate, lighting and external door.	5000
TOTAL	5000

Recommendation

- 4) **Members of the Chesham and Chiltern Villages Local Area Forum are invited to agree that funding from the Local Priorities budget be allocated to the above project.**

Background

Citizens Advice Bureau - Disabled Access Ramp, tarmacing, gate, external light and door

- 5) The Bureau already works with over 5000 clients per annum in the Chiltern District Council area. Client numbers are growing at an annual rate of over 10%. The project is to move premises from Market Square in Chesham to larger offices in Townsend Road Chesham. Planning permission from CDC has been granted. This move would underpin an expansion in the Bureau that would enable more clients to be seen and a wider range of services provided to residents in the area e.g. in money advice, financial capability (a financial education service), child poverty, energy advice and support to Sure Start Children's Centres. Critically the new premises would have disabled parking, access and facilities not possible in the current Chesham or Amersham office.
- 6) The application is for a contribution to the funding of a ramp for disabled people, re-tarmacing of the entrance, a gate, external light and door. CAB is applying to all four LAFs in the Chiltern Area and has apportioned each application according to current usage of the existing Chesham office by residents of each of the four local areas.
- 7) In terms of meeting the Local Priorities Budget funding criteria, the proposal:
 - a) meets more than one of the local area priorities, namely:
 - Support for families
 - Support for Older People
 - Access to Health Services (increasingly more GPs are referring patients to CAB)
 - Links to the Asian Community (approx 15% of Chiltern CAB clients are from this community)
 - b) CAB have match-funded the amount asked for by already securing £20,000 and have applied to other funding sources for the remainder;
 - c) the project involves the use of volunteers to provide the service.
- 8) I therefore recommend this proposal receives funding. More information can be found on the attached application form.

Further applications

- 9) Other proposals will be considered during the year for the unallocated budget provided they meet local priorities criteria. Monies not committed to projects by November 2011 will be returned to the budget holder.

- **Report ends** -

LOCAL PRIORITIES PROJECTS

Contact and Assessment Form - Part A

Before applying for this funding, please email locality-services@buckscc.gov.uk to check how much funding has already been awarded in this financial year for the Local Area you are contacting us about (see pages 6-7 of the accompanying 'The local priorities for each Local Area' booklet for more information on the areas).

This is the first section of a two-part Contact and Assessment Form. If your initial contact (Part A) is assessed and approved to go forward to the Local Area Forum, you will be invited to complete Part B.

Please note that funding is subject to retrospective payment, on completion of the project, unless staged, or other forms of payment, have been agreed in advance.

Contact details			
Name of group/organisation		Chiltern Citizens Advice Bureau	
Address of group/organisation		5 Market Square Chesham Bucks	
		Postcode	HP5 1HG
Main contact	Paul Gosling	Position	Trustee
Daytime tel		Evening tel	
Email address		Mobile	
If you have any specific communication needs (eg sign language), please tell us what they are			
None			

Project details	
Project title	Premises Refurbishment
Local Area See pages 6-7 of accompanying 'The local priorities for each Local Area booklet)	Chesham and Chiltern Villages. Please note that funding is being requested from all 4 LAFs in the Chiltern District area. The objective is to secure funding for the disabled facilities for the premises

	to be refurbished to include disabled parking, ramp, handrail, entrance door and toilet facilities. The requested amount of each LAF reflects the different usage of residents of the CAB service in each LAF
Project location	Townsend Road Chesham
Parishes served by this project	All Parishes in the Chiltern District Council Area
Description of the project What projects/activities will take place	<p>The Chiltern Citizens Advice operates from offices in Chesham and Amersham. In recent years the services has expanded to include Outreach Centres in both Prestwood and Chalfont St Peter. Trends in debt, employment and benefit issues particularly are driving the need for greater numbers of volunteers and for a wider set of services in order to respond to the needs of clients in the area.</p> <p>The Bureau already works with over 5000 clients per annum in the Chiltern District Council area. Client numbers are growing at an annual rate of over 10%. The project is to move premises from Market Square to larger offices in Townsend Road Chesham. Planning permission from CDC has been granted.</p> <p>This move would underpin an expansion in the Bureau that would enable more clients to be seen and a wider range of services provided to residents in the area e.g. in money advice, financial capability (a financial education service), child poverty, energy advice and support to Sure Start Children's Centres. Critically the new premises would have disabled parking, access and facilities not possible in the current Chesham or Amersham office.</p>
Please list the Local Area priorities met by this project	Priority: Support for Families
	Priority: Support for Older People
	Priority: Access to Health Services (increasingly more GPs are referring patients to CAB)
	Priority: Links to the Asian Community (approx 15% of Chiltern CAB clients are from this community)

