



MAIN GRANTS PROGRAMME
(for applications to a maximum value of £2,500)
APPLICATION FORM

Name of organisation	Neston Community Cybercentre
Official address (if applicable)	c/o Methodist Church, Park Street, Neston CH64 3RB

	First contact	Second contact
Name	Fiona Matthews	
Position	Secretary	
Address		
Telephone		
Email		

Does your organisation have a named bank account with a minimum of two signatories?	YES	

Registration status (if applicable)	
Charity Commission registration number	
Companies House registration number	Registered with HMRC as not for profit organisation.

Your organisation	
What does your organisation do?	To provide training and support in using computers, tablets and mobiles, via our Buddies, to ensure that local people can access online services, which will help reduce social and economic disadvantage.
How does your organisation benefit the local community? Please include a specific example.	<p>Helping (mainly) older residents learn new skills at their pace.</p> <ul style="list-style-type: none"> • Renew driving licence • Register for voting • Set up an email address/use email • Shop for best prices • Online banking • Help clear the memory space on a mobile • Edit and print photographs
How many people benefit directly from the work of your organisation (itemise numbers of members, volunteers and service users)?	<ul style="list-style-type: none"> • 10 x Volunteer Buddies • 60 new members every year • Between 20-30 regulars who are repeat visitors when they hit another problem • The Library refers learners to us as they cannot help beginners on computers • Job seekers referred for CV support

What activities, events or services has your organisation provided in Neston during the last 12 months?	The Cybercentre is open 5 days a week covering 8 X 2.5 hour sessions. The Buddies attend every session and we deal with whatever problems are thrown at us.
What activities, events or services does your organisation plan to provide in Neston for the next 12 months?	As above, plus we hope to develop our website to have advice on avoiding phishing emails and keeping safe on the internet

Your project			
Project title	Neston Community Cybercentre		
Amount requested	£2.500		
Project start date	1 st December 2022		
Project end date	28 th February 2023		
Describe your project	Purchase of five new computers for the Cybercentre		
List the main objectives of your project	Objective	Date	Done
Explain how each main objective will be achieved.	Committee discussion to agree to upgrade computers	20/6/22	✓
Provide a timeline for implementation of your project.	Funding sources identified	July 22	✓
	Spec for computers agreed with our volunteer Technical Manager(employed IT Network Manager for CWAC)	5/9/22	✓
	2 x quotes/warranty plans for comparison	1/11/22	
	Purchase computers	Nov/Dec	
	Install	By Feb 23	
	Review project, complete paperwork for Neston Town Council grant	28/2/23	
	Publicise new equipment mentioning grant funders	30/4/23	
	Recycle 5 old pc's into community where needed	By June 23	
Detail the evidence that proves why this project is needed.	<ul style="list-style-type: none"> • Updating half of our computers which were purchased in June 2011 and are now 11 years old. • We have continually upgraded the current computers and some of them now struggle to even operate Linux, which is "open software" ie not owned by Microsoft or Google. Linux software will operate on lower spec computers. • Windows 10 operating system will also cease being supported by Microsoft in 2025, so we are planning ahead. All new computers/laptops bought now will have Windows 11 pre-loaded and it very useful for the Buddies to be familiar with up-to-date software. 		
Please demonstrate how the people who will benefit from your project, with	This has been a decision based on information from our volunteer IT Manager, who has informed us that to install the new operating system Windows 11, our computers		

<p>lived experience of the issues tackled, have been involved in its development and how they will be involved in its delivery.</p>	<p>will need to be upgraded. This is because our computers do not have a TPM (Trusted Platform Module) chip which is required to operate Windows 11. Microsoft have built the need for this chip to reduce illegal copies of their software.</p> <p>As all our computers are over 11 years old, they do not have a TPM and it cannot be added. As there is currently a shortage of these chips, it is likely prices will increase so are planning ahead early.</p> <p>We will still have use of 5 of older machines short term and will donate the unneeded computers to families who need them.</p>	
<p>What difference will your project make to the lives of the people who will benefit from it and how will you measure its legacy?</p>	<p>Most of our Members are aged over 60 and our oldest Member was 92. Life is surprisingly difficult these days if you do not know how to use a computer, tablet or a mobile phone.</p> <p>For example you need to be online to:</p> <ul style="list-style-type: none"> • Renew your bus pass/driving license/passport. • To use the NHS App for Covid proof, book advance GP appointments and repeat prescriptions. • To apply for job vacancies and Universal credit. • To register for voting. • Online shopping for best prices. • Online banking • To print boarding passes. <p>Many of our Members are given phones or tablets by family members to keep in touch and share photos. However, they feel foolish as they cannot pick up the skills quickly to use technology. In many cases their eyesight is poor so they cannot read their emails on the phone, so need to access email on the computer.</p> <p>We also have our "regulars" who are people who do not have broadband or a computer and come to us as we provide a FREE service that allows people to access online services.</p> <p>Our best measure of legacy is that people feel confident with technology and do not need us any longer. Many Members return when they want to try something different or change their phone/laptop and need help setting it up.</p>	
<p>How many people do you estimate will benefit from your project?</p>	<p>Direct beneficiaries</p>	<p>Each Year</p> <ul style="list-style-type: none"> • 80 people for 1to1 support/training. • Free computer use and subsidised printing for people without access to broadband and computers. • All the groups at the Church via our wifi support. • Printing support for the

