

**PEEBLES COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Peebles and District Citizens Advice Bureau Chambers Institution High Street Peebles EH45 8AG</p> <p>01721 729648</p> <p>manager@peeblescab.casonline.org.uk</p>
<p>Address to which payment should be made:</p>	<p>Peebles and District Citizens Advice Bureau Chambers Institution High Street Peebles EH45 8AG</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>The Citizens Advice Bureau network celebrates 80 years of advice giving this year. Its principal role is to provide advice, information, support and in some cases, advocacy, for all citizens equally, from those who have a quick and straightforward enquiry to the most vulnerable and disadvantaged. Our service is provided by a small team of paid staff and a larger team of volunteer advisers,</p> <p>Peebles and District Citizen Advice Bureau has been providing advice and information to the citizens of Tweeddale for 46 years, on topics such as welfare benefits, debt and money, financial inclusion, energy poverty, housing, employment, health, education, immigration, consumer issues and relationships. Our service assists clients with income maximisation and entitlement to financial and non-financial support, which mitigates against the impact of disadvantage, poverty and lack of opportunity due to not being aware of their rights. We also provide social policy reporting, in the form of anonymised feedback on individual cases and local trends. Social policy feedback is provided to local and national government and other agencies, either directly or via Citizens Advice Scotland social policy team. Additionally, we offer a fulfilling volunteering opportunity in our community.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We should like to request the sum of £2,000. We require a total of £8,000, and are hopeful of achieving this from a combination of fundraising efforts and donations from other funders. The funding will be used to replace our very old IT stock. Microsoft have indicated that they will not support or update Windows 7 beyond January 2020, and we find that our current IT stock is not of a standard that will support an upgrade to Windows 10. Consequently it will be a business necessity to have computer stock which is Windows 10 enabled, in order to continue to be confident that our case records are secure, our access to research resources remains up to date, and our computer systems will be supported and updated regularly, to ensure continuity of service.</p> <p>We will source replacement hardware from the most competitively priced supplier and ensure that all of our trusted systems are transferred to the new hardware. This will be carried out by the specialist IT section of Citizens Advice Scotland, to ensure smooth transfer and a secure handling of confidential materials.</p> <p>We will require to replace our current old and out of date equipment with the purchase of:-</p> <p>7 desktop computers 1 monitor 1 keyboard 3 laptop computers</p>
<p>When will the donation be required:</p>	<p>January 2020</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant’s own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>6 January 2020</p> <p>£8,000</p> <p>£500</p> <p>The Friends of the Bureau are a new group dedicated to raising funds for items which the CAB requires. Currently, they have raised approximately £500, They will make every effort to raise further funds, going forward, which contribute to the overall projected expenditure.</p> <p>We have also applied to other organisations and agencies, for example the Gannett Foundation - who make smaller funding grants - for funding/donations.</p>

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>Peebles and District CAB provides a much needed service in the community of Tweeddale. While the provision of new computer stock does not contribute directly to challenging disadvantage and poverty in the same way that provision of an adviser would do, a vital part of our work is to retain relevant information which will help us to ensure that our clients experience a rounded service, where accurately recorded casework means that people experiencing distress only need to tell their story once. This means a lot to our clients.</p> <p>Thank you for your consideration of our request.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p></p> <p>Signed:</p> <p>Position Held: Manager</p> <p>Date: 07.11.19</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to Louise McGeoch, Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 825005</p>	