

## Surviving Winter Grant Guidelines

Grants are made to selected charitable organisations and agencies throughout Cornwall over the winter for distribution to individuals

Local charities and community organisations have a special role in reaching some of the most vulnerable people in our communities, developing trusted relationships and implementing practical support programmes that work. The work of local organisations is often preventative or complementary to statutory services.

**The Surviving Winter Fund** aims to raise money to offer financial support to the most vulnerable people in Cornwall, helping them to stay warm, active and healthy. These small grants can be accessed through a wide range of sponsor agencies throughout the county and are to help vulnerable people on low incomes, who struggle to heat their home and maintain a reasonable quality of life during the winter.

**If your organisation would like to apply to administer these funds please see below how the grants should be distributed.**

### How much is awarded and how often?

Local voluntary and community organisations can apply for a sum of between £200 and £1,000 depending on their capacity. The organisation then distributes these funds at their discretion to vulnerable people who are in poverty in order to help them stay well and warm during the winter months. These will generally be people who already use the organisation's service and are known to them. We ask that only small amounts of money, usually £30 to a maximum of £100, are made available but in exceptional circumstances the Foundation's Advisory Panel can be asked to consider a specific request for a larger grant. An organisation can also apply for a top-up grant once its initial fund is used up and reporting has been provided to CCF.

Organisations applying with an income of £10,000 or less per annum can claim an additional 5% 'administrative' payment on the total amount awarded to help cover the time and costs of administering grants to individuals.

### Examples of uses of grants:

- Purchase of a warm meal
- Support with heating / fuel costs including electric key meter top-ups
- Payments to help buy warm clothing or bedding
- Payment towards the cost of home insulation

### Sorry but this fund cannot help:

- Holidays or respite breaks
- Specialised equipment (e.g. wheelchairs, stair lifts, Motability schemes)
- Structural or landscaping renovations
- Televisions, video and audio equipment or television license fees
- Medical treatments and prescription fees
- Computer hardware or software

## What needs to be done?

We request reporting on all grants distributed by asking every grant recipient to complete and sign the questionnaire feedback form (provided by CCF), this should be done before grants are made to individuals as evidence of spend. Details of each grant issued needs to be entered on a spreadsheet (provided by CCF). On top of this we request a simple end of grant report is completed by the sponsor agency.

When requesting a top-up all the above information needs to be completed and sent back to CCF.

The completed reporting documents **must** be returned to the Foundation **no later than the 31<sup>st</sup> March 2017** or as soon as the grant monies have been spent, whichever is the sooner. Any unspent monies must also be returned by this date. If all reporting information is received satisfactorily, you may request a top-up grant as long as it is before the above date.

If you have any enquiries regarding this fund please contact CCF on 01566 779333 or by e-mailing [grants@cornwallfoundation.com](mailto:grants@cornwallfoundation.com).

**Please complete the application form 'Organisations Distributing Funds to Individuals' , for your project to be considered and send along with a copy of your signed Constitution and a signed written reference to the Cornwall Community Foundation (CCF) – Surviving Winter, Suite One, Sheers Barton, Launceston, Cornwall PL15 9NJ.**

For more information about the CCF please view our website [www.cornwallfoundation.com](http://www.cornwallfoundation.com) and for updates regarding CCF's grant programmes and developments please follow us on:

