

Report Purpose

Grant overs £2000

Background

The Disability Information Bureau is applying inline the Council Grants over £2000 Policy for the sum of £11,556.

1. Organisation details (name, address and charity number)

Disability Information Bureau
Pierce Street, Macclesfield
Cheshire
SK11 6ER
Charity Registered number 1124371

2. What you will deliver

Disability Information Bureau (DIB) supports disabled people, people with long-term health conditions, vulnerable adults and carers to improve their wellbeing and day-to-day lives. We provide welfare rights information and advice, including help to apply for benefits such as Personal Independence Payment, Carer's Allowance and Disability Living Allowance. Our support coaches also help with CVs, job searching, training, mental health support, social activities and building IT skills. We run Macclesfield's Shopmobility scheme too, lending wheelchairs and mobility scooters so people can get around the town centre more easily and independently.

3. Where the service will be delivered

DIB works across Cheshire East, but most people we support live in Macclesfield because our main office is based there.

4. How long the project/service will run

The Project Manager role is planned to run for five years, until 22nd April 2031. We are applying for funding to cover the first year of this role.

The national Lottery funds 0.5 days a week, equating to £3,852.00 for the first year, and we are requesting a grant of £11,556 to give the project manager and additional 1.5 days a week working at the DIB.

5. How this fits the Macclesfield Town Council Strategy

This project supports the Town Council's priorities by:

- Improving wellbeing and inclusion, so disabled residents can live more independently and get the support they need.
- Building community resilience by supporting vulnerable residents with advice and volunteering opportunities.

- Promoting fairness and equal access by helping to remove barriers to taking part in community life.
- Supporting the local economy by helping residents access work and the benefits they are entitled to.

6. How many people you will help

In the 2024–2025 financial year, DIB helped 727 people in Cheshire East. This included support to complete benefit forms and wider support with issues such as social isolation, food insecurity, paying bills, housing problems, advocacy and IT classes. This year so far, the number supported has increased by 32% to 964 people, and 58% of them live in Macclesfield.

7. Who will benefit

- People with physical, sensory and learning disabilities
- Carers and family members who need advice and support
- People who are socially isolated or digitally excluded
- Local organisations that need disability awareness and accessibility advice
- NHS and other statutory services that refer people into our service
- The Department for Work and Pensions, who refer clients to us

8. How you will monitor the project and show impact/value for money

We will show the difference the project makes (and that the funding is being used well) by tracking:

- Client records and anonymised case data (for example: numbers supported, issues resolved and benefits gained)
- Service user and volunteer feedback forms and satisfaction surveys
- Volunteer hours, and the training we deliver
- Quarterly reports showing spend against budget, key performance indicators and progress against plan

9. Budget and accounts

DIB budget for April 2026 to March 2027

Item	Cost
Welfare Officer (salary incl. on-costs)	£31,050
Support Coach (salary incl. on-costs)	£18,768.00
Community Champion (salary incl. on-costs)	£18,630.00

IT Tutor (salary incl. on-costs)	£10,520.00
Admin (salary incl. on-costs)	£10,520.00
DIB Manager (salary incl. on-costs)	£15,408.00
Office overheads (including training, travel and subscriptions)	£7,720.00
Total	£112,616.00

Audited accounts for the most recent financial year are attached to this application;

10. Why the circumstances are exceptional

The WWW project needs consistent day-to-day oversight to make sure it is delivered safely and well. This includes safeguarding, partnership working and meeting funder requirements over the full five-year period. Because DIB does not have a separate operations manager, the Project Manager for this project will also, in practice, be carrying out CEO-level duties.

The National Lottery grant only funds 0.5 days a week of project management time. This is not enough time to lead and develop the charity as it needs to. DIB has overcome major challenges over the last two years and is now stable and well-placed to grow. Funding an extra 1.5 days a week for the Project Manager/CEO role would give DIB the breathing space and capacity to do this.

Macclesfield residents are the largest group using DIB's services. In 2024, 52% of beneficiaries lived in Macclesfield, rising to 58% last year. This support also helped bring approximately £600,000 of benefit income into Macclesfield households. Extra project management time is therefore a direct investment in services that mainly support Macclesfield residents, including disabled people, people with long-term health conditions, carers, and people experiencing poverty, isolation and digital exclusion. It also brings more money into the local economy.

11. Other funding you have applied for/secured

National Lottery: £101,090 confirmed

Lloyds Bank Foundation: £25,000 confirmed

Note: Over the last two years, DIB has had to rebuild its reserves from scratch. Reserves were used in 2024 to cover the previous CEO's salary and redundancy costs when the charity was at risk of closing. Our reserves policy is to hold six months of running costs, and we have not quite reached that level yet. A grant towards the Project Manager/CEO costs would give us time to build reserves, improve our services and make the role more attractive to applicants who are ready to step into their first CEO post. The interim CEO will step back soon but will support the new Project Manager/CEO during the handover.

A small extra investment in leadership helps protect the value of the whole staff and volunteer team (welfare rights, support coaching, IT and community champion work). It helps us target resources where need is highest and deal with problems early, before

they turn into a crisis. This preventative, community-based approach reduces pressure on statutory services by helping people secure the right income, stabilise housing and utility payments, reduce stress and isolation, and access community and health support sooner. Strong project management is what makes this work consistently and at scale.