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| **Cost of Living Community Grants** **(on behalf of Hull City Council)** |
| **Application start** | 1st July 2025 |
| **Return Date** | Monday 11th August 2025 9am **Applications received after this time will not be accepted.** |
| **Start Date** | 1st October 2025  |
| Funding from the Department of Work and Pensions (Household Support Fund) is being made available via Hull City Council. This is being administered on their behalf by Forum CIO (an organisation that supports the voluntary and community sector in Yorkshire and the Humber). This takes the form of small short-term grant funding. Grants of between **£1,500 - £8,000** are offered to voluntary and community organisations supporting local communities in the city of Hull:**NB: The maximum grant you can apply for depends on the type of project you will run. Please ensure that you read the Grant Guidance.** **Grants must be entirely spent by 31 March 2026.**  |
| **About Your Organisation**Forum reserves the right to ask for further information or evidence about your organisation in addition to that requested in this form. |
| **Name of your group:** |  |
| **Organisation address including post code:** |  |
| **Venue address including postcode if you intend to operate from an address different to the above:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Website: (if applicable)** |  |
| **Main Contact: (Full Name)** |  |
| **Role (e.g. trustee):** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Does your group or organisation have a governing document?** |
| YES |[ ]  NO |[ ]
| **What type of organisation are you? (e.g. charity)** |  |
| **Registered charity/company number, if applicable:**Please note that a registered charity is usually registered with the Charity Commission and HMRC |  |
| ***Company number if applicable*** |  |
| *If your organisation is not a registered charity or company. or/and is not obliged to file accounts to a regulatory body, you must attach your constitution and your last annual accounts with this application.* |
| **Please describe what your organisation /group *usually* does and the activities or services you provide to support your local community (maximum 200 words).** *(You do not need to put what you intend to do for this specific grant in this box.)* |
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| **Please confirm which of the following policies/statements your organisation has and uses. We may ask to see them.** | Safeguarding |[ ]  GDPR (Data Protection) |[ ]
|  | Risk Assessments |[ ]  Confidentiality Policy |[ ]
|  | Complaints Procedure |[ ]  Volunteering Policy |[ ]
|  | Health and Safety Policy and Procedures | [ ]  | Written Terms and Conditions of Employment for Paid Staff (if any) |[ ]
|  | Payment of Expenses Policy | [ ]  | Other policies relevant to this grant (please specify) |[ ]
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| **How to Complete this Application Form.****Please ensure you only complete the relevant sections per the Guidance.****You can choose to apply for*** **1 from Section 1**
* **Section 2 is optional, but projects with a venue are encouraged to select one of the options from this section**
* **Section 3 is optional**
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| **Amount**  | **Description** | **Tick** |  |
| Section 1 |  |  |  |
| £1,500 maximum  | Projects that will not include venue (Warm Space) but will supply items or conduct another activity in alignment to the grant guidance |  | **Please complete blue section** |
| **OR** |
| Up to £3,000 before additions | Projects that will include a venue open to residents for under 75 hours during the project lifespan (any time between 1st Oct 2025 – 31st March 2026) |  | **Please complete orange section** |
| **OR** |
| Up to £5,000before additions | Projects that will include a venue open to residents for over 75 hours during the project lifespan (any time between 1st Oct 2025 – 31st March 2026) |  | **Please complete yellow section** |
| **Section 2** |
| 1. +£500

***Refer to appendix 2 of guidance*** | In addition to the above.Projects that, during the project lifespan, will:host advisors from other trusted agencies for a minimum of 5 hours.  |  | **Please complete pink section** |
| **OR** |
| 1. +£2,000

***Refer to appendix 2 of guidance*** | 1. train its own staff / volunteers as per appendix 2 and offer advice for a minimum of 20 hours.

