



Warm Welcomes Application Form

****Please note this is only for areas within the:**

- Aldeburgh, Saxmundham and Leiston Community Partnership
- Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership

This is due to a low number of applications in the first round

1. Organisation Details

Name of organisation/group	
Name and position held at organisation:	
Address for correspondence: <i>(please include the postcode)</i>	
If registered charity, please state number	
If registered as a company e.g. Community Interest Company or Limited By Guarantee, please state number:	
Email:	
Tel. No.	
Website	

1a. What type of group / organisation are you, please use the tick boxes below:

- | | |
|--|---|
| <input type="checkbox"/> Community or voluntary group | <input type="checkbox"/> CIC / Social Enterprise |
| <input type="checkbox"/> Registered Charity | <input type="checkbox"/> Village Hall/Recreation Ground Committee |
| <input type="checkbox"/> Community Interest Organisation (CIO) | <input type="checkbox"/> Charitable Company Limited by Guarantee |
| <input type="checkbox"/> Local Branch of a National Organisation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Town/Parish Council | |

1b. Does your organisation have the relevant policies and procedures in place? Please tick those which are applicable to your organisation/this project:

- | | | |
|----------------------------|------------------------------|---|
| Constitution/set of rules | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Child Protection Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Adults at risk of Harm | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Health & Safety Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Equal Opportunities Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| DBS Policy/Process | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



Covid Risk Assessment Yes No Not applicable

Which of the following insurance cover does the organisation hold? Please tick the appropriate boxes. It is recommended that Public Liability insurance cover is a minimum of £5 million

Public Liability Yes No Not applicable
Employers Liability Yes No Not applicable
Professional Indemnity Yes No Not applicable
Other (please specify) Yes No Not applicable

Please submit your policies when submitting this application form

2. Project Details –

The target for each of our Warm Welcomes is as described in Grant Scheme Guidance document but can be summarised as follows:

- Enable and facilitate groups and organisations to offer Warm Welcomes that offer something additional to communities this winter – providing a heated, lit space, refreshments, activities for attendees for a minimum of 8 hours a week* for 18 weeks starting from 27th November
• The aim is to provide support around the cost of living and inequalities, reduce social isolation, encourage community connections, and provide a warm community welcome to address community concerns around well-being over the cost of living

* We are asking for a minimum of 8 hours and these can delivered in the way that works best for you and your community, but if your offer is less (e.g. 6 hours), please still apply as we will review on a case by case basis

We can contribute towards the costs of your Warm Welcome. The amount available is dependent on the ward you are operating in. We are offering funding according to the population of wards. Our electoral wards are based on population i.e. larger population wards have more councillors. We have allocated £1,000 per councillor*. The breakdown of funding by wards is in the guidance document. To find out which electoral ward you’re in, please pop in the postcode of your venue to the website here to find out which ward you are: CMIS > Councillors.

* * Due to the delivery period being less because Warm Welcomes will be starting later (18 weeks rather than 22 weeks – 20% reduction), slightly less money will be available (20% lower so £800 per councillor)

If you would like to run a Warm Welcome for a shorter length of time, or would like to apply for a smaller amount to pay for something to add to your own Warm Welcome, or want to apply as a network in your town/ward, then please state that on the form below.

Table with 2 columns and 2 rows: Project name (Warm Welcomes), Project Address



<p>Ward</p> <p>To find out which electoral ward you're in, please pop in the postcode of your venue to the website here to find out which ward you are: CMIS > Councillors.</p>	
<p>Opening Days and Times</p> <p>How many hours a week will your Warm Welcome offer? We are asking for a minimum of 8 hours a week (you can configure this how you like).</p> <p>Please state your proposed Warm Welcome opening days and times</p>	
<p>Did your venue host a Warm Room last year?</p> <p>If so, what did you learn from it and how will you apply that learning this time? If you have not already provided this monitoring information, please include as part of this application</p>	
<p>Additionality</p> <ul style="list-style-type: none"> • Is your Warm Welcome a new provision or does it build on something already existing/open? • If it is building on something already happening, how will you distinguish the Warm Welcome so it is additional? <i>E.g. longer hours or a big addition to the offer</i> • If it completely new, could the need be met at other facilities in your town/village? Have you spoken with other 	



