



# Principles and processes for Community Welcome Spaces grants

## 1 Introduction

1.1 In response to the cost-of-living crisis, South Gloucestershire Council has launched a Community Welcome Spaces grant scheme which has been made available from the Crisis and Resilience Fund. In support of this, these principles have been put in place to provide a transparent, accountable, consistent and legal process to be adhered to.

## 2 Eligibility

2.1 Voluntary, community and social enterprise organisations (VCSE) and Town and Parish Councils in South Gloucestershire are eligible to apply to the scheme for funding to support them with the costs of running a Community Welcome Space.

2.2 All organisations must be registered to the Council's Grants [online registration](#) system with approval received where appropriate.

2.3 The funding can be used as a contribution to, or as match funding in support of a local Community Welcome Space in South Gloucestershire. Grants can be used to fund the running costs of the community space, such as heating, volunteer expenses, activities and refreshments.

2.4 The Community Welcome Space must be open to the public and should primarily benefit residents in South Gloucestershire as an asset to the locality.

2.5 A Community welcome Space may already be operating under a different name such as 'Community Hub' or 'Community Café' but must be free to enter and accessible to all.

## 3 Exclusions and restrictions

- awards cannot be made to individuals
- awards cannot be made to businesses, schools, school PTA or friends' groups, public sector organisations or private households
- awards cannot be made for political purposes or gain
- awards cannot be made that encourage or support any radicalisation or terrorist activity or to any proscribed organisations
- awards cannot be made for salary costs of paid staff
- if money is used for a purpose other than the Community Welcome Space or the project does not go ahead, the funding will need to be repaid by the organisation to the Council
- retrospective applications will not be accepted
- repeat awards cannot be guaranteed
- awards cannot be guaranteed if there is already substantial CWS provision in the locality

## **4 Applying for funding**

4.1 Application forms must be requested from [grants@southglos.gov.uk](mailto:grants@southglos.gov.uk)

4.2 The minimum grant is £100 per month and the maximum grant is £500 per month over the planned period that the CWS is open to the public, or until the funding runs out.

4.3 Awards will be subject to the availability of the assigned budget.

4.4 Decisions have been delegated to a panel of council officers to include a service director. Applications will be assessed on a fortnightly basis.

4.5 There will be no process for appealing against a decision.

4.6 The award notification will be sent to the applicant. Payment will be made within five to ten working days of the award notification or when the online registration requirements have been met by the applicant.

## **5 Terms and conditions**

5.1 The organisation running the Community Welcome Space must:

- work within the law at all times
- hold sufficient insurance cover including public liability insurance to an adequate level of indemnity
- possess adequate health and safety arrangements and, if applicable, food safety management system rules must be followed in the provision of refreshments
- strictly adhere to the latest public health guidance
- always adhere to the safeguarding and equality policies and procedures of the organisation

## **6 Monitoring of delivery**

6.1 The grants team will monitor funded services to ensure due diligence. The numbers of clients using the Community Welcome Space must be recorded by the applicant for this purpose.

## **7 Public record keeping**

7.1 Information on approved or rejected applications will be published on the Council's website to meet the legal obligations under the Local Government Transparency Code.

## **8 Publicity**

8.1 Any publicity material arising from the project should include an acknowledgement of funding that states, 'This project has received funding from South Gloucestershire Council'. The Council logo is available on request.

## **9 Directory of Local Services**

9.1 All grant recipients must add their Community Welcome Space details to [our online directory of local services](#) so that they are publicly available.