

## Warm Welcome Grant Guidance Notes

### Eligibility

Your organisation can apply to the Warm Welcome Grants Programme if you're:

- A not-for-profit voluntary or community organisation
- A registered charity
- A not-for-profit company or community interest company or other social enterprise

All organisations we fund will need to provide evidence of their status when applying. We appreciate that there may be some new and informal initiatives providing a Warm Welcome in their community. If these initiatives want to apply for funding and don't have a formal constitution and bank account they should speak to another local organisation, such as a parish or town council, to partner with in order to make an application.

### Exclusions:

- Proposals that promote a religious or political purpose are not eligible to apply.
- Projects which discriminate on the basis of race, religion, national origin, disability, age, or sexual orientation.
- Activities that require members to pay fees or subs
- Profit-making or business ventures

### What can the grant funding be used for?

- Food and drink for Warm Welcome patrons
- Activities for Warm Welcome patrons.
- Purchase or hire of equipment
- Utility bills including energy costs
- Staff/volunteer time/expenses
- Anything else that enables the space to be open, welcoming and sustained.

We may ask to see evidence of how the grant payment has been spent and to receive a refund for any ineligible expenditure or underspend. All expenditure must therefore be supported by invoices, which should be available for inspection upon request.

### Grant requirements

- A safeguarding policy
- Public liability insurance
- A risk assessment for the Warm Welcome activity
- Venue to be listed on Shropshire Council's Warm Welcome webpage
- Share signposting information (provided by Shropshire Council) with patrons

### When can organisations apply for the grant funding?

The grant funding will be open for applications until 1st March 2024 or until all the funding is allocated.

### How can organisations apply for funding?

When submitting your application form you should also provide us with:

- The name and contact details of the person with whom we can correspond in relation to your application
- Proof that your organisation is a constituted voluntary or community organisation, or charity. However, if another organisation is making the application on your behalf, they should provide us with their details
- Bank account details for the organisation

**How long will it take to process the application?**

- We will review and evaluate all applications as they are submitted. Applications will be considered in the order they are submitted.
- You may only submit one application per organisation.
- An application will not be accepted if your organisation does not meet the eligibility criteria and/or the purpose of the funding is ineligible.
- We will aim to achieve a geographical balance of funding so that no single area of the county receives proportionately more or less of the overall fund
- Grant funding awards are made entirely at our sole discretion
- No appeals are permitted

**If successful, when will we receive the grant funding?**

Once we have received your signed acceptance of the grant offer we will aim to make payment into the designated bank account within 5 working days.