

Teignbridge District Council

**RENT SUBSIDY
FOR TDC OWNED
COMMERCIAL PROPERTY**

Name of applicant organisation

Date of application 01/04/2026

Citizen Advice Teignbridge

Teignbridge District Council
Forde House
Brunel Road
Newton Abbot
Devon
TQ12 4XX
Tel. 01626-215856
www.teignbridge.gov.uk



Community and Voluntary Organisations Application for Rent Subsidy



SCORING

This application will assess your group’s eligibility and the level of subsidy you can claim. The process is in 3 stages:

STAGE 1 – Pre-conditions

This consists of a number of basic questions. If you cannot answer ‘yes’ to all of the questions, (thereby fulfilling all of the pre-condition requirements) your organisation is not eligible for funding and must not progress to stage 2 of this questionnaire.

STAGE 2 – Detailed Assessment

The answers you provide in this section will be scored in order to determine the level of rent subsidy your organisation will receive, so please provide as much detail as possible.

STAGE 3 – Assessment

Return your application to us with the copies of the documents/evidence required (see checklist at the end of the document)

STAGE 1 – PRE CONDITIONS

1. What is your group’s name and address?

This fund can be accessed by voluntary and community groups providing a service in the Teignbridge area. Statutory agencies (including Parish Councils) are not eligible.

Name of group	Citizen Advice Teignbridge
Address	36-38 Market Walk
	Newton Abbot
	Postcode: TQ122RX

2. Name and location of the property for which you are requesting a subsidy

Name of Property	Citizen Advice Teignbridge
Address	36-38 Market Walk
	Newton Abbot
	Devon
Postcode	TQ12 2RX

3. Who is the main point of contact for this application?

Name	Vincent Willson
Position in group	Chief Officer
Address	Citizen Advice, 36-38 Market Walk, Newton Abbot
	Postcode: TQ122RX
Daytime telephone no.	01626 337036 Fax no:
E-mail address	vincent.willson@citizensadviceignbridge.org.uk
Website	www.citizensadvice.org.uk
How and when is it best to contact you?	Anytime

4. Policies and procedures

The applicant must answer 'yes' to all questions.

POLICIES AND PROCEDURES	Yes	No
Do you have a constitution, or other governing documents / policies?	Yes	
Do you have an equal opportunities policy?	Yes	
Do you have appropriate liability insurance, suited to the scope of your activities?	Yes	
Are your Committee members / trustees actively involved in the work of your group?	Yes	

PLEASE NOTE – IF THE GROUP HAS NOT ANSWERED ‘YES’ TO ALL OF THE ABOVE QUESTIONS, THEY ARE NOT ELIGIBLE TO PROGRESS TO STAGE 2

STAGE 2 – DETAILED ASSESSMENT

5. What are the main activities of your group?

Provision of specialist and generalist free, confidential, independent and impartial advice to members of the public on their rights and responsibilities, helping them to find a way forward, whoever they are, whatever the problem. Predominantly, we advise on social welfare law issues. We also campaign for change in the policies and practices affecting people's lives.

6. What will the building/facility be used for?

Workspace (offices and training/meeting spaces, kitchen, toilets) for staff and volunteers and interview space for clients attending drop in sessions and appointments for advice.

7. How does your group meet Teignbridge District Council's corporate priorities?

All applications will be considered in line with the following priorities. Groups applying should show clearly how they meet at least one of the following priorities. If your project fails to meet any of these priorities, subsidy will not be awarded.

