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# DERBYSHIRE VOLUNTARY ACTION

# DERBYSHIRE WARM and WELCOMING SPACES GRANT FUND

# 2024-25

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| Application Form |  |

**BEFORE YOU APPLY**

* Please read through the Warm and Welcoming Spaces grant funding supporting information.

This will help you to answer each question appropriately.

* Please check that your organisation can meet the Derbyshire Warm and Welcoming Space pledges as stated below.

**This programme is unable to support projects or activities that are taking place in Derby City**

## ABOUT YOUR ORGANISATION

|  |  |
| --- | --- |
|  | Please put an X in this box to confirm you are a formally constituted group \* |

\*Your group must be formally constituted or in the process of setting this up. This means you must have a bank account with at least two independent signatories as well as a governing document/list of governing members and a set of rules.

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact name |  |
| Telephone number |  |
| E-mail address |  |

|  |  |
| --- | --- |
| Charity Number(if applicable) |  |
| Company Number(if applicable) |  |

|  |  |
| --- | --- |
| In which District/Borough does your organisation work? e.g. Derbyshire Dales |  |

|  |  |
| --- | --- |
| Please describe briefly what your organisation does. |  |

* 1. **Your Approach**

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| Application Information |
| 1. **Please outline what your Derbyshire Warm and Welcoming Space looks like?**   Please include:   1. **Location of venue (full address, accessibility)** 2. **Proposed hours open per week (total hours and defined times)** 3. **Proposed dates available (from and to)** 4. **Capacity of venue (how many members of the public could you accommodate at one time?)** 5. **How many people do you expect to benefit a week?** |
| 1. **Please describe any proposed activities you will provide within your Warm and Welcoming Space venue.** Be specific about what you will do, how you will do it and what you will be spending the funding on. |
| 1. **Please confirm you can satisfy the following Warm and Welcoming Space grant funding requirements below…**  |  |  | | --- | --- | | **Warm and Welcoming Spaces eligibility criteria** | **Able to provide** | | Your Warm and Welcoming Space willbe an inclusive, non-judgmental space where everyone can expect to be treated equally, with dignity and respect and receive a warm welcome from staff and volunteers. |  | | Your Warm and Welcoming Spaces venue will be heated and may provide basic refreshments such as a warm drink and a biscuit. |  | | Your Warm and Welcoming Spaces venue will be free with no hidden costs to those using it. |  | | Your Warm and Welcoming Spaces venue will have seating and may have Wi-Fi and power points available. |  | | Your organisation will follow your own food hygiene procedures (contact your local environmental health team for help and advice). |  | | Your organisation has its own safeguarding and fire safety policies, which you will adhere to as a Warm and Welcoming Space venue. |  | | Your organisation will [go to the Warm Welcome website](https://www.warmwelcome.uk) and register your venue so that Derbyshire residents can find you via the national online map. |  | | Your organisation will aim to run the Warm and Welcoming Spaces venue through the winter months. |  | |  |  | |
| 1. **Marketing & Promotion** |
| |  |  | | --- | --- | | Your organisation will promote your Warm and Welcoming Spaces venue within your own networks and publicity channels. |  | |
| 1. **Evaluation** |
| |  |  | | --- | --- | | Your organisation will record the hours open each week. |  | | Your organisation will track weekly visitor numbers, including approximate age demographics. |  | | Your organisation will gather information on visitors’ reasons for attending |  | | Your organisation agrees to provide case studies, including photos, illustrating the benefits experience by visitors |  | | Please provide a summary of key successes, typical visitor duration, and any considerations for future improvements. |  | |

## ABOUT THE GRANT YOU ARE APPLYING FOR

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| --- | --- |
| Amount of Grant requested Minimum £1,000 maximum £3,000 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Warm & Welcoming Space start date |  | Warm & Welcoming Space end date |  |

|  |  |
| --- | --- |
| **What will the grant pay for?** (Please provide a detailed breakdown of cost, showing how you have calculated the cost for each item) | **Cost £** |
| *(Eg.) Additional energy costs* | *£100* |
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| **Total** |  |

## FINISHING YOUR APPLICATION

On behalf of the organisation, I confirm that the information in this application is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

|  |  |
| --- | --- |
| Position in organisation |  |

The signatory MUST be member of the Management Committee, a worker employed by the group or someone authorised by the group. **(please sign by hand or insert a digital signature)**

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Please email this completed application form to Kim Gosling at: [kim@dva.org.uk](mailto:kim@dva.org.uk) or post to **Derbyshire Voluntary Action, 3rd Floor, Dents Chambers, 81 New Square, Chesterfield S40 1AH, marking your envelope ‘Warm Spaces Grant’.**

**Applications are open for submission at any time, with a deadline of 12th December 2024, unless funds are exhausted earlier.**

We aim to consider your application within 14 days of receipt. You will be notified of the outcome of your application as soon as possible after a decision has been taken.

All personal information provided will be held and treated in confidence in accordance with the Data Protection Act 2018. It will only be used for the purpose for which it was given. Your personal details will be securely disposed of after we have received your Evaluation Form.