



***Promoting and developing a vibrant third sector in
the Scottish Borders***

Warm Spaces Support Grant 2024–25

Guidance for Applicants

December 2024

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1. About the Fund

The delivery of coordinated Warm Welcome Spaces across the Borders was a great success last year with nearly 4000 people benefiting from these community activities. The full report can be found here: [Warm Spaces Project Evaluation](#)

Since April 2024, we have been presenting the success of these projects based on previous experience and advocating for fund allocation. Although the grant came much later than we envisaged this year, we are pleased to offer a grants programme again.

We are **concerned about the additional impact of the Winter Fuel payment cap on older adults** in the Scottish Borders this year. This is particularly worrying as data suggested that the take-up of Pension Credit and Attendance Allowance is one of the lowest across Scotland in our region.

This year, we want to particularly **target Warm Spaces which can host advisors** who will be able to provide further information and support people with income maximisation advice. We have developed the grant support following feedback from spaces that operated last year, data and national best practices.

We continue to align this year's grant with the National Warm Welcome Campaign. You can find out more about Spaces here: www.warmwelcome.uk



2. Fund Aims and Outcomes

This **fund aims to support the development of welcoming spaces over the winter months to support people in the community to gather socially and to raise awareness of support and benefits available**, particularly older adults impacted by the winter fuel payment cap.

We are asking groups and organisations to support us in delivering spaces across the Scottish Borders that are **open, accessible, safe and welcoming for all to come inside and warm up**. We want to ensure that anyone in the community knows where they can go to get warm, receive nutritious food and drink, interact with others socially, as well as **receive information and advice about financial support they may be entitled to**. We will therefore be asking successful applicants to include drop in sessions at their Warm Space for to enable members of their community to meet with advisors from CAB, Social Security Scotland, SBC Financial Inclusion team or other financial support providers.

The Warm Spaces Support Grant aims to give groups and organisations financial support to open their venues up as warm welcome spaces in addition to their normal activity.

We will be prioritising towns and villages with an identified gap in existing provision or where there is a local need.

The intended outcomes of the Fund are for people to:

- experience a **reduction in loneliness and isolation** during the cold winter months,
- experience **health and well-being improvement** as a result of interaction with others in the community, and
- have **access to income maximisation information** such as benefits and other supports.

3. Who can apply?

We will be accepting applications from community groups and organisations already embedded in their community. The range of organisations eligible to apply are:

- Scottish Charitable Incorporated Organisations (SCIO)
- Unincorporated Associations
- Companies Limited by Guarantee
- Trusts
- Not-for-profit organisations such as charities and asset-locked organisations such as Community Interest Companies (CIC)
- Cooperative and Community Benefit Societies
- Community councils

4. What type of projects can be funded?

Projects can be funded if they are community-based initiatives designed to provide a welcoming environment where people can stay warm, connect with others, and access various forms of support, such as:

- **Community Cafés and lunch clubs:** These spaces often provide free or low-cost hot meals and drinks, creating a social environment where people can meet and interact.
- **Warm Banks:** These are places where people can go to stay warm during cold weather, providing an activity in addition to services such as financial advice, energy-saving tips, and access to social services. For example, some warm banks offer workshops on budgeting and debt management.
- **Provision of information sessions:** hosting CAB, Social Security Scotland, SBC Financial Inclusion team or any other financial support available. We will provide you with details to enable you to set these up.

- **Food Hubs and Cooking Classes:** These projects focus on healthy eating by providing nutritious meals and running cooking classes. They teach people how to prepare healthy, affordable meals and may also distribute food parcels or run community lunches.
- **Health and Wellbeing Workshops:** These workshops focus on various aspects of health, including mental health, physical fitness, and nutrition. They often include sessions on stress management, exercise classes, and healthy eating demonstrations
- **Other community-based activities:** such as intergenerational projects, craft sessions, book clubs, or exercise classes to promote well-being, however, these will need to make a space available for an advisor to attend and speak with participants about reducing the cost of living and maximising income.

