

# East Renfrewshire Warm and Welcome

## Spaces Community Fund

### Small Grant Guidelines

#### Background

East Renfrewshire Council is working in partnership with Voluntary Action East Renfrewshire and East Renfrewshire Culture and Leisure Trust to coordinate and support a community-led response to deliver Warm and Welcome Spaces and activities over the Winter period 2022/23. As part of this the Council will be administering small grants to community organisations to support with set-up and running costs. This is one of a number of direct responses by East Renfrewshire Council to the current cost-of-living crisis, as agreed by Cabinet in October 2022.

The small grants will provide financial support to community groups operating in East Renfrewshire that are able to provide additional services, hours and/or capacity during the colder months. The activity must operate from a suitably accessible venue and could include some aspect of social connectivity or activity in addition to a warm, welcome space. A safe, secure, warm, and welcoming space, particularly for more vulnerable members of our communities, including those experiencing social isolation and financial hardship, should be offered.

Through this Fund, grants of up to £2,000 at a time, are available for community groups who will be open this winter for people to access a Warm and Welcoming Space. These small grants could be used to expand capacity, set up a new warm space/related activity or sustain an activity through the coming months. For example, a community centre may apply to cover the costs of providing a designated space with chairs and hot drinks, open at regular times each week.

It is anticipated that Warm and Welcome Spaces will be open for members of the public on a drop-in basis. The fund will also consider applications from local groups running activities for a particular community, such as a toddler group. For example:

- a toddler group may request funding to extend their sessions so people can stay and chat over tea or coffee for a longer period,
- a lunch club may use funding to provide an additional free meal one day a week.

We are inviting all organisations that offer a Warm and Welcome Space, whether or not they require funding, to input their details into the [Community Hub directory](#). This will provide a single point of information for our residents to access and allow ongoing mapping of provision across the area.

## Small Grant Details

- Maximum grant amount is £2000 but organisations may apply up to three times on spend of previous grant.
- Joint applications that bring partners together are welcome.
- We cannot fund budget gaps - this must fund additional activity or enhance existing activity;
- These grants are only available over the Winter period of 2022/23, with a phased roll out, the first being up until the 15th December 2022.
- Very light touch monitoring and evaluation will be expected, so that we can capture the impact of the grants

## Small Grant Criteria

In order to be eligible for the fund you need:

- To adhere to the principles set out in the 'Warm and Welcome Spaces Charter'.
- Submit your details into the [Community Hub Directory](#) (this link will take you to an external webpage managed by VAER)
- To be able to provide a bank account statement- preferably in organisations name
- Be able to demonstrate a clear need and timeline for the proposed activity
- Provide monitoring information
- Be open to all people across East Renfrewshire, unless a specific need for a priority community has been identified

## Who can apply?

Applications can be accepted from a wide range of voluntary, 'not for profit' organisations, associations, groups and clubs or collaboratives/ partnerships which have a strong community focus towards their activities. Organisations that can apply include;

- Scottish Charitable Incorporated Organisations (SCIO)
- Unincorporated Associations
- Trusts
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Community councils
- Non-constituted groups, with Voluntary Action East Renfrewshire either supporting them to become constituted, or by supporting a partnership organisation with a constituted entity holding a grant for the non-constituted group.

## What can the small grants be used for?

We will fund	We cannot fund
Equipment/furniture (for example extra chairs) for the warm space	Contingency costs, loans, endowments or interest
Hall hire for community spaces	Political or religious campaigning
Utilities/running costs, including gas and electricity	Backdating of funding for activities that have already happened
Volunteer expenses	Statutory activities
Provision of food or drinks for those accessing spaces	VAT you reclaim
Extension of current provision e.g. longer opening hours or additional days and associated costs	Digital devices unless there is a clear need
Comfort packs- hot water bottles, blankets, electrical heaters	Alcohol
Provision of transport to get people to venues and activities	Staffing costs not related to warm spaces
White goods e.g. cooking equipment	Running costs not related to warm spaces
Funding for activities including tutor costs	

**This grant is intended to provide financial support with the sole purpose of providing a warm and welcome space for people during the winter months.**

In managing your organisation, we would expect that the appropriate policies are in place, where relevant.

### Funding Process

- The initial round of grant applications is open until the 15<sup>th</sup> of December.
- The information provided will be assessed by a steering group, comprising representatives from the East Renfrewshire Culture and Leisure Trust, East Renfrewshire Council and Voluntary Action East Renfrewshire, who will make the final decision on whether or not the application is successful.
- The steering group will review applications on a weekly basis and aim to have a decision within 10 days.
- We will be in touch either way to let you know the outcome of your application
- Once the decision has been made, East Renfrewshire Council will gather the required details (bank account details and statement) and transfer the funds over to the organisation
- The organisation will be expected to update/input their details in the Community Hub directory
- Organisations, Voluntary Action East Renfrewshire and East Renfrewshire Council will work in partnership to promote the spaces
- Warm and Welcome Spaces are expected to engage with other local voluntary and community organisations to link and signpost residents where appropriate, particularly where there are concerns about their wellbeing and vulnerability. Talking Points offers a referral route into all community, health and social care services.

- Organisations awarded funding are expected to provide some level of monitoring/evaluation data, in order for resource to be best placed going forward (see details below)
- If your organisation wishes to provide a Warm and Welcome Space for residents this Winter and you require financial support to do so, [please fill in this form.](#)

### **Evaluation and Monitoring**

The evaluation process for this fund will be as light touch as possible while still capturing the impact/positive benefits of the funding received. It is important that there are low-level requirements in relation to capturing data, and that we are able to map and respond to emerging needs. A process of monitoring by engagement will be carried out with organisations:

-If Warm and Welcome Space is a low level of support with space just being accessed, regular head count by provider could be expected

- If Warm and Welcome Space provides activities/intervention- numbers of people participating and basic demographic/equalities data maybe required

-Periodic qualitative reporting from all providers on trends, regular attendees, types of activities that experience a higher uptake than others etc is required

### **Data agreement**

The information you provide to us relating to planning policy, strategy development, projects and events, in any correspondence and any other personal information we hold about you in this context will be processed by us (East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG) for the administration of planning policy, strategy development and projects and events. Further information can be accessed at <https://www.eastrenfrewshire.gov.uk/planning-policy-privacy-notice>

**Any further queries, please contact: [Megan.McIntyre@eastrenfrewshire.gov.uk](mailto:Megan.McIntyre@eastrenfrewshire.gov.uk)**