A quality environment	2 points We have an internal Reduce, Reuse and Recycle Environmental Policy, but we also believe that our advice activities enable our clients to contribute more to the quality of the environment. We assist many clients to secure additional income (see below), meaning they are better able to contribute financially to improve the quality of the environment. Our specialist energy advice also assists people to use energy more efficiently.
Stronger, safer and healthier communities	2 points As a local charity, we provide free, independent and impartial social welfare advice and support for some of the most marginalised and vulnerable people in our community, helping them find a way forward and campaigning for change on issues affecting their lives. We improve quality of life by resolving problems related to money, benefits, energy,

	relationships and housing - preventing crises such as eviction, emergency housing, debt, bailiff action, foodbank reliance and court appearances. Our focus is practical, trusted advice that delivers better outcomes for everyone. This contributes to improvements in health and wellbeing which makes for stronger, safer and healthier communities.
Economic prosperity	<p style="text-align: center;">2 points</p> <p>We generally assist local people to secure income gains of around £2.5 million annually, mainly through assistance with ensuring that people can realise their legal entitlement to statutory support. Evidence shows that the overwhelming majority of this income is spent in the local economy. On average, we deal with over 10,000 issues per year which relate to cost-of-living issues e.g. benefits, debt, housing, utilities, foodbanks, helping people to improve their incomes and manage their expenditure. This reduction in indebtedness and increase in personal prosperity benefits the local economy by improving health and well being, increasing local spending and reducing remedial expenditure by local statutory bodies.</p>

8. How many Teignbridge residents are served by your organisation?

Number	☑
0-50	1 point
51-100	2 points
101+	3 points ✓

9. Is your organisation and its activities open to all?

	<input checked="" type="checkbox"/>
Yes	1 point ✓
No	No points

10. If your organisation did not provide the services that it currently does, would Teignbridge District Council have to provide them instead?

	<input checked="" type="checkbox"/>
Yes	2 points ✓
No	No points

11. Is your organisation financially self-sustaining without external funding support? (Do your normal activities cover the core costs?)

	<input checked="" type="checkbox"/>
Yes	1 point
No	✓

12. For how many hours would the facility be used each week?

Hours	<input checked="" type="checkbox"/>
0-7	1 point
8-14	2 points
15-21	3 points
22+	4 points ✓

13. Does your organisation operate a bar?

	<input checked="" type="checkbox"/>
Yes	n/a
No	✓

If yes, does it:

	<input checked="" type="checkbox"/>
Is it a licensed bar?	n/a
Allow access for all - including members of the local community?	n/a
Restrict access to members only?	n/a

14. Please tell us more about your group

	Yes	No
Do you have a budget or financial details, which detail your income and expenditure?	1 point ✓	No points
Does the authorisation of cheques require two signatories?	1 point ✓	No points
Are any profits generated reinvested in your group?	1 point	No points ✓
If your group works with children and/or vulnerable adults, does it have a child protection / safeguarding vulnerable people policy?	✓	

15. Has your membership increased or reduced over the last 3 years?

	<input checked="" type="checkbox"/>
Increased	1 point ✓
Reduced	No points

16. When would you like your subsidy to start?

Start date:	1/4/26
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17. CHECKLIST

You must enclose a copy of the following documents with this application:

<input checked="" type="checkbox"/>	
The last 3 years of inspected accounts *	Attached with application
Constitution/ terms of reference / governance documents	
Insurance documentation	
Equal opportunities policy / statement	
If you work with children and/or vulnerable people, your child protection and/or safeguarding vulnerable people policy	

* If your group has been operating for less than 3 years, please provide the inspected accounts you have available

OFFICE USE ONLY

Total score:

Appraiser to complete:

<input checked="" type="checkbox"/>	75% and consider for extended period (17+ points)	
<input type="checkbox"/>	Approve 75% discount	(14+ points)
<input type="checkbox"/>	Approve 50% discount	(10+ points)
<input type="checkbox"/>	Reject	(less than 10 points)

Appraiser comments:

Meets the scoring criteria above 75%.

CAB provides a vital advice and support for stronger, safer and healthier communities.

Appraiser name (print): Petra Caisley

Signed: *Petra Caisley*

Date: 27/04/2026

Portfolio Holder Decision

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Called into Committee

Committee Decision

<input type="checkbox"/>	N/A
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Rejected

Applicant informed of decision (date):