***Note: you may offer both (a) and (b) in order to offer a service beyond your own expertise, but the cap is still £2,000*** |  | **Please complete green section** |
| **Section 3** |
| + £1,000 ***Refer to appendix 3 of guidance*** | ***This is an additional offer***Projects that will participate in Money Matters referrals (subject to availability) |  | **Please complete red section** |
| **Please ensure that all applications complete the budget section on page 13.** |
| **Your Application.** Please describe how your organisation will use this grant specifically for an initiative that promotes affordable warmth and supports residents in the city of Hull with the cost of living. *Ensure you comply with the grant guidance on what is eligible and ineligible. Pay particular attention to “What can the grant be used for?” and to the section on “How the panel will decide”* *If you intend to work in partnership with any other organisation, please state which organisation/group and why.* |
| **Please only complete the relevant sections for your bid.****Section 1****Projects that will not include venue (Warm Space) but will undertake another activity within the guidance, such as distribute items = £1,500 maximum** |
| **What will you do with this grant** (maximum 200 words)*Describe what your proposed project will do and how it aligns with the grant guidance. If you intend to work in partnership with any other organisation, explain here with which organisation/groups and why.* |
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| **Where will your project service or activity take?** (maximum 100 words) (You do not have to have a venue open as a Warm Space, but you might be operating in a particular area of the city.) |
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| **Please estimate how many vulnerable Hull *households* (not individuals) your project will support over the life of your project. Count each household only once, even if they will benefit many times. Count each household only once, even if they fall into multiple categories – if it is a mixed household (e.g. both children and pensioners), just choose the category it will make most difference to.** |
| **Contains children** | **Contains Disabled people** | **Contains Pensioners** | **Other***(Any household that does not fit under previous the three categories e.g. working age childless couple, homeless)* | **Total** |
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| **Explanation for your estimates:** Maximum 100 words (see guidance for clarity) |
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| If your beneficiaries are a specific group (e.g. mainly with a particular ethnicity, or with a particular type of disability), please explain here. (maximum 100 words) |
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| **Monitoring** How will you monitor that your work is effective and fair – for example that the distribution of items is controlled? (maximum 150 words) |
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| **Projects that will include a venue open to residents for under 75 hours during the project lifespan - Up to £3,000 before additions. Please note that if you intend to distribute items the cost of purchasing these must be covered within the £3,000 cap (*not* £1,500 for items *plus* £3,000 for venue and operating costs).** |
| **What will you do with this grant** (maximum 500 words)*Describe what your proposed project will do and how it aligns with the grant guidance. Pay special attention to the section on “how the panel will decide” to explain key points here. If you intend to work in partnership with any other organisation, include here with which organisation/groups and why.* |
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| **Where will your project service or activity take place?** (maximum 100 words). Do not just give your venue address – add a brief description such as what the character of the venue is or the area it draws people in from. |
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| **If you will be hiring or otherwise accessing premises not your own, is your use of that premises confirmed?** *Please refer to Guidance on working in partnership* |
| **Yes** |  |
| **No**  |  |
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| **Please estimate how many vulnerable Hull *households* (not individuals) your project will support over the life of your project. Count each household only once, even if they will benefit many times. Count each household only once, even if they fall into multiple categories – if it is a mixed household (e.g. both children and pensioners), just choose the category it will make most difference to.** |
| **Contains children** | **Contains Disabled people** | **Contains Pensioners** | **Other***(Any household that does not fit under the three categories e.g. working age childless couple, homeless)* | **Total** |
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| **Explanation for your estimates**:Maximum 100 words (see guidance for clarity) |
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| **Describe how many hours your project will run to the public in total (add rows as required)** |
| **Activity** | **Frequency**  | **Date range** | **Weekday/Evening/Weekend**  | **Total** |
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|  |  |  | **Grand total hours:** |  |