	Priority:
<p>Please outline how this project contributes to these priorities</p> <p>If the Local Area Plan has already identified a preferred solution, please address this in your response</p>	<p>The project would provide increased volunteer capacity that would allow us to meet the needs of more clients (families, the elderly, the unwell and the Asian Community) in the Chiltern District Council area. Our current offices have become too small and are impacting on our ability to extend critical services to address known problems raised by clients on benefits, debt and employment as well as others. This project will allow us to deliver enhanced services in money advice, financial education, energy advice and child poverty essential for social cohesion and the further development of the community. In addition, the upgraded and extended telephony together with IT system changes planned for late this year (to coincide with the Premises move) will provide a greater capacity to handle more clients with telephone based advice. Finally, with the additional space, we will have the opportunity of working cooperatively with other local charities in the furtherance a greater impact e.g. Age UK</p>
<p>Why is this project being proposed?</p> <p>Does it meet an unfilled community need? How has this need been identified? What difference do you hope this will make?</p>	<p>The project is being proposed to meet the growing demands of the community for our range of free and independent advice services. The premises move will act as a platform to help more clients e.g. families through our work with Sure Start Centres, raising the level of financial education through work with Schools and Colleges and assistance to residents with energy advice through our work with Veolia Water and CDC.</p>
<p>Does this project link with others in the area?</p> <p>Please outline the links with other projects and how the relevant stakeholders are working together</p>	<p>While the premises move does not directly, it will enable the enhancement of services with other agencies/projects in the area e.g. money advice (e.g. . Surestart Centres, Age UK Centres) and Energy Advice e.g. CDC and Veolia Water</p>
<p>How will you know that the project has been successful?</p> <p>How will you evaluate the outcome of the project?</p>	<p>The Bureau keeps a wide variety of statistics on the work it does with clients and their issues. Debt and benefit related issues have grown 32% and 18% respectively. Success for the Bureau will be when we see client numbers stabilise and that for those clients we see satisfaction levels</p>

	are high and the available support from relevant agencies are fully provided. This would be determined by client satisfaction surveys
What measures are being put in place to ensure the long-term sustainability of the project?	<p>The Bureau has a committed base of volunteers many of which have supported the CAB cause for over 10 years. We are currently expanding this base to include both advice and non-advice based volunteers. The non advice volunteers would typically work on projects, funding initiatives and business activities in finance or marketing.</p> <p>The Charity operates a reserves policy that would allow it to operate unfunded for up to six months. Further over the past 3 years funding streams have diversified such that 45% of financial needs are provided by funders other than Chiltern District Council. However, these are in the main project based restricted funds that can be withdrawn at any point. Chiltern District Council have recently confirmed continued funding at the 2010/11 level for a further 2 years.</p>
How long will the project run?	The services that this project will support will run for the foreseeable future while the physical move will take 9 months from planning to completion.

Project costs and contributions

What is the cost of your project? Please give a breakdown on costs.

Item or activity	Total cost £	Funding requested from the Local Area Forum
External Costs (disabled ramp, re-tarmac, gate, lighting, external door)	12372	5000
Internal re-fit (Sound proof partitioning, flooring, some furniture, DDA toilet, internal door,	19460	

decorating)			
Telephony & IT (server, PCs, cabling, some handsets)	12000		
Professional Costs (Legal fees, planning consent, plans, surveys, project management)	7608		
Contingency (10%)	5144		
Total:	56584		
If the total cost of the project is higher than the funding request, please tell us where the rest of the funding will come from Including match-funding and other financial contributions from partners	Reaching Communities Lottery Fund, Bucks Community Foundation, the 3 other Chiltern Local Area Forums, internal funding		
Is evidence of match-funding supplied?	No evidence		Evidence of complete funding with financial and in-kind contributions <input type="checkbox"/>
	Evidence of some confirmed funding, but package incomplete	xx <input type="checkbox"/>	Provision of business plan addressing funding issues <input type="checkbox"/>
What contribution is being made by other partners and what contribution are you making? This can include financial resources, in-kind support, fundraising, volunteer time, etc.	Other LAFs £9000. Bucks Community Foundation £3000, Reaching Communities Lottery Funding £19648. The Chiltern CAB plan to contribute £21900 of funding to this project		
What are the risks to the funding not being spent in the timeframe? Please note that the Local	The current lease on the existing Chesham premises expires at the end of calendar year 2011. This is a compelling event for the Bureau. However, we would have a time contingency of		

Priorities budget must be allocated and spent in this financial year ending March 2012

3 months before the end of the financial year 2011/12 assuming we could negotiate a short existing lease extension. In summary there is very low risk that funds would not be spent

About your organisation

What year was your organisation formed?

13 December 1999

When does your financial year end?

March

Signatures

Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this contact form is true and correct. I understand that you may ask for additional information at any stage of the application process.

This must be the signature of the person named at the beginning of this form and not the same person who signs as second contact below.

Signed

P Gosling

Date:

April 2011

Signature of senior contact

One of your organisation's bank account signatories

Signed

J Dodd

Date:

April 2011

Second signatory name

John Dodd

Position/job title

Chairman

Contact address

Email address/telephone number

Please post this application to:

Heather-Joy Garrett, Locality Services
G14, County Hall, AylesburyBucks HP20 1UZ
Email: locality-services@buckscc.gov.uk

Please note:

Please ensure that prior to mailing the application you check the remainder of funding available in this financial year for the relevant Local Area. Please note that funding is paid on completion of schemes.