

Bury Council Standing Together Fund

Guidance for Applicants

Grants of up to £10,000 for Bury VCSE groups to provide financial support to voluntary and community groups in the Borough.

Bury VCFA is pleased to be working with Bury Council and Bury Community Safety Partnership to deliver the Standing Together community grants programmes.

What is Bury Council's Standing Together Fund?

These grants aim to enable Bury based voluntary, community, faith and social enterprise sector groups to deliver grassroots activities and projects that tackle community safety issues across the borough and raise awareness of hate crime and how to report it.

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 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
 - **22nd November 2024 at 12pm** for the Innovation Grant or Small Grant.
 - **19th January 2025 at 5pm** for the Youth Led Grant.

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

- General appeals
- Retrospective applications (i.e. the funding of activities that have already taken place or the repayment of money that has already been spent)
- Projects that do not clearly demonstrate outcomes aligned to the funding priorities
- Religious/political activities or projects that promote religion/politics
- Projects where the main beneficiaries are animals
- Provision of funds that directly replace funding for services which are the primary responsibility of statutory funders, or which subsidise services delivered through statutory contracts
- Applications for mainstream public services, including schools and hospitals;
- Individuals (i.e. not associated with an organisation)
- Large capital appeals (including buildings and minibuses) or CCTV equipment;
- Where organisations are in serious financial deficit
- Large organisations which enjoy widespread support
- Work that takes place in schools during school hours
- Trips, outings, meals, parties or any other one-off activity that does not demonstrate significant community benefit.
- The purchase of alcohol.

How much can you apply for?

- **Innovation Grants – Up to £10,000.** Funding to develop significant projects to support key outcomes of the Bury Community Safety Partnership including diversionary activities for young people and projects support individuals affected by domestic violence.
- **Small Grants – Up to £2,500.** Funding to support broader community safety but with a particular interest in projects and programmes that support and enhance community cohesion, bringing people together and enhancing residents feeling of safety and inclusion.
- **Youth Led Grants – Up to £1,000.** Funding for youth led projects from local schools and youth organisations that meet the priorities of local young people whether that it is increasing feelings of safety, celebrating and raising awareness of different cultures and community or raising awareness of hate crime.

What type of project can I apply for?

Applications are welcome for projects that meet one or more of the priorities in the Bury Standing Together priorities.

Priority 1 - Developing Community Cohesion

- Work with different communities to understand their differences and similarities
- Invest in ways to bring communities together to improve community cohesion and deter crime
- Develop strong and positive relationships between people from different backgrounds
- Empower diverse communities feel more confident in reporting Hate Crime

Priority 2 - Strengthening Communities and Places

- Reduce crime and antisocial behaviour in neighbourhoods
- Reduce road danger and make our transport system safer
- Make our streets and night-time economy safer
- Make public spaces and venues safer
- Tackle inequalities within services

Priority 3 - Keeping People Safe and Supporting Victims

- Improve services to victims of sexual and domestic violence
- Protect vulnerable young people
- Protect vulnerable people from criminal exploitation
- Improve how police, criminal justice and community safety services work with mental health services
- Supporting victims of Hate Crime
- Improve services to victims

Priority 4 - Reducing Harm and Offending

- Prevent more young people from becoming involved in crime
- Tackle organised crime
- Reduce high harm and repeat offending
- Rehabilitate people so they don't continue to commit crime
- Tackle drug and alcohol addiction and reduce deaths from their use

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 enhance community cohesion in your community. We welcome innovative and creative ideas to engage people with the priorities of the Programme (this is not an exhaustive list):

- Activities which promote understanding, awareness and reporting of hate crime during GM Hate Crime Awareness Week 3rd – 8th Feb 2025.
- Buddying projects for people at risk or providing a safe travel project.
- Interventions that will help people feel safer in their community/public spaces.
- Confidence building workshops or self-defence classes.
- Developing a good neighbour scheme.
- Domestic violence awareness workshops.
- Activities which bring communities together to promote understanding and acceptance.
- Sessions on the impact of anti-social behaviour targeted at perpetrators.
- Diversionary activities such as sports, music or workshops to address specific crime or ASB hotspots
- Mentoring activities which reduce and prevent re-offending.
- Training for volunteers and staff to help them support the victims of crime.
- Activities which provide positive role models for young people.

Previously funded projects have included:

- Providing weekly activities for asylum seekers and refugees, encouraging lasting and beneficial friendships, supportive relationships and individual assistance.
- Training sessions with GP's and healthcare professionals about their role in identifying and supporting people with disabilities who are victims of hate crime or mate crime.
- Running monthly workshops which provide a listening space for participants, with facilitated training in practical tools to help recognise hate crimes and domestic abuse and to build resilience to acquire the techniques to tackle these issues.
- Project to bring Jewish and non-Jewish schools together to foster understanding of different faiths through a series of visits during Hate Crime Awareness Week.
- To provide youth activities with a particular focus on sexual health, volunteer trainee youth workers and cyber-crime prevention
- Delivering community safety messages around ASB, serious violence and child exploitation to help pupils in Bury keep safe and help reduce harm and offending
- Hosting a Hate Crime Awareness Week event to safeguard relationships and promote an understanding of the needs of the LGBTQI+ community and other protected characteristics.