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| If your project includes a warm space that is not open to the public and has a special reason to be only privately accessed (e.g. targeting children with a learning disability, operating within a sheltered housing site). Please indicate **Private** and the reason (maximum 150 words) |
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| **Monitoring & Evaluation** **How do you plan to monitor and evaluate the project outcomes?** (maximum 150 words**)**Note that all successful projects must submit figures on households benefitting once per quarter (in early Jan and early April 2026) plus two short, anonymised case studies in early April 2026. Detail what you will do, such as keep a spreadsheet of attendance, conduct a user survey, record referrals for additional support, calculate household energy savings.*Hull City Council is able to offer an opportunity for a limited number of VCS organisations in Hull to use the online system ‘Upshot’ to record their data and report on their impact.**If you are interested in finding out more, please email* *kate.winstanley@hullcc.gov.uk* |
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| **Projects that will include a venue open to residents for over 75 hours during the project lifespan =** Up to £5,000 before additions |
| **What will you do with this grant** (maximum 500 words)*Describe what your proposed project will do and how it aligns with the grant guidance. Pay special attention to the section on “how the panel will decide” to explain key points here. If you intend to work in partnership with any other organisation, include here with which organisation/groups and why.* |
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| **Please estimate how many vulnerable Hull *households* (not individuals) your project will support over the life of your project. Count each household only once, even if they will benefit many times. Count each household only once, even if they fall into multiple categories – if it is a mixed household (e.g. both children and pensioners), just choose the category it will make most difference to.** |
| **Contains children** | **Contains Disabled people** | **Contains Pensioners** | **Other***(Any household that does not fit under the three categories e.g. working age childless couple, homeless****)*** | **Total** |
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| **Explanation for your estimates**:Maximum 100 words (see guidance for clarity) |
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| **Describe how many hours your project will run to the public in total (add rows as required)** |
| **Activity** | **Frequency**  | **Date range** | **Weekday/Evening/Weekend**  | **Total** |
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|  |  |  | **Grand Total:** |  |
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| If your project includes a warm space that is not open to the public and has a special reason to be only privately accessed (e.g. children with a learning disability, it is within a sheltered housing site, please indicate **Private** and the reason (maximum 100 words) |
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| **Monitoring & Evaluation****How do you plan to monitor and evaluate the project outcomes?** (maximum 150 words) Note that all successful projects must submit figures on households benefitting once per quarter (in early Jan and early April 2026) plus two short, anonymised case studies in early April 2026.Detail what you will do, such as keep a spreadsheet of attendance, conduct a user survey, record referrals for additional support, calculate household energy savings.*Hull City Council is able to offer an opportunity for a limited number of VCS organisations in Hull to use the online system ‘Upshot’ to record their data and report on their impact.**If you are interested in finding out more, please email* *kate.winstanley@hullcc.gov.uk* |
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| **Section 2****Additional Advice Offer at Your Service Partnering with Trusted Organisations.***Please refer to the guidance notes as you can either apply for (a) or (b)* 1. **Projects that, during the project lifespan, will host advisors from other trusted agencies for a minimum of 5 hours.**
 |
| **Please advise how you will work with host advisors and how this will fit into your proposal and please include the proposed hours.** *(maximum 150 words) For example, you could include which advisors you intend to host, whether you have approached them already, which sessions they might attend to ensure the advice reaches a suitable audience.* |
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| **Monitoring & Evaluation** **How do you plan to monitor and evaluate this element?** (maximum 150 words) *Hull City Council is able to offer an opportunity for a limited number of VCS organisations in Hull to use the online system ‘Upshot’ to record their data and report on their impact.**If you are interested in finding out more, please email* *kate.winstanley@hullcc.gov.uk* |
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| **Additional Advice Offers to Train Staff and Volunteers.***Please refer to the guidance notes as you can either apply for (a) or (b)* 1. **Train its own staff / volunteers as per appendix 2 and offer advice for a minimum of 20 hours= +£2,000**
 |
