

Appendix 1



**Ms Suzanne Wylie
Belfast City Council
City Hall
Donegall Place
Belfast
BT1 5GS**

Voluntary and Community Division
Level 3, The Lighthouse Building
Gasworks Business Park
Ormeau Road
Belfast BT7 2JB
Telephone: (028) 9082 9441
Facsimile: (028) 9082 9422
Email: Elaine.downey@communities-ni.gov.uk

Date: 12 January 2018

Dear Ms Wylie

Re: Welfare Reform Support Project

Thank you for agreeing to issue funding for the Welfare Reform Support Project through the Community Support Programme in respect of Citizens Advice Frontline Advice services. I am pleased to advise you that the Voluntary and Community Division (VCD) can now provide funding of **£64,589.43** for Welfare Reform frontline adviser salaries for the period 1 October 2017 – 31 March 2018, associated hosting costs, an additional allocation for the 2017/2018 year and training package for Welfare Reform Advisers.

Details and breakdown of funding for Welfare Reform Support Project for Belfast Citizens Advice are demonstrated at Annex A.

The funding is in year and must be spent by 31 March 2018.

A Letter of Variance to include this additional funding will follow.

If you have any queries regarding these additional funds please contact either: Elaine Downey Elaine.downey@communities-ni.gov.uk or Nuala McCrudden, Nuala.McCrudden@communities-ni.gov.uk or telephone 90829441/90376342

Yours sincerely

A handwritten signature in black ink that reads "Elaine Downey".

**Elaine Downey
Head of Advice Services
Voluntary and Community Division**

Annex A

Welfare Reform Support Project Funding – Belfast Citizens Advice

- 1. Belfast Citizens Advice Adviser salaries (6 Advisers) total £44,234.94 for period 1 October 2017 – 31 March 2018**
- 2. Hosting Costs total £11,349.74 for 2017/2018 year**
- 3. Additional Welfare Reform support total £5404.75 for 2017/2018 year**
- 4. Training Package for 6 Welfare Reform Advisers @ £600 each, total £3600.00 for year 2017/2018**