

Newham Warm Havens Grant Application Form

This form will help us understand what type of organisation you are, the services you deliver and how we can help you. Please do give as much information as possible in order for us to be able to assist you.

We will process these forms as quickly as possible. Please allow up to 7 days for a decision.

Please return this application form by email (quoting 'Warm Havens Grant' in the subject).

Email to: communitygrants@newham.gov.uk

Organisation Details

Name of organisation Charity or CIC number (if applicable)	
Name of applicant	
Applicant contact details (phone and email)	
Second contact person: name, role, phone and email	
Position / role in organisation	
Type of organisation Voluntary / Community or Faith	
Correspondence address	

Proposal Details

Project proposal type Please say if you are applying for funds to a) support a Warm Haven that you are opening, b) run an activity in your own / someone else's Warm Haven or c) deliver something in one of the Council-run Warm Havens	
How will you use the Newham Warm Havens grant? Tell us about your project and what you're planning to do. Say something about how it is delivered, who it is for and where it will be delivered. (500 word max)	
Who do you expect to support through this grant? Provide any information about beneficiaries including a bit about them and how many people you expect to help (500 word max)	

<p>What would you find helpful from the Council? Please let us know (within reason) if you would like things like information leaflets, posters (including translations), information sessions or other support. We will do our best to respond and will let you know if we can't (500 word max)</p>	
<p>Which priority areas will you be meeting? Please refer to 'Priorities for the grant' in the grant guidance for the areas of priority (200 word max)</p>	
<p>Costs Please provide the total cost and then detail for how you will use the grant including anything you plan to purchase. We need to know all of your planned spend so please give detail where you can</p>	
<p>Expected Start date Expected End date</p>	
<p>What service do you currently provide?</p>	
<p>How many people do you currently support?</p>	
<p>Are you applying for other funding for this project? If yes, please give brief details:</p>	
<p>Organisational Policies</p>	<p>We expect the applicant to have the below policies in place and will ask for copies if you are successful. If you do not yet have these policies we can provide you with examples and help you create them.</p> <ul style="list-style-type: none"> • GDPR Policy • Safeguarding Policy • Health & Safety Policy • Confidentiality Policy • Aims and Objectives/Memorandum • Public Liability insurance

Declaration

If you tick this box we will consider your application for a grant using the information on this form. Grants approved will be up to a maximum of £500

Please tick this box to confirm that these funds will be spent only on the works/items/activity outlined above and specifically in relation to Warm Havens provision

If you are applying on behalf of an organisation we will require the organisation's bank details if a grant is awarded (we will ask for this information on headed paper, signed by a senior member of your organisation)

Please tick this box to confirm that you are happy for Newham Council to hold your contact details so that we can share news, information and any future funding opportunities in the future

Conditions of Grant

- 1.** If successful the organisation must provide a clear statement of aims and objectives and be non-profit making.
- 2.** The project activity/event must be targeted in and directly benefit the residents of Newham
- 3.** Funds granted must only be used for the purposes set out in the application form or approval correspondence, unless changes are agreed by the Newham Council in writing.
- 4.** The project or event organisers shall not use any part of the Council's grant to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party.
- 5.** Funds may not be used to promote any religion or for religious activity.
- 6.** Funds may not be used for the purchase of alcohol or any form of gambling.
- 7.** Any allocation from this programme must be spent and accounted for. Within 8 weeks of completion of the project activity you will submit monitoring information and proof of expenditure
- 8.** Individual items of equipment purchased with Council funding with a value exceeding £500 must be insured and shall become the property of Newham Council if the project or group folds within two years of receiving the award.
- 9.** The grant cannot be used for expenditure made before the date of your grant offer notification.
- 10.** Proper and appropriate financial and accounting records must be in maintained.
- 11.** If the applicant owes an outstanding debt to the council, which is unrelated to the grant, the council will not pay grant funding until such time as the entire debt has been cleared.
- 12.** If the applicant has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified.
- 13.** Council support should be acknowledged on project literature, as appropriate.
- 14.** A council officer will be assigned to the funded project to provide liaison as necessary. This officer must be kept informed of the progress of the project.
- 15.** Monitoring information must be provided as specified in the grant offer notification and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate.
- 16.** The project must be inclusive of all sections of the Newham community and ensure it operates good practice in equal opportunities.
- 17.** The project organisers must comply with all legal requirements in relation to employment, insurance, health & safety, child & vulnerable adult protection, service delivery, premises & other relevant matters.
- 18.** No member of the organising group or management committee shall receive payment for services from this grant.
- 19.** Grants may not be used to subsidise fundraising activities.
- 20.** Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.