

Warm Welcoming Spaces Grant Application Form Guidance

West Northamptonshire Council (the Council) awards Warm Welcoming Spaces Grant to support the creation and / or development of Warm Welcoming Spaces across West Northamptonshire to support residents struggling with fuel costs..

These awards can be made to Community and Voluntary Organisations, Registered Charities and to other qualifying bodies.

The funding round will be open to all applications seeking a Warm Welcoming Spaces Grant (WWSG) from the value of £500 up to £1500.

The grant process will close on 1 March 2023, organisations may apply only once.

**The Application Form**

The application form is divided into four parts:

* **Part A: Grant application details** – to be used to determine your grant application
* **Part B: About the service / project** – to be used to determine your grant application
* **Part C: Grant requested** – to be used to determine your grant application
* **Part D: Declaration** - to be signed by an authorised signatory of your organisation.

The appendices to this guidance contain:

* **Appendix A**: Grant terms and conditions
* **Appendix B**: Grant terms and conditions on award of grant
* **Appendix C:** Privacy notice
* **Appendix D:** Next steps

**Additional guidance and support**

If you require any clarification or help to complete the application form process, please email: [emma.parry@westnorthants.gov.uk](mailto:emma.parry@westnorthants.gov.uk) or call Emma Parry, Warm Spaces Lead/Co-ordinator, telephone number: 01327 302418 (normal working days Monday to Friday).

**Guidance**

This guidance should be read as you complete each question of the grant application form. The application form will be used to assess and evaluate your grant application. It is important that you:

* complete all the relevant application form sections in full. If a question is not applicable to your application, please mark this as not applicable (N/A)
* provide all the documents requested at the same time as your application; and
* complete the declarations.

# Incomplete grant applications and grant applications awaiting further information

To be fair to all grant applicants, we will not accept incomplete applications or applications awaiting further information. These will require a new submission. This may result in your application missing the allocated funding round and, as a result, a delay until the next suitable funding round is open.

# Grant application form completion guidance notes

The guidance numbers below correspond with the expandable text completion boxes on the application form. You need to only complete the boxes that are relevant to your application. You can cross reference to other questions to avoid repetition if you wish.

# Part A: Grant application details:

1. **Organisation’s name, type and registered charity number or Companies House registration number where applicable:** Enter the full name of your organisation here, organisation type (for example, Community Group / Club, Recreational Association, Registered Charity, Village Hall Committee, etc), including any registered charity number or Companies House registration number where applicable.
2. **Organisation’s address details of main / registered office and applicant’s (the person who is completing this application) contact details:** Enter the full postal and contact details for your organisation, and your contact details (the person completing the application).
3. **Provide** **the address where all correspondence should be sent to if different from the organisation’s address above:** Enter the postal address and contact details.
4. **Do you have any communication needs:** Outline any communication needs you have such as Textphone, sign language, other languages etc.
5. **When was your organisation setup / established:** Enter month and year your organisation was established.
6. **What are the aims, objectives, and the purpose of your organisation:** Outline the aims, objectives, and purpose of your organisation

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# Part B: About the Service / Project

1. **Project / Service Name:** Name of Warm Welcoming Space project that you are applying for funding for
2. **Brief description of what you are applying for:** State how you will spend the grant
3. **Brief overview of how this funding will help you deliver Warm Welcoming Spaces to the Community:** State the impact this grant will have in helping to deliver your aims and objectives for your Warm Welcoming Space
4. **How will people benefit from your project / service:** Please explain the impact that your project will have on people using the service
5. **Please identify which communities in West Northamptonshire you will deliver:** Identify which communities will benefit from your project
6. **Please identify which services will be available in the Warm Welcoming Space:** Explain the offer available to people using your Warm Welcoming Space
7. **Proposed start and completion date of the grant funded work:**  Provide an indication of the start and finish date of your Warm Welcoming Space. **NB if your space is already live, please indicate.**
8. **When will the service / project be accessible to users:** Please outline the proposed start date and availability of your Warm Welcoming Spaces to clients. **NB if your space is already live, please indicate**

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# Part C: Grant Requested

1. **Amount of grant applied for:** Enter the total amount applied for
2. **Organisations must provide details of the purchases they wish to make:** Provide details of purchases you wish to make using the Warm Welcoming Spaces Grant. Include: name of supplier, what is being purchased and the price including and excluding VAT.

