

Bury Council Cost of Living Community Fund

Guidance for Applicants

Grants of up to £5,000 for Bury VCSE groups to provide financial support to voluntary and community groups in the Borough.

What is Bury Council's Cost of Living Community Fund?

Given the significant pressures faced by local communities due to cost of living, additional funding has been made available through **Bury Council Cost of Living Community Fund** to provide financial support to voluntary and community groups in the Borough.

This fund, which has been made available through Bury Council and the Government's Household Support Fund, supports activities which contribute to the Bury Cost of Living and *LET'S Do It* (LETS) strategies. Projects should focus on enabling local people to be best equipped and supported to manage in the context of cost-of-living pressures, and to enable the provision of projects or activities to support local neighbourhoods.

Applications should demonstrate the LETS principles of focusing on local neighbourhoods with an enterprising and innovative spirit, working together and building on existing strengths in light of the immediate cost of living pressures. There is further information on the LETS principles as an appendix to this guidance.

Who can apply?

This fund is only open to organisations or groups:

- That are constituted as voluntary, community, faith or social enterprise (VCSE).
- Based in Bury OR have a strong track record of delivery in 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 **30th August 2024**.

We are particularly interested in applications that cover the following priorities:

- Work and Wages
- Digital Inclusion and Poverty

The funding **cannot** be used for the following:

- Funding for individuals. This funding should be used to increase resilience of a voluntary or community provision and raising awareness of the local household support that is available at www.bury.gov.uk/hardshiphelp or by calling 0161 253 5400.
- 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.

How much can you apply for?

Individual organisations can apply for up to £2000. VCSE Groups working in partnership with others (minimum 2 groups working together) may apply for up to £5000 per application.

What type of project can I apply for?

Applications are welcome for projects that meet one or more of the priorities in the Bury Cost of Living Strategy. The full strategy is available here: [Bury Cost of Living Strategy](#). Please see the list of priorities below:

Food poverty	Wellbeing and Poverty	Finance and Debt	Work and Wages
Childhood Poverty	Housing related (including fuel) poverty	Poverty and digital inclusion	Reducing stigma and bias associated with poverty

The list below sets out examples of the types of projects that are encouraged for this fund. We welcome other ideas and innovative approaches which tackle cost of living pressures in your community.

- Activities which support local people to access information, advice and guidance that enables them to increase their (financial) resilience.
- Targeted provision of fuel and food support information, particularly to those who haven't previously accessed provision.
- Mitigating increase demand pressures by groups supporting households which had previously not needed support; or reductions in support such as donations due to financial pressures being felt by wider communities.
- Community appliances, such as a community fridge, to increase access for local residents.
- Strengthening support for, and the resilience of, community organisations to maintain services to mitigate the impact of rising costs
- Setting up a new service based on an identified local need to tackle cost of living pressures in the Borough. Examples of schemes elsewhere are detailed in the Cost of Living and Anti-Poverty Strategy.

What policies / other documentation are required?

All organisations will be expected to have the following 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.

Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. If you are a non-constituted group and want to apply for this funding, please contact the Funding and Development team on fundinganddevelopment@buryvcfa.org.uk / 0161 518 5550.

For further information, please contact the Funding and Development Team or visit our website at: www.buryvcfa.org.uk/funding-and-development.

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.

When is the closing date for applications?

The fund will close to applications on the **30th August 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 including community sector representation, public service colleagues and a Cabinet Member of Bury Council. Please note all applications will be reviewed at this point, ie the awards will not be on a first come first served basis.
- 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 three 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. Agreements must be signed with your signature. **Typing the name via Word will not be accepted.** If you need support with this, please let us know.

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 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 until **31st March 2025** to spend the grant and complete the project.

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 which can be used to support local neighbourhoods around cost of living pressures. Therefore, 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 your group's impact.

Any further questions?

Please contact the Bury VCFA Grants Team by phone **0161 518 5550** or email grants@buryvcfa.org.uk

Completing Application Form

About your organisation

Question 1) – Please give the full name of your organisation – please use this name on all saved documents

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 (please 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.

Question 7) If you plan to work in partnership with another organisation, please provide details of this.

Project Lead Contact Information

Question 8) – 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 9) – 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 10) – 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 11) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 12) – Please provide the main area you plan to deliver your project – even if you plan to attract residents from other areas. Only use ‘boroughwide’ if you have no delivery venue. The following cover the main areas.

