

# **Welcome Spaces Application Form**

Application for grant up to £2,000.

Please ensure that your application meets the Welcome Spaces Grant criteria below:

*The Welcome Spaces Grant aims to enhance and develop an organisation’s space further to its current use so that residents can access support, connect with others and enjoy a safe and warm place throughout winter without judgement.*

Please find further information about the Welcome Spaces Grant, including a list of activities we are interested in supporting:

<https://sia.dclt.co.uk/news/article/doncaster-welcome-spaces-grant>

Submit completed applications and supporting documents to [sia@dclt.co.uk](mailto:sia@dclt.co.uk)

Choose Kindness Movement

Have you pledged to the Doncaster Choose Kindness Movement?

If not, pledges can be made at the following link: <https://www.yourlifedoncaster.co.uk/choose-kindness>

The Choose Kindness toolkit for promotional materials can be accessed here: <https://www.yourlifedoncaster.co.uk/choose-kindness-toolkit>

Section 1 – Organisation Details

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| --- | --- |
| Name of your organisation: |  |
| Address of your organisation: |  |
| Website: |  |
| Email address: |  |
| What type of organisation are you? |  |
| Organisation start date (mm/yy): |  |
| Organisation's annual income for past financial year: |  |
| Organisation's annual expenditure: |  |
| Do you have appropriate valid insurances to carry out project activities? |  |
| Does your organisation have three month's expenditure or more in your reserves? |  |
| Please explain the main duties of your organisation and the services that you offer: |  |

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| Lead contact details |  |
| Name: |  |
| Role in the organisation: |  |
| Contact number: |  |
| Email: |  |

Section 2 - About your grant application

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| Project Details |
| Why do you need the grant? Please ensure that you evidence the need for the project. |
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| What will the grant be used for?  *Please evidence the need for the project and highlight how it will encompass the Welcome Spaces Values (below) and enhance and develop the space further to its current use so that residents can access support, connect with others and enjoy a safe and warm place without judgement.*   * Everyone receives a warm welcome. * Everyone is treated equally, with dignity and respect. * Everyone feels safe. * Everyone has a confidential listening ear if they want one. |
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| How will you engage with the proposed beneficiaries for your project and promote the project to ensure uptake? |
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| What geographical area will your project cover? |
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| Are you coordinating your work with other local groups? |
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| Which partners do you propose to work with on this project?  What is their role in this bid?  How are funds/benefits in kind being allocated to other partners? |
|  |
| Has your organisation, in the last three years, had any of the following:   * Investigation or prosecution into any financial irregularities. * Investigation or prosecution into fraud or dishonesty. * Missed delivery of services. * Fraudulent activities of any kind. |
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| If the answer is ‘yes’ to any of the above, please provide further details. |
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| Budget |
| Please enter the amount you are asking for, up to £2,000. Note that funds are limited, so please be realistic. |
|  |
| If successful, what do you plan to spend the grant money on? (Please provide a detailed breakdown of costs and how you reached the requested amount) |
| |  |  | | --- | --- | | Description | Cost | |  |  | |  |  | |  |  | |  |  | | **Total** |  | |
| Are you applying for the total cost of the project? |
|  |
| If not, where is the other money coming from? (Please provide details totalling full cost) |
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Section 3 – Impact

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| What difference will this grant funding make to people? |
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| Who will benefit from this grant/your proposed service? (e.g., older adults? BAME community? People with a disability? Etc.) |
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| Approximately how many people will benefit from this funding? |
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| How will you evidence the outcomes/ benefits of the project? |
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Section 4 - Bank details, supporting documents and declaration

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| Bank Details |
| Bank account name: |
|  |
| Bank name: |
|  |
| Bank sort code: |
|  |
| Bank account number: |
|  |

Safeguarding

If you are working with children or with adults who may be vulnerable, it is important that you think about how to keep them safe, and that you have policies and procedures in place.

By ticking this box, you confirm that your organisation has appropriate safeguarding policies and procedures in place, and that you will ensure these are followed.  *Documents will need to be submitted as part of your application (see below for full list of documents required).*

Supporting Documents

You will need to send us:

1. A scanned copy of a bank statement no more than 3 months old, as evidence of your organisation's bank account name, sort code, account number, and current available balance.

2. A copy of your organisation's governing document (e.g., memorandum of association or constitution).

3. A copy of your organisation's most recent audited annual financial accounts. If you do not have audited accounts, please complete the Income Statement and Balance Sheet pro forma.



