

Cheshire West and Chester Welcoming Spaces Grant Fund 2024-25

Date: 20th December 2024

Dear Toni,

Re: Cheshire West and Chester Welcoming Spaces Grant

I am delighted to inform you that the application by **Barnton Parish Council** for a **£1200** grant from the Cheshire West and Chester Welcoming Spaces Fund has been successful.

By agreeing to this grant, you will be required to fill in monitoring and evaluation forms. Any sums advanced under this Agreement will remain the property of Cheshire Community Action until expended on the purpose(s) for which they are provided.

As administrators of the Cheshire West and Chester Welcoming Spaces Fund, we must ensure that all projects in receipt of a grant adhere to the following:

- Should the project end for any reason before the completion of the project, that any unspent money be returned to Cheshire West and Chester Welcoming Spaces Fund.
- We will also be visiting some projects, by prior arrangement, for monitoring purposes.
- Completion of an End of Grant report, which will be forwarded in due course. This will need to be completed 10 days before project end and would include details of project outputs i.e. what has been delivered using the funding.
- Keep records of spend e.g. invoices, receipts and bank statements as these may be required for monitoring purposes.
- Keep a record of numbers of attendees of Welcoming Spaces.
- All projects register on the national register of Spaces: <https://www.warmwelcome.uk/>
- To inform other Council-run cost of living support services, we may ask for further anecdotal feedback about the reasons for people attending your Welcoming Space where this information is known and available to the organisers. But there will be no requirements to formally ask attendees their reasons for attendance.
- A condition of the funding is that you may be requested to participate in PR opportunities.

Please complete and sign the declaration form below to enable your grant to be released...

GRANT DECLARATION FORM	
Organisation Name:	BARNTON PARISH COUNCIL
Name of Main Contact:	TONI CRITCHLOW
Start Date (first session):	8 JANUARY 2024
Finish Date (last session):	ON-GOING
Agreed Weekly Welcoming Space Opening Times (based on your application):	EVERY WEDNESDAY FROM 11AM – 2PM PLUS AD HOC EVENTS
GRANT DECLARATION:	
<p>I/we have read and understand the contents of the offer letter.</p> <p>I/we agree to abide by the requirements of the Cheshire West and Chester Welcoming Spaces Fund and understand that Cheshire Community Action reserves the right to approach the organisation at any time to verify compliance with these requirements.</p> <p>Should the need arise in the near future, I/we agree to this project being used for Cheshire West and Chester Welcoming Spaces Fund publicity purposes. This agreement is subject to contact being made beforehand and a discussion taking place.</p>	
Signed (electronic signature is acceptable):	T Critchlow
Date:	07.01.2025

To help reach as many people as possible and subject to contact being made beforehand we may feature details of this grant in publicity material. Please do not hesitate in contacting our office on 01244 400222 if we can be of any further assistance and I wish you every success with your project.

Yours Sincerely,



John Heselwood
Deputy Chief Executive
Cheshire Community Action