		Church and Help the Aged volunteers in the church. • Referrals from Jobcentre and Library
	Volunteers	10
If you aim for your project to carry on in the future, how will you ensure it continues after the funding from this application has been used?	<p>One of the key priorities of the Committee is to ensure we have funds to run for the next year as a minimum.</p> <p>The computers we buy will have a specification to ensure they are viable for a minimum of five years.</p>	

Breakdown of project costs	
Description of expenditure	Amount £
5 x computers (including monitor, keyboard and mouse)	3750.00
TOTAL PROJECT COST (do not include in-kind costs)	3750.00

Sources of project funding and in-kind support	
Have you secured any other funding for your project? If so, where from?	Amount
Cheshire West and Chester Adult Learning Contract for introduction of IT skills. This contract has been in operation since 2001 and is renewed each year.	4500.00
Donations from Members and legacies	300.00
Cybercentre reserves	
Description of in-kind assistance secured (eg volunteer hours or donated equipment)	Amount (what is the financial conversion for this in-kind help?)
10 volunteers x2.5 hours x 8 sessions per week x 48 weeks x cost of living wage @£9.50	£91,200.00

Financial information about your organisation (last financial year)	
What was the date of your last financial year end?	31 March 2022
What was your organisation's income in the last financial year?	£4950.00 (please note £4k is due to be paid in October. I have been ill so the evidence I needed to forward to CWAC has meant a late payment this year.)
Did your organisation have a surplus or deficit for the last financial year?	Surplus £10,262.00 Deficit £
What were your organisation's unrestricted reserves at the end of the last financial year?	£10,262.00 (£6262)

Financial information about your organisation (current financial year)	
Are you projecting a surplus or deficit for the current financial year?	Projected surplus £9000.00 Projected deficit £

What are your organisation's projected unrestricted reserves for the end of the current financial year?	£9000.00
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Previous grant support from Neston Town Council		
Please detail below previous grant support that your organisation has received from Neston Town Council during the past five years		
Date of grant award	Purpose of grant award	Amount
8/10/20	Support internet and insurance costs	£735.72
7/8/2020	Covid supplies required ie wipes, gel, masks, glove, keyboard cleaning kit. All above shared with Methodist Church	£500
30/1/2019	Inks for new printer	£500

The Town Council's funding priorities	
We look for projects that support the funding priorities detailed in the Town Council's Grants Policy. Which of these priorities does your project support?	
To enable local people to participate in voluntary groups and activities.	yes
To help the Neston area's voluntary and community groups to improve the impact on the community.	yes
To ensure the provision of services, needed by the residents of the Neston area, via the voluntary sector.	yes
To support organisations which meet the needs of people experiencing social and economic difficulties.	yes
To ensure that there is equality of access and opportunity for all Neston area residents to the services it provides and funds.	yes
To improve or enhance the local environment.	

Checklist	
Latest annual accounts	Yes
Copies of written estimates or catalogue pages (if applicable)	Yes
Policies for the protection of children and/or vulnerable adults (if applicable)	Yes

Declaration
<ol style="list-style-type: none"> 1. I am authorised to make the application on behalf of the above organisation. 2. I have read Neston Town Council's Grants Policy and Funding Agreement. 3. I certify that the information in this application is correct. 4. If the information in the application changes in any way I will inform Neston Town Council. 5. I confirm that our organisation has the necessary governance in place to ensure accountability for the spending of any grant money allocated by Neston Town Council. 6. I understand that information provided in this application (with the exception of contact details and signatures) will be in the public domain and will be uploaded to the Town Council's website.

