



VCS Warm Spaces and Food Grant Fund Guidance Notes

Thank you for your interest in the Warm Spaces and Food Grant Fund. This new Grant Fund of £200,000 has been set-up to support local Voluntary and Community Sector (VCS) organisations respond to the Cost-of-Living crisis, including the provision of warm spaces and associated activities, and social activities including food for older people.

It is important that you read these guidance notes before you complete the application form.

These Guidance Notes will help you provide all the information we require to enable us to consider your application. Our aim is to notify you of a decision within two weeks of receiving a complete application. Please therefore ensure that you have submitted all the relevant documentation and answered the questions in full. The final deadline to receive application will be 5pm on Monday 5th December.

The deadline for applications is 5pm on Monday 5th December 2022

If after reading these guidance notes you are unclear about whether your activity, service or project meets our criteria, please contact Bruce Murdoch on **020 8871 6203** or email: bruce.murdoch@richmondandwandsworth.gov.uk who will be pleased to help you.

Aim of the VCS Warm Spaces and Food Grant Fund

The VCS Warm Spaces and Food Grant Fund is intended to support voluntary and community sector organisations in their work to help residents through the cost of living crisis by boosting the current offer of warm spaces where residents can keep warm and access other services and increasing opportunities for local communities to develop initiatives that link social activities to food with a particular focus on older, vulnerable adult who are at risk of isolation. In this context, 'food' means a healthy, nutritious, substantive meal e.g., breakfast, lunch or dinner.

Due to the short timeframes involved in funding and delivering provision, the funding is focussed on projects that may be existing, to enable them to expand the current service offer or geographic reach. Other new projects will also be welcomed.

Priority areas

We know that there is not an even spread of warm spaces across the borough and are therefore looking for applications where you can identify a local need that is not being provided for by anyone else. We want to help areas where there is no Council designated warm space already within walking distance but there are high levels of:

- Income deprivation affecting children
- Income deprivation affecting older people
- Fuel poverty
- Older people living alone

The location and walk time of the Council designated spaces are mapped against each of these indicators and included in the data section of this guidance. Additional maps have also



been included showing the location of lunch clubs (both Council funded and non-funded) mapped against income deprivation affecting older people, and the proportion of older people living alone.

Organisations should consider these specific issues in their application:

- Physical location of the warm space (e.g., there are no other suitable warm spaces in that area where residents can travel to safely),
- Availability (e.g., more and different opening times to normal operation and that of other provision in the local area)
- Targeting specific, identifiable, vulnerable residents (e.g., residents over 65 years, people living alone etc.)

Whilst the Council has been able to identify some local provision, including libraries; some community centres; and funded and non-funded lunch clubs, local organisation may be able to identify new or unknown gaps. They may also want to expand their provision, increase the range of activities and have new opening hours. As such, organisations in these areas are still welcome to apply.

With winter soon upon us, services will need to mobilise quickly and have a clear exit strategy.

Applicants will also be encouraged to consider extending their existing services to new community venues, particularly taking advantage of free use of the Housing and Regeneration 27 clubrooms across Council estates and within sheltered accommodation. 6 of these are directly managed by the Council. Many have time available, small kitchen facilities and have good accessibility. Details of the Clubrooms are available on the Council website [here](#)

For other information about the Housing and Regenerations teams clubrooms and how you can access these, please contact: Tom Crawley, Head of Resident and Estate Services, (Email: tom.crawley@richmondandwandsworth.gov.uk or Tel: 0208 871 6781) or your local [Resident Participation Officer](#)

Library provision may also be available and other under-utilised community venues including faith and sport facilities.

Projects will need demonstrate that they meet an immediate, targeted need and that they have considered an appropriate exit strategy for when this funding ends.

Wandsworth Warm Space Charter

We already know that many organisations across the borough already provide the facilities of a warm space. Warm spaces should give a warm welcome every time residents come to visit, and be a space where residents will feel safe, treated equally and with dignity. Organisations will be asked to consider joining our Warm Spaces Network and be promoted to residents as a Warm Space near them: [Warm Spaces Network](#)

Who can apply?

