

Salford CVS

Family Hubs Investment Fund 2025-26

Guidance for Applicants



Investments from £2,000 - £5,000

for Salford-based VCSE organisations to deliver Family Hub activities for under 5s (or up to 25yrs for CYP with SEND)

Who can apply?

This fund is only open to that meet the eligibility criteria below:

<ul style="list-style-type: none">• Constituted as a voluntary, community or social enterprise (VCSE) organisation
<ul style="list-style-type: none">• Full members of Salford CVS only
<ul style="list-style-type: none">• Based in Salford OR have a strong track record of delivery in Salford
<ul style="list-style-type: none">• With a maximum turnover of £2.5m
<ul style="list-style-type: none">• With an organisational Bank Account with 2 signatories who are not related to each other
<ul style="list-style-type: none">• Fully up to date with grant reporting to Salford CVS
<ul style="list-style-type: none">• Meet local need as expressed in the Funding Priority Areas and adherence to the Key Principles of being a Family Hubs delivery partner (pages 4-5)
<ul style="list-style-type: none">• Contacted Salford CVS' Family Hubs Development Team
<ul style="list-style-type: none">• Submit a completed application form to grants@salfordcvs.co.uk

What are Family Hubs?

Salford Family Hubs are places in the local community where different organisations, including the community and voluntary sector, work together to offer a one stop shop for families with children aged 0-19 and up to 25 for children and young people with special educational needs and disabilities (SEND).

The four Family Hubs are spread across the city with some services being delivered from various satellite buildings and community venues. Services include support during pregnancy and after birth, child health, targeted early help, relationships, parenting, SEND provision, perinatal parent infant mental health services (PPIMHS) and youth service provision.

The Family Hubs offer a warm and welcoming space where families can access information and support and have a say on what could be delivered.

Read more about Family Hubs [at this link](#).

The main Family Hubs are highlighted in green below; the other venues act as satellite centres providing some Family Hub services.

Area	Venue	Postcode
South	Irlam & Cadishead Academy	M44 5ZR
South	Winton Family Hub	M30 8AB
South	Winton Library	M30 8BY
South	Eccles Gateway	M30 0TU
Central	Broughton Hub	M7 4BQ
Central	Beacon Youth Centre	M6 6QT
Central	Langworthy Cornerstone	M6 5QQ
Central	Hershel Weiss Centre	M7 4DR
West	Little Hulton Family Hub	M28 0BD
West	Bridgewater Youth Centre	M38 9WD
West	Walkden Gateway	M28 3EZ
North	Swinton Gateway	M27 6BP
North	Deans Youth Centre	M27 0AP

What is the Family Hubs Fund?

Salford Family Hub network is keen to grow the range of services and activities on offer for families at the Family Hubs, satellite sites and other venues in local neighbourhoods. It has secured further funding under the 'Starting Life Well' programme to support VCSE organisations in delivering such activities.

Funding is available from £2,000-£5,000 for organisations looking to deliver services and activities within the Family Hubs partnership until December 2026.

Do the services/activities have to be based at a Family Hub?

No. The aim of the fund is to increase provision throughout Salford, whether it be at a main Family Hub, a satellite hub or at any other local venue.

However, all funded projects must:

- be branded as 'Family Hub' provision (using the Family Hub logo on **ALL** promotional material)
- promote their provision on the [MyCity Directory](#) and keep it **fully** updated with any changes **in a timely manner**
- undertake a formal Family Hub induction
- complete a 'Family registration form' for each new family accessing provision and complete the Family Hub registers for every session.
 - **These signing in sheets must be fully completed including name of session, date and contact number of group leader delivering the group.**
 - **Advance notification of any session that needs to be cancelled e.g. due to staff sickness/annual leave etc**
 - **Provide risk assessment for the space being used and the activity/group being delivered.**
 - **Promote the wider Family Hub offer with families.**

Outputs and outcomes

The following outputs and outcomes will need to be captured by funded organisations as this is the information required by the Department of Education (DfE):

- attendance records of registered families utilising services
- progress on achieving outcomes defined in your application

What sort of family provision is eligible for funding?

The Family Hubs and Salford Start for Life programme is keen to expand the range of provision available for children and families (including [seldom-heard](#) groups), therefore, proposals should focus on **meeting need** as identified in the funding priority areas below.

Funding Priority Areas

Infant feeding – relevant qualifications required

1. Promoting equality, diversity and inclusivity by increasing cultural knowledge of staff in the perinatal care of parents.
3. Implementing peer support models that support breastfeeding.
4. Improving the knowledge and skills of Infant Feeding with parents/guardians.
5. Support infant feeding and parent infant relationships, ensuring good bottle feeding practices and breastfeeding in line with the latest guidance.

Home Start offer training and support to become Infant Feeding Support Volunteers. If you would like to explore this please visit:

<https://hsts.org.uk/infant-feeding-volunteer>

Parenting Support

1. Supporting parents & raising awareness of the importance of bonding, attachment, sensitive caregiving & putting the needs of babies & carers first.

Perinatal Mental Health and Parent-Infant Relationship Support

1. Improving awareness of the importance of parent/guardian infant relationships.
2. Holding safe spaces where sensitive, inclusive conversations with parents and carers about wellbeing and challenges can be explored.
3. Developing the parent–infant relationship through play.
4. Providing perinatal mental health support for fathers and co-parents.

Early Language and Home Learning Environment

1. Providing support to families to enhance the home learning environment, increasing school readiness.
2. Improving speech, language and communication pathways and join up across Start for Life services to ensure support.

Priorities identified through consultation with local communities - see [Wishing Tree report](#)

1. Outdoor recreation and play.
2. Access to creative activities including arts and crafts, messy play, and stay and play sessions.

3. Access to sports, including football, cricket, volleyball, basketball and more sports for girls.

We welcome applications from organisations offering provision for children with **Special Educational Needs and Disabilities (SEND)**. This can be stand-alone provision or an inclusive offer for children with SEND and those without SEND.

Community Consultation Findings

The [Wishing Tree Report](#) presents the data collected through the 'Wishing Tree Seeds of Change Project', delivered by Salford CVS, in partnership with Salford Family Hub Partnership and The Lowry during the summer of 2023. The project sought to connect with children, young people & families across Salford by providing a creative consultative mechanism for them to shape services within the Family Hubs.

We advise you read the report prior to applying, and consider proposals which address these three:

1. Safe and accessible outdoor spaces for recreation and play
2. Access to creative activities
3. Access to sports

Key Principles for inclusion in your Family Hub proposal

When designing (and delivering) your Family Hub activities, there are several principles that should be addressed to ensure the activities are appropriate and effective in meeting the needs of families. These include:

- 1) **Relevance:** Activities should be relevant to the needs and interests of families with children. It's important to consider the ages of the children, the cultural background of families, and the challenges they may be facing in their day-to-day lives.
- 2) **Accessibility:** Activities should be accessible to all families, regardless of their background or circumstances. This means ensuring that activities are of no cost to beneficiaries, in an accessible location and timing, so that families can attend and participate.
- 3) **Inclusivity:** Activities should be inclusive and welcoming to all families, regardless of their background, culture, or abilities. This means being mindful of the language and tone used, and providing appropriate accommodations for families with different needs.
- 4) **Engagement:** Activities should be engaging and interactive, encouraging families to participate and get involved. This may involve incorporating games, arts and crafts, or other interactive elements into the activity.
- 5) **Educational value:** Activities should have some educational value, helping to support child development and learning. This could involve incorporating

literacy or numeracy elements, promoting social skills, or teaching practical skills such as cooking or budgeting.

- 6) **Evaluation:** Activities should be regularly reviewed to ensure they are meeting the needs of families and achieving the desired outcomes. This could involve gathering feedback from families, monitoring attendance, or measuring changes in child development or family well-being. See page 3 a summary of reporting requirements.

By integrating these principles into the Family Hub proposal, providers can ensure that they are effective in meeting the needs of families and promoting positive outcomes for children and young people.

Training

A wide range of training is available to support delivery of Family Hubs activities. Whilst these are not required, it will be advantageous to applicant organisations to have undertaken and/or planned relevant training. Costs for the staff / volunteer training can be included within your application.

Name of Training or Standard	0-5yrs	0-19yrs 25yrs with SEND	Further Details
Five to Thrive	✓		An attachment-based approach to positive parenting
Unicef Baby Friendly	✓		Various courses
Unicef Gold Award	✓		Guide to the Gold Award
Baby Incredible Years	✓		Parents and babies programme
Solihull Online		✓	Online courses for parents & professionals
Family Partnership Model		✓	Early help for families • Salford City Council
Empowering Parents, Empowering Communities		✓	Further information
Incredible Years		✓	https://incredibleyears.com
Triple P		✓	www.triplep-parenting.uk.net/uk/triple-p
Starting Life Well		✓	Provided by Salford Council
Reducing Parental Conflict		✓	Further information

What policies / other documentation is required?

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

- Health and Safety Policy
- Equality/Diversity Statement or Policy
- Public Liability Insurance (cost can be included in budget)
- Risk Assessments
- Safeguarding Children Policy

...and if applicable to project activities:

- Volunteer Policy
- Safeguarding Adults Policy

Please note: you will need to include a copy of your Child Safeguarding Policy and Public Liability Insurance.

Disclosure and Baring Service (DBS) checks

All staff and volunteers delivering activities will be required to have been DBS checked. Project leads will require an Enhanced DBS check. For details of Salford CVS' DBS services see: <https://www.salfordcvs.co.uk/dbb-checks> The cost of these can be included in your project budget.

Staffing / volunteer levels

You will be required to maintain staffing / volunteer levels appropriate to numbers and ages of children supported. See the [NSPCC's Guidance](#) on appropriate levels of supervision for children and young people

What can you spend the money on?

The grants can be used for staffing costs, volunteer expenses, training, enhanced DBS checks, venue related costs e.g. room hire charges, project materials, promotion and publicity, refreshments, public liability insurance and any other reasonable project costs.

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 project proposal with a member of the Family Hub Partnership Engagement Team, please contact:

Grants@salfordcvs.co.uk

North –	South –
<ul style="list-style-type: none">• Pendlebury & Clifton• Worsley & Westwood Park• Swinton Park• Swinton & Wardley	<ul style="list-style-type: none">• Barton & Winton• Boothstown & Ellenbrook• Cadishead & Lower Irlam• Eccles• Higher Irlam & Peel Green
Central –	West –
<ul style="list-style-type: none">• Blackfriars & Trinity• Broughton• Claremont• Kersal & Broughton Park• Ordsall• Pendleton & Charlestown• Quays• Weaste & Seedley	<ul style="list-style-type: none">• Little Hulton• Walkden North• Walkden South

For maps of Salford's Wards see: <https://www.salford.gov.uk/people-communities-and-local-information/my-local-community/ward-profiles>

Alternatively, you can contact the Grants Team at grants@salfordcvs.co.uk or phone 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

Please read this guidance in full to ensure your application meets the criteria.

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?

Applications will be considered on a rolling basis.

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 Council, Salford CVS and a sector representative.

This assessment panel will then review the awards allocation and provide feedback on unsuccessful applications.

When will we hear the outcome?

All applicants will be informed by email within 4-8 weeks of the receipt of submission. 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 in the last 12-months (or have 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 5-10 working days. The full grant amount will be paid upfront in line with the 'Principles of Good Grant Giving', which Salford CVS adheres to.

How long will we have to spend the grant?

All organisations receiving a grant will have up to 12 months from the date of the offer letter to spend the grant.

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

In practical terms this will mean providing a **final report** upon completion of the project on or by 31st December 2026.

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 guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes for a period of up to 6 years. 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 simple 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?

Please contact the Grants Team by phone 0161 787 7795 or email at: grants@salfordcvs.co.uk

Completing the Application Form

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 any successful project award.

