APPLICATION FORM

**PLEASE USE THE GUIDANCE NOTES TO HELP YOU COMPLETE THIS FORM**

**Data Protection:**

In completing this form, you understand that Lancashire County Council has a requirement to process your personal data.

Lancashire County Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation – UK GDPR and the Data Protection Act (2018).

We will always ensure security and confidentiality of your personal data.

For full details of how Lancashire County Council handles your personal data please see our privacy notice here: [Service and project specific privacy notices - Lancashire County Council](https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notices/)

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| **Name of Organisation** |  |
| **Charity number**  (If available) |  |
| **VAT Registered** |  |
| **Applicant Name** |  |
| **Address**  (Main contact address of organisation) |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| **Permission to Use the Building.**  Please confirm that you have Freeholder (owner) and/or other premises permission to use the building for this warm space offer. |  |
| **What does your organisation/group do?**  We really want to know more about your organisation/group and what it is that you do. This will really help us to understand what type of group / organisation you are and how you manage your finances. It is important that we are confident that if we provide you with funding, you have the right procedures in place to meet our terms and conditions.  This is your opportunity to provide information on the work your organisation currently carries out within Lancashire.  (Max300 words) |  |
| **What does your warm space offer involve?**  This is your opportunity to tell us more about your warm space offer and what activities you plan to deliver using the grant funding.  Please let us know about your warm space offer: what it is you want to do and why. We are particularly keen to understand how you have identified the need for your offer.  Try to be as specific as you can about what it is you will do, how you will do it and what you are wanting to spend the grant funding on.  (Max 300 words) |  |
| **Who and approximately how many people will benefit?**  We are interested in knowing who (not individual names) and approximately how many people your warm space offer will benefit. You may not have exact figures, but please give us an estimate of the number of residents you think will benefit. |  |
| **Are community members involved in designing and delivering this offer?**  We recognise the importance of involving the community in the design and delivery of offers that are intended to benefit them where possible. Please tell us here whether you have included the community in these initial stages of your warm space offer.  (Max 200 words) |  |
| **What other partners, if any, are involved in the delivery of your warm space offer?**  Whilst you do not have to work in partnership with other groups to access this grant funding, we are interested in hearing if anyone else is involved in delivering your warm space offer. Who are they? What role will they have? |  |
| **Where will your warm space be located?**  **What days and times will your warm space offer run?**  We recognise that your warm space may operate out of a specific location or cover a range of areas across Lancashire. Please provide us with some details here, making sure to provide addresses. |  |
| **Are you aware of any other groups or organisations that are providing a similar warm space offer in your area?**  It is important that we are confident that offers we fund don’t compete with similar offers that are already going on in your area. If there are similar warm space offers, you must explain to us why yours is different or will complement. |  |
| **How does your warm space offer aim to help residents with the rising costs of living?**  Facilitating the provision of spaces which support residents with the rising costs of living, is central to this Scheme. Please tell us, in up to 200 words, how your offer supports this objective.  (Max 200 words) |  |
| **This is one-off funding; will your warm space offer need to be sustained in the future or not and if yes, how?**  We recognise that this Grant Scheme provides one-off funding, but it is important that you have considered what will happen beyond the life of the funding. Will your warm space offer continue? Will there be a lasting change and benefit?  (Max 200 words) |  |

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| **What is the total cost of your warm space offer?**  This is the amount that your warm space offer will cost in full. This grant funding can be used to cover 100% of your offer costs (up to the £500 limit), or just a portion of your offer costs. For example, your offer could cost £400 but you may only request £200 from the Grant Scheme. Please tell us here what your offer will cost in full. |  | |
| **What will this funding cover?**  Please tick all the categories that this funding will cover, in respect to your warm space offer and this application. | ☐ | Equipment |
|  | ☐ | Premises costs/energy costs |
|  | ☐ | Volunteer and organisational training |
|  | ☐ | Volunteer expenses |
|  | ☐ | Light Refreshments/Food (we have a separate Food Grant) |
|  | ☐ | Projects and activities that build resilience of service users |
|  | ☐ | Organisational staff costs |
| **How much money are you requesting (between £50 and £500) and how will it be spent by the end of March 2023?**  Grants of between £50 and £500 are available. Please outline here how much funding you are requesting from this Grant Scheme, and the breakdown of this total, stating the cost of each item/activity needed for your offer. Please also outline how you intend to spend the funding in full by the end of March 2023. |  | |
| **There is an expectation that your warm space is free of charge.**  If there is a charge or pay as you feel contribution and you have a good reason for this, please let us know so that the grants panel can consider this. |  | |