7. I agree to participate in monitoring, auditing and reporting feedback related to Neston Town Council grant funding.	
Name	Fiona Matthews
Signature	Fiona Matthews
Date	30/9/2022

Applications to the main grants programme are considered twice a year and the deadlines for submission of applications are 31 March and 30 September.

You can submit your application electronically to council@nestontowncouncil.org.uk or by post to Neston Town Council, Town Hall, High Street, Neston CH64 9TR.

NESTON TOWN COUNCIL PRIVACY NOTICE FOR APPLICANTS TO THE TOWN COUNCIL'S GRANTS PROGRAMME

The Data Protection Act 2018 governs how we handle personal data.

Why are we collecting your information?

On our grant application forms most of the information we need relates to your organisation. However, we are often provided with names, email addresses, contact telephone numbers and addresses relating to named individuals who are submitting the form on behalf of the group. We are processing the data in accordance with the Data Protection Act 2018. We will only use the personal data supplied for the means of administering the grants programme.

How will we use your information?

The information you provide to us in connection with your grant application (including personal contact details) will be held securely as hard copy originals and as electronic data on Neston Town Council's shared drive. We will only use this information to assess, process and award community grants. For those successful in obtaining a grant award, we will use information about the project in publicity to promote the grants programme but will not share any personal data. If we want to use any photographs showing people at your events we will ensure we gain consent from them at the time in order to use images of them.

Who will we share your information with?

The information may be shared with other Council Officers and Town Councillors as part of our grant assessment and monitoring process. A redacted version of your grant application (removing private addresses, private telephone numbers, private email addresses and applicant signatures) will be considered at a grants meeting and, as such, will be uploaded to the Town Council website alongside other papers detailed on the agenda. Your contact details will not be passed on to third parties. Please note that Neston Town Council is subject to the Freedom of Information Act and other legislation.

How long will we keep your information?

Information from successful applicants will be retained for the current financial year plus six years. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).

Information from unsuccessful grant applicants will be kept for 12 months from the point of application. A redacted version of the grant application uploaded to the website as a meeting paper will be available to view for an indefinite period (private addresses, private telephone numbers, private email addresses and applicant signatures are redacted).

Hi Fiona,

Here's a picture of the little beauty!!!



Hi Fiona,

We're looking to replace five PCs with 5 of these 'All-in-One' PCs

- PORTUS E-PRO AIO-202 24" PRO ALL-IN-ONE PC, INTEL I5 12TH GEN/ 8GB RAM/ 512GB SSD R.SCREEN

£749.00

£624.17 (ex. VAT)

- Our Desktop CPUs perform up to 40% better than Laptop CPUs often specified by other companies.
- Custom Configurations Available
- Free E-Recycling
- UK Support
- 3 Year Warranty (includes free returns, parts and labour for the entire period)

Portus E-Pro AIO-202:

FEATURES

- 24" High Definition 1920*1080 Screen
- Intel Core i5-12400 2.50Ghz (4.40Ghz Boost) Processor
- Intel UHD Graphics
- 8GB DDR4 2400Mhz RAM (**Upgradeable**)
- 512GB Solid State Drive – (**Upgradeable**)
- Built-in Pop Up Webcam
- Built in Microphone and Speakers
- Fully adjustable swivelling screen
- Windows 11 Pro 64-bit
- 3 Year Warranty*
- Portus Wireless Keyboard and Mouse
- Assembled in the UK

PORTUS E-PRO AIO-202 24" PRO ALL-IN-ONE PC INTEL I5 12TH GEN/ 8GB RAM/ 512GB SSD R SCREEN (portusdigital.com)

