**Cheshire West and Chester Warm, Welcoming Spaces Grant Fund**

**Application Form**

Cheshire West and Chester Council are committed to providing support for community buildings, community groups and schools throughout the winter to enable them to open their doors to members of the community as Warm, Welcoming Spaces. To support groups providing warm spaces to help local residents with cost of living challenges, Cheshire Community Action is administering funding (on behalf of the Council) that is available in the form of grants up to £500 (more than one grant can be awarded where required) to support your organisation in meeting additional running costs involved in setting up a Warm, Welcoming Space during the winter period. Applications will be considered on a first come first served basis.

The benefits of supporting local people from your community with this initiative include:

* People being able to save money on their energy bills;
* People being able to access advice and information, and share ideas with each other to help with cost of living challenges;
* Improved community spirit and wellbeing through increased social interaction, connectivity and sense of belonging;
* A place to invite specialist support provider to further assist those that may need additional support over the winter.

**Key Information:**

**Applications** – A minimum of one application per panel meeting will be assessed.

The application process will be administered by Cheshire Community Action (CCA).

Data on the usage of the warm spaces will be required for information returns to Government, and feedback may be requested to inform future evaluation of the programme. Details of this will be provided in grant offer letters.

**Key Dates:**

23rd November 2022 - Launch Grant Scheme

26th March 2023 – Grant Scheme closes

Weekly – Evaluate applications

Awards – Weekly (dependent on when applications are received)

If you need any help, please contact Cheshire Community Action on 01244 400222 or email [enquiries@cheshireaction.org.uk](mailto:enquiries@cheshireaction.org.uk)

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| Name of group/organisation/building: | |  | | | | |
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| Is your group or organisation a: (please tick any options that apply): | | | | | | |
| Voluntary and community organisation | | | | | |  |
| Constituted group or club | | | | | |  |
| Registered Charity | | | | | |  |
| Charitable incorporated organisation (CIO) | | | | | |  |
| Not-for-profit company | | | | | |  |
| Community interest company (CIC) | | | | | |  |
| Parish or Town Council | | | | | |  |
| School | | | | | |  |
| If you are a registered charity, CIO, non-profit company or CIC, please tell us your registration number: | |  | | | | |
| If you are not one of the above, please tell us the type of organisation: | |  | | | | |
|  | | | | | | |
| Please give details of two contacts for your group/organisations (one must be the main contact): | | | | |  | |
|  | | | | | | |
| Name: |  | | | Name: |  | |
| Position: |  | | | Position: |  | |
| Address: |  | | | Address: |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| Telephone: |  | | | Telephone: |  | |
| Email: |  | | | Email: |  | |
|  | | | | | | |
| When did your group/organisation start? | | |  | | | |
|  | | | | | | |
| Is your project open to everyone or is it aimed at a specific group of people? Please give details: | | |  | | | |
|  | | | | | | |
| How many people can your Warm, Welcoming Space comfortably accommodate during each session? | | |  | | | |
|  | | | | | | |
| Please explain why you are seeking a grant and how this grant will help? (400 Words Max) | | | | | | |
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| Please give the address of your Warm, Welcoming Space: | |  | | | | |
|  | | | | | | |
| When will your Warm, Welcoming Space open? Please give details (e.g. Every Monday 10am to 12pm each week starting from XX date until XX date.) | |  | | | | |
|  | | | | | | |
| Are you happy to register on the national register of warm spaces at <https://www.warmwelcome.uk/> | |  | | | | |
|  | | | | | | |
| What amount are you requesting from the Warm, Welcoming Spaces Fund? | | | | | £ | |
|  | | | | | | |
| In the table below, please tell us the anticipated costs of the project for which you have applied for. **Please keep evidence of these costs/quotes and any spend including receipts and bank statements as we may request them for monitoring or triggering further payments.** | | | | | | |
| **Item** | | **Amount** | | | **Notes** | |
| E.g. Tea and Coffee | | £ | | |  | |
| E.g. Equipment | | £ | | |  | |
| Other | | £ | | |  | |
| Other | | £ | | |  | |
| Other | | £ | | |  | |
| **Total Project Cost** | | £ | | |  | |
|  | | | | | | |
| Please provide the following banking information: | | | | | | |
| Account name: | |  | | | | |
| Bank name: | |  | | | | |
| Account Number: | |  | | | | |
| Sort code: | |  | | | | |
|  | | | | | | |
| Do you have the relevant health and safety, food hygiene (where applicable) and safeguarding processes and policies in place? (We can help with this) | | Yes | | | No | |
|  | | | | | | |
| Is there anything else you wish to tell us in support of your project? Please feel free to use additional space if required. | | | | | | |
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| Cheshire West Warm, Welcoming Space Charter  As a Warm, Welcoming Space we commit to:   1. A warm welcome being provided, as well as a warm place 2. Everyone who attends will be treated equally, with dignity and respect 3. Providing a safe place with any relevant safeguarding, health and safety, and food hygiene policies and regulations adhered to 4. Confidentiality and discretion – not telling anyone the reason why some needs a Warm, Welcoming Space, unless an individual gives permission and / or it raises a safeguarding issue 5. Being non-judgemental – whatever the reason for attending a Warm, Welcoming Space, people will be treated the same and never judged | | | | | | |
| Name: | |  | | | | |
| Signed (electronic signature is acceptable): | |  | | | | |
| Date: | |  | | | | |
|  | | | | | | |
| The project/activity work must be commenced within three months of receiving the grant. Any grant money received for work not subsequently undertaken must be refunded. The applicants undertake to complete and return a progress report within six months of the date of funding, to provide an end of grant report and to provide such information regarding the project as may reasonably be requested from time to time.  I UNDERSTAND THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND THAT THE INFORMATION PROVIDED IS CORRECT. I UNDERSTAND THAT THE DECISION OF THE GRANTS PANEL OF CHESHIRE COMMUNITY ACTION (CCA) ON THIS APPLICATION WILL BE FINAL AND THAT CCA SHALL NOT BE OBLIGED TO GIVE REASONS FOR THAT DECISION. I UNDERSTAND I WILL HAVE NO RIGHT OF APPEAL AGAINST THAT DECISION. I UNDERSTAND THAT, IF SUCCESSFUL, MY APPLICATION MAY BE USED TO FURTHER PUBLICISE THE WORK OF CHESHIRE WEST AND CHESTER COUNCIL. | | | | | | |
| Name: | |  | | | | |
| Signed (electronic signature is acceptable): | |  | | | | |
| Date: | |  | | | | |
| **Please return to:** | | [enquiries@cheshireaction.org.uk](mailto:enquiries@cheshireaction.org.uk) | | | | |