

# Salford Centenary Fund

## 2025-26



### Guidance for Applicants – Small Grants

**Small grants up to £1,000** are available for Salford-based VCSE groups and organisations to deliver activities and events that **celebrate Salford's centenary (100 years)**.

### Who can apply?

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

- Based in Salford OR have a strong track record of delivery in Salford
- Have an organisational Bank Account with at least 2 signatories who are not related to each other
- Constituted as VCSE sector group or organisation, with a bank account in the name of the group or organisation, and a signed governing document (will need to be submitted with the application form). This may include sports clubs, Brownies/Scouts groups, etc. \*

OR

- Be a Salford City Council department or service e.g. Ranger Teams, Health Improvement Team (please note, such proposals must be community facing, delivered in neighbourhoods, and specific to the centenary)

**Submit a completed application form to: [centenary@salfordcvs.co.uk](mailto:centenary@salfordcvs.co.uk)**

**Applications will be assessed and funding opportunities will close periodically throughout 2026.**

\*Membership of Salford CVS not required.

For full eligibility criteria, see page 6 of these guidance notes.

## **Salford Centenary (2026)**

2026 marks one hundred years since Salford was officially granted city status by a Royal Charter by King George V.

Today, Salford is constantly evolving, with an exciting future as a thriving cultural, economic, and residential city on the global stage.

Over the last decade, Salford has undergone a remarkable transformation, emerging as a modern global city, attracting record public and private investment, and becoming an engine for growth in Greater Manchester.

Salford City Council has set aside up to £390,000 to support community led activity as part of the Centenary Programme, to ensure communities are supported to be fully involved and that the celebrations are firmly based in our communities and neighbourhoods.

Further information about Salford 100 can be found at [www.salford100.org.uk](http://www.salford100.org.uk)

## **What is the Salford Centenary Fund?**

Through the [communities programme](#), Salford City Council is looking to support local community groups and organisations, across the eight Salford neighbourhoods, to host their own celebration events and activities.

Grant amount sizes available:

<b>Your organisation's annual turnover (income)</b>	<b>Grant amount available</b>
No threshold	Small – up to £1,000
£10,000 and over in the last financial year	Large – up to £10,000

## **What sort of events and activities are eligible for funding?**

Projects should align with one or more of the below priorities:

- 1) **Exploring the Past** – Learning, documenting, interpreting, and sharing the heritage, histories, and told/untold stories of Salford
- 2) **Celebrating the Present** – Empowering the diverse and dynamic culture and communities at the heart of our towns and the city of Salford
- 3) **Imagining the Future** – Harnessing the energy, creativity, and imagination of the city to develop a collective creative vision and mission for the future

## **Examples of activities and events include:**

- Community festivals
- Street parties
- Creative activities
- Exhibitions
- Tours and talks
- Gigs and performances
- Traditional or cultural games
- Historical reenactments
- Heritage walks
- Fashion/traditional dress
- Digital arts
- Tree planting
- Community clean ups
- Events in parks

Funding may also be suitable to enhance existing projects by enabling more or new people to engage in creativity in communities and celebrate the city in a new and exciting way.

Salford City Council is coordinating all requests and enquiries relating to commemorative benches and murals for the centenary. Contact Caroline Kelly, Centenary Programme Director at [caroline.kelly@salford.gov.uk](mailto:caroline.kelly@salford.gov.uk) in this regard.

## **Priority groups**

This fund is looking to achieve a spread of activity across Salford's neighbourhoods and communities.

In the event we receive more proposals than we can fund, activity with the following groups may be prioritised:

- People and communities experiencing racial inequalities
- d/Deaf and Disabled people / those living with long-term limiting illness or conditions
- Mental health and wellbeing
- Working with younger people to help create a Child Friendly City / older people to help create an Age Friendly City
- Involving local residents that are experiencing poverty
- Armed Forces, Veterans and their families
- Faith and interfaith groups

# Important considerations when planning an event

## Holding an outdoor event on public/council land

Organisations in receipt of a small grant **do not** need to submit an [event application](#) to Salford City Council to hold an event in a public park, green or open space, on the highway, or on council land. Any event must have suitable public liability insurance and a risk assessment in place.

## Food hygiene and safety

Food supplied, sold, or provided at outdoor events must comply with food law and be safe to eat. For further details see the web pages below.