We will only fund organisations that are:



- **Small Constituted community organisations, Registered charities, CIOs, CICs or exempt charities.**
 - Smaller constituted community organisations (e.g., resident associations) must have clearly defined aims and objectives and be able to demonstrate that the funding will be paid into a bank account in the group's name.
 - Organisations will need to demonstrate that they have at least three unrelated Management Committee Members / Directors or Trustees.
- **Providing services or activities that benefit the London Borough of Wandsworth and its residents**
 - We will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Wandsworth borough.
- **Not for profit**
 - We cannot fund organisations that aim to make a profit. However, we can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested into the organisation. This must be reflected in the accounts the organisation gives us. Companies Limited by Shares are not eligible.
- **Constituted**
 - Organisations we fund must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.
- **Financially solvent**
 - Organisations funded by us must not have liabilities that are more than their current assets.
 - Organisations must be able to show that their unrestricted reserves are within the limits the Trustees have set for the organisation, or that any grant will enable them to build their financial sustainability over the period of the grant for them to return to a more secure position, acknowledging that this revenue support will contribute to their capacity building forecast.

We do not fund:

- Schools or Parent Teacher Associations, unless a significant level of match funding has been secured.
- Churches or other organisations where the monies will be used for religious purposes.
- Projects where the monies will be used for political purposes.
- Applications which are fundraising in nature.
- Large capital or revenue fundraising appeals are a low priority for the fund.
- Retrospective activities.

PLEASE NOTE: Applicants who have applied to any of the Council's funds (Wandsworth Grant Fund or Capacity Building Grant Fund) in the last 12-months will



not need to provide copies of their constitution, annual accounts and safeguarding policy.

How much and what can you apply for?

You can apply for a grant of between **£2,500** and **£15,000**.

Grant funding needs to be spent within 12 months of the grant award, as a maximum. It is expected that funded activity will be able to begin within one (1) month following Grant Agreements being accepted.

Depending on the **amount** of grant requested and the **size of your organisation**, we may ask you for more information to support your application.

Applications would be considered towards a range of different cost items that can be clearly linked to the grant priorities. These include, but are not limited to:

- Venue hire and associated costs
- Transport for vulnerable groups to/from warm spaces or in relation to food provision
- Food and refreshment costs or food storage
- Costs to support delivery of social opportunities linked to substantive meal provision
- Activity costs linked to the delivery of the service
- Energy costs linked to the delivery of the service
- Staff costs linked to the delivery of the service
- Capital costs and equipment

Note: You must apply to register your charity with the Charity Commission if either: your organisations total annual income will be at least £5,000 per year, or it is a charitable incorporated organisation (CIO) [Charity Structures](#)

What are our priorities?

Your project needs to relate to one or more of the two priority areas, and you need to tell us how your particular project will help us achieve this priority.

PRIORITY 1

Warm spaces: to provide access to a network of safe, welcoming community spaces where residents can keep warm and access other services. This could include groups running activities including existing provision where the applicants can demonstrate they are struggling to fund the costs of these services. However, the applicant will also need to demonstrate how they are supporting a broad cohort of people in need of this type of provision and how they have adapted their services accordingly. The Council webpages have a directory of pledged spaces, and successful applicants would be expected to form part of this offer.

PRIORITY 2

Social Opportunities including Food for Older People: to increase opportunities for local communities to develop initiatives that link social activities to food. In this context 'food' means a healthy, nutritious, substantive meal e.g., breakfast, lunch or dinner. This priority is part of a wider initiative to mitigate the impact of social isolation and the cost of living amongst



vulnerable older people by increasing opportunities for residents to socialise in environments that also offer low-cost and nutritious food.

Applicants are encouraged to consider periods when other services may not be available e.g., evenings, weekends, and holiday periods.

This grant can be used to fund new projects and is intended also to fund additional capacity of existing services/projects enabling organisations to meet additional demand driven by the cost of living experienced by residents and their users. Organisations will need to provide evidence of the existing service or project they seek to add further capacity to and evidence how they know that there is a demand/need in their community for these additional or new services.

How your application will be assessed?

During our assessment we will look at how well your project fits our two priority areas (see above). We will also look at the following to help us make a decision:

- Eligibility
- The need for the project
- Who will benefit from the project
- The impact your project will have and the difference it will make
- Your organisation's financial position and governance e.g., reserves policy
- The ability of your organisation to mobilise / exit the project
- The level of grant funding requested and the total cost of the project
- Governance and compliance e.g., safeguarding

Warm space providers will need to demonstrate:

- Who their identified beneficiary group is – is the project targeted at a specific vulnerable group?
- Local need in relation to their location and/or client group – does the project fill a gap?
- How people will use the space
 - A clear mobilisation and exit strategy including how they will market the availability of the warm space. Consideration will need to be given to safeguarding, managing open access settings for diverse user groups as well as any Flu/Covid-19 protocols and adverse winter weather contingencies.
- How they are providing a people centred approach

