**Winter Clothes and Blankets Fund**

**Small Grants Programme**

**November 2022**

**Organisation Name:**

**Total funding requested:**

**Application Form**

**(Grants up to £5,000)**

Funded through:

 

Please read the below guidance **before** completing this form.

Dundee Volunteer and Voluntary Action (DVVA) is distributing £50,000 on behalf of Dundee Partnership to Third Sector organisations and community groups that have the capacity to help people in Dundee to stay warm this winter. The intended outcome of the fund is to support residents with the cost of living crisis, particularly by providing free and dignified access to warm clothing, blankets and items that will help vulnerable people and communities stay warm.

Third Sector organisations and community groups can apply for a grant by demonstrating that the organisation:

* engages with and targets Dundee residents who are challenged by the cost of living crisis,
* has clear evidence of what the needs of community members are and is confident in making use of the funds,
* allocates funds in response to an identified need,
* is able to provide support in the form of warm clothes, blankets and other relevant items,
* works in partnership with other local organisations to tackle the cost of living crisis,
* links in with the Winter Clothes and Blankets Coordination Group to ensure a joint approach and leverage of resources, and
* has the capacity to deliver the small grant programme and report on progress, funding expenditure and impact as and when requested.

Partners can use the Small Grants Programme to:

* purchase specific items of clothing, blankets and other winter-related garments, examples being thermals, hats, gloves, socks and pyjamas,
* support existing winter pack campaigns that are currently running, and/or
* cover any costs to allocate and distribute the above, including staff costs and transport.

**Section A: Basic information**

**Q1: Name of organisation or lead partner:**

|  |
| --- |
|  |

**Contact name: Telephone:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Contact’s position in organisation / partnership:**

|  |
| --- |
|  |

**Organisation address:**

|  |
| --- |
|  |

 **Postcode:**

|  |
| --- |
|  |

**Email and website:**

|  |
| --- |
|  |

**Q2: Is this a partnership proposal** (i.e. will the project be delivered with more than one organisation’s involvement)?

 **Yes** [ ]  **No** [ ]

**If yes, who are the other partners involved in this proposal (please give contact name and organisation details)?**

|  |
| --- |
|  |

**Q3. What type of group/organisation are you?**

(If your are submitting as part of a partnership, please give the following information for the lead organisation)

|  |  |  |
| --- | --- | --- |
| Charity  | [ ]  | Not-for-profit company or CIC |[ ]
| Unincorporated association  |[ ]  Trust |[ ]
| Other  |[ ]   |  |

|  |  |
| --- | --- |
| If “Other” please specify |  |

|  |  |
| --- | --- |
| **Companies House number (if applicable):** |  |

|  |  |
| --- | --- |
| **Scottish charity number (if applicable):**  |  |

**Q4: Please indicate what need you have identified and give a short summary of the project you wish to deliver with the funding** (maximum 200 words)

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| --- |
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**Q5. Please indicate your target group or if your project is open to all members of the community.**

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|  |

**Q6. Please give us a detailed breakdown of your project costs** (continue on separate sheet if needed)

e.g. Items to be purchased, staff costs, transport, volunteer expenses, mileage.

|  |  |  |
| --- | --- | --- |
| Item | Total Amount | Funding amount requested  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  Total Project Cost  |  |  |

**Q7. Bank Account details**

**Does your group have a bank account? Yes** [ ]  **No** [ ]

**If Yes fill out bank details below**

**If No give the details of host bank account below**

**Name of the account that the funding should be made payable to:**

|  |  |  |
| --- | --- | --- |
| 1 | Account Name |  |
| 2 | Name of Bank/Building Society  |  |
| 3 | Account Number |  |
| 4 | Sort Code |  |

**Please ensure that you have included all the information required with your application.**

**Missing information could result in your application missing deadlines.**

**Do not send originals as they will not be returned.**

Please check the boxes confirming you have included the following:

**Essential documents**

[ ]  A copy of the governing documents adopted by your organisation (constitution, memorandum and articles of association, trust deed, etc.)

[ ]  Bank Statement (to confirm payment details)

**Declaration**

I apply, on behalf of the organisation/partnership named above, for funding as outlined in this proposal to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

Name: Position:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Date:

|  |
| --- |
|  |

Please return this form to: funding@dvva.scot

If your supporting documentation is not available electronically, please send hard copies to the address below clearly stating what they refer to:

Winter Clothes and Blankets Fund, Small Grants Programme

Dundee Volunteer and Voluntary Action

Number Ten

10 Constitution Road

Dundee

DD1 1LL