5. What can be funded?

What can be funded	What cannot be funded
Equipment (kettles, craft materials, utensils etc)	Contingency costs, loans, endowments or interest
Ingredients for food provision: any food/drink provided should be nutritious and in line with general healthy eating principles (Eatwell Guide)	Foods with sugar content or alcohol
Series of events/ regular weekly activities through the winter	Electricity generation and feed-in tariff payment
Hall hire for community spaces (until the end of March 2025)	Political or religious campaigning (<i>please note that faith based organisations are eligible to apply with the exclusion of any religious campaigning activities or activities restricted only to members of the faith based organisation.</i>)
Staff costs (these should be fixed-term until the end of March 2025) ¹	Profit-making/fundraising activities
Training costs (food hygiene for example)	VAT you can reclaim
Transport	Statutory activities
Utilities/running costs (until the end of March 2025)	Overseas travel
Volunteer expenses	Spaces without the provision of an additional activity

¹ All UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the real Living Wage in line with [Fair Work First Guidance](#); and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage.

6. How much can organisations apply for?

Grants of between **£250 and £2500 per warm space** are available. This can be used to offset a range of costs, please refer to the table above. We want to be able to fund as many provisions as possible so please, be mindful when considering your request.

Grants will be awarded to projects that can deliver a warm space this winter, by using community spaces that are **open and accessible to people of all ages and abilities**.

Any grant monies awarded should be spent by 31 March 2025.

Your group does not have to be a registered charity to apply, but you do need:

- a constitution or set of governing rules,
- accounts or records of expenditure,
- a bank account; or a partner organisation willing to hold the money for you,
- to have suitable and relevant policies (such as safeguarding, food hygiene and/or insurance) to run your project as appropriate,
- be ready! You'll need to start spending the money within a month of receiving the grant, and
- we recommend that you sign up to the Warm Welcome Space Campaign (www.warmwelcome.uk/spaces-resources/gettings-started) and adopt a charter.

7. How do I apply?

Groups and organisations seeking funds should complete the short application available at: <https://form.jotform.com/243374126726357>

8. What information is needed to support the application?

We are interested in receiving applications from groups providing nutritious food and activities for people of all ages and abilities. For groups of volunteers and organisations interested in providing nutritious food, basic Food Hygiene training can be provided.

We also expect applicants to submit a breakdown of the costs they are applying for and the group/ organisation's annual accounts.

9. Application and Monitoring Processes

Successful applicants will be asked to adhere to all monitoring, evaluation and reporting requirements in the grant offer letter.

Borders Community Action holds overall responsibility for providing the evaluation report to the Health and Social Care Partnership at Scottish Borders Council.

Where possible, we will try to keep the reporting 'light touch', however, you will still be required to provide a **mix of images/ photographs of your activities, feedback and quotes from participants and the number of activities planned, delivered and the number and type of beneficiaries.**

Evaluating impact

What we were expected to do and what we actually did:

Please outline activities undertaken, specifically against the original plan, including details

- How many activities were planned?
- How many activities were undertaken?
- How many participants benefitted?
- How many participants were able to obtain support from advice for income maximisation?
- Who the main beneficiaries were?

Please let us know of any achievements to date that you are particularly proud of, or that demonstrate the difference made to individuals (max 250 words).

Please tell us how you achieved each of your proposed outcomes:

*The outcomes your project should have delivered against were in your funding agreement and you **MUST** use these outcomes as described.

- The outcome:
- What methods were used to gather evidence:
- Did you achieve the outcome? What are the indicators that demonstrate success?

Challenges/changes (max 250 words): Any problems you encountered that slowed progress, stopped the outcomes from happening or things that were changed.

10. Deadlines

The fund will close for applications **at 5pm on Friday, 13 December 2024**. Applicants will be notified of the decision in December and grant offer letters to successful applications will be sent out in December 2024 / January 2025 with payments processed as soon as signed letters are returned.

All enquiries and applications should be directed to info@borderscommunityaction.org.uk