

**BERKHAMSTED TOWN COUNCIL  
GRANT APPLICATION FORM  
COVID19 COMMUNITY SUPPORT**

**Background information and available funds:** Berkhamsted Town Council is committed to supporting initiatives in the Town that are there to support our community during the Covid19 pandemic. How this might be achieved was discussed at a virtual town council meeting held on 30 March 2020. At the meeting an initial budget of £1,400 was allocated immediately to Age UK Dacorum, who will be broadening their age criteria for the emergency. Age UK Dacorum are working through volunteer groups and organisations to provide low level needs for people affected by isolation. At the end of March work was still in its early days and the key organisations involved in discussions, in addition to Age UK Dacorum, were Open Door, the Berkhamsted Community Facebook Group, and Berkhamsted District Chamber of Commerce. A further £3,600 of funding was also agreed that the group can ask to draw upon going forward as the situation regarding demand and services crystallised.

In addition, and as a separate but linked initiative to the above, a £15,000 earmarked reserves fund has been created. Funding from this reserve could be made available to volunteering organisations, groups or charities serving the people of Berkhamsted to mitigate the impact of the current crisis (including its aftermath). £15,000 is the total amount available and would cover a number of separate applications. The Town Council agreed that such applications should be made to the Town Clerk and include details of the service(s) offered, safeguarding measures, other funding applied for, project plan and financial controls. On receipt of an application the Town Clerk would contact all members of the Finance & Policy Committee for consideration and authorisation of such applications.

**Who can apply and how** Any organisation, group or charity providing a service that will help the people of Berkhamsted through the current crisis and who wish to apply for some funds should make such applications to the Town Clerk (Janet Mason) by completing the application form below (page 2 and following) and returning it via e-mail to: [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk);

If any group/organiser wants a preliminary discussion call 01442 800152. Do not hesitate to get in touch to resolve any problems in completing the form – we understands completely that some questions asked may not seem relevant to newly formed groups, however, discussing matters should usually resolve any concerns.

The Town Council will process your application as quickly as possible and will advise you hopefully within a few days. The form you need to complete starts on page 2 of this document. As mentioned, if there are any aspects that do not precisely relate to your group that you wish to discuss please call the Town Clerk for advice.

Finally, the Town Council has been greatly impressed by the way the townsfolk of Berkhamsted have pulled together and the breadth of initiatives is truly inspirational. We will look forward to hearing from applicants.

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1. Your contact details:

Name of Organisation or Group: **Dacorum Community Trust (DCT)**

E-mail address: **admin@dctrust.org.uk**

Telephone Number: **01442 253216**

Correspondence Address for payment:

Name: **Dena Tyler**

Address: **The Forum, Marlowes, Hemel Hempstead**

Postcode: **HP1 1DN**

2. What is the nature of your organisation's/group's activity? **DCT is a small, well established, local charity that serves the borough of Dacorum. We provide practical support for local people who are in crisis and have nowhere else to turn. The people who receive our support are in extreme poverty, often with multiple problems, including homelessness, domestic violence, benefit delays, debt, mental or physical health issues.**

**As an independent charity, DCT can act very quickly to avoid a worsening situation. For example, we issue emergency energy and food vouchers, inflatable mattresses and window coverings for people moving into temporary accommodation. We also provide a combination of new and second-hand items such as beds, babies' cots and buggies, cookers, fridge/freezers and washing machines. DCT contributes to other miscellaneous essentials, including debt relief orders, costs for doctor's letters required in benefit appeals and emergency house removal costs.**

**DCT is a last resort charity, we aim to resolve a crisis and then signpost people who need additional support to the wider community.**

**Since the 1<sup>st</sup> April 2020 to-date, DCT has supported 670 Dacorum clients, 40 of whom are Berkhamsted residents.**

**Based on registered cases, DCT anticipates a 92% increase of clients for the 2020-21 financial year, in comparison with figures for 2019-20.**

3. Is your organisation a registered charity? **YES\* number: 272759**

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4. Is your organisation part of, or affiliated to, any national organisation? **NO**

If yes please give details:

5. What is the catchment area covered by your organisation? **Dacorum Borough**

6. Describe the project and how the project benefits the community or residents of Berkhamsted: **The proposal is for a project to benefit DCT applicants from the Berkhamsted area who are in a crisis. We will supply a combination of new and second-hand white goods, beds, bedding and kitchen utensils, other miscellaneous essential items, including emergency energy vouchers, debt relief orders, basic mobile phone with top up. The project will be match funded from a ring-fenced Berkhamsted Rotary Club fund, providing support for up to 50 Berkhamsted residents at average cost of £60 per application.**

7. When do you intend to /did you start the project? **As soon as possible**

8. Safeguarding the health and wellbeing of your group and those you are helping. Please give details of the following:

(i) Your procedures for ensuring social distancing: **DCT has been working remotely since March 2020. When the lockdown ends, DCT will return to the office and the current risk assessment will be updated and in agreement with the Dacorum Borough Council. No one at the charity currently has contact with other staff or clients.**

(ii) Your procedures/ advice to volunteers who may show signs of the virus or who have been in contact with people showing signs of the virus or who have been diagnosed with the virus: **Volunteers would be advised to telephone 119 immediately.**

(iii) Your procedures for vetting any volunteers who may have contact with vulnerable people: **The standard DBS clearance is completed for new starters prior to taking up a role in the charity.**

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- (iv) If handling goods that may be passed to those you are helping, your procedures for ensuring that the virus is not transmitted in this way:  
**Goods are not handled at present. All items are delivered direct to people's homes via supplier, e.g. Argos**
  
- (v) Please provide any other information that you think may be of help:  
**All monies raised by DCT are used to support people in Dacorum. Many of our referrals for Berkhamsted are from Dacorum Borough Council, the local Job Centre, Social Services and Citizens Advice Dacorum. We have a good relationship with the Chilterns, supplying essential household items for residents moving into temporary accommodation. Clients can also self-refer to DCT.**

**9. FINANCIAL ASSESSMENT**

- (i) Estimated total cost of project (Please provide a breakdown of the total cost of your project): **£3,000**
  
- (ii) Funding of project – please give details of any other sources of funds/contributions: **Match funding of £1,500 from a current funding pot from Berkhamsted Rotary Club .**
  
- (iii) How will costs incurred be authorised for payment and what records will be kept: **A process is in place to record all financial payments. A DCT Trustee Finance Group meets quarterly to monitor and approve all transactions. Accounts are audited annually, and records are kept for seven years.**
  
- (iv) Amount requested from Berkhamsted Town Council: **£1,500**

10. Please give details of any reserves or savings held by your organisation, if any: **Please see copy of published accounts, attached.**

11. Who should cheque be made payable to? **Dacorum Community Trust**

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I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name **Dena Tyler**

Signed Dena Tyler

Position **Trust Manager** Date **4<sup>th</sup> March 2021**

**DOCUMENTS TO SEND WITH YOUR APPLICATION**

The following documents should be submitted with your application, if available:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.
3. Any other information and supporting documents that would support your application.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be e-mailed to [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk)

Tel: 01442 800152.