

Family Cooking Fun

Guidance for Applicants



Greater Manchester
Integrated care



Salford CVS
Making a difference in Salford

Grants of up to £10,000 to deliver food preparation and cooking courses for families with young children in Salford over 2 years.

Who can apply?

• Constituted as a voluntary, community or social enterprise (VCSE) organisation	
• Based in Salford OR have a strong track record of delivery in Salford	
• Be a full member of Salford CVS (apply for membership here)	
• With an organisational Bank Account with 2 signatories who are not related to each other OR have a holding account at Salford CVS	
• Are able to submit a fully completed application by Friday 5th September 2025 at 12:00 to grants@salfordcvs.co.uk	
• Fully up to date with grant reporting to Salford CVS (if applicable)	

What is the Family Cooking Fund?

The aim of the fund is to enthuse, upskill and build the confidence of parents and carers of young children in cooking balanced, nutritious and low-cost meals from scratch. It also aims to increase access to lower cost ingredients and cooking equipment to support the dietary intake of families on low incomes.

It is hoped the fund will help families:

♦ **Reduce food costs** ♦ **Reduce energy costs** ♦
Improve cooking skills ♦ **Increase knowledge of and confidence cooking healthy recipes** ♦ **Improve social connections** ♦ **Strengthen family relationships** ♦ **Promote the 'Healthy Start' scheme** ♦ **Promote Salford's free vitamin scheme** ♦ **Connect to wider family support and activities** ♦

The Family Cooking Fund is part of the Promoting Healthy Lifestyles in the Early Years – Integration Pilot, which is funded by NHS England and supported by Salford City Council and NHS Greater Manchester Integrated Care.

This year, organisations will apply for 2 years of funding at once. This is to reflect feedback from previous projects that longer term funding would be useful to maintain relationships with families and support practically.

Funds will be released over 2 years – up to £5,000 for Year 1 (November 2026), and up to £5,000 for Year 2 (November 2026) on receipt of an update report.

Projects must:

- Work with families with **at least one child under 5**
- Deliver over 2026 and 2027 (2025 if wishing to deliver over Winter)
- Provide either
 - child and family inclusive sessions
 - a creche/children's activities to allow adults to take part alone
- Gift a piece of equipment to families taking part

How much can we apply for?

Organisations can apply for a grant of up to £10,000, however, applications for any amount £5,000 - £10,000.

Eligible costs

Eligible costs include:

- a) Staff costs
- b) Volunteer expenses
- c) Venue hire
- d) DBS (Disclosure and Barring Service) checks for staff/volunteers
- e) Cooking equipment, utensils, and ingredients (for training)
- f) Energy efficient cooking equipment for participants to keep (e.g. slow cooker, air fryer, etc.)
- g) Level 2 Food Hygiene training for staff / volunteers*
- h) Printing and promotional costs
- i) Public Liability Insurance
- j) On-site childcare during training sessions (if needed)
- k) Other reasonable project costs e.g. a proportion of overheads

*See Salford Council's training offer:

<https://www.salford.gov.uk/children-and-families/information-for-childcare-providers/training-programme/food-hygiene-level-2/>

What policies / other documentation are required?

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

- a) Health and Safety Policy
- b) Equality/Diversity Statement or Policy
- c) Public Liability Insurance (Cost can be included in budget)
- d) Risk Assessments

...and if applicable to project activities:

- e) Volunteer Policy
- f) Safeguarding Adults Policy
- g) Safeguarding Children Policy

Please note: If your project involves working with children or adults at risk a copy of any relevant safeguarding policies must be submitted with your application.

What support is available to applicants?

Support with your application

For advice and guidance on applying for this grant please contact Niamh Meehan, Grants Development Worker by email at: grants@salfordcvs.co.uk or by phone on 0161 787 7795.

Wider development support

Salford CVS can also offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at:

www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to grants@salfordcvs.co.uk in Word format. Alternatively, they can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

When is the closing date for applications?

The fund will close to applications on **Friday 5th September 2025 at 12:00.**

How will applications be assessed?

On receipt of applications, Salford CVS will undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel consisting of representatives from NHS GM Integrated Care, Salford Council and Salford CVS. This assessment panel will then meet to agree the awards and provide feedback to unsuccessful applicants.

