

## Build Back a Better Borders Recovery Fund - Assessment Form

For the purpose of assessment, projects have been ranked high, medium or low to reflect how strongly the application meets the criteria of the Build Back a Better Borders Recovery Fund.

High – a strong demonstration of how the project will assist recovery from the pandemic

Medium – provides acceptable examples of how the project will assist recovery from the pandemic

Low – lacks detail of how the project will assist recovery from the pandemic

### 1. Applicant Details:

Organisation name	Roxburgh & Berwickshire Citizens Advice Bureau					
Organisation structure	Constituted Group					
Application reference	BBBB2122 - BER-1					
Theme of application	Sport	Arts & Culture	Environment	Community Capacity	Community resilience	Intergenerational activity
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project start date	As soon as awarded		Project end date		6 months from award	

### 2. Organisation's finances:

End of year balance	£174,295.84
Current bank balance	£181,000
Total cash/Unrestricted reserves available & purpose	£28,000
Total restricted /committed funds & purpose	£153,000
<p>Restricted funds -</p> <p>The restricted funds are covering half of CAB salary costs (£17,666 x 3 = £52,998). Funding is ring-fenced to ensure the continuous employment of a member of staff to provide session support for the duration of the SBC contract which runs until 2024.</p> <p>CAB currently has reserves of three months running costs (£48,000) as is dictated by the conditions of their SBC contract although they strive to have 6 months as this is considered best practice. Their redundancy funds currently sit at £50,000 to cover entitlement should the worst happen.</p> <p>Funding has also been set aside for future PPE and cleaning based on the last six months and committed funds to ensure the continued safety of staff, volunteers and clients.</p> <p>£2000 is held to cover costs incurred if the Bureau continues to limit face to face support.</p>	

Although not restricted, it's acknowledged by the Board that there will be expected costs associated with renovation of the offices to adhere to social distancing and continued Covid restrictions as the bureau open for face to face advice in the next month or so. Renovations at the Kelso office will be part funded by CAB reserves.

**Project:**

Outline of what the group plan to do to help people recover from the pandemic. Projects will be ranked higher if the application strongly demonstrates that they are meeting an identified need in the community. (e.g. area of deprivation, protected characteristics, tackling wellbeing and isolation, tackling climate change)

High

Medium

Low

**Comment:**

CAB wish to build in to their service multiple routes for community members to access advice and support. These routes include email and telephone support, web chats and virtual drop-ins using the 'Near Me' system. These would be additional to the traditional method of face to face engagement. This service development has grown from the flexibility CAB has been able to provide during this past year and the ability to provide the Berwickshire area with 5 days of support rather than 1.5 days pre Covid.

In order to create this new offer, CAB needs to increase their number of volunteer advisors. Existing volunteers who were IT literate, provided constant support during this past year. Many volunteers are ready to have a break and coupled with the requirement to provide IT training to existing volunteers who are not IT literate, there is a need for a volunteer recruitment drive. CAB would like to employ a CAB Champion to be responsible for promoting the opportunity to volunteer with CAB and increase the number of CAB volunteers. The Champion would be responsible for highlighting this opportunity through promotional materials, attending events and engagements, assisting new recruits to complete the application process and completing the initial stages of an induction and Adviser Training Programme.

CAB would like the Champion to cover the full geographical reach of CAB therefore they are requesting a share of the costs from the Berwickshire, Cheviot and Teviot & Liddesdale BBBB funds. Berwickshire accounts for two fifths of the client base which is reflected in the request for two fifths of the total project costs.

Evidence of individuals, groups or communities likely to benefit from the new initiative and how they have been affected by the pandemic:

High

Medium

Low

Comment:

Both volunteers and members of the public would benefit from the creation of a Champion and an increase in the number of volunteers.

Across communities, people have seen the benefits of volunteering following experiences during Covid and how it can help strengthen a local community and make communities more independent and resilient. Volunteering is open to all people. It has the possibility of building people's confidence, social skills and can lead to further learning opportunities.

The local community would benefit from having a range of advice methods offered by CAB. In 2020/21 the Berwickshire offices had 1658 client contacts, helping with 4919 issues and putting £605,660.02 of confirmed client financial gains back in to the Berwickshire economy.

Expected impact of the new initiative and how will it help those most in need recover from the pandemic

High

Medium

Low

Comment:

The CAB Champion would work across Berwickshire for 10 hours per week on a 6 month fixed contract.

The CAB Champion would -

- Attend a minimum of 10 local events to promote the service and attract volunteers
- Make contact with at least 24 organisations to raise awareness of the volunteer opportunities
- Recruit a minimum of 4 volunteers to the Bureau
- Create a suite of publicity materials and distribute to at least 24 places/organisations
- Carry out a minimum of 2 local press activities
- Carry out a social media campaign throughout the 6 month period

Outcomes/benefits:

- Local communities will be more aware of the CAB service and its volunteer roles
- Organisations working across the area will feel confident and able to refer those interested in volunteering to CAB
- The bureau will be more able to cope with the expected demand following the end of the furlough scheme and likely financial fallout from CV19
- The Bureau will have a suite of publicity materials it can use when recruitment of volunteers is needed in the future.
- Volunteers will have increased confidence, self-worth and better mental wellbeing

**Project Expenditure:**

Total Project Cost

£12,210

10% organisation contribution	£488.40
Request to BBBB	£4,395.60

Item of expenditure	Cost
Staffing	£3120
Travel	£400
Premises hire	£320
Publicity materials	£600
Management fee	£444

Match/other funding sought:

Funder	Funding Requested	Status
BBBB Teviot &Liddesdale	£4395.60	Pending
BBBB Cheviot	£2197.80	Pending
	£	

Grants received from Scottish Borders Council or any other funder within the last three years

Date	Project Title	Amount
2018-2021	SBC Core Grant	£331,591
2018-2021	Citizens Advice Scotland	£104,317
2018-2021	Robertson Trust	£49,000

<b>SBC OFFICER ASSESSMENT</b>	i.e. the application meets the criteria of the BBBB fund
<b>Comments</b>	<p>The application has been assessed as high, it meets a number of criteria –</p> <ul style="list-style-type: none"> <li>• Recruitment of a CAB champion and more volunteers to support service users from the wider community</li> <li>• Delivering support and benefitting all groups including (protected characteristics)</li> <li>• The project will also be delivered within areas where there is high level deprivation</li> </ul>
<b>Additional terms and conditions required</b>	<p>The applicant must follow Scottish Government Covid-19 guidance</p> <p>The rate of pay given to the Volunteer Co-ordinator must meet the National Living Wage.</p>
<b>Recommendations to evaluate impact:</b>	<p>If successful, we recommend the applicant include in their funding evaluation:</p> <ul style="list-style-type: none"> <li>• Evidence of promotional activity undertaken</li> </ul>

	<ul style="list-style-type: none"><li>• Number of organisations contacted</li><li>• Number of volunteers recruited to the Bureau</li><li>• Evidence of publicity materials used</li><li>• Feedback from volunteers and partners</li></ul>
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