

Grant summary

Organisation

DIB (Disability Information Bureau)

Funding request

Funding is requested towards the SmartHelp project to help people using smart phone technology.

Total cost

£3,194

Funding request

£1,994

The difference between the total cost and the amount requested will be bridged by match funding.

END OF REPORT

Macclesfield Town Council Large Community Grant application form

Grants from £250 up to £2,000

Community for Voluntary Services Cheshire East (CVSCE) is a registered charity and independent organisation that provides support and services to groups. CVSCE provides support to Macclesfield Town Council's grant programme by reviewing completed grant application forms to ensure they meet the criteria set out in the Council's Grants and Funding Policy. For more information, please refer to the policy.

CVSCE can also offer guidance on completing the application form.

Your Contact details

Please complete table 1.

Table 1 Contact details

Applicant name:	██████████
Position in organisation:	Interim Manager
Organisation:	Disability Information Bureau
Address:	Pierce St, Macclesfield, SK11 6ER
Contact number:	██████████
E-mail address:	██
Contact address (if different from above):	
Telephone number:	01625 501759
Website:	www.dibservices.org.uk

Contact details for senior member of the organisation

This must be the chair, secretary, treasurer or a senior member of your committee and different from above.

Please complete table 2.

Table 2 Contact details for senior member of the organisation

Senior contact name:	[REDACTED]
Contact address:	As above
Telephone number:	01625 501759
E-mail:	[REDACTED]
Position in organisation:	IT Tutor

Organisation profile

Please complete table 3 to describe your organisation profile, selecting Yes or No where applicable.

Table 3 Organisation profile

Registered charity:	Yes
Registration number:	1124371
Voluntary organisation:	No
Community group:	Yes
Company Limited by Guarantee:	Yes
Not for profit organisation:	Yes
Social enterprise:	No
Other:	
How long has your organisation been in existence?	Registered as a charity in 2008
What does your organisation do? (A summary of this information will be used on our website if your application is successful). Maximum of 50 words:	The DIB provides services to empower people with disabilities and long-term health conditions, and carers, to improve their lives and wellbeing. We provide information and advice on benefits available and help clients fill in the relevant forms. Our support coaches help with mental health support services, digital inclusion and general support services.

Please complete table 4 on your organisation's land, premises and facilities, selecting Yes or No where applicable.

Table 4 Land, premises and facilities

Own its own land/premises/facilities	No
Hire private land/premises/facilities	No
Hire local authority land/premises/facilities	Yes
Lease the land/premises/facilities	Yes

Please give details of lease expiry date/length of lease	2030
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Please complete table 5 to indicate how many staff, paid or otherwise, are involved with your organisation.

Table 5 Number of staff

Number of full-time paid staff	2
Number of part time paid staff	4
Number of casual paid staff	1
Number of full time unpaid staff	
Number of part time unpaid staff	16
Number of casual unpaid staff	

Previous funding

Has your organisation received a grant from Macclesfield Town Council before?

Please complete table 6, selecting Yes or No where applicable.

Table 6 Previous funding

Previous funding from Macclesfield Town Council	Yes
If yes, please tell us when and how much was awarded:	£1618.89 in 2021
How did you hear about the Community Grant Scheme?	From CVS

Your project/activity/event

Complete table 7 to describe you project, activity or event.

Table 7 Project/activity/event description

Date of activity/event or anticipated start date of project:	1 st April
Name of project (maximum 10 words):	Smarthelp
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	Many attendees at the DIB face challenges with IT and smartphones. To address this, we aim to provide one-on-one support, assisting individuals in learning how to download apps, save contacts, and use QR codes on their phones. This support will also include exploring any available adjustments to make smartphones more accessible for each person.

	<p>Specifically, we want to help people download and set up the Ringo App, enabling them to pay for parking in local car parks. As more daily activities become digitized, our beneficiaries often feel anxious about not being able to access online payment methods. They have expressed that this barrier is preventing them from traveling into town and is increasing their sense of isolation. Our tutors will teach them how to download the necessary apps and guide them through the setup process.</p>
<p>If you are successful with your application, please describe what your project/event/activity will achieve and what difference it will make to your organisation/area, how it will extend/develop community activity and how it meets the criteria listed in the Policy for the Allocation of Community Grants (maximum 150 words):</p>	<p>Our tutors bring a wealth of experience in a welcoming environment where individuals can feel at ease and learn at their own pace. A large percentage of people look to the DIB for support because they cannot access mainstream learning courses due to their own unique way of assimilating information. Our 121 classes are aimed at individuals' needs and so they learn better and feel more able to go out shopping and interacting with the world. Teaching people with disabilities to use phone apps can significantly enhance their independence and integration within the community. By mastering essential apps, they can easily access services such as online parking meters, online banking, public transportation, and healthcare, which might otherwise be challenging. This newfound digital literacy empowers them to participate more fully in social and economic activities, reducing feelings of isolation and fostering a sense of belonging. Additionally, it enables them to stay connected with family and friends, access information, and engage in community events, ultimately improving their overall quality of life.</p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p>We hope to assimilate it into a bigger project next year and apply for funding for a more expansive set of IT courses that will benefit people who struggle ICT.</p>
<p>If your application is for an event and you make a profit, please state how this will be used:</p>	<p>N/A</p>

Projected expenditure

Complete Table 8 with estimates of your total project costs and provide brief details. Use a separate sheet if necessary and provide quotes.

