

## TORPOINT TOWN COUNCIL

### Application for Grant for Voluntary Organisations

**Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.**

#### Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

<b>Name of organisation</b>	CAB Cornwall (operating as Citizens Advice Cornwall)
<b>Full postal address</b>	21 Dean Street, Liskeard Postcode: PL14 4AB
<b>Contact name/position</b>	Ruth Olver, Operations Coordinator
<b>Telephone number</b>	07816 918765
<b>Email</b>	ruth.olver@citizensadvicecornwall.org.uk
<b>Charity Registration Number (if applicable)</b>	1096193
<b>Project title</b>	Replace laptops to comply with cyber security for client data
<b>Estimated start date</b>	Already started – 1 August 2024

#### **Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council**

Our project is to replace our laptops across Cornwall so that we can continue to maintain an appropriate level of data security for our client records, as this is essential to providing our advice service. We are requesting funding for one laptop from Torpoint Town Council.

Each year, across Cornwall, we see around 8,000 to 10,000 clients (including over 100 each year from Torpoint). Many clients come with complex issues, requiring multiple appointments to resolve. In order to provide our clients with accurate and relevant advice, we rely on collecting and holding sensitive client data in a database run by national Citizens Advice. We are required to maintain a high level of cyber security for both data protection and funding reasons; we hold Cyber Essentials+ accreditation.

Microsoft is reducing the level of cyber security supported by its older Windows platforms (including Windows 10), meaning that from 14 October 2025, we will need to have Windows 11 installed on our laptops to maintain our required level of cyber security. Our laptops, which are 2 to 7 years old, currently run Windows 10, but do not have the specifications to run Windows 11. We therefore need to replace 50 laptops by October 2025. If we fail to replace them all, it will limit the number of clients that we can support across Cornwall, including clients from Torpoint.

Although we are in the early stages of this project, we have already received some funding and have replaced 13 of the 50 laptops. We are seeking funding from Torpoint Town Council for one laptop, for use in our nearest office to you, at Saltash.

**Who will benefit from the project and how many of those are residents of Torpoint parish?**

In the last 12 months (July 2023 to June 2024), 118 residents of Torpoint civil parish have benefited from our advice services. We dealt with a total of 725 issues for these Torpoint residents, with financial outcomes for them of over £108,000 (income gain £67,052; debts written off, £22,020; other, £18,978). There will also have been many non-financial outcomes.

Most of these clients will have been helped by the advisers in our Saltash office. Having new laptops will allow us to continue supporting a similar number of Torpoint residents in future.

<b>Project costs</b> (Please provide a breakdown of the costs of the project)	<b>£</b>	<b>p</b>	<b>Funding</b>	<b>£</b>	<b>p</b>	<b>S = Secured A = Applied for (delete as applicable)</b>
<b>50 x laptops @ £576 incl. VAT (bulk discount)</b>	<b>28,800</b>		Clothworkers' Foundation	<b>7,500</b>		S
<b>Additional keyboards etc</b>	<b>1,200</b>		Other Town and Parish Councils	<b>6,336</b>		A (in progress)
			Community Foundations & Funds	<b>15,588</b>		A (in progress)
			Amount you are seeking from Torpoint Town Council	<b>576</b>		
<b>Total cost*</b>	<b>30,000</b>		<b>Total income*</b>	<b>30,000</b>		

**Please note: \*The Total Cost and Total Income amounts must balance** (e.g. Total Cost - £100; Total Income - £100)

<b>Checklist</b> (Please make sure you have included the following with your application)	✓
Written confirmation of any match funding awarded to your project (a letter or e-mail)	✓
Your organisation's latest set of accounts or latest bank statement	✓

**Declaration**

I declare that the information supplied in this application is true.

I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.

Signature: 

Date: 22 August 2024

Name (Please Print): Ruth Olver

Fw: The Clothworkers' Foundation: C.A.B. Cornwall (S2024/6) Application Decision

Martin Toy <martin.toy@citizensadvicecornwall.org.uk>

Wed 21/08/2024 11:08

To: Ruth Olver <ruth.olver@citizensadvicecornwall.org.uk>

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**From:** Ayesha Tariq <[mail@grantapplication.com](mailto:mail@grantapplication.com)>

**Sent:** 11 July 2024 1:00 PM

**To:** Pippa Cann <[pippa.cann@citizensadvicecornwall.org.uk](mailto:pippa.cann@citizensadvicecornwall.org.uk)>

**Subject:** The Clothworkers' Foundation: C.A.B. Cornwall (S2024/6) Application Decision

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Pippa,

I'm pleased to inform you that we have awarded C.A.B. Cornwall a grant of £7,500.00 to your recent application to Clothworkers' Foundation.

Please carefully note, the Foundation is currently not fully funding capital projects due to the volume of applications we are experiencing. We want to ensure we can support as many great charities as possible with the limited funding we have.

We apologise if this disrupts any fundraising plans, just to assure you, the grant offer is valid for 12 months. Please email me, [ayeshatariq@clothworkers.co.uk](mailto:ayeshatariq@clothworkers.co.uk) immediately if there are any queries.

You will be emailed a formal Grant Offer Letter (GOL) shortly explaining how to return our terms and conditions documents via your online portal. There may be a grant condition on your grant and this will be noted in the GOL.

Best wishes,  
Ayesha

Ayesha Tariq  
Small Grants Lead

My working days are Mondays - Thursdays

The Clothworkers' Foundation

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Twitter: @ClothworkersFdn

