# **Bedford Borough Cool Spaces**

**Grant Application form**

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

* Utility bills and electricity
* Staff time
* Volunteer expenses
* Venue hire
* Equipment or furniture specifically for the cool space
* The provision of hot and cold drinks / snacks for those accessing the cool space

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

|  |  |
| --- | --- |
| **Application Criteria** | |
| **\***Please confirm that you have the relevant policies and insurance in place?  *If your cool 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 / No  Name 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 cool space and activities free of charge?   * If no, what are the potential costs for the individual?   Example: craft activities… | Yes / No  Potential cost(s) for the individual accessing the cool space: |
| **\***Do you consent to including details of the cool space on the Council’s website? | Yes / No |

|  |  |
| --- | --- |
| **Grant Request** | |
| What is the total amount of grant that you are applying for (up to £250)? | £ |
| Please provide a brief description of the cost(s) to provide the cool space. that will be funded by the grant |  |
| 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 Cool Space**

|  |  |
| --- | --- |
| What time(s) and day(s) will the cool space be open? | **Day(s):**  **Time(s):** |

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

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

**Successful applicants will be required to:**

* Submit the number of people who used the cool space by 6 October 2023
* Inform the Council of any changes so that they can be reflected on the website

The grant scheme will remain open for applications from July until mid-September 2023. Multiple applications from organisations will be considered at the discretion of the council.

Please return the completed application form to [edith.ekpa@bedford.gov.uk](mailto:edith.ekpa@bedford.gov.uk)

*Disclaimer: Bedford Borough Council provides Cool Spaces Grant funding to Third Parties to assist with utility bills, staff, venue/equipment hire and other miscellaneous costs in setting up the Cool Space and does not provide any other support. The Third Party receiving the Cool Spaces Grant is responsible for providing the Cool 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 Cool Spaces Grant and the use of the Cool Space.*