Table 8 Projected expenditure

Item	Estimated cost	Details
New build/refurbishment		
Furniture/fixtures/fittings		
Equipment purchase		
Equipment hire		
Premises/facility hire	1,200	Overhead costs
Materials	250	Manuals/printouts/photocopying
Advertising/marketing/publicity		
Workshops/seminars/training	1,456	£14ph tutor x 2 hrs per week x 52 weeks
Other	288	Volunteer travel costs
Total Cost	3,194	(leave blank)

Projected income

Complete Table 9 to specify match funding from other sources (external grants, own contribution etc), selecting Yes or No where applicable.

Macclesfield Town Council will take into account your ability to obtain funding from other sources and from your own existing funds when recommending an award.

Table 9 Projected income

Item	Amount	Applied for and expected to hear date	Confirmed
Matched funding amount (Grants etc.)	1200		Yes
Own existing funds/fundraising		Yes/No	Yes/No
Projected income from ticket sales etc.		Yes/No	Yes/No
Other Local Authority e.g. Borough/Town Parish		Yes/No	Yes/No
Sponsorship (Please specify)		Yes/No	Yes/No
Donations (please specify)		Yes/No	Yes/No
Non-cash or in-kind contributions		Yes/No	Yes/No
Total projected income	1200	n/a	n/a
Amount requested from Macclesfield Town Council	1994	n/a	n/a
Balance outstanding		n/a	n/a
Please state exactly what the town council funding will pay for:			
We would like the Council to pay for the tutor and volunteers' costs, plus the learning documents to help the participants' learning.			

Item	Amount	Applied for and expected to hear date	Confirmed
<p>If there is a balance outstanding or you are not awarded the full amount requested from Macclesfield Town Council, state below how the shortfall will be covered or whether the project will be delayed:</p> <p>If we do not receive the full amount, we will need to reduce the amount of time the paid tutor can spend on the project. We will also make a small charge for the service.</p>			

Accounts summary

Answer the questions below and complete Table 10 to summarise the organisation's most recent accounts.

Are the figures a projection because the organisation has been running less than 15 months? No

Are the figures from the organisation's latest accounts? Yes

If your organisation is VAT registered, please supply your VAT number:

Table 10 Accounts summary

Account year ending	March 2023
Total income for the year:	223,720
Total expenditure for the year:	249,718
Surplus or deficit:	-25,998
Total savings or reserves in the bank at year end:	72,928

Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Disability Information Bureau
Organisations bank account sort code and account number:	Sort code: XXXXXXXXXX

Project beneficiaries and equality

Complete Table 12, selecting Yes or No where applicable.

Table 12 Project beneficiaries and equality

Total number of people you expect to access your event, activity or facility:	30
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	People with disabilities, older people
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	Macclesfield
Does your organisation restrict access on the grounds of age?	No
Does your organisation restrict access on the grounds of disability?	No
Does your organisation restrict access on the grounds of gender reassignment?	No
Does your organisation restrict access on the grounds of marriage and civil partnership?	No
Does your organisation restrict access on the grounds of pregnancy and maternity?	No
Does your organisation restrict access on the grounds of race?	No
Does your organisation restrict access on the grounds of religion and belief?	No
Does your organisation restrict access on the grounds of sex?	No
Does your organisation restrict access on the grounds of sexual orientation?	Yes/No

Supporting documentation

Please complete Table 13, selecting Yes or No to indicate if you have the documents. You do not need to send these documents in with your application (apart from your Governing Document, which must be signed, and Safeguarding Policies, to be supplied by e-mail or post within 7 days of submitting this application) but we may request copies at a later date.

Up to date Annual accounts/income and expenditure	Yes
Governing Document	Yes
Safeguarding policies	Yes
Relevant insurances	Yes

Quotes/estimates for equipment	No
Affiliation to a Governing Body	No
Equalities and Inclusion Policy	Yes
Planning permission	No

Data Protection

Please ensure that you read this section before submitting your application.

Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

Yes

Grant application support

Please indicate below if you agree for this form to be shared with CVSCE for the purposes of evaluating the application against Macclesfield Town Council's criteria for grants:

Yes

Please indicate below if you agree if you agree to CVSCE contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address

Email address Yes 😊

Phone

Declaration

Please complete table 13 – two signatories are required.

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.

Table 13 Declaration

Signed:		
Date:		
Name:		
Position in group:		
Signed:		
Date:		
Name:		
Position in group:		

Return to Macclesfield Town Council, Macclesfield Town Hall, Macclesfield SK10 1EA

For further information on how Macclesfield Town Council processes personal data, please view our privacy policy at www.macclesfield-tc.gov.uk or call 01625 374142.