NB All amounts claimed must be NET of VAT if you are claiming back from HMRC. The council will not pay back the VAT element of your costs if these can be claimed by HMRC.

Indicate if you intend to claim VAT and, if so, please provide your VAT number.

1. **What contribution, if any, are you making towards this service / project from your own resources:** Indicate any financial / in kind support that your organisation will contribute towards your project
2. **Bank Account Details:** Provide the details of the Bank Account you would like the grant to be paid if successful. Include: Name of Bank, Bank Account Payee, Bank Account No and Sort code
3. **Details for Remittance Slip:** Provide organisation name, address, post code, telephone number and email address for remittance slip

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# Part D: Declaration

1. **Agreement and Undertaking:**

Please read prior to completing the declaration to ensure the application is correctly completed

By signing this agreement, you agree to provide the following reporting:

* A Snapshot of attendees per month broken down by age groups, ethnicity and long-term health conditions for example Cardo-Vascular and Respiratory diseases where possible
* Number of attendees per month who have been referred on to other services for example: CAB, Social Prescribers etc
* Case studies to illustrate individual stories showing impact of use of Warm Spaces to their lives.

By signing this agreement, you undertake the conditions in regard to the Data Protection Act outlined in the paragraph ‘Data Protection Act’

1. **Declarations:** The Declaration should be completed and signed by an authorised signatory of your organisation.

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# Appendix A

**Grant terms and conditions**

1. The recipient organisation will not operate for profit for its members.
2. There will be no distribution of assets or funds from this grant to any individual during the existence of the organisation or on its dissolution, other than the payment of salaries or wages that have formed part of the grant application.
3. For grants provided to community and voluntary organisations, the grant recipient shall have a written constitution / Trust Deed, UK bank account and audited accounts.
4. The grant recipient has not committed itself by purchase, contract or other binding agreement to expenditure relating to the project / service for which the grant is being sought (it is not the Council’s policy to fund retrospectively). If work has already commenced, contracts made, or goods, services or equipment has been purchased, you will be unable to claim grant against those costs. You may only place orders / contracts once a funding decision has been made, you have signed and sent back your acceptance of offer form to the Council, and receipt of your completed acceptance of offer form has been acknowledged by the Council.
5. The Council shall reserve the right to suspend, defer, withhold or clawback any or all of the grant payments and / or require repayment of all of the financial assistance if:
   * all terms and conditions of the grant offer are not met in full;
   * any information given to the Council in connection with the application for the grant is found by the Council to be false, misleading, or there has been a failure to disclose any material fact which would have had a bearing on the initial consideration of the application;
   * there is a substantial or material change in the nature, scale or timing of the project / service;
   * the project / service extends to purposes other than those specified in the application; or
   * grant funding is received from any other source, or services are provided in kind, for the same project / service that would result in the total eligible project costs being reduced to those stated in the grant application.
6. All works and activities covered by the grant will conform to all relevant statutory obligations, bylaws, licences, regulations and consents.
7. The grant-aided assets / activity will be adequately insured, and the organisation will maintain adequate insurance covering public liability. Evidence of insurance cover must be produced for the Council if requested.
8. The Council reserves the right to require the applicant to comply with any relevant recommendations or requirements imposed on the Council by Internal Audit, External Audit or other statutory inspectorate or regulatory body in relation to the grant.
9. By signing the grant application form your organisation is declaring that the project / service is exempt from State Aid Regulations.
10. Grant payments will be made by the Council in line with the request for payment procedures.
11. The Council may require its grant to be recognised by the use of the Council’s logo or appropriate wording on promotional literature, website, social media, or via either a poster or a plaque being installed on the premises in a location to be agreed by the Council.
12. The Council reserves the right to use photographs, videos or other promotional material to publicise the grant aid projects / services.
13. The Council reserves the right to inspect the assets and / or activities for which the funding has been sought on giving reasonable notice to the applicant or organisation.

