

Grant summary

Organisation

Disability Information Bureau

Funding request

Funding is requested for a wheelchair hiring service to assist with the initial set up costs.

Total cost

£3,494.96

Grant requested

£1,648.80

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



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:	[REDACTED]
Position in organisation:	CEO
Organisation:	Disability Information Bureau
Address:	Pierce Street, Macclesfield, SK11 6ER
Contact number:	[REDACTED]
E-mail address:	[REDACTED]
Contact address (if different from above):	N/A
Telephone number:	[REDACTED]
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:	
Contact address:	DIB, Pierce Street, Macclesfield, SK11 6ER
Telephone number:	
E-mail:	
Position in organisation:	Acting Chairperson

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:	Yes
Community group:	No
Company Limited by Guarantee:	No
Not for profit organisation:	Yes
Social enterprise:	No
Other:	N/A
How long has your organisation been in existence?	30 years
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:	Established in 1993, based in Macclesfield, we provide a range of support including information & advice, welfare rights, work related support and training programmes, IT support, room hire, Shopmobility for the disabled and elderly community. Over 2200 individuals have benefitted from our service each year, alongside providing volunteering opportunities for 30 – 35 active volunteers.

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	No

Please give details of lease expiry date/length of lease	N/A
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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	8
Number of casual paid staff	1
Number of full time unpaid staff	N/A
Number of part time unpaid staff	30 (Volunteers)
Number of casual unpaid staff	N/A

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:	September 2019 - £1618.19
How did you hear about the Community Grant Scheme?	Website

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:	August 2023 onwards
Name of project (maximum 10 words):	Wheelchair Hiring Service
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	Several years ago, the DIB supported Red Cross with their Wheelchair Hires. All hires were based on donations and at the end of each quarter the monies donated would be split at no outlay from the DIB. This service changed when Red Cross decided to continue hiring but they retained this in-house.

	<p>Shopmobility would be an ideal place to hire wheelchairs but now at a minimum charge which will enable us to cover the costs of volunteer expenses and repairs or replenishment of wheelchairs.</p> <p>In the past the service was invaluable to our community, and we still get regular phone calls requesting a wheelchair for a few days to a few weeks.</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>The project is to assist with the initial set-up costs to start hiring out wheelchairs within the community. We will run this from Shopmobility which is accessible to collect and drop-off.</p> <p>The funding will cover the purchase of 12 new wheelchairs (6 propelling & 6 transit). Quotes have been obtained from three establishments and a decision is to purchase the wheelchairs from Helpful Hand who is a local retailer within Macclesfield. All maintenance / repairs will also be covered by Helpful Hand.</p> <p>We aim to increase our volunteering support who can learn valuable skills, receive and support their social interactions during the working week.</p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p>By advertising this service via social media and leaflets we will be able expand this service as and when demand dictates. The monies gained from the hires will be re-invested back into the service, maintenance, repairs and volunteers' expenditure.</p>
<p>If your application is for an event and you make a profit, please state how this will be used:</p>	<p>Should this invaluable service become profitable, the additional monies will be utilised to purchase up-to-date software and laptops enabling DIB to facilitate a drop-in IT room assisting our community with basic on-line support and job searching. Costs will be required to cover IT Volunteers to assist where necessary.</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

	Estimated cost	Details
6 Self-Propelling Wheelchairs @ £214.80 including VAT each	£ 1,288.80	1050: Self-Propelled Wheelchair with Detachable Arms – Roma Medical
6 Transit Wheelchairs @ 202.80 including VAT each	£ 1,216.80	1150: Car Transit Wheelchair – Roma Medical
Insurance Cover -	£ 53.36	Cover for Damage / Replacement (this amount will need to be added onto our existing Insurance Cover for Shopmobility & DIB).
Maintenance Costs - £48:00 per wheelchair including VAT x 12	£ 576.00	Annual Service Costs
Cushions for Wheelchairs - £30 each including VAT x 12	£ 360.00	To ensure users are comfortable and have extra support.
TOTAL	£ 3,494.96	
		(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.)	£ 1,846.16	Yes	Yes

Item	Amount	Applied for and expected to hear date	Confirmed
Own existing funds/fundraising	£	No	No
Projected income from ticket sales etc.	0	No	No
Other Local Authority e.g. Borough/Town Parish	0	No	No
Sponsorship (Please specify)	0	No	No
Donations (please specify)	0	No	No
Non-cash or in-kind contributions	0	No	n/a
Total projected income		n/a	n/a
Amount requested from Macclesfield Town Council	£1,648.80	n/a	n/a
Balance outstanding		n/a	n/a
Please state exactly what the town council funding will pay for: To cover the cost of 6 Self Propelling Wheelchairs and 12 Cushions.			
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: Funding from external applications has been awarded and set-aside to cover purchasing 6 Transit Wheelchairs, insurance and maintenance costs that will need to be covered every 12 months.			

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? Yes/**No**

Are the figures from the organisation's latest accounts? **Yes**/No

If your organisation is VAT registered, please supply your VAT number: N/A

Table 10 Accounts summary


Account year ending	April 2022 – March 2023
Total income for the year:	£ 260,405.19
Total expenditure for the year:	£ 287,046.31
Surplus or deficit:	(£ 26,641.12)

Total savings or reserves in the bank at year end:	£ 55,000.00
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Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

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

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:	Based on one hire for a week x 12 wheelchairs, we have the capacity to support 624 per annum (full capacity).
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	Local Community covering all groups requiring the use of a wheelchair on a short-term basis due to mobility / ill-health will be eligible for this project.
Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	Macclesfield predominantly and within a 10-mile radius.
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?	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	Yes
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 **Yes**
 Email address **Yes**
 Phone **Yes**



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:	31 st May 2023
Name:	
Position in group:	CEO

Signed:	
Date:	31 st May 2023
Name:	
Position in group:	Acting Chairperson

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.