| **Please advise what your staff/volunteers will be trained in, what they will offer within your proposal and please include the proposed hours.** (maximum 150 words) As the available training is not yet finalised, you are not expected to list specific courses and dates at this stage. But you should use this box to explain which broad topic areas you would want to choose (e.g. understanding fuel bills) and why these would fit with your audience, and/or how this compliments what your staff/volunteers have already been trained in.See Grant Guidance appendix for types of training available for free. |
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| **Monitoring & Evaluation** **How do you plan to monitor and evaluate this element?** (maximum 150 words) *Hull City Council is able to offer an opportunity for a limited number of VCS organisations in Hull to use the online system ‘Upshot’ to record their data and report on their impact.**If you are interested in finding out more, please email* *kate.winstanley@hullcc.gov.uk* |
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| **Section 3** |
| **Additional Offer** If you bid to become a Money Matters trusted referrer you must agree that over the project lifespan you will refer at least 50 households, that you have pre-screened as being suitable for this assistance and to whom you have offered advice about budgeting appropriately. You must also agree to capture and provide basic details of these households on a weekly basis for their payments to be processed in a timely manner. |
| ***This is an additional offer.*****Projects that will participate in Money Matters referrals (subject to availability)***Refer to guidance*. **Please advise how you will incorporate this into your service**. (maximum 150 words) |
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| **Monitoring & Evaluation** **How do you plan to monitor and evaluate this element?** (maximum 150 words) *Hull City Council is able to offer an opportunity for a limited number of VCS organisations in Hull to use the online system ‘Upshot’ to record their data and report on their impact.**If you are interested in finding out more, please email* *kate.winstanley@hullcc.gov.uk* |
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| **Your Complete Bid Budget** **To be completed by all for all projects.** |
| Please note that the maximum amount you can bid for is £8,000.Utilities costs that you can include in your budget are capped at £2,000 within the overall amount you apply for.***Please refer to guidance.*** |
| **Type of Expenditure** (e.g. energy costs, staffing costs, items to give to participants) | **Item(s) / Workings**(e.g. 50 hot water bottles @ £5 each,3 hours of staff time per week for 25 weeks @ £13 per hour) | **Total** |
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| **Project Total Requested** |
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| **Privacy Statement and Declaration**Privacy statement: Personal details that you provide on this form will be used solely for the purposes of administering your grant application and any award made. They will be stored securely electronically and will only be shared with members of the Grants Panel including representatives of Hull City Council and Ideal Heating. |
| *“I am happy for my information to be shared with Grants Panel who are representatives of Hull City Council and other contributing funders. I acknowledge that Forum CIO may seek further clarification or evidence on behalf of Hull City Council to verify the information provided within and as part of this application. I also confirm that I am authorised to sign and submit this application on behalf of the organisation stated above. The information given in this application is accurate to the best of my knowledge. I understand that the information I have provided will be used only for the purposes specified and will be stored in accordance with the provisions of the Data Protection Act (1998) and Article 6(a) and (b) of the General Data Protection Regulations (2018.”* |
| [ ]  | *By ticking this box, I confirm I have read the conditions set out in the declaration and Privacy Statement above, and accept them (mandatory)* |
| [ ]  | *I would like my contact details to be added to the Forum’s email News Bulletin to receive weekly news emails (optional)* |
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| You **must** tick **one** of the following three boxes: |
| [ ]  | Our organisation has already signed up to the Hull City Council Warm Spaces Charter |
| [ ]  | Our organisation will sign up to the Hull City Council Warm Spaces Charter before the start of our project |
| [ ]  | Our project does not involve a Warm Space, and so the Warm Spaces Charter is not applicable |
| *The content of the Warm Spaces Charter can be found at Appendix 1 on Page 7 of the grant guidance.* |
| Your completed application should be returned by email ***no later than 9am on Monday 11th August 2025*** to admin@forumcio.org.uk **Applications received after this time will not be accepted** |
| Grants are administered by Forum CIO on behalf of:* [Hull City Council](https://www.hull.gov.uk/) , Guildhall, 77 Lowgate, Hull, East Yorkshire, HU1 2AA
* [Ideal Heating Limited](https://idealheating.com/) , National Avenue, Hull, East Yorkshire, HU5 4JB

Company registered in England No. 00322137Funding is provided by the Department of Work and Pensions, Hull City Council and Ideal Heating. |
| A logo with orange and pink letters  Description automatically generatedForum CIO is a registered charity no. 1107013, Forum, Lowgate House, Lowgate, Hull, HU1 1EL. |