When will we hear the outcome?

All applicants will be informed by email within 6 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 Salford CVS, 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 Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer within 10-14 working days. The full grant amount will be paid upfront in line with the 'Principles of Good Grant Giving.'

How long will we have to spend the grant?

All organisations receiving a grant will have until **30th June 2027** to complete the cooking training aspect of the project.

How will our project be evaluated by Salford CVS?

Salford CVS has a three-fold approach to evaluation:

- **Assessing impact** – the difference your project made in words, numbers, stories, quotes and photos
- **Gathering learning** – what you have learned as an organisation, how your organisation has developed and what you would do differently next time
- **Providing assurance** – demonstrating good management of public money

Reporting requirements

- In practical terms, this will mean providing:
 - A 1 year update report in 2026
 - An end of project report in 2027to capture what was delivered, how the training was received and what was achieved.
- Photos, quotes (from participants, wider family members and trainers) will also be required.

We may also select your project for a monitoring visit to help us understand how you are getting on and if you are in need of any support.

As guardians of public money, Salford CVS requires all funded organisations to keep receipts for all project spend after your project is completed. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners and helps secure investment in our sector over the years to come.

Any further questions?

For advice and guidance on applying for this grant please contact Niamh Meehan, Grants Development Worker by email at: grants@salfordcvs.co.uk or by phone on 0161 787 7795.

Completing the Application Form - Part 1

Contact Information

Question a) – 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.

Question b) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

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 might 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.

Questions 6) – Please provide the URL (link) to your organisation's website, Facebook, Twitter. Instagram accounts etc. (if applicable)

Questions 7-9) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.60 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A).

If you employ staff and are paying them all a minimum of the real living wage of £12.60 per hour, but are not accredited to the Living Wage Foundation, Salford CVS will consider paying for your first year's accreditation. If you're eligible and interested in this offer, please tick 'Yes' to **question 9**.

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)
- Level 2 Food Hygiene (if you have one, if not include in budget)

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 give a brief description of your project that sums up what you plan to do (50 words max). This may be used in our publicity to publicise the award.

Question 13) – Please give your proposed project start and finish dates. Realistically, the earliest that funded projects can commence is November 2025 and they must be completed by **30th June 2027**.

Sessions may take place any time of year however delivery must span over 2 years (at least one block of sessions in both 2025 and 2026, or both 2026 and 2027)

Question 14) – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick 'Salford city-wide'.

Question 15) – If your project is delivered from a single location (e.g. a community centre) please provide a postcode for this.
If your activity takes place at more than one location, please provide all the postcodes. If this proves too difficult or isn't applicable, please give details.

About your project

Question 16) Tell us about the links to families that you already have, and how you will encourage recruitment to this project. The aim of this fund is to target new parents with children of up to 5 years old, who are struggling financially, and would benefit from training to reduce cooking costs and increase child nutrition and wellbeing. What will be your approach to recruiting trainees for your cooking courses?

Question 17) – Explain why you want to put on cooking training sessions for people that use your services.

Question 18) – Where in Salford will you host the cooking training?

Question 19) – Please give details of who will be leading the cooking sessions themselves. Also, please outline their cooking training experience and qualifications.

Question 20) – Give details of how many individuals, over how many sessions you will aim to work with.

Question 21) – Give details of how you will make the sessions enjoyable and social, for example creating a WhatsApp group for participants to share meals in, or a friendly member of staff leading the class.

Question 22) – This is the section where you need to describe the cooking courses you will be providing. Please include as much details as possible including:

- What **cooking equipment** you'll be using / promoting (e.g. slow cooker, air fryer etc.)
- What **days/times of the week** you plan to offer training
- What **childcare arrangements** you will be offering (if any)
- What **free cooking equipment** you will be offering to trainees

Question 23) – Please complete the project budget including all necessary costs for your project, broken down into Year 1 and Year 2, and then the total budget. See 'Eligible Costs' on page 3 for an explanation of what you can apply for.

Please attach

Please confirm you are attaching:

- Safeguarding Adults policy (*if applicable to project activities*)
- Safeguarding Children policy (*if applicable to project activities*)
- Level 2 Food Hygiene Certificates (*or include costs for this in this bid*)

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant.