

# Bury Wellbeing Investment Programme

## Guidance for Applicants

**Grants of up to £1000 for Bury VCSE groups to support wellbeing and physical activity.**



Greater Manchester  
Moving > ^ < v

### Who can apply?

This fund is only open to organisations:

Applicants must be a school or constituted as a voluntary, community or social enterprise (VCSE) organisation.

- Based in Bury OR have a strong track record of delivery in Bury
- Projects must be based or delivered for the benefit of the neighbourhood being funded e.g. Whitefield or North Bury
- With a maximum turnover of £250,000
- With an organisational Bank Account with 2 signatories who are not related to each other OR have a supporting organisation that can provide a holding account
- Fully up to date with grant reporting to Bury VCFA
- Are able to submit a fully completed application by the 30<sup>th</sup> June 2024

Schools may apply but must show community involvement. Projects **must** be delivered outside of school hours.

### What is the Bury Community Investment Programme

Moving Matters – Moving more and being more active is one of the key ways to improve wellbeing. Whether it's walking, playing, cycling, dancing, nipping to the gym or taking part in organised sport it all has a role to play in building healthier, happier and more connected neighbourhoods.

We know that local groups and organisations are rooted in the neighbourhoods of Bury, You are the local leaders and experts in your area and communities making you best placed to help people move more in whatever way they want to! So this investment programme offers small grants of up to £1000 just to do that. We want to hear your idea to get people moving more to improve their wellbeing.

### How much can you apply for?

Individual organisations can apply for up to £1000. VCSE Groups working in partnership with others (minimum 2 groups working together) may apply for up to £2500 per application.

## Is there anything I can't apply for?

There are a few things that can't be funded these include –

- Funding for individuals. This includes athlete bursaries / scholarships and personal equipment
- Activities that have already taken place
- Contributions to major appeals or general appeals
- Any activities promoting political or religious beliefs
- Any activities where there is a statutory duty to undertake them or where they have been funded by another source.
- Large capitals appeals including building works and minibuses
- Work that takes place in school hours

## What policies / other documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Public Liability Insurance
- b) Risk assessments

...and if applicable to project activities:

- c) Safeguarding Adults policy
- d) Safeguarding Children policy

We expect all organisations to have relevant policies in place at the time of application. Please note that [Public Liability Insurance](#) costs can form an element of your bid. If you need advice or support on developing policies, see the 'What support is available to applicants?' section above.

**Please note:** If your project involves working with children or vulnerable adults you will need to submit a copy of the Safeguarding Policy with your application.

## What support is available to applicants?

### Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the team please contact [grants@buryvcfa.org.uk](mailto:grants@buryvcfa.org.uk)

### Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding.

For further information, visit our website at: [www.buryvcfa.org.uk/funding-and-development](http://www.buryvcfa.org.uk/funding-and-development).

You can also contact the team via - [fundinganddevelopment@buryvcfa.org.uk](mailto:fundinganddevelopment@buryvcfa.org.uk) / **0161 518 5550**.

## How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to [grants@buryvcfa.org.uk](mailto:grants@buryvcfa.org.uk).

Please complete the correct form for your neighbourhood e.g. Whitefield. [Bury Council have a useful map of the Neighbourhood areas.](#)

## When is the closing date for applications?

The fund will close to applications on the **30<sup>th</sup> June 2024**.

## How will applications be assessed?

On receipt of applications, Bury VCFA will undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel consisting of representatives from Bury VCFA, a VCSE-sector representative and Bury Live Well Services. This assessment panel will meet to agree on the awards and provide feedback to unsuccessful applicants.

## When will we hear the outcome?

All applicants will be informed by email within 8 weeks of the closing date. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

## If successful, when will we receive the grant?

On receipt of an offer letter from Bury VCFA, organisations will need to complete and return an 'Acceptance of Grant Form' together with an invoice for the full grant amount.

For organisations that have not received a grant from Bury VCFA before (or changed bank account since their last award), we will also require proof of bank details. For example, a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Bury VCFA will then issue the grant by bank transfer. The full grant amount will be paid upfront.

## How long will we have to spend the grant?

All organisations receiving a grant will have up to 12 months from the date of the offer letter to spend the grant.