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

Payment details

Question c) – Please provide details of your organisation's bank account (Account name, number and sort code).

About your organisation

Question 1) – Please give the full name of your organisation. This should match the Account Name provided under Payment Details (question C).

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 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 links to your organisation's website and social media accounts (if applicable).

Questions 7- 8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£13.45 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).

Question 9) – If your organisation pays all staff at the real living wage rate of £12.60 or more, but is not accredited as a Living Wage Employer, you can request support from Salford CVS to meet your first year's accreditation fees.

Question 10) – We expect all organisations to have relevant policies in place at the time of application. Please note that 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 Children Policy (required for all application)
- Safeguarding Adults Policy (only if applicable to your project – i.e. where parents/carers attend)

Project Summary

Question 11) – Please confirm that you have discussed your proposal with a member of CVS staff (Grants Team/Family Hub Engagement Worker).

Question 12) – Please provide details of the venue you would like to use and whether it is in one of Salford's Family Hubs or another community venue.

The Family Hubs team will try to accommodate requests (post panel) and help find alternative spaces if required. However, Family Hub spaces may be limited, so please make sure you include contingency venue costs and plans in your budget in case a space is not available.

Question 13) – Please tell us if the project lead has an enhanced DBS. For further information see: <https://www.salfordcvs.co.uk/enhanced-dbs-checks>

Question 14) – Please outline the qualifications and/or experience of your proposed project staff team.

Question 15) - Please indicate the priority (or priorities) that your project will focus on. See page 4 of this guidance for details of these priorities.

Question 16a) – Please explain who will benefit from your project activity. Are they from a particular geographical area or community of identity? Will it include parents/carers?

Question 16b) – Special educational needs and disabilities (SEND) can affect a child or young person's ability to learn.

This can affect their:

- behaviour or ability to socialise, for example they struggle to make friends
- reading and writing, for example because they have dyslexia
- ability to understand things
- concentration levels, for example because they have attention deficit hyperactivity disorder (ADHD)
- physical ability

For (very) detailed guidance see:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Question 17) – In this section tell us what you intend to do with the grant if you're successful. Please give details of the practicalities involved in delivering your project i.e. how you will use the money, what you plan to do, who's delivering the activities, how they will be promoted, etc. This activity must be recognisable in your project budget. This needs to reflect your chosen priorities in question 15.

Question 18) – When will your proposed project start and finish? Projects can start within 4-6 weeks of form submission **and must be finished by 31ST December 2026.**

Question 19) – How often will your project be open to provide activities for parents/carers and/or children?

Question 20) – Please tell us how many beneficiaries you'll be able to accommodate at each session.

Question 21) – Please explain what a successful grant will enable you to do in addition to your current activity. If it enables you to maintain your current offer please give details.

Question 22) – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success? Again, these should align with the priorities chosen in question 15.

About the money

Question 23) – Please give an accurate breakdown of your project 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.

Example 1

Acceptable: Venue hire – 4hrs/week @ £10ph x 10 weeks = £400

Not acceptable: Venue hire – £400

Example 2

Acceptable: Refreshments @ £1.50/person x 10 people x 10 sessions = £150

Not acceptable: Refreshments = £150

Example 3

Acceptable: T-shirts @ £10 each x 5 staff = £50 + £5 delivery = £55

Not acceptable: T-shirts = £55

Further guidance can be found on Tab 2 of the Excel budget template.

Question 24) – To the best of your ability, please outline how you might continue to offer your provision after the end of this grant.

Question 25) – As leading member of the Social Value Alliance Salford CVS wants to ensure that as much of its grant monies as possible are spent in Salford, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy.

If possible, please try and avoid large chains or corporations, and especially Amazon who have been identified as the [worst company for aggressive tax avoidance](#) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

Also, whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might provide wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of parents via stay and play project; or you might provide volunteering or training opportunities that boost people's chance of employment.

All these are great examples of added social value where you can make lots of positive change by applying creative ideas from your project team.

Please attach

Please confirm you are attaching your child safeguarding policy, and (if applicable) your adult safeguarding policy.

Declaration

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