Social Opportunities including food for Older people providers will need to demonstrate:

- Who their identified beneficiary group is
- Local need in relation to their location and/or client group
- Prior experience in food provision
- Supply chains in place



- A clear mobilisation and exit strategy including how they will market the availability of the Food provision. Consideration will need to be given to safeguarding, as well as any Flu/Covid-19 protocols and adverse winter weather contingencies.
- How they are providing a people centred approach

Making a case for support in your application

Warm Spaces

With increasing energy costs, many are concerned about how they can afford to stay warm this winter. Warm spaces provide a place to go to keep warm and many offer a range of additional facilities or activities.

A warm space directory is available on the Council's website and is being updated as sites come online. [Warm Spaces - Wandsworth Borough Council](#)

Core Council provision of warm spaces are via the local libraries, which are spread across the borough and free to access. Libraries offer fast reliable Wi-Fi, device charging, desk space and comfortable seating, access to personal computers and printing facilities (printing fees apply). More about the locations, opening times and facilities can be found here: <https://www.wandsworth.gov.uk/leisure-and-culture/libraries/>

The **overarching principles** of a warm space offer are:

- Geographical accessibility - including in terms of client groups and to try and limit travel for vulnerable groups
- Using or extending existing facilities and commissioned services wherever possible
- Be scalable up and down
- Quick to implement and easy to exit

Warm space providers will be expected to adhere to their own safeguarding policies and ensure that all staff and volunteers are briefed on these procedures. In addition to this, we ask that providers sign up to the Council's [Warm Space Charter](#) .

Social Opportunities including Food for Older People

According to the Campaign to End Loneliness, 45% of adults feel occasionally, sometimes or often lonely in England. The health impact of loneliness is increasingly recognised, and it has been found to be associated with depression, cognitive decline and dementia, as well as high blood pressure, heart disease, increased frailty and earlier mortality.

Sharing of food has always been a way in which groups establish and maintain a sense of community. One strand of learning from the National Lottery's Ageing Better initiative is that food remains an important tool in addressing isolation. This priority seeks to expand current provision with the added impetus given the need to respond to the cost-of-living crisis.

This priority seeks the establishment of warm spaces for older vulnerable resident who are struggling to heat their homes with the focus on social interaction with an expectation that there is an offer of healthy and nutritious food and links to food waste and other charitable food sources, enabling the meals to be affordable, or free, for all the intended beneficiaries.



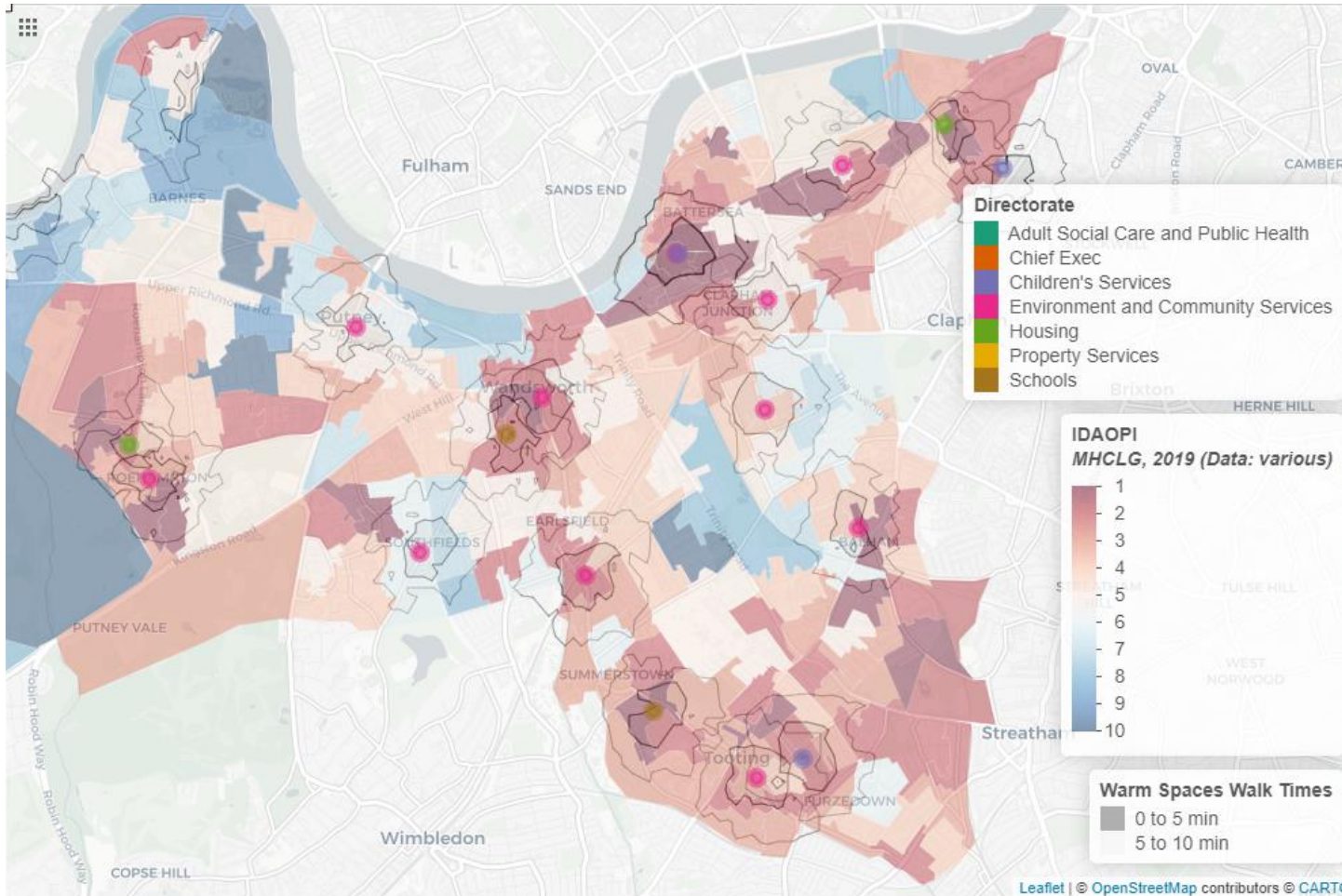
The **overarching principles** of a Social Opportunities including Food for Older People Provision offer are:

- Geographical accessibility - including in terms of client groups and to try and limit travel for vulnerable older people
- Opportunity of meaningful social interaction
- Offer of a substantive, healthy and nutritious meal
- Meet immediate targeted need and not create dependency
- Be scalable up and down
- Quick to implement and easy to exit

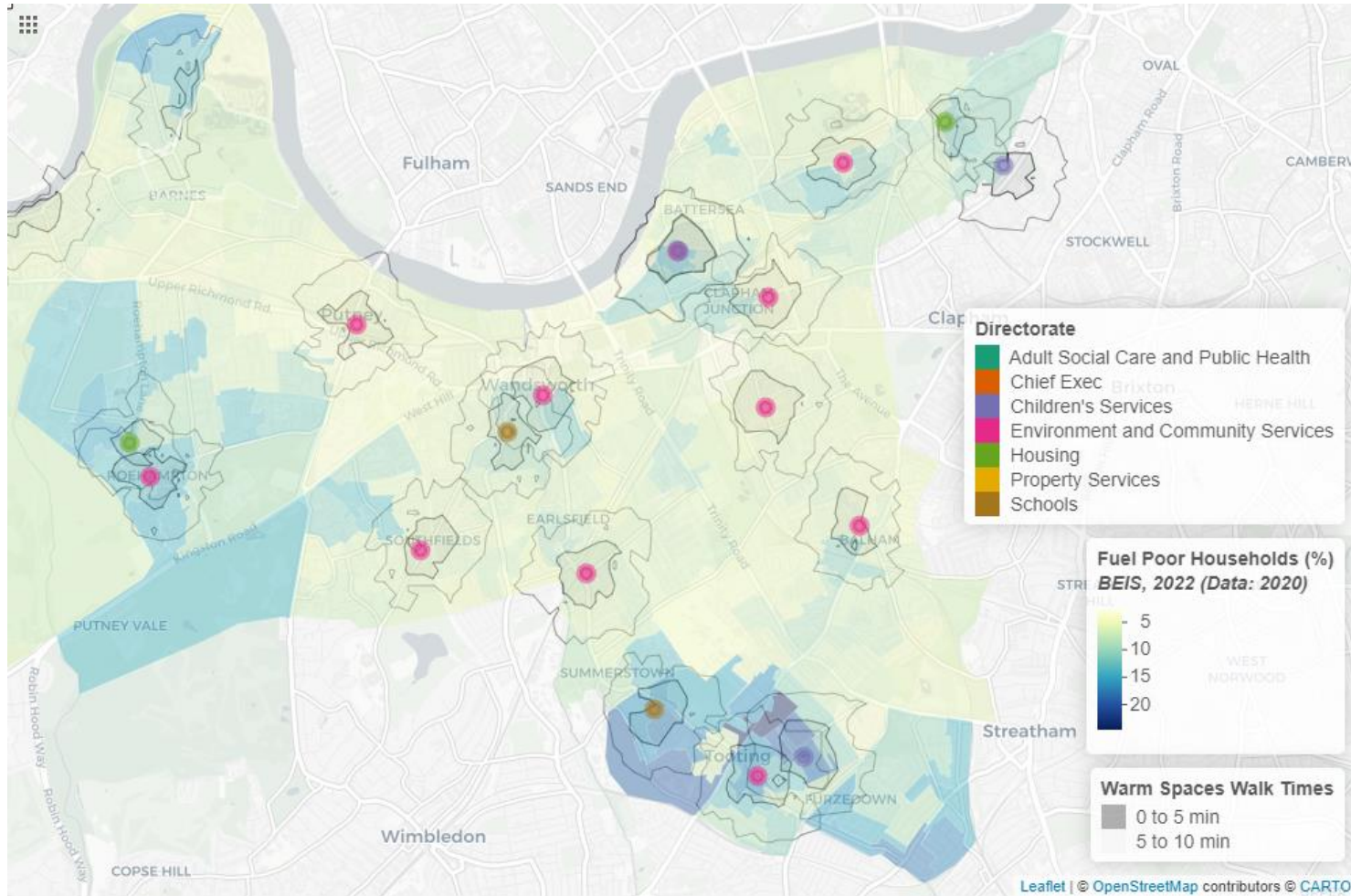
For both priorities, organisations will need to demonstrate:

- Why they are unable to meet these costs within their current budgets / reserves
- How the support will enable them to continue to function / expand geographic reach

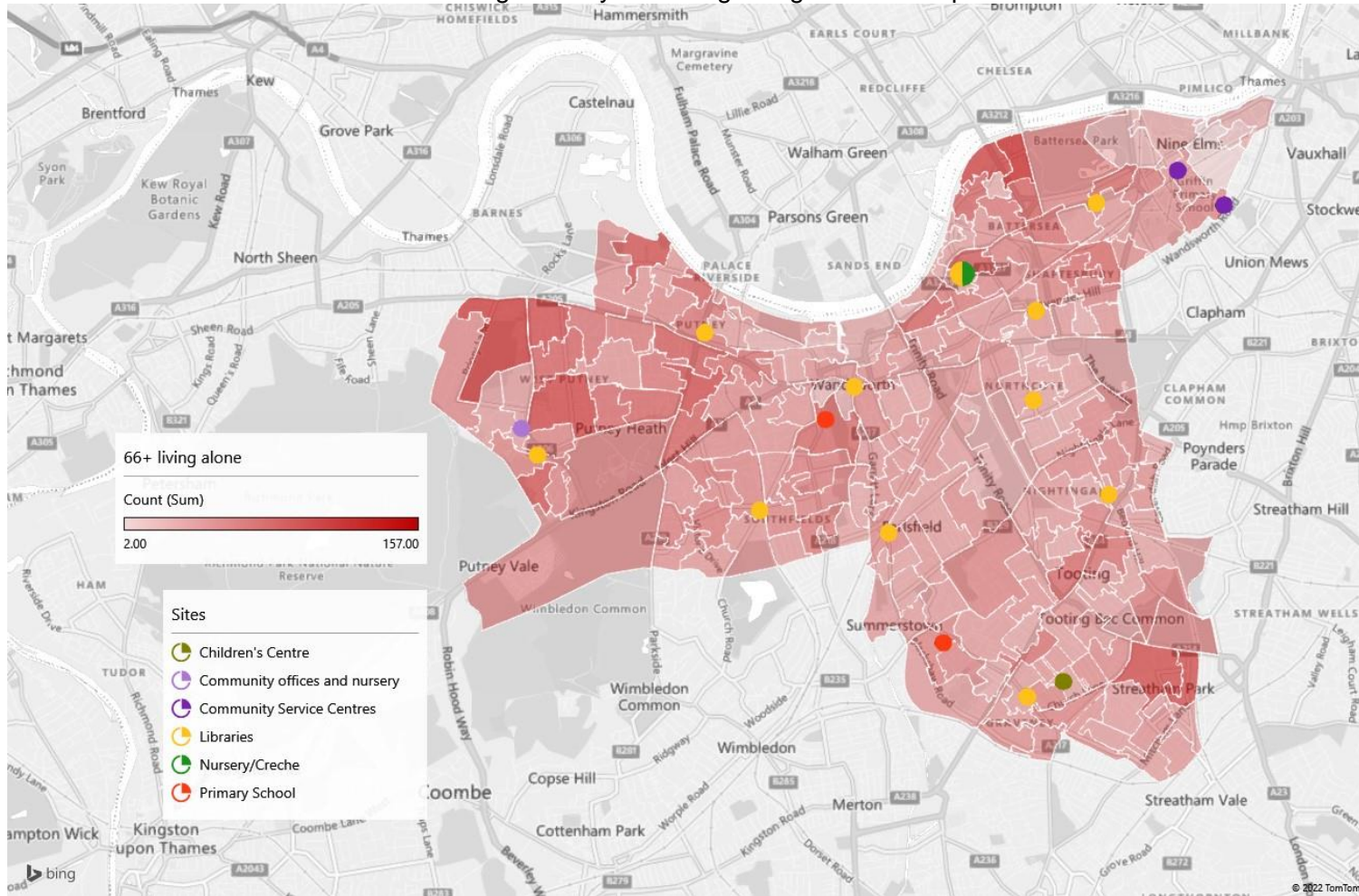
2. Council designated warm spaces and Income Deprivation affecting Older People Index (IDAOP) (1= most deprived)