<p>venues locally about potential collaboration?</p>	
<p>Please describe your refreshment making facilities (i.e. is there hot drink making facilities, if so, is there sufficient storage for milk etc?)</p>	
<p>Space available</p> <ul style="list-style-type: none"> • How big is the space? • How many people can it accommodate? • Is there any additional private space for confidential discussions to happen? 	
<p>Target</p> <p>Bearing in mind capacity of your space and reach to local people, how many people (on average) do you think your Warm Welcome can attract at each session?</p>	
<p>Activities and food</p> <ul style="list-style-type: none"> • What activities will you offer to attendees? • Are you planning on offering food? 	
<p>Agencies and information</p> <p>What agencies attending your Warm Welcome or providing information do you think your community would benefit from? <i>E.g. Citizens Advice East Suffolk, Rural Coffee Caravan, ESC Financial Inclusion Officers, Housing organisations</i></p> <p>We cannot guarantee these organisations can attend but we can try and link them up if you are interested in them</p>	



being part of your Warm Welcome offer	
Selling points What are your main TWO selling points for people coming to your Warm Welcome and why? e.g. a light supper, after school club	1/ 2/
Communications and contingency <ul style="list-style-type: none"> • How will you promote your Warm Welcome? • If you started to see a decline in numbers or you weren't getting much interest at all, what would be your contingency? 	
Engagement with local people <ul style="list-style-type: none"> • How will you connect with local people in your communities for this? • What partners in your local community can help you engage with local people? 	

3. Project Costs / Budgets

How much funding are you applying for (please note that you can apply for less than the maximum funding if you're happy to donate space or heating/lighting costs, or if you're proposing a shorter session time)	£ <i>The maximum grant to reflect the reduced number of weeks (18 rather than 22) is £2,400 for a ward with 3 ESC Councillors and where there is a single applicant or a collaborative bid for a number of venues within that ward</i>				
Please breakdown the costs this funding will cover	<table border="1"> <thead> <tr> <th data-bbox="624 2033 1230 2074">Description</th> <th data-bbox="1230 2033 1469 2074">£</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 2074 1230 2103"></td> <td data-bbox="1230 2074 1469 2103"></td> </tr> </tbody> </table>	Description	£		
Description	£				



What match funding are you providing? Please include staff costs, any energy costs you believe you'll incur above the level we're paying, plus the cost of anything else you're providing, such as food.	<table border="1"> <thead> <tr> <th>Description</th> <th>£</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Description	£						
Description	£								
Are you waiting for confirmation from other sources for funding for this project?	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, who from and how much:</i></p>								
Please can you confirm that this project/activity has not already started/been paid for (we cannot fund items/services/activity that have already been purchased and paid for before a Grant Acceptance has been issued).	<p>Yes <input type="checkbox"/> I confirm activity/project has not already started</p> <p>No <input type="checkbox"/></p> <p><i>If you have selected no, please can you provide further details below about which stage the project/activity is and why this application is still relevant:</i></p>								

4. Monitoring and evaluation

We require you to provide a limited amount of data to us on usage of your Warm Welcome that will help us assess the impact your Warm Welcome has had, so we can evaluate the project. This consists of:

- Sign-in sheet to collect contact details from your guests so that we can offer them other kinds of support (mandatory)
- A generic survey which you can make available for users

The sign-in is mandatory as part of evaluation needed and if this data is not provided, this could be held against future funding applications in future. The funding will be paid in instalments; 75% upfront and then 25% after 3 months subject to monitoring data being submitted. The survey will help provide us feedback of the impact and while this is not mandatory, we ask all funded Warm Welcomes to collect this information.

