



# **REQUEST FOR FUNDING FOR SPECIFIC PROJECT**

FINANCIAL YEAR 2025 -2026

DATE: .....24 September 2025.....

TO: KENILWORTH TOWN COUNCIL / FINANCE &amp; GENERAL SERVICES COMMITTEE.

**Please read the Project Support Grant Criteria before completing this form**

|                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
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| <b>NAME / GROUP<br/>&amp; MAIN CONTACT</b>                                                                                                                                                               | Helen Clarke – Targeted Services Manager<br><br>Citizens Advice South Warwickshire 10 Hamilton Terrace<br>Leamington Spa CV32 4LY<br>Email <a href="mailto:Helen.clarke@casouthwarwickshire.org.uk">Helen.clarke@casouthwarwickshire.org.uk</a><br><br>Mobile: 07399 127125                                                                                                                                                |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| <b>PROJECT TITLE</b>                                                                                                                                                                                     | Outreach and Generalist Advice Services for residents of Kenilworth                                                                                                                                                                                                                                                                                                                                                        |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| <b>TOTAL SUM REQUESTED</b>                                                                                                                                                                               | £5000                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| <b>COSTING OF PROJECT WITH<br/>FULL DETAILED BREAKDOWN</b>                                                                                                                                               | <table> <tr> <td>Salary 16 hours per week:</td> <td>£15,924</td> </tr> <tr> <td>Technical supervision/Oversight</td> <td>£3,570</td> </tr> <tr> <td>Travel &amp; Parking</td> <td>£500</td> </tr> <tr> <td>IT and Comms</td> <td>£1,012</td> </tr> <tr> <td>Training</td> <td>£80.00</td> </tr> <tr> <td>Printing &amp; Postage</td> <td>£182</td> </tr> <tr> <td><b>Total</b></td> <td><b>£21,268</b></td> </tr> </table> |  | Salary 16 hours per week: | £15,924 | Technical supervision/Oversight | £3,570 | Travel & Parking | £500 | IT and Comms | £1,012 | Training | £80.00 | Printing & Postage | £182 | <b>Total</b> | <b>£21,268</b> |
| Salary 16 hours per week:                                                                                                                                                                                | £15,924                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| Technical supervision/Oversight                                                                                                                                                                          | £3,570                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| Travel & Parking                                                                                                                                                                                         | £500                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| IT and Comms                                                                                                                                                                                             | £1,012                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| Training                                                                                                                                                                                                 | £80.00                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| Printing & Postage                                                                                                                                                                                       | £182                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| <b>Total</b>                                                                                                                                                                                             | <b>£21,268</b>                                                                                                                                                                                                                                                                                                                                                                                                             |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |
| <b>DETAILS OF OTHER SOURCES<br/>OF FUNDING APPLIED FOR AND<br/>NAMES OF PARTNER<br/>ORGANISATIONS IF PROJECT IS<br/>JOINT/ MULTI GROUPS AND<br/>DETAILS OF FUNDING SUPPORT<br/>REQUESTS MADE BY THEM</b> | <p>We have submitted an application to Kenilworth United Charities for £10,000 (which is the amount they have previously funded our service).</p> <p>We will also be part funding the service from our own core funds £7,268</p>                                                                                                                                                                                           |  |                           |         |                                 |        |                  |      |              |        |          |        |                    |      |              |                |

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| <b>PLEASE CONFIRM THAT YOU HAVE ENCLOSED YOUR MOST RECENT AUDITED BALANCE SHEET OR EQUIVALENT.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes – Please find attached accounts for year ending March 2024. The current year's accounts are in the process of being signed off. |
| <b>TIMESCALE / DATE OF EVENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2025-26                                                                                                                             |
| <b>NUMBER OF KENILWORTH RESIDENTS TO BENEFIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Minimum of 500 Kenilworth Residents                                                                                                 |
| <b>OTHER INFORMATION IN SUPPORT OF THE APPLICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |
| <p>Citizens Advice South Warwickshire is dedicated to delivering high-quality, accessible, and free advice to the residents of Kenilworth. Our outreach service, together with telephone and email support, plays a crucial role in ensuring that local individuals and families can access the help they need, whatever their circumstances. By offering multiple channels of advice, face-to-face sessions at Kenilworth Library, telephone support via the Warwickshire Adviceline, and email assistance we are able to cater to a diverse population, including those with mobility challenges, time limitations, or who feel more comfortable seeking help remotely.</p> <p>The scope of our service is wide-ranging. We provide advice on benefits applications, reviews and appeals, housing concerns, debt management, employment disputes, and family matters such as separation or bereavement. Our team of trained advisers is committed to the highest standards of quality, helping clients navigate complex systems and access the rights and entitlements that can make a real difference to their lives. Whether supporting someone through a benefits application, negotiating with creditors, or assisting a family in crisis, our service is a vital lifeline for many residents.</p> <p>The demand for our support continues to rise. Between April 2024 and March 2025, we assisted 642 Kenilworth residents, representing a 39% increase on the previous year. We supported clients with 2,147 issues, reflecting the breadth and complexity of challenges faced within the community. Importantly, 145 clients gained a total of £558,714 in additional income, achieved through reassessed and unclaimed benefits, hardship grants, and savings on essential household bills. This additional income has provided a crucial safety net, enabling residents to meet rising living costs and avoid financial hardship.</p> <p>Our client base reflects the diversity of Kenilworth. The majority of residents we support are aged over 55, with many living on fixed or limited incomes. We advise nearly 20% more women than men, and over half of our clients (55.5%) report living with a disability or long-term health condition. This profile underscores the importance of ensuring advice services are both flexible and accessible, tailored to meet the needs of vulnerable groups within the community.</p> <p>We are committed to empowering individuals and families by helping them resolve their problems, access their rights, and improve both their financial and emotional wellbeing. The support of Kenilworth Town Council has been instrumental in enabling us to deliver this service, and we are now seeking further funding to continue and strengthen this essential work. A grant of £5,000 for 2025–26 will allow us to maintain a dedicated outreach presence in Kenilworth Library and expand the accessibility of our Adviceline telephone service for those unable to attend in person. By supporting our service, the Council will be directly contributing to the resilience and wellbeing of local residents, ensuring they continue to receive trusted, high-quality advice at times of greatest need.</p> |                                                                                                                                     |

**Continue overleaf if required.**

**Data Protection Statement**

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

**PLEASE RETURN THE COMPLETED FORM AND ENCLOSURES TO**

**THE TOWN CLERK  
KENILWORTH TOWN COUNCIL**

**VIA EMAIL TO [kentc@kenilworth.org](mailto:kentc@kenilworth.org)**

**On your covering email – please confirm the following**

**Name and contact email and daytime telephone number.**

**Bank details – name and address of payee, bank sort code and account number**