APPENDIX A – SMALL GRANT APPLICATION FORM

N.B.

1. *Personal data will be redacted before this form is published.*
2. *This form is for grants up to £500; for awards over this amount please use the Large Grant Form.*
3. *To avoid delays in processing your application, please take time to read the Grant Awarding Policy before submitting your form and make sure to attach all additional information that we have requested.*
4. *Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred*

Contact Details

Applicant Name	Ros Dignan
Applicant Address	Mill Lane Wareham Dorset BH20 4RA
Organisation Name	Citizens Advice in East Dorset & Purbeck
Organisation Address (if different to above)	
Organisation Type	Charity

Contact Telephone Number	01929 208047
Contact Email Address	ros.dignan@edpcitizensadvice.org.uk

About your Project

Project Name	
What specific purpose are you seeking funding for?	Citizens Advice in East Dorset and Purbeck is an independent charity that provides free, confidential and impartial advice and support. Our goal is to help everyone find a way forward, whatever their problem. We also aim to improve the policies and practices that affect people's lives. We value diversity, we promote equality and challenge discrimination.
Why do you want to carry out this project?	To continue to support residents in Corfe Castle to access support and advice.
How do you know it is needed?	As you can see from the attached report for 2024/25 we have seen 50 Corfe Castle residents, with 283 issues. 17 residents were seen via the advice bus which visits Corfe Castle monthly (3rd Friday of the month). We have assisted these clients in accessing over £56k by increasing their income. Overall we at Citizens Advice in East Dorset & Purbeck have advised 5,359 clients on 29,846 Issues advised, Value to the people we've helped is worth £33,529,040 (Statistics from FY 2024-25)

Who will benefit and what difference will it make?	The residents of Corfe Castle and those across all of East Dorset and Purbeck region benefit from our advice services which include; face to face, phone, email, online, through the drop in services via the advice bus, outreaches and at our offices in Wareham and Wimborne. We have generalist advisers and specialists in housing, debt, welfare benefits. We do offer home visits for those who are unable to leave their home. Currently we have a form filling service for residents of State Pension age to help to apply for such benefits as Attendance Allowance, Pension Credit, a Blue Badge and many more.
Proposed timing of the project / spending of the money. (Start / End date)	Ongoing service, with no end date.

Payment Details

All grants are paid by BACS. Please give your organisation BACS details below (we cannot make payment into a personal or business account).

Bank Name Lloyds Bank

Account Number
00804084

Sort Code 30-99-12

Name as it appears on the bank statement	Citizens Advice in East Dorset & Purbeck

Finance

What is the total cost of your project and how have you arrived at that cost? *(Please include quotes where applicable)*

Please see the attached accounts for 2023/24 as the 2024/25 accounts are yet to be agreed by our Board of Trustee's.

How much money are you applying for?

£500

What other funding opportunities have been identified? (Include details of internal fundraising and external grants. Also include details of any in-kind support, such as people giving their professional skills or time for free)

Volunteers donate their time and knowledge to our service, currently we have over 40 volunteers. We do receive grants from other Town and Parish Councils and Dorset Council to help with the costs of running our service.

Our Head of Business and Development reviews possible funding opportunities to offer further services to assist the residents across East Dorset & Purbeck.

If you are awarded all grants will there be a shortfall? if so, how much?

This grant will assist us in continuing to provide a service to the residents of Corfe Castle. All the support given through these grant requests make a difference to our service, while we rely heavily on our volunteers we do have paid supervisors who assist all the volunteers and ensure our quality of advice is maintained. We have paid staff on the Advice Bus to ensure the smooth running of this additional service.

How will any potential shortfall during the project be addressed?

We request funding from the various Town and Parish Councils and we do receive funding from Dorset Council.

Supporting Information

For Small Grants of up to £500, applicants are required to submit:	*Tick if enclosed*
A written statement of how the grant is to be used.	☐ X via email.
A copy of the organisation's written rules, constitution, or other governing document must be provided with the application. These documents shall be current and properly authorised.	☐ X
A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation.	☐ X
A copy of the organisation's Public Liability Insurance to the value of at least £1 million.	☐ X

Declaration

By submitting this funding application, I confirm:

That I am authorised by the group to apply for grant funding.	☐ X
That this application complies with Council's grant funding criteria.	☐ X
That the group agrees to provide a report after 6 months of any award being made as a condition of funding.	☐ X
The application is accompanied by all supporting documentation listed in Section D.	☐ X

That any unspent monies shall be returned to Council. ☐ X

Should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council. ☐ X

Send this completed form with accompanying documents (e.g. quotes) to the Parish Clerk via email: clerk@corfecastleparishcouncil.gov.uk

If you have any queries or require any help completing this form, please contact us in the first instance

Signed. *Ros Dignan* **(electronic)**

Print **Ros Dignan**

Date **28/11/2025**