

**Inverclyde’s Warm Hand of Friendship**

**Small Grant Guidance Notes**

# **Guidance for Applicants**

Please read this guidance thoroughly before applying to the Inverclyde’s Warm Hand of Friendship Grant Fund and use the application form to apply.

The Inverclyde’s Warm Hand of Friendship Grant Fund is a small local grants programme funded by Inverclyde Council. The funding is available to support small groups most likely to be adversely affected by the impact of the Cost-of-Living Crisis and are experiencing continued disadvantage.

**Fund Priority**

All grants will need to respond to the following priority:

Supporting the Inverclyde Community with the cost of living over winter 2024/25, in particular in relation to keeping warm and extending the “Warm Hand of Friendship”, through **additional** activities. Examples include:

* The cost associated with running/activities where people can come together
* Community organisations adopting the “warm boxes” initiative, or similar
* Warm clothing banks or clothes share/swaps

The aim of the “Warm Hand of Friendship” is to encourage communities to think about the types of support they can offer and how this might be rolled out.

**Funding Available**

There is a total of £120,000 available for projects working with children, young people and adults living in Inverclyde. Organisations can apply for a grant of up to **£3000.**

Projects should be delivered, and all funds spent by March 2025.

# **Who can apply?**

Registered charities/companies limited by guarantee, SCIO’s, unincorporated clubs or associations and small community groups. Groups must be constituted with a bank account in the group’s name and demonstrate that your account has at least two signatures on each cheque and withdrawal.

# **Eligible Activities**

Examples of the types of activities that may be funded include:

* Increased costs to deliver support (including the cost of utilities for **additional** activity)
* Venue and catering costs
* Small pieces of equipment/items for warm boxes
* Administration costs
* Marketing and communications
* Additional travel costs for staff/volunteers to deliver support
* Health and safety costs incurred to deliver warm initiatives safely

The grant **can not** be used for political or religious campaigning.

**In accepting any grant awarded, you agree to:**

* **Include the ‘Inverclyde Warm Hand of Friendship’ brand on all publicity material**
* **Upload information on the event to the Inverclyde Life website**
* **Provide space for council officers to attend the warm space and undertake community engagement**

# **Completing the Application Form**

**Section 1 – Contact details**

Tell us who you are for future correspondence.

**Section 2 – Organisation details**

Tell us about your organisation’s main activities and services.

**Section 3** **– Grant activities**

Tell us the number of people you expect to be able to help with the grant.

Provide a start and end date for the grant to be spent.

All funding will be allocated and should be spent by 31st March 2025. If you think you may have problems spending it by this date, please contact Jackie Fallon via email: [Jackie.fallon@inverclyde.gov.uk](mailto:Jackie.fallon@inverclyde.gov.uk) by 28 February 2025.

**Section 4 – Please provide a description of the activities you are seeking funding for**

To help us to review your application consider the following points:

* Tell us what you will spend the grant on
* Describe your beneficiaries (the people you support)
* Geographical area in Inverclyde that you will deliver services in
* Demonstrate that the activities are additional and meet the priorities of the fund
* Outcomes you hope to achieve with the grant

**Section 5 – Any additional information you would like to provide as part of your application**

You do not need to complete this section but if there is anything you would like to tell us or any issue you want to raise then please add it here.

**Section 6 – Budget**

Tell us how you intend on spending the money. List each item on a separate line.

**This fund will not:**

* be available to individuals or private businesses
* cover goods or services that you order or receive before the date on our award letter
* cover salary costs
* fund activities which have closed membership or that discriminate against other groups or residents of Inverclyde
* fund private clubs for commercial activities but will consider requests to support initiatives designed to widen access and increase participation by disadvantaged and under-represented groups

Ensure that the amounts detailed are accurate and realistic.

**Section 7 – Signature**

By signing this document, you are declaring that this is a clear representation of your organisation’s intention in relation to delivery of the project you are seeking grant funding for.

**Section 8 – Other Information**

**This application must be accompanied by the following supporting information:**

* A copy of your most recent set of audited or independently examined accounts or, if you are a new organisation, a record of income and expenditure, dated and signed as approved and a copy of your most recent bank statement.
* A copy of your organisation’s constitution, or other governing documents, dated and signed as approved and records of the last 3 meetings of your governing committee/board.
* For organisations working with vulnerable adults, children and young people under 16 years of age only, you are required to provide the Council with information about the steps taken by your organisation to ensure the appropriate PVG procedures are in place.
* A copy of your Public Liability Insurance

# **Monitoring and Evaluation**

Evaluation will involve a short final report. The report will indicate how many people were supported and a brief description of the work that was carried out and the impact this has had in addressing the priorities of the fund. Reporting template will be issued to all successful applicants. **Please note that evidence of spend will also require to be submitted.**

# **Questions**

Any questions should be directed by email to: [Jackie.fallon@inverclyde.gov.uk](mailto:Jackie.fallon@inverclyde.gov.uk). Telephone 01475 715450, Mobile: 07881 280026.

# **Application Process**

Applications submitted by the initial closing date of 31st October 2024 have been assessed and payments released to successful applicants. Any further applications received will be reviewed early in the new year.

**Please note:**

As part of the application process a summary of your application will be uploaded to our Community Choices platform for feedback for a period of 7 days, <https://inverclyde.communitychoices.scot/>.

This information will help shape officers’ decision. There are various ways for community members to register in order to access the platform, for example via their Facebook, Gmail, MyGov account or complete the simple registration form. Guidance pack for the platform is available and will be issued to applicants in due course.

**Completed application forms should be sent:**

**By E-mail:** Attaching all required documents send to:[Jackie.fallon@inverclyde.gov.uk](mailto:Jackie.fallon@inverclyde.gov.uk)

**By handing it in to the Customer Service Centre:**

Municipal Buildings, Clyde Square, GREENOCK PA15 1LY

Please mark envelope:

FAO Jackie Fallon, Communities Service, Enterprise Centre, Port Glasgow Community Campus

**By Post (Please ensure correct postage):**

FAO Jackie Fallon

Communities Service

Enterprise Centre

Port Glasgow Community Campus

Kilmacolm Road

PORT GLASGOW

PA14 6PP