# **The Community Warm Space Grant – 2023-24** Application Form

*It is essential that you read the Community Warm space Grant 2023-24 Guidance Notes before completing this form.*

**This funding is to help communities initiate projects and support pilot schemes responding to the Cost of Living Crisis and warm spaces including community lunch clubs (see guidance for details) and strengthen local communities. The funding is managed by the Forest of Dean District Council on behalf of the Forest of Dean integrated locality partnership.**

## In order to support your application you can contact the Community Team on **01594 81000** or email [community.builders@fdean.gov.uk](mailto:community.builder@fdean.gov.uk) to discuss your project before submitting your application so that we can better understand your aims before it is evaluated against the criteria.

**Applications are now welcome and will be considered on a first come basis and funds will be available until depleted**. We will be receiving applications by email only – if you feel this will affect your ability to complete a form then please call on the number above.

**PLEASE NOTE: This grant is different to our yearly Forest of Dean Community Grant offer**

| **YOUR INFORMATION** | |
| --- | --- |
| **Name of applicant / main contact** |  |
| **Role within the Organisation/group** |  |
| **Name of the Group / Organisation** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town / City** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-Mail Address** |  |
|  |  |
| **Total Amount being requested**  **(max £500)** |  |
| **Name of the Community Team member that has supported you** |  |

| **YOUR GROUP’S INFORMATION** *(Please check all that apply)* | | | |
| --- | --- | --- | --- |
| **Registered Charity** | **☐** | **Charity Number** | **☐** |
| **Company Ltd by Guarantee** | **☐** | **Company Number** | **☐** |
| **Charitable Trust** | **☐** | **Constituted Voluntary Organisation** | **☐** |
| **Community Interest Company** | **☐** | **Company Number** | **☐** |
| **Other Please Describe:** |  | | |

| **PLEASE DESCRIBE YOUR GROUP** | |
| --- | --- |
| **What kind of group are you?** |  |
| **How does it work?** |  |
| **How long has it been running?** |  |
| **How many committee members do you have? (Minimum of 3)** |  |
| **How many members / volunteers do you have?** |  |

| **CAN YOU COMMIT :** | | | | |
| --- | --- | --- | --- | --- |
| **A commitment to equal opportunities both in terms of recruiting staff**  **and volunteers?** | **Yes** | **☐** | **No** | **☐** |
| **Your group or organisation’s capability to deliver the project successfully?** | **Yes** | **☐** | **No** | **☐** |
| **Which area within the Forest of Dean will your project be based at**  **and who will be the beneficiaries?** |  | | | |

| **YOUR PROJECT INFORMATION:** | | | | |
| --- | --- | --- | --- | --- |
| **What is the name of your activity?** | | | | |
| **What do you aim to do?** | | | | |
| **Is this a pilot Scheme?** | **Yes** | **☐** | **No** | **☐** |
| **If yes, when will it run?** |  | | | |
| **How many sessions do you anticipate this funding will allow?** |  | | | |
| **Have you previously been in receipt of a FODDC Community Grant?** | **Yes** | **☐** | **No** | **☐** |

| **Brief outline of the proposal** |
| --- |
| **Please tell us the story (How does the project meet the needs of your community? Who will benefit from the project and how? What are the community benefits? Demonstrate how you’re engaging with communities and individuals to get them actively involved and detail the links you may have with any other clubs or organisations regarding your project and say why you think this project is needed. List anything else that will help us to understand your project).** |
|  |
| **What age groups will be involved in and benefit from this project?** |
|  |
| **Please give the approximate number of people who will benefit from the project (please**  **do not put ‘everyone in the area’).** |
|  |
| **This funding is to help communities initiate projects and support pilot schemes around lunch clubs and warm spaces. How do you intend to sustain your project and further develop it once the funding period has finished? (We may like to visit your project in future years to record its progress).** |
|  |

| **FINANCIAL INFORMATION:** *(Please supply a copy of your most recent audited account if you are a constituted group.)* |
| --- |
| **If you have free reserves of more than twelve months income and you are not spending any of these reserves, please explain why.** |
|  |

Please fill in the tables below even if you also send in your own income and expenditure details separately. This speeds up the assessment and helps us compare applications.

**MONEY INFORMATION ABOUT YOUR PROJECT** – What will the grant be spent on? *Please give us a breakdown of how much your project will cost. For example, will you employ sessional staff, rent buildings, hire facilities or buy small pieces of equipment?*

| **Item** | **Cost (£)** |
| --- | --- |
| **Rent of buildings/hall or room hire** |  |
| **Equipment /food (please attach a detailed price list)** |  |
| **Activities** |  |
| **Materials** |  |
| **Transport** |  |
| **Other expenses (please specify)** |  |
| **TOTAL** |  |

| **ADDITIONAL FINANCIAL INFORMATION:**  *(Applications* ***must have*** *match funding either monetary or ‘in-kind’ volunteer time.)* | | | | |
| --- | --- | --- | --- | --- |
| **Have you previously applied for funds for this project before**  **from other organisations, a previous FODDC Community Grant or any other grant?** | Yes | ☐ | No | ☐ |
| **If Yes, from where and when?** |  | | | |
| **Are you getting any other money for your project? For example, from**  **your own fundraising events or from other grants?** | Yes | ☐ | No | ☐ |
| **If Yes, how much? (£)** |  | | | |
| **If yes, please give us more detail?** |  | | | |
| **Total number of volunteers involved in the**  **project:** |  | | | |
| **Should you be successful we will pay your grant via Bank Automatic Clearing Service**  **(BACS). We may request an invoice from you.** | | | | |
| **Account name:** |  | | | |
| **Account Number:** |  | | | |
| **Sort code:** |  | | | |