## What are the reporting requirements?

All projects will be required to submit an end-of-project report within one month of your activity finishing that captures your self-defined outcomes and numbers of local participants. Alongside relevant photos, quotes, case studies, and videos.

Whilst we hope that all the projects are incredibly successful, we encourage groups to be innovative and realise that involves taking risks. In the event of a project not delivering what was hoped, we still want to capture learning to support the development of physical activity in the borough.

All successful applicants will be invited to a free short online session to support your group with monitoring and reporting but most importantly, on measuring the impact in your local area.

**Any further questions?**

Please contact the Bury VCFA Grants Team by phone **0161 518 5550** or email [grants@buryvcfa.org.uk](mailto:grants@buryvcfa.org.uk).

## Completing the Application Form

### About your organisation

**Question 1)** – Please give the full name of your organisation.

**Question 2)** – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

**Question 3)** – Please give your organisation's turnover for the last full financial year.

**Question 4)** – Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee

**Question 5)** – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number.

**Question 6)** – Please give details of your organisations website if you have one.

### Contact Information

**Question 7)** – Please give the name of the lead contact for this application/project. They will be the primary point of contact for all matters relating to this application and the project if successful.

### Payment details

**Question 8)** – Please provide details of your organisation's bank account (account name, number and sort code). The name of the account should match your organisational name.

## Your organisation's policies, procedures and insurance

**Question 9)** – We expect all organisations to have relevant policies in place at the time of application. Please note that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

## Summary Project Information

**Question 10)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 11)** – Please give a brief description of your project that sums up what you plan to do (100 words max). This may be used in our publicity to publicise the award.

**Question 12)** – Please give your proposed project start and finish dates. Realistically, the earliest that projects can commence is August 2024 with all funded project elements ending by the end of August 2025.

**Question 13)** – Is your project focusing on engaging or involving any specific target audiences or groups? i.e., largely designed to target a particular group or groups.

**Question 14)** – Please estimate how many people who live in Bury will **directly benefit** from the project over the delivery period.

**Question 15)** – Please provide practical details about the activities or events you plan to deliver. Please describe:

- What activities or events you will deliver (number and duration)
- Who will be responsible for planning and delivering the project
- Timescales and key milestones
- Any partners you are working with
- What this grant will pay for

**Question 16)** – What will success look like for you and your group? What can you share with us? Measuring success can be done in lots of ways. The table below shows you some examples -

<b>Outcome</b>	<b>Measure</b>	<b>Evidence</b>
Increased Physical Activity / People Moving More	Number of people attending your sessions	Registers Photos or Recordings of Sessions
Improve health & wellbeing	Individuals report feeling happier / better health and / or wellbeing	Participant survey (beginning and end of your project) Quotes / Case Studies Interviews
Improved social connectivity	People feel better connected to their community / have new friends and social connections	Attendance at sessions (registers) Case Studies 1-1 Interviews / Quotes

Ultimately for this grant, we need evidence of what you have done with the funding and the difference it has made.

We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As these grants come from public money you are required to keep receipts for all project spend after your project is completed. We undertake a number of spot audits each year and you may be asked to provide evidence of your spending.

Your monitoring is important. It helps us to demonstrate how these grants and investments make a real difference to groups and local residents as well as reporting back to funders and wider partners to secure investment for the future.

## About the money

**Question 17)** – Please give an overview of what the money will be used on by describing each item and breaking down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

### Example 1

**Acceptable:** Sports Hall Hire at Castle Leisure Centre @ £25/hour x 2hr x 6 weeks = £300

**Not acceptable:** Venue = £300

### Example 2

**Acceptable:** Volunteer Travel Expenses @ £4/person x 2 x 12 weeks = £96

**Not acceptable:** Buses = £100

### Example 3

**Acceptable:** Staff Session Lead – 2hrs/wk @ £20ph (inc on-costs) x 10 weeks =£400

**Not acceptable:** Staff support = £400

**Important: If successful, it will be your responsibility to ensure that all spending is evidenced and does not exceed the limits set out in this guidance.**

## Please attach

Please confirm you are attaching relevant safeguarding policies if applicable to project activities.

## Declaration

Please confirm that you have read the **Terms and Conditions** of this grant by giving the name and role of the lead applicant.