# **Bedford Borough Warm Spaces Application form**

The warm space must be welcoming, accessible, non-judgemental and inclusive. Grant funding can be used to cover any of the costs listed below:

* utility bills, including gas and electricity
* staff time
* volunteer expenses
* venue hire
* equipment or furniture (for example extra chairs) for the warm space
* the provision of drinks and food for those accessing the warm space

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| **About you and your organisation**  |
| Name of organisation (applicant) |  |
| Contact details – Name/email/telephone number |  |
| Address (incl. postcode) of the Warm Space |  |

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| **Application Criteria**  |
| **\***Please confirm that you have the relevant policies and insurance in place? *If your warm space is open to children or vulnerable adults, you may need to arrange Disclosure Barring Service checks for your staff and volunteers. Visit* [*www.gov.uk/disclosure-barring-service*](http://www.gov.uk/disclosure-barring-service) *for details.* | Safeguarding Policy – Yes / No |
| Public Liability Insurance – Yes / NoName of the Insurer: Policy Number: Sum Insured: |
| Hygiene Certificate (if you are preparing food on the premises) – Yes / No / Not applicable |
| **\***Have you conducted your own health and safety risk assessment? | Yes / No |
| Is access to the warm space and activities free of charge?* If no, what are the potential costs for the individual?

Example: charge for hot drinks, craft activities… | Yes / NoPotential costs for the individual:- |
| **\***Will the warm space be heated to a minimum of 20°C? | Yes / No |
| **\***Do you consent to us including details of the warm space on the Council’s website?  | Yes / No |

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| **Grant Request** |
| What is the total amount of grant that you are applying for (up to £500)? | £ |
| Please provide a brief description of the cost(s) that will be funded via the grant, to provide the Warm Space.Example: “Estimated heating costs from November to March are £ …” |  |
| **\***Will you be able to spend the grant money before the 31 March 2023? | Yes / No |
| Please provide your organisation’s bank details or bank details of a partner organisation that will hold the funding on your behalf | Account Name :Sort code :Account Number :  |

**\*Essential criteria**

**Tell us about your Warm Space**

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| What time(s) and day(s) will the Warm Space be open? | **Day(s):****Time(s):** |

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| **Mark all amenities and activities that your Warm Space will offer?** |
| Accessible parking and entrance |  | TV |  | Play equipment/toys |  |
| Free car parking |  | Hot or cold drinks |  | Disabled toilets |  |
| Free computers/devices for use |  | Hot or cold snacks  |  | Dog friendly |  |
| Free Wi-Fi |  | Library/book swap |  | Baby changing facilities |  |
| Charging facilities |  | Magazines/newspapers |  | Agile workspaces |  |
| Other (please state) |

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| Do you offer any information, advice or guidance? Yes / No  |
| If yes, please outline what is on offer |

**Successful applicants will be required to:**

* Sign up to the Bedford Borough Intend procurement system (simple instructions are available on the Intend system)
* Submit numbers of people using the Warm Space on a monthly basis
* Inform the Council of any changes so that they can be reflected on the website

The grant scheme will remain open for applications until 31 January 2023. Multiple applications from organisations will be considered at the discretion of the council.

Please return the completed application form to public.health@bedford.gov.uk

*Disclaimer: Bedford Borough Council provides Warm Spaces Grant funding to Third Parties to assist with utility bills, staff, venue/equipment hire and other miscellaneous costs in setting up the Warm Space and does not provide any other support. The Third Party receiving the Warm Spaces Grant is responsible for providing the Warm Space and ensuring that it complies with all regulatory and statutory requirements when in use by the public e.g. having Public Liability Insurance in place, Health and Safety Requirements, Fire Safety and Risk Assessments etc. The Third Party receiving the grant will indemnify the Bedford Borough Council against any legal claims made in respect of the Warm Spaces Grant and the use of the Warm Space.*