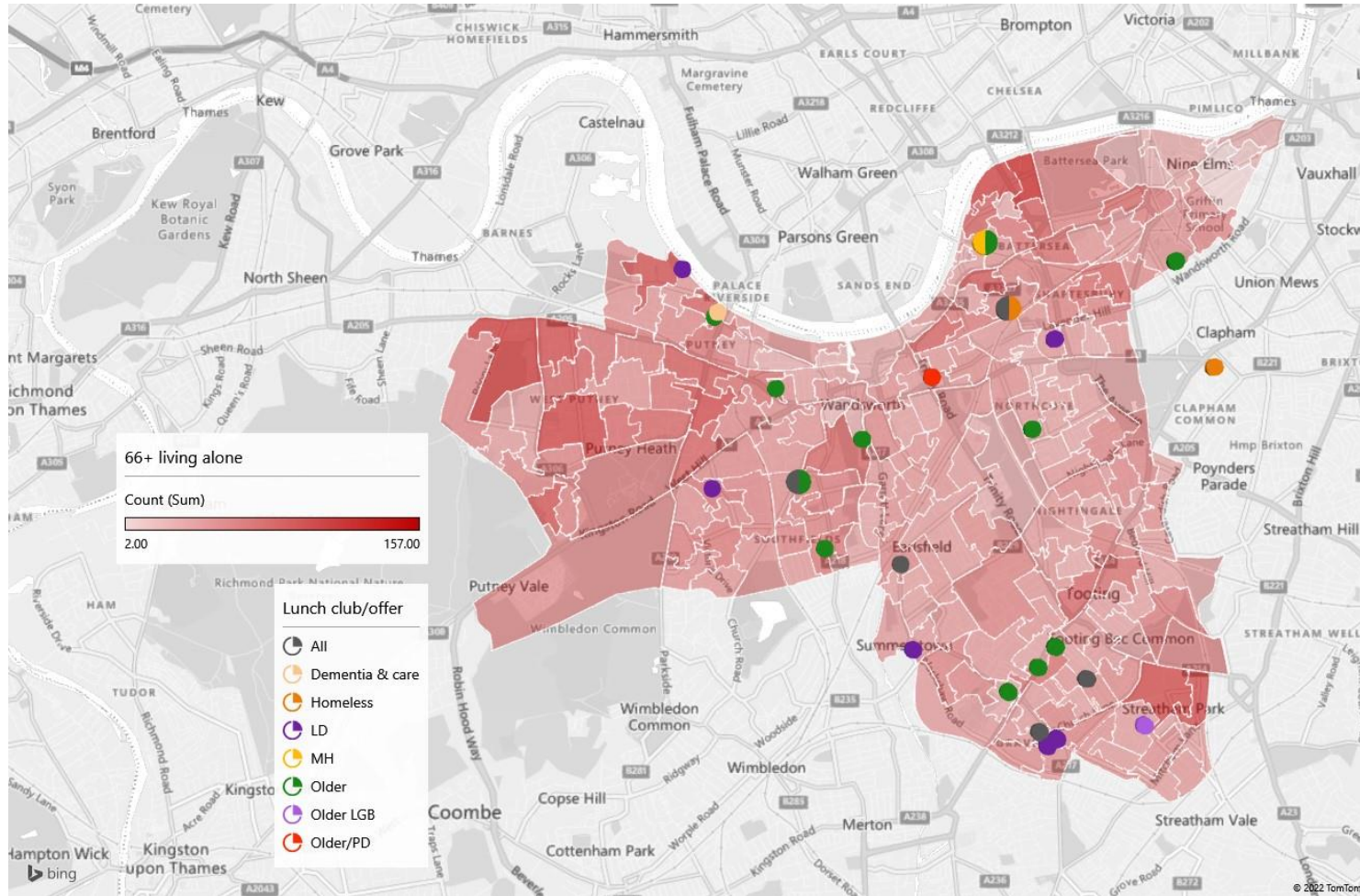
3. Council designated warm spaces and Fuel Poverty (Darker = higher proportion of fuel poor households)



4. Residents aged 66+ years living along with warm spaces



5. Residents aged 66+ years living alone with lunch club offers





Other data

In order to make a strong case for support you may want to look at the data and analytics information provided on [DataWand](#). The site includes a <https://www.datawand.info/about/how-to/> [How To](#) section to explain the best way to access and use the site and data.

Particular sections that may be of use are:

- Deprivation
- Economy and Employment
- Health and Social Care

Information (to Ward level and closer) can also be found via these links:

Deprivation

- Income Deprivation = [DataWand](#)
- Income Deprivation Affecting Children Index (IDACI) = [DataWand](#)
- Income Deprivation Affecting Older People Index (IDAOP) = [DataWand](#)

More information on Indices of Deprivation:

[DataRich Indices of Deprivation](#)
[English Indices of Deprivation](#)

Fuel Poverty

- Fuel Poverty: [DataWand](#)

Population

- Population 0-15 = [DataWand](#)
- Population 65+ = [DataWand](#)
- Population 66+ living alone = [ONS](#)

More Information in Population:

[DataWand - Population Explorer](#)

Completing the application form

A Word Version of the application form is available though we do advise applicants to complete this form electronically. If you complete your application by hand, please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

We very much welcome applications from Wandsworth's range of diverse communities. If you require any of our forms (and documents) in an accessible format, please contact Bruce Murdoch, Senior Grants Development Officer (Voluntary Sector) Telephone: 020 8871 6203 or Email: bruce.murdoch@richmondandwandsworth.gov.uk

Answering the questions



1. Name of organisation

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association. Please also provide your registered address and website address (if you have one).

2. Contact details

Please provide the contact details for a primary and secondary contact for the grant. We may need to ask for clarification on some of your answers or to provide additional information.

Please let us know if you have special communication needs and we will try to meet these.

3. Have you been awarded a grant or contract from Wandsworth Council in the last 12-month period?

Please describe the contract or grant and date of award including the amount and a brief description of the project it was awarded for.

4. What is the Legal Status of your organisation?

Please state the legal status of your organisation and provide the registered charity and company number, if applicable.

5. What does your organisation do? (100 words max)

Please provide a brief description of the main activity of your organisation.

6. Who does your organisation help? (100 words max)

Please provide a brief description of the beneficiaries of your work.

7. Which priorities does your application meet?

Your project needs to relate to one or more of our key priorities.

8. Does your project require permission from a third party and if so, has this been obtained?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g., local authority, private individual/company.

9. Please describe your project including:

- **when and where it will take place**
- **who will benefit and how many**
- **how they will benefit**



Please provide a brief description of your project.

- What kind of activities will you run as part of the project? Please also try and quantify your activities, for example, how many sessions, for how long and when.
- When and where in the borough will you deliver this project? E.g., in a community centre, or open space. If you will be operating in a specific ward, please tell us.
- Who and how many people will benefit from your project.

Equal opportunities: We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable. Groups and organisations applying to the fund should also consider how their project benefits and engages people from under-represented groups, for example, people living with disabilities, Black Asian Minority Ethnic groups, LGBTQI+ people, 'hard to reach' communities or people facing financial hardship. Your application should demonstrate how you plan on ensuring your project is inclusive and accessible to people with [protected characteristics](#).

10. Briefly explain how you know that people in your community need this project. What evidence have you collected to demonstrate this?

