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**Christmas lunch support fund**

**Application form and guidance 2024**

The Christmas lunch support fund is being administered by EHDC to support local groups to deliver a Christmas lunch to those residents of East Hampshire that may not otherwise enjoy a Christmas meal and an opportunity to come together with others.

The funding for this scheme has been secured from Hampshire County Council, funded by the Department for Work and Pensions (DWP) Household Support Fund. The Household Support Fund is set up to support households and families with the significant rise in the cost of utilities and food.

**Aims of Christmas lunch support fund**

East Hampshire District Council recognises that the people, organisations and societies in our area are one of our biggest assets. The Christmas lunch support fund seeks to enable and support community action to support those in our communities who are most affected by the increased cost of living or who may be socially isolated. We believe that a strong and active community and voluntary sector can have a dramatic impact on the quality of life for our residents, experience for our visitors and the environment we all share.

The grant is designed for local community groups to deliver a Christmas meal for people in need, provide a safe and warm place for people to enjoy that meal and where possible have other advice and information to support people in the winter ahead.

The fund is also available for organisations hosting other festive/holiday lunches taking place throughout the month of December.

Organisations may apply for up to £750 towards the cost of running a Christmas lunch.

We would encourage groups to invite outreach workers, from organisations such as Citizens Advice or NHS Social Prescribers, to attend the Christmas meals to be on hand to talk to attendees and offer signposting and guidance on accessing support for those who may be in need.

As part of this funding, we would like all attendees of the Christmas lunches to be offered a leaflet which details cost of living support that is available, we can provide groups with a copy of this leaflet.

**Applications must be received no later than Sunday 17 November 2024**

**Who can apply?**

* Not-for-profit organisations, voluntary or community groups and charities.

**Project criteria:**

* Your project must meet the aims of the grant programme and not conflict with council policy;
* Application must not be retrospective - that is to replace money already spent, or to cover items, services or events that have already been purchased or occurred.
* Your project must be delivered by 31st December 2024
* Your project must benefit 5 or more people from the wider community.
* You must have obtained (or be in the process of obtaining) any permissions required to deliver the project/service.

**We CANNOT fund:**

* Religious organisations must be able to demonstrate that the funding will benefit the wider, non-religious community. Funding will not be available to any organisation solely for religious purposes or for the promotion of religion. Projects which would exclude certain members or groups within the community.
* Costs payable to EHDC, for example planning fees, licensing fees, business rates etc.
* The purchase of alcohol

**Please note:** We reserve the right to refuse an application that we feel does not meet the aims of the grant.

**Successful applications will be required to complete a monitoring form and provide receipts and photographs where appropriate.**

**Process for applying**

* Consider contacting the Community Development Team to discuss your proposal and check for eligibility
* Complete the application form and a copy of your constitution, and email all documents to [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk)
* Your application will be reviewed, and you will be notified of the outcome.

**Please note:**

* Funding is not guaranteed until you are notified of a successful application.
* For guidance on best practice when serving hot food, please see [here](https://www.bing.com/ck/a?!&&p=9cad31eb3fde3e84JmltdHM9MTcyNzc0MDgwMCZpZ3VpZD0xNWYzZTkwOC05ZjVlLTZhMzItMmY5NC1mZDZiOWViZTZiYmUmaW5zaWQ9NTIwNw&ptn=3&ver=2&hsh=3&fclid=15f3e908-9f5e-6a32-2f94-fd6b9ebe6bbe&psq=food+safety+community+events&u=a1aHR0cHM6Ly93d3cuZm9vZC5nb3YudWsvc2FmZXR5LWh5Z2llbmUvcHJvdmlkaW5nLWZvb2QtYXQtY29tbXVuaXR5LWFuZC1jaGFyaXR5LWV2ZW50cw&ntb=1)

**CHECKLIST FOR APPLYING:**

Please ensure you include the following:

|  |  |
| --- | --- |
| **Organisation’s constitution** – *your constitution must have a dissolution clause or winding up clause which states how remaining funds would be distributed should your organisation close.*  *For support with your constitution or governance please contact Community First via* [support@cfirst.org.uk](mailto:support@cfirst.org.uk) *or visit* [*https://www.cfirst.org.uk/resources*](https://www.cfirst.org.uk/resources) | **Y/N**  **Page number:** |

For support with this application form or for more information about grants, please talk to your local Community Development and Engagement Officer: [communitygrants@easthants.gov.uk](mailto:communitygrants@easthants.gov.uk).