4. At least 2 comparative quotes for any items you plan to buy with the grant.

5. A copy of your safeguarding policies and supporting documents:

* If you are working with children, a Level 3 Children's Safeguarding certificate will need to be submitted.
* If you are working with adults at risk, a Level 3 Adult's Safeguarding certificate is recommended.
* DBS - if you meet the DBS criteria, please submit a copy of your DBS details.

6. A copy of your public liability insurance

7. If your project proposal includes energy-related costs, evidence will need to be submitted – this may include (but is not limited to) statements and bills, in your organisation’s name, from the energy supplier.

**Joint applications**

If you are submitting a joint application and would like the grant to be paid separately, supporting documents for each organisation need to be submitted with the application form.

If you are submitting a joint application and would like the grant to be paid to the lead organisation, only the lead organisation’s supporting documents need to be submitted. However, if the bid is successful, an email from the other named organisations, confirming receipt of their portion of the grant needs to be sent to [sia@dclt.co.uk](mailto:sia@dclt.co.uk) within 7 days of receiving the funding.

Please note that if we do not receive all the requested information/documents, your application may be delayed and may be ineligible.

**Declaration: terms and conditions of grant**

Our grants are subject to the terms of our Grant Agreement. By submitting this form, you are confirming that if your application is successful, you will sign our Grant Agreement (a copy can found below for your reference). If your application is successful, you will not be awarded any monies unless and until you sign the Grant Agreement.



It is important that you read the declaration below carefully before you submit this form.

* I confirm that I am authorised to complete and submit this application on behalf of the organisation named above.
* I confirm that the information given on this application form is true and accurate to the best of my knowledge.
* I confirm that the organisation named above meets the requirements set out in the attached Grant Agreement.
* I confirm that the bank account details provided above are the account name, sort code and account number of a bank account belonging to the organisation named above, and that two unrelated signatories are required for all payments from this account.
* If the bid is successful, I confirm that DCLT Finance Department may contact the named person above, prior to payment, to verify ID and banking details.
* I confirm that any grant awarded in response to this application will be spent for the purposes outlined in this application during the winter period.
* I acknowledge that the bid application is subject to a financial assessment and the result of this assessment may impact on the level of monitoring or eligibility for the grant.
* I acknowledge that the list of supporting documents/information outlined above is not exhaustive, and I confirm that I shall provide any further documentation/information requested.
* I confirm that the organisation will promptly inform DCLT if it obtains funding for the activities to which this application relates from another source.
* I confirm that the organisation will promptly notify and repay immediately to the funders any money incorrectly paid to the organisation, by administrative error or otherwise.
* I understand that any grant awarded by the funders will be done so on the basis of information supplied at the time of this application. If any information is subsequently found to be misleading, inaccurate, or false then the grant must be paid back to the funders in full.
* I understand that DCLT, as an organisation that gives out public funds, may carry out checks on the personal and financial information you provide us. If you provide false, fraudulent, or inaccurate information in your application or at any point in the lifetime of any funding agreement we enter into with you, we may share the information about you with other grant funding distribution bodies and relevant external bodies to prevent fraud and money laundering. If we identify or suspect fraudulent activity, we will report this to the police and take appropriate action.
* I have attached all required additional documents.

**Data Protection**

Personal details submitted as part of your application will be dealt with by Doncaster Culture and Leisure Trust in line with data protection legislation and our Privacy Policy, a copy of which is available on our website. The information you are providing is being collected for the purpose of determining your grant application and will be passed on to the Grant Panel members in order to review your application, and to correspond with you regarding your application and if successful in order to make and manage the grant. Your information may also be shared with other relevant partner agencies that prevent and detect fraud.  These application forms are retained for 7 years from date the programme has been finalised. If you have any queries, please contact Doncaster Culture and Leisure Trust’s Social Isolation and Loneliness Alliance on [datacontroller@dclt.co.uk](mailto:datacontroller@dclt.co.uk)

By ticking the box below, I confirm that I have read, understood, and agreed to this declaration on behalf of the organisation named above. I further understand that should the organisation named above be successful in its application, the Grant Agreement will need to be signed prior to any funds being paid.

I hereby certify that the information contained in this application form is accurate, and that I have the authority/permission of our organisation to apply for these funds.

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| **Full name** |  |
| **Signature** |  |
| **Date** |  |