# Terms for ‘Warm Spaces’ Fiscal Hosting

# Winter 2023/24

## Background to becoming a fiscal host

Creative Sustainability (CS) became a fiscal host through [Open Collective](https://opencollective.com/cscicorg) in 2020, to enable grass roots organisations to quickly and easily access funds to meet their communities’ needs through the pandemic, and to give donors a simple and transparent way to donate as and when needed, and without an application process.

We are now turning our attention to the needs people have for support through financial and winter challenges and have set up a dedicated fiscal hosting platform that can support communities to raise and spend funds from any source, transparently and openly.

The key purpose of hosting collectives in this way is to bring communities together to advocate for non-competitive, fair and equitable distribution of funds that go where they are needed as quickly as possible. We are all the collective.

[Stroud District Warm Spaces - Open Collective](https://opencollective.com/stroud-district-community-hubs)

# Terms for fiscal sponsorship

## Who we want to support

1. The service is open to community groups or venues in the Stroud District.
2. Groups should demonstrate a clear purpose to work with people in their local area to improve community-based support, community cohesion and connectivity by providing: a safe space, inclusive activities, food, kindness and love, advice and signposting.
3. Provision will be in line with Creative Sustainability’s core values of Empowerment, Inclusion, Sustainability, Health and Wellbeing.
4. CS is working with Stroud District Council (SDC) in order to spread resources and capacity across the area fairly to achieve maximum coverage for local communities. We are mapping current spaces to see where the gaps are and will prioritise supporting new community spaces where there is a need for one.

## Donations

1. Donations can be made freely and openly, from individuals, trusts and foundations and public bodies and CS has no influence on donation distribution.
2. Donations and expenses for each collective are transparent and open on the platform. Collectives may wish to keep their donors up to date with their work in additional ways. Some donors such as trusts, foundations and public bodies may require extra reporting.

## Expenses

1. The spending policy for a collective is for them to decide, and it is up to each collective to share their specific purpose openly and clearly on their collective’s information tab.
2. The administrators for each collective are responsible to check that expenses claimed meet the aims of the collective. Creative Sustainability Open Collective admin will advise if there is a major discrepancy that needs to be discussed.

## Claims

1. Claims for transport require information on mileage @ 45p mile in a car or van, and tickets or equivalent for public transport costs.
2. Claims for staffing, utilities and rent for community venues should be for activities which are clearly in addition to normal provision. They will be paid at a standardised rate which has been calculated as an average likely cost per hour. A simple grid to make a claim can be used (Annex 1). These are:
   1. Staffing (where applicable) at £15.50 per hour per person;
   2. Fixed Costs (Including the utilities, rent and space hire) at £25 per hour;
   3. Core Costs (admin, management, insurance) at 10% of above costs;
3. It is up to the collective to decide if they need a receipt or invoice for claims for food, consumables and activities costs.

## Payments

1. Expenses will be paid through Paypal.
2. Creative Sustainability will provide digital support to community groups to set up and use their Collective and Paypal account.

## Applications and costs

1. Community sector groups or venues need to apply to become a collective through the open collective site via the link -[Stroud District Warm Spaces - Open Collective](https://opencollective.com/stroud-district-community-hubs). Applications will be reviewed by CS and SDC to ensure these terms are likely to be met.
2. At present, the costs of administrating the income and expenditure are funded, so that there is no cost to collectives. If there is a need to charge for the service, collectives will be given one month’s notice before a charge is made, up to no more than 5% on remaining funds in any collective and on new funds at source.

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Annex 1. To claim for staffing, fixed costs and core costs (ToR #10)

Excel Spreadsheet: [Annex 1 ToR Warm Spaces Open Collective.xlsx](https://cscic234.sharepoint.com/:x:/s/communityhubs/EX3zMlrqiFVBqoHYwUNIzycBIIBGrNH7GV82MzJ2hq-qhw?e=fnW0Oi)