## **NB: Payment of this will be discussed and agreed with the Community Team once the funding agreement has been signed and returned.**

# **DATA PROTECTION STATEMENT**

**Forest of Dean District Council is the Data Controller for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of the Community Lunch Club Grant. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.**

**If you would like to know more about how we use your personal information, please read our privacy notice.**

# **DECLARATION:**

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf. The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation’s details being held on paper or electronic files. If this application is successful, in full or in part, the group will keep to the following terms and conditions.

I understand that this is an agreement between the group and the Forest of Dean Community Grant Scheme and understand and agree that:

1. We will use any grant for exactly the purpose set out in this application. We agree and accept that the grants are awarded on the understanding that a FODDC Community Builder works alongside us in a supportive and signposting capacity only. The letter which tells us about the award will also explain if the funder wants us to alter any part of this application.
2. We agree that the full GRANT funding must be spent by 31/03/2024.
3. We will not make any major change to the project without first receiving the funder’s agreement in writing.
4. We will not sell or dispose of any equipment or other assets, which we have bought with a grant without first receiving the funder’s agreement in writing. If we sell any equipment or assets, we may have to pay the funder part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funder.
5. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
6. If we receive a grant for a pilot project, we understand that the funder will not automatically fund any later projects.
7. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funder’s agreement in writing.
8. We will inform the funder of any changes to our bank or building society account.
9. We will comply with any relevant legislation affecting the way we carry out our project.
10. We will acknowledge the funder’s grant in our annual report, our Chair’s or Secretary’s report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funder if requested.
11. We will show the grant separately in our annual accounts as restricted funds and will not include it under general funds.
12. The funder can use our name and the name of our project in its own publicity materials. We will inform the funder of any situation where confidentiality is a particular issue.
13. We will spend the grant by **31st March 2024** unless otherwise agreed in writing by FODDC.
14. If we do not spend the entire grant, we will promptly return the unspent amount to the funder.
15. We will monitor the success of the project and complete a monitoring form at the end of the project year.
16. We understand that the funder will not increase the grant if we overspend.
17. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the funder if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
18. The funder may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

If we fail to keep to this contract in any way;

If the application form was completed dishonestly or the supporting documents gave false or misleading information;

If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;

If any member of our governing body, staff or volunteer acts dishonestly or negligently in their work for us at any time during the project;

If we fail to complete the project within the agreed timescales;

If we close down, become insolvent, go into administration, receivership or liquidation (‘sequestration’), or make an arrangement with our creditors.

1. If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funder’s agreement in writing.
2. These terms and conditions will apply until we have spent the entire grant and until the funder has received and approved our monitoring report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

| **CHECKLIST:** *(please check)* | | | | |
| --- | --- | --- | --- | --- |
| **All questions are answered and the declaration is signed by a separate member of the group (below)** | | | | **☐** |
| **I have read the guidance notes and understand that if my application does not meet**  **the criteria it will not be considered** | | | | **☐** |
| **We agree that we will evaluate our project with a Community Builder**  **using an agreed template or process** | | | | **☐** |
| **Constituted groups only** | | | | |
| **A copy of your latest annual accounts signed and dated by the Chair or Treasurer, if**  **applicable (new organisations include plans of income and expenditure)** | | | | **☐** |
| **A copy of your latest annual report (if applicable)** | | | | **☐** |
| **A copy of your organisation’s constitution (if applicable)** | | | | **☐** |
| **Do you have the following available:** *(Yes / No) (Please note that we may request copies at a later date)* | | | | |
| **Public liability insurance:** | **Yes** | **☐** | **No** | **☐** |
| **Equal Opportunities policy:** | **Yes** | **☐** | **No** | **☐** |
| **Risk Assessment and Health & Safety policy:** | **Yes** | **☐** | **No** | **☐** |
| **Safeguarding policy:** *(if applicable)* | **Yes** | **☐** | **No** | **☐** |
| **Vulnerable Adults policy:** *(if applicable)* | **Yes** | **☐** | **No** | **☐** |

**If we do not receive all the necessary paperwork, consideration of your application will be delayed.**

**THIS PAGE MUST BE SIGNED BY A DIFFERENT PERSON TO THE ONE COMPLETING THE APPLICATION**

|  | |
| --- | --- |
| **Signed:** |  |
| **Name:** *(please print name)* |  |
| **Date:** |  |

**PLEASE EMAIL THE COMPLETED APPLICATION TO:**

[community.builders@fdean.gov.uk](mailto:community.builder@fdean.gov.uk)

Marked for the attention of the COMMUNITY WELLBEING MANAGER

**Applications should have in the subject box: Community Builder Grant Funding**

An acknowledgement email will be sent by return. If you do not receive this within 48 hours of submission then please call 01594 810000 and ask to speak to Natalie Morgan

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**Thank you for your interest**