

<p>1. Name of project: Expansion & improvement of Citizens Advice Service in Waverley</p>
<p>2. Which organisation would be responsible for carrying out the project? Citizens Advice Waverley</p> <p>Name of contact person: Phil Davies</p>
<p>3. Description of Project:</p> <p>a) what will be done? Expand and improve service to clients through relocating Godalming Citizens Advice Bureau to larger, better located, better facilitated and cheaper premises.</p> <p>b) what needs will it address? The number of people using Godalming Citizens Advice bureau has increased by 6% since 2007/08 and looks likely to increase again this year. The space constraints at our premises in Queen Street, Godalming meant that we were unable to accommodate the additional volunteer advisers necessary to meet this increased demand.</p> <p>c) what geographical area will it cover? The Godalming Citizens Advice bureau is part of Citizens Advice Waverley, which provides service to people across the whole of Waverley Borough.</p> <p>d) who will benefit? Citizens Advice Waverley provides information, advice and support to over 7,000 local people each year. In 2009/10 the Godalming bureau helped over 2,100 people (over 10% of the town's adult population). The relocation to larger premises will enable us to help more people, more quickly.</p> <p>e) Please confirm that, where expenditure is for maintenance or repair of a non-Surrey County Council building, you envisage that building will remain in use for the foreseeable future. Yes.</p>
<p>4. What consultation has been undertaken? To see answer to 3b above. The premises in Queen Street, Godalming are inadequate to cope with increasing demand for our service. The new premises in Bridge Street, Godalming provide a significant increase in capacity, commensurate with our predicted increased demand.</p>
<p>5a. When will the project be: a) started: The relocation will take place over Jan 2011. b) completed: should be completed by end of Jan 2011.</p>
<p>5b. When will you need the funds? The total costs of the project will need to be found before April 2011.</p>
<p>6. What is the total cost of the project? Please include estimate/breakdown of costings. The total cost of the project is estimated to be around £30,000, based on the following costings:</p> <ul style="list-style-type: none"> • Repairs required under lease on old premises: £7,000 • Building alterations to new premises: £15,000 • Relocation of IT equipment: £2,500 • Installation of new telephone system: £4,000 • Removals costs: £1,000 • Decoration: £500

<p>7. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £2000</p>
<p>8. Where is the rest coming from? We have received project funding from the Big Lottery Fund and Godalming Town Council. We have also raised money from local fundraising events and have had money pledged from the Godalming Round Table. We have been selected by Godalming Chamber of Commerce as their "Charity of the Year" for 2011, and will use this opportunity to try to raise money through public giving.</p> <p>Is it promised already, or still to be found? To date we have raised, or had pledged, a total of £21,450.</p>
<p>9a. Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details. To see answer to question 8 above. In addition we applied in October 2010 for funding from Garfield Weston Foundation, and currently await their response.</p> <p>9b. Have you applied for this funding from any other part of Surrey County Council? Please give details. No.</p>
<p>10. Have you received Local Committee funding for this or any other purpose in the past? Please give details. We received support towards our outreach services in Farnham.</p>
<p>11. If this project will need funding in future, how will that be met? These costs of this project are all one-off capital costs.</p>
<p>12. Details of the contact person for your project. This should be the person with whom the Local County Councillor will liaise.</p> <p>Name:- Phil Davies Role in project:- Project Manager Address:- Godalming Citizens Advice, 36 Bridge Street, Godalming, GU7 1HP Tel. No:- 07816 453698 Email address:- dmbs@waverleycab.cabnet.org.uk</p>
<p>13. Name of local County Councillor proposing request to the Local Committee: Steven Cosser</p>
<p>14. Comments of Area Director:</p> <p>Recommended to Committee:</p> <p>Date: 11 February 2011</p>

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