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 following dates

Grant	Date
Innovation Grant and Small Grant	22 nd November at 12pm
Youth Led Grant	19 th January 2025 at 5pm

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?

Innovation and Small Grants: All successful applicants will be informed by email by **20th December 2024**. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel and in some cases referred to our development team.

Youth-led Grants: All successful applicants will be informed by email by **28th February 2025**.

How will we receive the grant?

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 an Innovation or Small Grant will have until **31st December 2025** to spend the grant and complete the project.

All groups receiving a Youth-Led Grant will have until **31st March 2026** to spend the grants 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. Please ensure you obtain permission to use this information because they may be used in internal reports.

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 Standing Together priorities. 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

Section 1: About your organisation

Organisation Name – Please give the full name of your organisation – please use this name on all saved documents

Organisation Type (please tick) – 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

Charity/Company Number – 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.

Annual Turnover – Please give your organisation's turnover for the last full financial year.

Organisation Address – 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.

Website – Please give details of your organisations website if you have one.

Lead Contact Details – 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.

Partnership work - If you plan to work in partnership with another organisation, please provide details of this.

Tell us about your group/organisation – Please give us a brief description of your organisation to help the panel understand what you do generally.

Section 2: Project Information

Project Name – Please give your project a memorable name. This helps us identify your project should your application be successful.

Area – 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

What do you plan to do? – Please give a brief description of your project that sums up what you plan to do (200 words max). Please consider:

- Who will be responsible for planning and delivering the project
- What activities/events will you have? Give timescales and key milestones
- If applicable, talk about any partnership work
- How many people who live in Bury will **directly benefit** from the project over the delivery period.
- How you will attract residents to your project through different means such as social media, leaflets, word of mouth etc
- 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

This may be used in our publicity to publicise the award.

Approx start/finish date – Please give your proposed project start and finish dates – it is very helpful for monitoring your project.

New, existing or developing project – Please state if this project is new, or if you want to keep existing provision or develop this.

Will your project be specifically aimed at engaging any of the priorities below? – 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.

How does your project meet the priorities of the funding programme? – Looking at the priorities and the examples named in this guidance, how has your activities meet these?

Please tell us what difference your project will make to people and/or communities in Bury – For example, explain how your project will increase awareness of the different forms of hate crime, improve confidence of women who have experienced domestic abuse, raise awareness and understanding of different faiths.

How you will you know if your project has been a success? What methods will you use to monitor your activities? - 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 support and further advice
- Number of people signposted to support and further advice
- Number of people who attended drop in sessions (and positive outcomes of people progressing from these)

And then the most important part...the 'so what?' of your work!

Standing Together Priority	Outcome	Measure	Evidence
Community Cohesion	A number of workshops that bring people together from different faiths. They have better understanding of each other.	Tracking the knowledge before the event and after.	Artwork 1-1 Interviews / Quotes Events after this Attendance lists
Raise Awareness of Hate Crime and How to Report it	Increased number of participants reporting hate crime and knowing what to do in this situation after running a session.	Tracking how often did they report crime before and after and how confident they feel in the police.	Participant survey (beginning and end of your project) Quotes / Case Studies Interviews
Reducing Harm and Offending	A series of drama workshops that talks about the consequences of crime to young people.	Initial assessment from their first session and their final assessment at the end.it	1-1 Interviews / Quotes Events after this Attendance lists Feedback from the school they attend

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.

Section 3: Budget

What are the costs of your project? – 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.

This is the cost of **everything** for your project, even things you aren't asking us to fund. For example, if you are asking us for £5,000 and you are getting £8,000 from another funder to cover additional costs, then your total project cost is £13,000. If you are asking us for £5,000 and there are no other costs, then your total project cost is £5,000.

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.

Bank Account details – 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. You need two non-related signatories on your bank account. If you do not have an organisation account, please provide a holding account. It is important that the holding account organisation is aware of this transaction/grant.

Section 4: Supporting Documents and Declaration

Supporting Documents Checklist – If you are a Bury VCFA member, we do not need to see your governing document. Please check our [website](#).

We expect all organisations to have relevant policies in place at the time of application. 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)

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.

If you have not had a grant with us before, please include a recent copy of a bank statement. This helps us to process the payment of the grant.

Declaration - Please confirm that you have read the **Terms and Conditions** of this grant by giving the name and role of the lead applicant. This does not need to be signed.