

## Warm Spaces Additional Guidance

This guidance should be read in conjunction with the main Community Grants Scheme guidance.

We have additional funding available in our third grant round of the year to support voluntary and community sector organisations that are setting up or hosting Warm Spaces to support residents from Blaby District. A Warm Space is somewhere in the community that offers a warm, safe and welcoming place where people who are struggling to heat their own homes can gather for free. Venues could include places such as libraries, church halls, community centres or sports clubs and should be open to all in need and might provide hot drinks, snacks/refreshments or activities to promote wellbeing and companionship. This could be something set up specifically to help people this winter or to widen an existing service that you offer.

### What funding is available for Warm Spaces?

Applications for costs relating to running a warm space should be made as a Revenue Grant through the normal community grants scheme. This is not an exhaustive list, but the grant might cover costs such as:

- Purchase of food/drink supplies or small items of kitchen equipment
- Contribution towards energy bills, such as additional heating/lighting costs
- Additional insurance cover if needed to run a Warm Space
- Purchase of blankets/soft furnishings to provide a suitable space
- Marketing or promotion activities to raise awareness of your Warm Space
- Volunteer expenses to help facilitate the extra hours provided by your organisation to run the Warm Space
- Training for volunteers/staff (for example Level 2 Food Hygiene Certificate if needed)

The grant can be spent on costs incurred from **1 November 2023 and grants should be spent within six months**. We do not normally allow retrospective funding, and this is only applicable in relation to community grants awarded for Warm Spaces where the warm space is already operational prior to the awarding of the grant. All retrospective funding will still need to be evidenced as normal at the end the grant period.

### Eligibility Criteria

- All organisations eligible for the main community grants scheme can apply
- Organisations can apply that have an existing, open grant with us for another project, if the new application relates solely to the running of a warm space
- If an organisation is awarded a grant to run a Warm Space, this does not prevent the organisation from making a further application to the main grants scheme for a different project during the same financial year

## How to Apply

Applications should be made through the main community grant scheme for the **third grant round only**. The deadline for applications is **Wednesday 29 November at 5pm**. Applications can be made online, via email or by post. Please refer to the main guidance notes for full details on how to apply.

If you have any questions about these additional criteria, contact [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk) or call 0116 2727595.

## Guidance if you are planning to serve food at your Warm Space:

Please read the following brief guidance from the Environmental Health team at Blaby District Council carefully.

### Food Hygiene

- If your organisation is only serving drinks and for example, reheating tinned soup, providing biscuits and/or pre-made cakes (direct from a packet) then no formal food hygiene training is necessary.
- If you are serving any food that involves some preparation, such as making sandwiches, jacket potatoes and fillings or homemade soup, we advise that at least one person on shift has a Level 2 Food Hygiene Certificate. This individual would then be able to supervise and instruct others on how to handle food safely. You can find details of training providers online.
- If your organisation is serving food that needs any kind of preparation, you are requested to complete a food safety hazard analysis (form available from the Council's Environmental Health Team). Once complete this document should be 'signed off' to demonstrate each volunteer has received some basic training and read and understood what their responsibilities are.

### Registering as a Food Business

- If you are serving any food that involves some preparation as detailed above, you must also register as a Food Business. You can do this online at [Register a Food Business \(HM Government\)](#)
- You do not need to register as a Food Business if you are only serving drinks and food that requires no preparation (such as packet biscuits/cakes)

If you require any further advice on these matters, please contact our Environmental Health team at [environmental.health@blaby.gov.uk](mailto:environmental.health@blaby.gov.uk) or by calling 0116 2750555