14. If required by the Council, six months from the date of the award, grant recipients will provide the Council with a monitoring report on the use to which the financial assistance has been put, including any metrics or deliverables that may be specific to the project.

1. If required by the Council, not more than twelve months from the completion of the project, grant recipients will produce a monitoring report on the use to which the financial assistance (grant) has been put.
2. The organisation must have security of tenure on the facilities (including playing facilities) through the ownership of the freehold or by means of a long lease.
3. Beyond anything shown in the application, the property will not be subject to a mortgage or loan secured on it without prior consent of the Council.

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# Appendix B

**Grant terms and conditions on award of grant**

If you are successful and you are awarded funding, there will be terms and conditions attached to your grant offer.

The Council will not cover any additional costs or overspends above the amount of the grant award. In exceptional circumstances, the Council may consider additional funding on completion and approval of a new grant application.

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# Appendix C

**Privacy Notice**

1. The Council is committed to protecting the privacy and security of your personal information. The personal information we collect will include your name, address, contact details and other relevant information to process the grant application and make grant payments.

***How we use your information collected by the Warm Welcoming Spaces Grant application process***

1. The Council processes applications and makes decisions for the management of the Warm Welcoming Spaces Grant programme, draws up offer letters, project manages the grant claim process and makes payments of grant.
2. The Council, in liaison with the grant recipient, reserves the right to enter into publicity and press releases with regards to the project.

***Who will have access to my personal data?***

1. Council staff and Councillors involved in the grant application, decision- making and project / service monitoring processes.

***What information is processed?***

1. In order to ratify that a grant applicant has a bank account set up in the organisation’s name, at the application stage, for bank or building society accounts we record the account holder’s name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation / applicant.

***What is the data retention period?***

1. The Council will retain data for five years from the date of receipt of the application and thereafter all personal data will be redacted, leaving the organisation’s data only to be retained for a further period of five years for grants awarded up to and including £5K. And 21 years for grants over £5K or as set out in the terms and conditions of the grant offer letter. Thereafter, once the retention period has expired all documentation shall be securely disposed of by the Council.

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# Appendix D

**Next steps**

1. Once an application has been received it will be acknowledged by website receipt or email receipt.
2. Your application will then be assessed for completeness. To be fair to all grant applicants, we will not accept incomplete applications or applications awaiting further information. These will require a new submission. This may result in your application missing the allocated funding round and, as a result, a delay until the next suitable funding round is open.
3. The Council’s Sector Specialists’ will be emailed a copy of your application for their views on the viability and need for your project / service.
4. You may be asked to provide some additional / information or clarify some points on the application form to assist with the assessment of the application.
5. Complete applications will then be assessed by a Panel of Council’s Sector Specialists’ against the objectives of the Warm Welcoming Spaces Grant.
6. If your application is successful, you will be sent an offer letter and an acceptance form to sign and return.
7. Once you have returned an appropriately completed and signed acceptance form to the Council, and any other duly completed legal documents required by the Council, you will be sent a Payment Request Pack which sets out how to claim your grant award.
8. Please note, it is not the Council’s policy to fund retrospectively. The grant recipient should not commit itself by purchase, contract or other binding agreement to expenditure relating to the project / service for which the grant is being sought. If work has already commenced, contracts made, or goods, services or equipment has been purchased, you will be unable to claim grant against those costs. You may only place orders / contracts once a funding decision has been made, you have signed and sent back your acceptance of offer form to the Council, and receipt of your completed acceptance of offer form has been acknowledged by the Council.
9. Follow up questionnaires / inspections may be required on completion of the project for monitoring purposes. The details of this will be explained in your offer letter.
10. Successful applications will be promoted through various communication channels to help promote the project / service and the Council’s grant scheme.
11. If your application is refused, the reasons for the refusal will be contained within a notification letter.
12. There is no right of appeal.
13. You cannot reapply for a grant for the same project / service if your initial application has been submitted and refused and you are not asked to resubmit by the Council in writing. Any subsequent grant applications for the project / service will only be accepted, for a following appropriate grant round, if there has been a material change to the application or the amount of funding being requested.