5. Applicant Declaration & Data Protection

The information you have supplied is being collected in order for East Suffolk Council to perform a task in the public interest and for our official functions. The task or function has a clear basis in law under section 50 and 51 of the United Kingdom Internal Market Act 2020.



Your information will be used to process your application for the East Suffolk Warm Welcome grant scheme in accordance with the grant scheme guidance.

Your Information will not be used for any other purpose unless East Suffolk Council obtains your consent or unless permitted by law.

Due to corporate retention requirements for financial information relating to this scheme, information relating to this application will be retained for 10 years.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (and any updates).

Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

I confirm that:

- I have the authority to represent the organisation making this grant application.
- All information provided in this application form is correct and complete to the best of my knowledge.
- I confirm I am not withholding any information that would be likely to affect the outcome of the application.
- I shall inform East Suffolk Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as relevant in deciding whether to fund the grant application.
- I have informed all individuals whose personal data has been included in this application or supporting paperwork that their information has been collected and shared, and I have advised them of the relevant East Suffolk Council Privacy Notices.
- I understand that without prior reference to me the information given in this application may be submitted for checking against records held by East Suffolk Council or other organisations (such as government departments, other agencies, local authorities and the police) for the purposes of assessing my eligibility for grant funding or for the purposes of the prevention and detection of crime.
- I understand that where checks against other departments or organisations are made and discrepancies are identified, the Council may provide details of this application to those departments and organisations, and this may result in changes being made to those external records.
- I understand that data recorded by or on behalf of East Suffolk Council is subject to the Freedom of Information Act 2000, including information provided in relation to grant applications.

Signature: <i>Enter your name in the box only if you agree to be bound by the terms set out in this form. We will</i>	
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<i>treat this as your signature on the form.</i>	
Name:	
Position within the Organisation: <i>Please note that this should be someone with legal and financial responsibility.</i>	
Date:	

Subsidy Control (formally State Aid)

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

East Suffolk Council will be providing this grant to the business / organisation as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).

MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).

Subsidies and State Aid Has your business, or any other company in your group received, in the last three years, or are currently applying for, any grants or Subsidies/State Aid including: de minimis aid received under the State aid rules pursuant to Commission Regulation (EU) No 1407/2013; Commission Regulation (EU) No 360/2012; MFA received under section 36 of the Subsidy Control Act 2022; services of public economic interest assistance received under section 38 of the Subsidy Control Act 2022; and subsidies (which may have been described as “small amounts of financial assistance” or “SAFA”) received under article 364(4) or 365(3) the EU-UK Trade and Cooperation Agreement? If Yes, please provide details below. <i>You may be asked to provide copies of the agreements.</i>				YES / NO
Date of application/award	Name of provider	Amount awarded/applied for	Reason for or purpose of payment	Regulations: de minimis aid received under the State aid rules pursuant to Commission Regulation (EU) No 1407/2013; de minimis aid for services of general economic interest received under the State aid



				rules pursuant to Commission Regulation (EU) No 360/2012; MFA received under section 36 of the Subsidy Control Act 2022; services of public economic interest assistance received under section 38 of the Subsidy Control Act 2022; and subsidies (which may have been described as “small amounts of financial assistance” or “SAFA”) received under article 364(4) or 365(3) the EU-UK Trade and Cooperation Agreement.

Please sign below to confirm that the MFA threshold has not and will not be exceeded by the enterprise receiving the proposed assistance.

Signature: <i>Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form.</i>	
Name:	
Position within the Organisation: <i>Please note that this should be someone with legal and financial responsibility.</i>	
Date:	

6. Scheme Promotion

Your information will be publicly available as part of this application process, for example your information may be used for promotion and publication of press articles or for publicly available end project evaluations.



HM Government



By signing below, you acknowledge that your information will go into the public domain, and you are consenting to this.

You understand that either consenting or not consenting to this will not affect your application process.

Full Name:	
Signature:	<i>(Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on this form.)</i>
Date:	