Treasurer from 01.04.18 Allen Roohove

Reconciled against bank statement

Successfully Audited 06.04.2022 by Clive Edwards

Neston Community Cybercentre Accounts from April 1st 2021 to March 31st 2022

Income								Expenditure												Running Balance	
Date	Details	Bank Transfer Paying in no	Cash Box "Donations"	Nigel - Donations	CWAC & Grants	Equipment & sales	Receipts Total	Date	Direct Debit- Standing Order- Cheque number-Bank Transfer	Details	Rent	BT - ISP	Insurance	Consumables	Marketing	Subs	Equipment	Repairs	Miscellaneous		Payments Total
01.04.21	Opening Balance as per bank statement						£ 8,047.47														£ 8,047.47
14.04.21	Cash Box		£ 1.00				£ 1.00	01.04.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 8,036.58
20.04.21	Nigel - Donations			£ 20.00			£ 20.00	19.04.21	DD	BT		£ 35.40								£ 35.40	£ 8,021.18
26.04.21	Nigel - £60 Donation from Aini			£ 60.00			£ 60.00	21.04.21	Allen R - Bank Transfer	HP printer ink				£ 180.87						£ 180.87	£ 7,900.31
29.04.21	Cash Box		£ 2.10				£ 2.10	26.04.21	DD	Church Rent	£ 137.50									£ 137.50	£ 7,764.91
12.05.21	Cash Box		£ 2.80				£ 2.80	04.05.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 7,755.82
01.06.21	Cash Box		£ 9.35				£ 9.35	17.05.21	DD	BT		£ 35.40								£ 35.40	£ 7,729.77
08.06.21	Cash Box		£ 6.50				£ 6.50	26.05.21	DD	Church Rent	£ 137.50									£ 137.50	£ 7,598.77
16.06.21	Cash Box		£ 6.94				£ 6.94	01.06.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 7,593.82
23.06.21	Cash Box		£ 4.80				£ 4.80	16.06.21	DD	BT		£ 35.40								£ 35.40	£ 7,563.22
30.06.21	Cash Box		£ 3.44				£ 3.44	28.06.21	DD	Church Rent	137.50									£ 137.50	£ 7,429.16
01.07.21	Nigel - Donations			£ 20.00			£ 20.00	01.07.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 7,437.27
07.07.21	Cash Box		£ 4.50				£ 4.50	15.07.21	DD	BT		£ 35.40								£ 35.40	£ 7,406.37
08.07.21	Nigel - Donations			£ 20.00			£ 20.00	24.07.21	Allen R - Bank Transfer	Website & Domain 5yrs 2021-2026						174.00				£ 174.00	£ 7,252.37
14.07.21	Cash Box		£ 3.20				£ 3.20	26.07.21	DD	Church Rent	£ 137.50									£ 137.50	£ 7,118.07
28.07.21	Cash Box		£ 3.45				£ 3.45	02.08.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 7,109.63
08.08.21	Cash Box		£ 6.50				£ 6.50	16.08.21	DD	BT		£ 35.40								£ 35.40	£ 7,080.73
10.08.21	Cash Box		£ 2.00				£ 2.00	26.08.21	DD	Church Rent	£ 137.50									£ 137.50	£ 6,945.23
18.08.21	Cash Box		£ 11.50				£ 11.50	01.09.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 6,944.84
19.08.21	Nigel - Donations			£ 45.00			£ 45.00	15.09.21	DD	BT		£ 35.40								£ 35.40	£ 6,954.44
19.08.21	Mrs Powl - Donation		£ 250.00				£ 250.00	29.09.21	DD	Church Rent	£ 137.50									£ 137.50	£ 7,066.94
25.08.21	Cash Box		£ 12.25				£ 12.25	01.10.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 7,067.30
08.09.21	Cash Box		£ 5.05				£ 5.05	15.10.21	DD	BT		£ 35.40								£ 35.40	£ 7,036.95
09.09.21	Nigel - Donations			£ 70.00			£ 70.00	26.10.21	DD	Church Rent	£ 137.50									£ 137.50	£ 6,969.45
09.09.21	Cash Box		£ 11.00				£ 11.00	01.11.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 6,968.56
16.09.21	Cash Box		£ 3.20				£ 3.20	10.11.21	Allen R - Bank Transfer	MWB Renewal 10PCs for 2yrs						52.50				£ 52.50	£ 6,919.26
22.09.21	Cash Box		£ 13.20				£ 13.20	15.11.21	DD	BT		£ 37.88								£ 37.88	£ 6,894.58
29.09.21	Cash Box		£ 3.80				£ 3.80	26.11.21	DD	Church Rent	£ 137.50									£ 137.50	£ 6,760.88
12.10.21	Cash Box		£ 5.60				£ 5.60	01.12.21	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 6,754.59
13.10.21	Nigel - Donations			£ 110.00			£ 110.00	15.12.21	DD	BT		£ 54.00								£ 54.00	£ 6,810.59
21.10.21	Cash Box		£ 13.73				£ 13.73	29.12.21	DD	Church Rent	£ 137.50									£ 137.50	£ 6,686.82
04.11.21	Cash Box		£ 4.50				£ 4.50	04.01.22	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 6,679.43
16.11.21	Nigel - Donations			£ 30.00			£ 30.00	06.01.22	Allen R - Bank Transfer	Reinburse Nigel for PC07 repair								50.00		£ 50.00	£ 6,659.43
24.11.21	Cash Box		£ 4.10				£ 4.10	13.01.22	Allen R - Bank Transfer	Emergency Mobile phone							11.83			£ 11.83	£ 6,651.70
04.12.21	Cash Box		£ 12.70				£ 12.70	17.01.22	DD	BT		£ 54.00								£ 54.00	£ 6,610.40
15.12.21	Cash Box		£ 7.60				£ 7.60	18.01.22	Allen R - Bank Transfer	Emergency Mobile phone topup							5.00			£ 5.00	£ 6,613.00
16.12.21	Nigel - Donations			£ 35.00			£ 35.00	26.01.22	DD	Church Rent	£ 137.50									£ 137.50	£ 6,510.50
22.12.21	Cash Box		£ 2.00				£ 2.00	01.02.22	DD	Hiscox - Insurance			£ 11.89							£ 11.89	£ 6,500.61
23.01.22	Cash Box		£ 10.80				£ 10.80	15.02.22	DD	BT		£ 37.10								£ 37.10	£ 6,474.31
25.01.22	Nigel - Donations			£ 40.00			£ 40.00	28.02.22	DD	Church Rent	£ 137.50									£ 137.50	£ 6,376.81
11.02.22	Cash Box		£ 5.00				£ 5.00	01.03.22	DD	Hiscox - Insurance			£ 12.01							£ 12.01	£ 6,369.80

