



DERBYSHIRE VOLUNTARY ACTION COST-OF-LIVING SMALL GRANTS FUND WINTER 2022-23

GUIDANCE FOR APPLICANTS

PLEASE READ THIS GUIDANCE BEFORE BEGINNING YOUR APPLICATION

Introduction

In the financial year 2022-2023, in response to the cost-of-living crisis, Derbyshire County Council has made available funds to support the continuity and additional provision of services in the voluntary and community sector during winter 2022-23. Cost-of-Living locality funding for Chesterfield Borough, North East Derbyshire District and Bolsover District will be administered and managed by Derbyshire Voluntary Action.

Aim

Voluntary and Community Sector (VCS) groups and organisations provide essential services which alleviate loneliness, support positive mental health, provide peer-to-peer support and enable community connections and resilience. They have a vital role to play in supporting the health and wellbeing of local residents during the coming winter. The purpose of the Cost-of-Living Small Grant is to safeguard these services, to enable them to continue to operate to meet the needs of their beneficiaries and to add extra value during the challenging months ahead. Funds are available to assist with increased operational and running costs, increased demand and additional needs for support.

What Kind of Costs Can be Included in an Application?

Funding is available to contribute towards the costs your group will incur between November 2022 and March 2023 in keeping your services open and able to respond to the needs of your beneficiaries.

This may include:

- Activity costs: equipment, materials and resources for activities you will offer the people who use your service, including any new activities or offer of support that specifically helps your beneficiaries to stay healthy and well during the winter months.
- Resources that could help people you are in contact with to address cost of living factors such as things that keep individuals warm (clothes, blankets), things that make food preparation more efficient (slow cooker), things that support energy supply (pre-payment cards)
- Energy costs: heat, light, energy consumption relating to service provision
- Running costs: the day-to-day costs you incur in offering your service
- Energy saving measures
- Other costs associated with service provision over the winter (to be described on the application form).

Funding will not be awarded for retrospective costs: we will not award funding for costs you have already incurred or already paid for at the time you make your application.

Opening and Closing Dates for Applications

Opening Date: 7 November 2022

Closing Date: 10 February 2023

Who Can Apply?

- Funding is available to constituted community and voluntary sector organisations only. This includes registered charities, CIO's, social enterprises, and faith groups and organisations. Parish and Town Councils responsible for running community venues are also eligible to apply.
- Applicants must have a bank account in the name of the organisation/group and have a minimum of two unrelated signatories. We cannot make payments to individuals.
- At the outset we expect to be able to accept only one application per organisation. We will monitor the scheme and how it is working and will seek regular feedback from participating organisations. If circumstances and funding arrangements change (eg additional funds are released into the scheme), we may adapt the scheme accordingly.

How Much Can I Apply For?

- Unfortunately, we have limited funds and we anticipate high demand, so when preparing your application, please think carefully about the costs you include – we request that you only apply for what you **need** to keep your service open and operational, rather than a wish list of what you might want.
- The minimum grant is £200 and the maximum grant is £1,000.
- If you provide services in multiple locations across Bolsover and/or Chesterfield and/or North East Derbyshire you can apply for up to a maximum of £1,000 per district.

How to apply

Please visit the Derbyshire Voluntary Action website <https://dva.org.uk/#> to download an electronic copy of the application form. Alternatively, a paper copy can be sent to you by post - contact our Finance and Grants Administrator, Kim Grant – kim@dva.org.uk / 07546 023161.

The form and guidelines can be made available in large print or on audio.

Please don't hesitate to ask if you would like advice about whether you / your group is eligible for a grant, or if you would like support in completing the form – you can email kim@dva.org.uk or call 07546 023161 / 01246 555908.

You can apply at any time between 7 November 2022 and 10 February 2023 – there are no deadlines for applications.

The grants panel is made up of staff from Derbyshire Voluntary Action, staff from Derbyshire County Council Public Health, and representatives of Bolsover, Chesterfield and North East Derbyshire Locality Health Partnerships.

The panel will aim to review your application and reach a decision within 5 working days of receipt. Kim will contact you by email as soon as possible after the decision has been reached.

Conditions that apply

Please be aware that: -

- Your contact details may be shared with stakeholders (Derbyshire County Council Public Health and members of the grants panel);
- Derbyshire Voluntary Action reserves the right to request further information, not specified on the application form;
- All successful applicants are required to return an End of Grant Evaluation Form

- failure to complete and return this may mean that your group will have to repay the grant
- failure to complete and return an evaluation, without good reason, will mean your group is not eligible to apply for DVA funding in the future;
- the applicant must have all consents required for the funded project to proceed;
- the applicant shall maintain full and proper insurance policies relevant to the grant activity and shall provide evidence of such insurance on request;
- the giving of this grant may be publicised by Derbyshire Voluntary Action and other stakeholders;
- When publicising your group or activity please let people know that you have been supported by a grant from Derbyshire Voluntary Action by quoting our name or displaying our logo on publicity materials;

If, during the course of your planned project/activities you find that you would like to spend the grant in a different way to the one described on your application form, contact Derbyshire Voluntary Action (kim@dva.org.uk), to seek approval before going ahead.

Application forms can be sent to us by:

EMAIL: - You can send your application by email together with your supporting documents to kim@dva.org.uk

POST: Kim Grant, Derbyshire Voluntary Action, 3rd Floor, Dents Chambers, 81 New Square, Chesterfield S40 1AH

Mark the envelope ‘Cost-of-Living Small Grant Fund’ and please ensure that you use the correct postage.

Other Sources of Funding

Derbyshire County Council **Warm Spaces Fund** - provides grants of up to £1,000 to organisations to help with the costs of either opening their venues or where they already run activities, keeping them open for longer to provide a safe, warm space for people to go. <https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/your-health/keeping-warm-in-winter/warm-spaces/warm-spaces.aspx>. Email grants@derbyshire.gov.uk for an application form.

Derbyshire County Council **County Councillor Leadership Fund** – in 2022/23 every county councillor has a fund of £7,720 to spend on projects/initiatives in the communities

they represent. The scheme is designed to meet one-off costs and it is for the local county councillor to recommend which projects should be supported under the scheme. You can find the name of your County Councillor on the Derbyshire Democracy website:

<https://democracy.derbyshire.gov.uk/mgMemberIndex.aspx?bcr=1>

For Individuals

The Derbyshire Discretionary Fund (DDF) can provide grants or emergency cash payments if you are in urgent need of financial help following a crisis or disaster. The fund may be able to help you during an emergency or crisis situation and to support you to continue to live independently or cope with exceptional pressure when you have no other source of funding. The fund may support you to resolve your immediate difficulties and also puts you in touch with other support and services, so it's less likely to happen again.

<https://www.derbyshire.gov.uk/social-health/adult-care-and-wellbeing/benefits-debt-and-legal-matters/managing-money-and-debt/derbyshire-discretionary-fund/derbyshire-discretionary-fund-ddf.aspx>