****A logo for a company

AI-generated content may be incorrect.A purple logo with text

AI-generated content may be incorrect.

Guidance for Applicants

**Early Years Investment Fund**

**Grants from £500 to £2000 for VCSE organisations to pay for equipment, training, and making spaces accessible to support pregnant people, children with SEND, and families with children under 5.**

**The Early Years Investment 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.**

**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 |  |
| * Full membership of Salford CVS at the time of application and currently adhere to the eligibility criteria for full membership of Salford CVS – more details available at <https://www.salfordcvs.co.uk/membership-0> |  |
| * Have 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 10th October 2025 at 12:00pm (midday)** to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) |  |
| * Fully up to date with grant reporting to Salford CVS (if applicable) |  |

**What is the Early Years Investment Fund?**

**Background to the fund**

The Early Years Investment 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.

**The aim of the fund is to enable organisations to expand their offer and support families to lead healthier lifestyles.**

**This funding can be spent on:**

|  |  |
| --- | --- |
| **Category** | **Examples** |
| **Equipment/materials to promote healthy lifestyles to families** | * Outdoor equipment * Cooking equipment/healthy refreshments * Books and resources about healthy lifestyles * Offroad prams |
| **Training on healthy lifestyles for under 5s to upskill staff** | * Hygiene courses * Nutrition courses * Training for staff to provide outdoor activities e.g. forest school courses |
| **Accessibility enhancements/ equipment/materials** | * Adaptations for wheelchairs e.g. ramps * Creation of a sensory room/space |
| **Equipment/materials to promote healthy lifestyles to pregnant people** | * Yoga mats for pregnancy yoga * Wellbeing resources for pregnant women/people |

**… which support one of the following priorities:**

* Physical activity
* Oral health
* Healthy eating/nutrition
* Pre-natal/Pregnancy
* SEND support
* Accessibility support
* Mental health and wellbeing

**This funding is not for delivering projects. See ‘Eligible costs’ below for further details.**

**Contact the grants team** [**grants@salfordcvs.co.uk**](mailto:grants@salfordcvs.co.uk) **to discuss eligible costs.**

**How much can you apply for?**

Eligible organisations are welcome to apply for grants of £500 - £2,000.

**Eligible costs**

See above on page 2 for some examples and ideas of what you can spend your grant on.

This funding is not for delivering projects. Ineligible costs include:

* Staff time
* Venue hire
* Printing and promotional costs
* DBS checks for staff/volunteers
* Overheads
* Volunteer expenses
* Marketing costs

Other ineligible costs include:

* Alcohol
* Retrospective costs – this funding cannot pay for things you have already bought or paid for

**Contact the grants team grants@salfordcvs.co.uk to discuss eligible costs.**

**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

e) Volunteer Policy

f) Safeguarding Adults Policy

g) Safeguarding Children Policy

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

**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 Grants Team, please contact: [niamh.meehan@salfordcvs.co.uk](mailto:niamh.meehan@salfordcvs.co.uk) or phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-though and feedback.

**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](http://www.salfordcvs.co.uk/development-support)

See our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://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](mailto:office@salfordcvs.co.uk)

**How to apply**

For advice and guidance on applying for this grant please contact Niamh Meehan, Grants Development Worker by email at: [niamh.meehan@salfordcvs.co.uk](mailto:niamh.meehan@salfordcvs.co.uk) or by phone on 0161 787 7795.

Organisations that wish to apply will need to complete the application form and submit it by email to [grants@salfordcvs.co.uk](mailto: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 10th October 2025 (midday).**

**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 Salford City Council, Salford CVS, and the VCSE Sector. This assessment panel will then meet to agree the awards and provide feedback to unsuccessful applicants.

**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 short **end of project report** form to capture difference that the funding made.
* Photos, quotes from participants and/or staff.

We may also select your project for a monitoring visit to help us understand how you are getting on and if you’re 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 completes. Salford CVS undertakes several 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: [niamh.meehan@salfordcvs.co.uk](mailto:niamh.meehan@salfordcvs.co.uk) or by phone on 0161 787 7795.

Alternatively, please contact the wider Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Completing 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 and Instagram accounts (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.](https://www.livingwage.org.uk/become-a-living-wage-employer) If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

This includes regular third party contractor staff.

**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 work)
* Safeguarding Children Policy
* Level 2 Food Hygiene (if you have it and applicable to your work)

Summary information

**Question 11)** – Please repeat your organisation’s name.

**Question 12)** – Tick who you work with that can be supported through this grant.

**Question 13)** – Please indicate the areas of Salford which will receive support from this funding. If it is across the whole of Salford, please tick ‘Salford city-wide’.

**Question 14)** – Tick which category of items you would like to use the funding to purchase for your organisation.

* Equipment/materials to promote healthy lifestyles to families
* Training on healthy lifestyles for under 5s to upskill staff
* Accessibility enhancements/equipment/materials
* Equipment/materials to promote healthy lifestyles to pregnant women/ people

**Question 15)** – Tick which priority you are applying for. Make sure that your ask fit at least one of these categories which support the Promoting Healthy Lifestyles in Early Years project:

* Physical activity
* Oral health
* Healthy eating/nutrition
* Pre-natal/Pregnancy
* SEND support
* Mental health and wellbeing support
* Accessibility support

About your ideas

**Question 16)** Why are you applying to the Early Years Investment Fund?

What need have you identified amongst your families and/or pregnant women/ people that you would like to invest in?

**Question 17)** How will this funding make a difference in promoting healthy lifestyles to your families? What difference will it make?

**Question 18)** - Please give an accurate breakdown of your costs by describing each item. You’ll need to research some prices or obtain quotes (i.e. you can’t just guess the costs). Please break down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

**Acceptable:**  T-shirts @ £10 each x 15 = £150 + £5 delivery = £155

**Not acceptable:**  T-shirts = £155

**If other money is being used to support this project:**

If you have other sources of money, it may be you’re only looking for a contribution to certain costs (see the example below).

|  |  |  |  |
| --- | --- | --- | --- |
| Description of item | Breakdown of calculations | Item cost | Amount requested |
| Tshirts | £10 each x 15 = £150 + £5 delivery = £155 | £155 | £55 |

Full cost = £155

Amount requested = £55

Amount from alternative sources = £100 (e.g. an annual raffle)

|  |  |  |
| --- | --- | --- |
| If applicable, where is the rest of the money coming from? | | |
| Source of funding | Amount | Funding Secured? |
| Annual raffle | £100 | Yes |

Please attach

Please confirm you are attaching:

* Safeguarding Children policy
* Safeguarding Adults policy *(if applicable to project activities)*
* Level 2 Food Hygiene *(if you have it and applicable to your work)*

Declaration

Please confirm that you have read the [**Terms and Conditions**](https://www.salfordcvs.co.uk/sites/default/files/2024-09/SCVS_TandCs_Grants_and_Investments.pdf) of this grant by giving the name and role of the lead applicant.