Please tell us how you know there is a need for this project and demonstrate that the local community are supportive of your project. Please describe if you have consulted with local people about the project or if you have identified the need through other means e.g. availability of other services/facilities in the area. Your project might be based in an area which is socially or economically deprived, or you might be hoping to help a group of people who are disadvantaged in some way.

11. What is the estimated start and finish date for the project and what is your proposed exit strategy?

Please state here the expected start and finish date for the project. We are unable to consider projects that have already taken place; please ensure you have allowed sufficient time between submitting the application and when you would like to start the project. Please also describe your proposed exit strategy at the end of the project.

12. Please tell us how much your project will cost

How have you arrived at the amount you are requesting? We expect you to have obtained quotes for goods/services and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent. Please provide a breakdown of what the grant would fund.

Please describe the contract or grant and date of award including the amount and a brief description of the project it was awarded for.

13. Budget



Please list the budget items that you would like funded by this grant. Where possible, please show how you have worked out the cost e.g. support worker £15 per hour x 30 hours = £450

14. What other Funders have you applied to in order to support this project at this time?

Please give us the specific name(s) of local funders you have applied to for funding. Please indicate if you have been awarded other funding towards the project costs.

15. Why are you unable to meet these costs from within your own budgets or General Reserves?

Your Reserves Policy will be taken into consideration and it is useful if you can explain the pressures and challenges the Cost-of-Living crisis and inflation is having on your own expenditure. Please provide information about how this is impacting on your own current annual budget and on any general reserves your organisation has. An update on your Annual Report position could be useful as this is always dated.

16. Is there any other information that you need to tell us?

Please provide any further information in support of your application.

17. Supporting information

Please tick to confirm the supporting documents you are enclosing with the application. Please note: Applicants who have been awarded a grant or contract from Wandsworth Council in the last 12-month period will not need to provide copies of their constitution, annual accounts and safeguarding policy.

18. Declaration

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

We anticipate that a large number of groups will apply for grants, so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications, we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

Supporting documents

Please note: Applicants who have been awarded a grant or contract from Wandsworth Council in the last 12-month period will not need to provide copies of their constitution, annual accounts and safeguarding policy.

- **Governing document:** please supply a copy of your organisation's constitution or set of rules. Organisations will need to demonstrate that they have at least three unrelated Directors or Trustees.
- **Audited accounts:** please supply a copy of your organisation's most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months.
- **Bank details:** please supply a copy of a scanned bank statement or bank statement downloaded from an online account showing organisation name, address, sort code and account number (from the last 3 months)
- **Risk assessment:** please supply a risk statement outlining how you will manage any identified risks (including Covid-19)
- **Safeguarding policy/ statement outlining how children, young people and adults with care and support needs will be kept safe:** If you are applying for a project working with children, young people or vulnerable adults we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about protecting children and adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Wandsworth and take appropriate action to protect everyone involved.
 - **Safeguarding Children and Young People:** You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.
 - All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level 3. You should do this even if you are not a regulated childcare provider and have to do so by law.
 - **Safeguarding adults with care and support needs:** If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:
 - Have an up to date, clear internal adult safeguarding policy and procedure consistent with the London Multi Agency Safeguarding Adults Policy and ensure all staff are aware of, and can act on concerns and allegations in accordance with the policy
 - Have clear care governance arrangements in place to prevent abuse or neglect
 - Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting



- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment

If you have a safeguarding concern about a child, please contact the Multi-Agency Safeguarding Hub (MASH) . This is not a general contact number and should only be used if you have a safeguarding concern. MASH – 020 8871 7899 (from 9.30am to 4.30pm,). Out of hours, phone 020 8770 5000.

If you have a safeguarding concern about an adult, please contact the Adult Safeguarding by completing the Online Form [here](#)

If emergency help is needed, please dial 999. If you suspect criminal abuse is involved, contact the police by dialling 101.

Claiming your grant

We will only release grant funds upon receipt of the signed grant documents, and any conditions have been met. Grants will generally be paid in one instalment.

If grants have not been claimed within 4 weeks of the grant offer being made Officers will assume your organisation does not wish to receive the Grant and the Offer Letter shall be withdrawn.

Monitoring and evaluation

If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project. A copy of the monitoring and evaluation form will be sent with the notification of grant award.

Submitting your application

Please submit a signed copy of your application with all your supporting documents by email to: applywgf@richmondandwandsworth.gov.uk

Applications can be sent at any time, with the closing date of 5pm, Monday 5th December 2022.

If you have any question, please email: bruce.murdoch@richmondandwandsworth.gov.uk