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| **Where will the funding for your warm space offer come from?**  You are not required to have match-funding or in-kind funding to apply for this grant. However, if you are also receiving some funding for this warm space offer from elsewhere, please provide the value here. | | |
| **Funder** | **Amount** | **Funding Confirmed (yes/no)** |
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| **Have you received funding from Lancashire County Council in the last 3 years?**  Please include details of **all** funding from Lancashire County Council, not just funding for this activity. Please include details of any current or ongoing commitments. |  |
| **All Lancashire warm spaces must abide by the Lancashire Warm Spaces Charter.**  Please read and confirm that you will comply with, and meet the spirit of, our Lancashire Warm Spaces Charter. The Charter has been developed to provide residents with a clear understanding of what they can always expect when they enter a warm space in Lancashire. |  |
| **To qualify, you will be expected to register your Warm Space on the online directory.**  This directory will enable residents to search what warm spaces are available and where they are. Please confirm that this is acceptable to you. |  |

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| **Where did you hear about to the Lancashire Warm Spaces Grant Scheme?**  Pease answer this to help us to improve our future promotions and communications. |  |
| **By applying for this funding, you consent to allow Lancashire County Council to promote this offer.**  This will give Lancashire County Council permission to advertise and promote your warm space for the benefit of residents. Please confirm that this is acceptable to you. |  |

**Signature**

Who signs your application is important to us. At least one of the signatories should be the appropriate member of your management committee/group. This should be your Chair, Chief Officer, or Chief Executive Officer. We also require that both signatories must be unrelated and live at separate addresses.

**By signing the application form you will be confirming the following:**

1. That you are authorised to sign the application on behalf of your organisation or group.

If you are successful with your application, you will provide us with copies of your governing documentation, relevant to your application.

You have the following in place, as appropriate:

* + Bank Account Statements
  + Independently Inspected Annual Accounts
  + Public Liability and or Employers Liability Insurance
  + Policy on Safeguarding Vulnerable People or Children and if relevant, confirmation of DBS (Disclosure & Barring Service) checks
  + Policy on food hygiene and/or allergens as appropriate
  + Any relevant lease and/building permissions or planning consents
  + Any other document that we deem necessary relevant to your offer and activities

If you are unsure, please do contact us on the email address below.

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| First Signatory:  (If sending the form electronically, no signature is required. However, if successful, a signature will be required before payment is made) |  |
| Print Name: |  |
| Position in organisation: |  |
| Date: |  |
| Second Signatory:  (If sending the form electronically, no signature is required. However, if successful, a signature will be requested later) |  |
| Print Name: |  |
| Position in organisation: |  |
| Date: |  |

**Health and Safety**

Please note that applicants receiving a grant from the Lancashire Warm Spaces scheme must accept responsibility for the health and safety (including any associated food hygiene and allergen implications) of their project, assessing risks to the public and participants, both during the project's development and on its completion. Applicants should ensure that they have sufficient liability insurance to cover their project. Further, Lancashire County Council accepts no liability for the actions or omissions of any scheme to which it has provided funding under this Warm Spaces Grant scheme.

**Safeguarding**

If you or members of your group will be working with unsupervised children or vulnerable adults as part of your project, you should ensure that you undertake the appropriate Safeguarding, including risk assessment and check that you have considered the implications for child protection and safety.

As appropriate, you will need to develop a child protection policy and undertake enhanced Disclosure and Baring Service (DBS) checks for any staff or volunteers working unsupervised with children or vulnerable adults.

**If you require any help in these areas, contact us on the email address below prior to sending in your application.**

By submitting this form, I certify that the information provided in this application is accurate and that all necessary Health & Safety and Safeguarding issues have been considered and addressed where relevant.

Please return completed applications to:

[warmspaces@lancashire.gov.uk](mailto:warmspaces@lancashire.gov.uk)