



Live Well Grant

Guidance for Applicants

Grants of up to £5000 for Bury VCSE groups to support improving the quality of life for Bury residents.

Who can apply?

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

- Be based in Bury OR have a proven strong track record of delivery in Bury
- Have 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
- Be fully up to date with grant reporting to Bury VCFA
- Have the relevant safeguarding policies in place
- Be able to submit a fully completed application by **30th March 2025**

What is the Live Well Grant?

Live Well can be described in many ways at its heart is creating a community-led health and wellbeing movement in Greater Manchester. The ultimate aim of Live Well is to create healthier, happier, and fairer communities by providing support and resources to people and is aligned to one of the key principles of Bury's Lets Do It strategy – "Improving Quality of Life"

This investment programme offers grants of up to £5000 to VCSE organisations delivering in Bury that can help improve lives of residents by addressing the wider determinants of health which align to the priorities of the Anti-Poverty Strategy. The five key areas are as follows:

- **Food poverty** – this fund is not about crisis provision, but do you have a project that will help improve the sustainability of food provision or community resilience? This could be improving your existing provision, developing new community fridges and pantries or supporting healthy eating and cookery sessions.
- **Finance and Debt** – Do you have an idea or project that can support individuals with their financial situation and income maximisation?
- **Work and Wages**—Have you an idea or project that will help your community by increasing employment, education and skills, and confidence?
- **Childhood Poverty** - Are there new projects you can run that will support young children's development and provide support for families who are being badly affected by the current cost of living pressures?
- **Digital inclusion** – Lack of access to digital can result in individuals being isolated, unable to access services or paying more for common items and services. Can your project help people overcome this?

We anticipate that this fund will be oversubscribed so we will prioritise those project that support the following groups and communities:

- Residents experiencing poor mental health and wellbeing
- d/Deaf and disabled people
- People and communities experiencing racial inequalities
- Residents experiencing poverty

How much can you apply for?

Individual organisations can apply for up to £5000.

How many organisations will be successful?

We have a funding pot of just over £46,000, so we anticipate funding around 9-10 projects. As this is a new funding round, we do not have a percentage of successful applications, but similar funding programmes have had a success rate between 30-60%.

Is there anything I can't apply for?

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

- This funding should not be used for direct payment of money to individuals. Projects should link individuals into other sources of welfare support
- 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 another source has funded them.
- Projects that takes place during as part of the school curriculum
- Large capital appeals, including building works and minibuses
- Fines, financial penalties, debts or organisational liabilities.

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 below.

Please note: If your project involves working with children or vulnerable adults you **must** 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. For further information, visit our website at: www.buryvcfa.org.uk/funding-and-development.

You can also contact the team via - 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

When is the closing date for applications?

The fund will close to applications on the **30th March 2025**.

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 and anonymously scored by an independent panel.

Each panel has a minimum of three members, comprising our partners, e.g., Bury Council (who cannot form more than 50% of the panel), community assessors who are representatives from organisations previously funded by Bury VCFA (who haven't applied this time), or individuals with lived experience. No Bury VCFA Staff are involved in the process—we chair and facilitate but do not have a vote.

The 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 be given the money within 28 working days of the award letter.

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. Payment will not be made until this is completed.

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 31st March 2026 to complete their project and spend the funding.

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 this, we require you to provide at least one case study which includes either photos, quotes or videos.

You are not expected to provide receipts with your monitoring. However, we reserve the right to complete a financial audit of your grant which includes checking evidence of spend which could include receipts. We will be conducting interim monitoring visits on a number of projects.

Whilst we hope that the project is incredibly successful, we encourage groups to be innovative and know that involves taking risks. In the event of a project not delivering what was hoped we still want to capture learning and support from your organisation. Therefore please ensure you contact us as soon as possible to discuss any issues with your project.

All successful applicants will be invited to 4 free short sessions to support you in providing a successful monitoring report measuring your impact and provide successful monitoring reports.

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 – no abbreviations.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address, 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.

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.

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 **must** submit copies of the following documents along with your application if you work with children or vulnerable adults:

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

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 June 2025 with all funded project elements ending by the end of end of March 2026.

Question 13) – 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
Bury West / Radcliffe	Bury West Radcliffe East Radcliffe North and Ainsworth Radcliffe West
Prestwich	Sedgley Park St Marys Holyrood

Question 14) - We appreciate that not everyone likes writing grant applications for a variety of reasons. For this fund you **can** apply via video or audio. But you can apply in writing if you prefer.

Your video must provide all the information we’ve asked for in the application guidance below Q16-19. Your video should be about 5 minutes long but no longer than 12 minutes.

Don’t worry too much about the video's style. We just need the sound to be clear so we can hear what you’re saying. Avoid filming in places with too much background noise, like outdoors, in a busy café, or in an office. A quiet, empty room is a good place

to film. You can film it on a phone if you want. If you're going to take videos of people taking part in your project, make sure you get their consent first.

We will only access your video through the website hosting it. Staff who review your application and participate in our panel will view it. It's your responsibility to remove the video from the host site after a final decision is made. Examples of video hosting sites include Dropbox, Google Drive or YouTube.

If you're using YouTube, choose an unlisted YouTube video, as this will not be seen publicly.

Enter the full website address (URL) for your video. Make sure the website address is correct so we can watch your video.

If you choose to apply by video, you'll be assessed exactly the same as if you'd applied in writing.

Question 15) – Please tick the priorities you plan to cover with your project. You can tick more than one, but please focus on the main one.

Question 16) – What do you want to do? 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 17) One of the key reasons this funding exists is to support groups and organisations in responding to what matters to people in your local community. You know there is a need for this project, but this section asks how do you know? What evidence have you collected from the community? You might have gathered feedback from your members or people who use your services, had group discussions with your local community, or noticed a gap because of increasing demand for what you offer / the requests you have been getting.

Question 18) - Who is your project targeting - 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 19) – How will you reach these people and encourage them to take part? There are a range of reasons that stop different groups of people from connecting with their local community – how will you overcome them? Do you have links with other organisations to help you reach your target audience, or will you use social media, word of mouth or other ways to reach them? Or something else?

Question 20) – The most important part of the application! What will success look like for you and your group? What difference will this project make to people or the community you support? How will you measure/know? What can you share with us?

Measuring success can be done in lots of ways. The table below shows you some examples –

Outcome	Measure	Evidence
People are better able to meal plan (healthy eating and budgeting)	Number of people attending your sessions. Increased knowledge	Registers, photos or recordings Participant survey (beginning and end of your project) Quotes / Case Studies
Increased digital literacy to support household income	Number of people attending your sessions Learning Outcomes Increased Confidence	Registers, photos or recordings Tracking people completing specific tasks – e.g. using a supermarket loyalty app to reduce the cost of their food shopping / accessing online banking etc Participant survey (beginning and end of your project) Quotes / Case Studies
After School Activity Clubs – enabling health activities for primary aged children and supporting working families	Number of people attending your sessions. Young peoples engagement Financial Benefit to families	Registers Drawings of young people showing what they like best from the sessions Case studies / parental feedback

Ultimately, we need evidence of what you have done with the funding and the difference it has made for this grant. In the monitoring form, we would also like to know any key learnings from your group or organisation—what went well? What would you do differently in the future?

We may also select your project for a monitoring visit (in person or remotely) to assess its progress and determine whether you need any support.

As these grants come from public money, you are required to keep receipts for all project spending 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 demonstrate how these grants and investments make a real difference to groups and local residents. We also report back to funders and wider partners to secure investment for the future.

Question 21) – 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: Elton Community 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.