



Warm Spaces Grant

Application Deadline: This fund will be open until the funding has been spent, or until 1 January 2024, and then it will be closed.

Please fill in this form and send it to sara.botham@eaststaffsbc.gov.uk

Thank you for applying for the Warm Spaces Grant. We recognise the vital work that community groups and organisations are doing in the Borough and want to extend our gratitude for all that you do for East Staffordshire citizens.

This fund has been set up to support the provision of 'Warm Spaces' for East Staffordshire residents. For the purpose of this grant funding your 'Warm Space' offer must be regular, running for a minimum of 2 hours per week providing a warm room that is open and accessible to all with warm refreshments provided free of charge.

The Warm Spaces grant is designed to contribute towards the costs of opening up community venues, extending opening hours and/or extending existing activities to provide a 'Warm Space' for local residents. Grants of £500.00 up to a maximum of £2,000.00 are available to support the provision of 'Warm Spaces' during the period 1st November 2023 to 31st March 2024. The grant can be used to support venue running costs including utility bills linked to the operation of the 'Warm Space'; purchase of items for the provision of warm refreshments; the purchase of catering equipment to enable the provision of refreshments; and costs associated with setting up an additional activities for warm space users to participate in.

The Warm Spaces grant will be paid in two instalments. 50% up front and the final 50% upon satisfactory completion of the mid-point monitoring and evaluation form.

Please complete all the questions in the application form.

If your application is successful, we will let you know via email and ask you to sign a Condition of Grant Aid (COGA) (which includes your bank details). We need you to return the filled in COGA for us to be able to initiate the payment process.

Please note that this is a time-limited fund as part of the cost of living response for winter 2023-24, and further support from the council may not be available after this. Again, we thank you for your hard work and hope that this fund will support your ongoing work in this area.

Access Support

We are committed to being accessible. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us.

If you have any questions, please contact sara.botham@eaststaffsbc.gov.uk

Your Organisation

Organisation/group name (Applicant)	
Registered/official address, including postcode	
Correspondence address, including postcode (if different to above)	
Organisation telephone number	
Website, blog or Facebook page etc, if you have one	

Please confirm that you are one of the following:

Unincorporated Association with a constitution, committee, bank account and regular meetings	
Not-for-profit Limited company	Registration number:
Registered Charity	Registration number:
Community interest company (CIC)	Registration number:
Charitable Incorporated Organisation (CIO)	Registration number:
Other – please state:	

Main contact for this application

Name	
Position in organisation	
Phone number	
Email address	

Your Project

Where will the activities take place?

If the locations / venues are not accessible, please consider any reasonable adjustments you may need to make for people with disabilities

Main address including postcode. This should be the main base of the activities.	
Other venues/ locations addresses including postcodes (if applicable).	

We are asking this question because it is important for us to ensure that these activities are taking place in East Staffordshire and to know where projects we are supporting are.

<p>Please provide a brief summary of plans to offer a Warm Space. Please include details about whether this is a new provision or an extension of an existing activity. <i>We are asking this for monitoring purposes and to know how awarded funds will be used.</i></p>

Please provide the following details about your Warm Space provision	
Date provision commences:	
Days of operation:	
Times of operation:	
Free provision of warm refreshments	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable, please tell us about any other activities that are available as part of the Warm Space provision.	

<p>Please give details how you will use the Warm Spaces grant. <i>We are asking this for monitoring purposes and to know how awarded funds will be used.</i></p>

Projects and Activities engaging or working with Children, Young People or Adults at Risk

Who in your organisation at senior level is responsible for the Safeguarding policy's implementation and monitoring?

Name	
Position in organisation	

Do all relevant members of staff or organisers have an up to date Criminal Records Bureau check (DBS)?

Yes/No

Do you have in place a record of DBS checks carried out, confirming that DBS checks are satisfactory?

Yes/No

If you have selected 'No' to either of the above questions, please state the reasons for your answer.

Declaration

East Staffordshire Council is committed to being open and transparent about decisions which affect its citizens. Details of grant payments to voluntary and community sector organisations are published on the Council's website every three months. To view published information, please go to <http://www.eaststaffsbc.gov.uk/open-data>. By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the following in place; and, on request, shall send us a copy the document:

- Insurance
- Safeguarding policy
- Health and Safety Policy

Please note: Where applicable grant officers may add additional conditions into the Conditions of Grant Aid (COGA).

DATA PROTECTION ACT 2018, CONFIDENTIALITY STATEMENT

East Staffordshire Borough Council collects information for the purposes of procurement and payment functions. The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the Council unless the law permits us to. Confidential information will not be disclosed to third parties. We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

The Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can ask by telephoning 01283 508000 or email reception@eaststaffsbc.gov.uk.

Please note that we do not require or request that you collect or provide personal information about food project users for this grant.

Applicant Declaration

On behalf of (organisation/group name)	
for Project Title	

I confirm that:

- The information in this application is correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
- If the requested grant is approved, the funds will be utilised as described in this application.
- I am authorised to sign and submit this application for grant funding on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form.

Form completed by:

Name	
Role	
Signature	
Date	

Witnessed by: (if possible and practical)

Name	
Role	
Signature	
Date	