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Name of organisation** |  |

|  |  |
| --- | --- |
| **Applicant details:** | |
| Name |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| **Organisation details:** | |
| Address |  |
| Telephone (if different from above) |  |
| Email (if different from above) |  |
| Organisation type |  |
| Charity/Company number |  |
| What does your organisation do? |  |
| If successful, please name the organisation that will receive and hold the funds |  |

|  |  |
| --- | --- |
| **1** | **Please describe your project** *(Please include who your intended beneficiaries will be and how will you ensure those most in need of support will be encouraged to attend)* |
|  |  |
| **2** | **When will your Christmas meal take place?** |
|  |  |
| **3** | **Where will your Christmas meal take place?** |
|  |  |
| **4** | **How many people will attend your Christmas meal?** |
|  |
| **5** | **Please confirm the price of the meal for the beneficiaries** (*We expect this to be no cost)* |
| **6** | **How will you promote your event locally?** |
|  |
| **7** | **Will volunteers be supporting your event? If yes, how will you encourage and attract those volunteers?** |
|  |  |
| **8** | **Will any partner organisations be attending your event to provide support for those attending? For example, Citizens Advice or NHS Social Prescribers.** |
|  |  |

|  |  |
| --- | --- |
| **Project cost breakdown**  Please use the tables below to list the income and expenditure expected for this project. Your total expenditure should match your total income, please note that you can include this grant as a source of income in the section below. We do not expect the lunches to cost beneficiaries. | |
| **Expenditure (please list all costs for this project):** | |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project cost:** | **£** |

|  |  |
| --- | --- |
| **Income (please list all income including grants, sponsorship, subscriptions, in-kind support, match funding etc. and please indicate whether the funding is confirmed or pending):** | |
| *Christmas lunch fund (if successful)* | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project income (must match total project cost):** | **£** |

|  |  |
| --- | --- |
| **Safeguarding** | |
| **Does your organisation work with children (under 18) or adults at risk of harm?**  For a definition of adults ‘at risk of harm’ [click here](https://cks.nice.org.uk/topics/safeguarding-adults-in-care-homes/background-information/safeguarding-definition/#:~:text=The%20definition%20of%20an%20%E2%80%98adult%20at%20risk%E2%80%99%20varies,themselves%20because%20of%20their%20care%20and%20support%20needs.) | YES / NO |
| **Does your organisation have a safeguarding policy?**    **Do your staff/volunteers receive safeguarding training?** | YES / NO    YES / NO |
| If your organisation does work with children (under 18), or adults at risk of harm but you do not currently have a Safeguarding Policy in place, you will need to contact our Safeguarding team ([safeguarding@easthants.gov.uk](mailto:safeguarding@easthants.gov.uk)) regarding adopting one in line with EHDC policy (<https://www.easthants.gov.uk/community-and-living/safeguarding-and-modern-slavery>). | |

**If your group is new and requires support regarding constitutions, please contact Community First for advice at:** [**support@cfirst.org.uk**](mailto:support@cfirst.org.uk)

Please state below if you are happy for us to keep your contact details. We will only email you if we have information, we believe is relevant or your organisation would find useful. We may also use the list to contact people on an individual basis depending on the nature of the enquiry, for example to request some advice or information that will help with our work. If anyone else within the Council wishes to use any of the contacts, we will email you first to ask if you are happy for us to share your contact details with them, as well as the reason behind the request, this may include East Hampshire District Councillors.

*I am happy for you to keep my contact details - YES NO*

**Transparency/Open data**

If your application is successful, details of the award may be published on East Hampshire District Council’s website or Hampshire County Councils website. No personal information will be published. We may also supply a list of grants awarded to the local media who may wish to contact you about your project.

We would like to hear about the success of the projects that we are supporting and **request that you take a photograph of the project.** This photograph may be published and used for publicity. The organisation will acknowledge the council’s support in any press, publicity, or promotion of the project

It is a requirement that all communication sent out regarding your project should refer to “DWP Household Support Fund” to explain how the grant has been funded and display the logo ‘Funded by UK Government’, in accordance with the Funded by UK Government Branding Manual [Branding\_Funded\_By\_UKG-.pdf (civilservice.gov.uk)](https://gcs.civilservice.gov.uk/wp-content/uploads/2022/12/Branding_Funded_By_UKG-.pdf)

**Declaration**

I certify that all the particulars given in this form are correct, and that any grant money received from East Hampshire District Council will only be used for the purposes stated in this form. East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

**It is the applicant’s responsibility to ensure all required permissions and approvals are in place prior to their project commencing.**

I understand that the grant applied for must be spent by 31 December 2024 and that any grant provided will not be provided on an ongoing basis in future years.

If successful, I agree to complete a monitoring form to detail the outcomes of the project by the 31st January 2025.

Please note that the **failure to complete a monitoring form for a project may preclude the awarding of future funding to your organisation and we may ask for the grant to be returned if the monitoring evaluation is not completed to a satisfactory standard.**

**PLEASE READ THE APPLICATION GUIDANCE BEFORE SUBMITTING YOUR COMPLETED FORM.**

**Name:**  **Date:**

**Position:**