23.02.22	Cash Box		£ 6.00				£ 6.00	15.03.22	DD	BT		£ 37.14						£ 37.14	£ 6,338.66
02.03.23	Cash Box		£ 3.02				£ 3.02	28.03.22	DD	Church Rent	£ 137.50							£ 137.50	£ 6,204.18
10.03.22	Cash Box		£ 7.20				£ 7.20											£ -	£ 6,211.38
19.03.22	Nigel - Donations			£ 20.00			£ 20.00											£ -	£ 6,231.38
23.03.22	Cash Box		£ 8.90				£ 8.90											£ -	£ 6,240.28
24.03.22	Cash Box		£ 20.00				£ 20.00											£ -	£ 6,260.28
31.03.22	Cash Box		£ 2.20				£ 2.20											£ -	£ 6,262.48
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NESTON COMMUNITY CYBER CENTER

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

<u>RECEIPTS</u>	<u>£</u> <u>2020</u>	<u>£</u> <u>2021</u>
Grants: Cheshire West and Chester Council	5034	2621
Grants: Neston Town Council	<u>0</u>	<u>500</u>
	5034	3121
Income for use at Cyber Centre	440	16
Income for help at members homes	<u>865</u>	<u>310</u>
	1305	326
Donations	523	210
Sale of equipment	<u>10</u>	<u>0</u>
Total Receipts	<u>6872</u>	<u>3657</u>
<u>PAYMENTS</u>		
Rent	3300	2338
Insurance	143	143
Marketing	0	0
Consumables :		
Printer cartridges, toner	92	0
Paper (stock of paper being used up)	<u>0</u>	<u>0</u>
	92	0
Subscriptions to family history web sites	313	0
Malwarebytes premium, 2 years for 10 PCs	70	0
Internet Service Provider and Broadband	575	423
Equipment & repairs	33	127
do -Server	310	0
Windows Office programs etc	0	449
5 years service plan of new server	500	0
Miscellaneous	<u>30</u>	<u>0</u>
Total Payments	<u>5366</u>	<u>3480</u>
 EXCESS OF RECEIPTS OVER PAYMENTS	 1506	 177
Balance from last year	6364	7870
Balance carried forward to next year	<u>7870</u>	<u>8047</u>
 This is made up of:-		
Bank current account	7870	8047
Cash	<u>0</u>	<u>0</u>
Total funds	<u>7870</u>	<u>8047</u>



Allen Roochove Hon, Treasurer

I have examined the above accounts, without carrying out a full audit, and confirm that they are in accordance with the books and information supplied to me by the officers of the Neston Community Cyber Centre.



S. C. Edwards

06 April 2021