Areas	Wards
North Bury	Elton North Manor Ramsbottom Tottington
East Bury	Bury East Moorside Redvales
Whitefield	Besses Pilkington Park Unsworth
Radcliffe/West	Bury West Radcliffe East Radcliffe North and Ainsworth Radcliffe West
Prestwich	Sedgley Park St Marys Holyrood

Question 13) – 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 14) – Please give your proposed project start and finish dates – it is very helpful for monitoring your project.

Question 15) – Please state if this project is new, or if you want to keep existing provision or develop this.

Question 16) – Please tick the priorities you plan to cover with your project. You can tick more than one, but please focus on the main ones if possible.

Question 17) – Please estimate how many people who live in Bury will **directly benefit** from the project over the delivery period.

Question 18) 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. For example, below is not an exhaustive list:

Communities experiencing racial inequalities	Asylum seekers and refugees	Looked after children and young people
Adults	LGBTQI+ Community	Carers
Children	Women and girls	Older people
Disabilities	Homeless	Families
Learning Difficulties	Those suffering addiction	Ex and Offenders
Veterans	Men and boys	Victims of crime

Question 19) – Please explain how you will attract residents to your project through different means such as social media, leaflets, word of mouth etc

Question 20) – 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
- If applicable, any partnership work – please ensure you mention them in question 7

Question 21) – 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 -

Examples of the types of ways of measuring impact that we'd expect to see included are:

- Number of people provided with financial support and further advice
- Number of people signposted to financial support and further advice
- Number of people who attended drop in sessions (and positive outcomes of people progressing from these)
- Number of referrals made into the Household Support Fund for individuals/families being supported.
- Number of food parcels (with wraparound support and information) provided

CoL Priority	Outcome	Measure	Evidence
Finance & Debt	People are more informed about the benefits they can access (and where possible tracking the impact of this, eg additional benefits accessed) or people are better able to manage their finances.	Number of people attending your sessions (and where possible tracking the impact of this), eg additional benefits accessed	Registers Photos or Recordings of Sessions
Digital Inclusion and Childhood Poverty	Families are able to access and use the HAF vouchers online	Tracking the knowledge before the event and after. What did they use the vouchers for?	Participant survey (beginning and end of your project) Quotes / Case Studies Interviews
Wellbeing and Poverty	Residents from hard to reach areas accessed a yoga session in their local foodbank	How did they feel before and after the session?	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 22) – 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: Hall Hire at Blackburne Hall @ £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.

Appendix 1: LET'S principles

Our vision for Bury 2030 is built upon conversations with communities and the goal is simple: to stand out as a place that is achieving faster economic growth than the national average, with lower than national average levels of deprivation. It is not just a strategy of actions, rather it outlines the principles and means by which we will achieve these outcomes collectively.

Local neighbourhoods

We know that it is the relationships, not services, which truly make the difference to people's lives. We want to build on this through empowering local communities within each township where individuals, families and communities are in control and at the heart of decision making and where we all will bring our collective local energies together for the greater good by:

- **Engaging** with people where and how they live
- Listening when others talk, helping and **enabling**
- Supporting development and **growth** and removing barriers to **collaboration**

An ***Enterprising*** spirit

We are known for our spirit of enterprise and innovation as a Borough and we will harness that spirit to raise aspirations to grow and develop our people and businesses. We will remove the barriers that prevent people from getting on and connect local people to opportunities through their skills, confidence and relationships by:

- Demonstrating **pride** in our collective and individual achievements and in the place where we live
- Championing **innovation**, always looking for ways to improve quality of life for all
- Being **courageous** and stepping out of our comfort zone to help ourselves and others, opening doors at every **opportunity**

Delivering ***Together***

The LET'S Do It approach This strategy represents a completely new relationship between public services, communities and businesses which is based on co-design and accountability for shared decision making. It is about doing "with" not "to" by bringing a greater focus on wellbeing, prevention and early intervention:

- Committing to making a **positive, practical difference** in addressing and tackling our challenges
- **Valuing and developing** the role and voices of people and communities to shape and deliver, including celebrating **cultural diversity**
- **Empowering** residents and groups to take decisions and harness resources
- Demonstrating **dignity, kindness** and **respect** in everything we do

A ***Strengths-based*** approach

Our vision is for a place in which people are helped to make the best of themselves, by recognising and building on the strengths not deficits of all our **children, families and our communities** and taking an **evidence-led** understanding of risk and impact to ensure the right intervention at the right time. We will do this by:

- Really **listening to understand** each other and our shared potential
- Being **flexible** and putting our energies into where we can make the most positive difference; **asking** 'what matters to you?'
- Being open to **trying** new things and **doing things differently**
- Valuing the **skills, strengths** and **successes** of individuals and communities