Food Standards Agency: [www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)

Salford City Council: [www.salford.gov.uk/pests-nuisances-pollution-and-food-hygiene/food-safety/for-businesses](http://www.salford.gov.uk/pests-nuisances-pollution-and-food-hygiene/food-safety/for-businesses)

## Mobile Food Traders

A list of approved mobile food traders can be found at this link [https://www.salford.gov.uk/static/licensing/street traders.pdf](https://www.salford.gov.uk/static/licensing/street_traders.pdf)

## Timeline – Salford Centenary Fund

### January 2026

Salford Centenary Fund grants are live on [salfordcvs.co.uk/live-grants](http://salfordcvs.co.uk/live-grants)  
Prospective applicants can contact Salford CVS' Grants Team for support or attend a Meet the Funder online session for more information and guidance.

**Applications will be assessed and funding opportunities will close periodically throughout 2026.**

**Panels will take place in Spring, Summer, and Autumn. Salford CVS reserves the right to close application periods early depending on applications received.**

We will share decisions within 6-8 weeks of the application deadline.

Groups who are not awarded a grant will receive feedback from the panel and an opportunity to be supported with future applications by the Grants Team.

**Unsuccessful groups may reapply to the fund with a significantly different project or idea.**

Groups who are rewarded a grant will receive an offer letter and Acceptance of Grant form. This must be returned at your earliest convenience for the payment to be processed. 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'.

### **1<sup>st</sup> April – 31<sup>st</sup> December 2026**

Project delivery period. All activities and events must take place in this window.

### **31<sup>st</sup> January 2027**

End of Project Reporting Form due to: [centenary@salfordcvs.co.uk](mailto:centenary@salfordcvs.co.uk)

## **What can the grant be spent on?**

If successful, a grant **can** be spent on:

- Volunteer expenses
- Venue hire
- Materials
- Refreshments
- Promotion and publicity
- Public liability insurance
- Staffing / freelancer costs
- Reasonable equipment hire / purchase
- Accessibility costs – e.g. BSL or travel costs
- Most other reasonable costs required to run the activity or event, which are directly linked to the aims of the fund

## **What can't the grant be spent on?**

If successful, a grant **cannot** be spent on:

- Payments for activities of a party political or exclusively religious nature
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines, or penalties
- Payments for works or activities which the local authority or grant recipient has a statutory duty to undertake, or that are fully funded by other sources

- Gambling
- Alcohol or drugs
- Retrospective costs

## Is our organisation eligible to apply?

All groups and organisations wishing to apply must:

- Based in Salford OR have a strong track record of delivery in Salford
- Have an organisational Bank Account with at least 2 signatories who are not related to each other
- Constituted as VCSE sector group or organisation, with a bank account in the name of the group or organisation, and a signed governing document (will need to be submitted with the application form). This may include sports clubs, societies, Brownies/Scouts groups, etc. – membership of Salford CVS **not** required

OR

- Be a Salford City Council department or service e.g. Ranger Teams, Health Improvement Team (please note, such proposals must be community facing, delivered in neighbourhoods, and specific to the centenary)

Additional eligibility criteria:

- CICs are required to have a minimum of three directors and an asset lock
- Companies limited by guarantee will need a minimum of three directors, and within their Articles of Association a statement about their purpose and social impact, a not-for-profit clause, a director remuneration clause as well as a clause stating that assets will be distributed to another not-for profit organisation fulfilling similar objects if they dissolve

There is no turnover thresholds for small grants.

Groups who are not formally constituted may work with a constituted group or organisation in order to apply.

Partnership applications are welcome, where the lead partner is fully eligible and will be responsible for managing the grant.

**Contact Salford CVS if you have questions about your eligibility (see page 8 for contact details).**

## **What policies / other documentation are required?**

All organisations will be expected to have the following 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) Volunteering 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 your Safeguarding Policy when submitting your bid.

## **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 Grants Team, please contact us at: [centenary@salfordcvs.co.uk](mailto:centenary@salfordcvs.co.uk) or phone 0161 787 7795.

**We are anticipating this fund will be extremely popular and we will aim to respond to enquiries within 3 working days.**

### **Wider development support**

Salford CVS can also offer practical support to VCSE organisations with developing policies, recruiting 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 by email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

## **How to apply**

Salford CVS is anticipating high levels of demand for this fund. Therefore, please read this guidance carefully in full to ensure your organisation is eligible and your proposal meets the criteria.

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

## **How will applications be assessed?**

On receipt of applications Salford CVS will undertake several eligibility checks. All applications that are eligible will be independently scored by a panel consisting of representatives from Salford City Council, Salford CVS and a VCSE sector arts/heritage expert. This assessment panel will then meet to agree the awards and to provide feedback on unsuccessful applications.

## **Tipping factors**

In the event of more than one application receiving the same or a similar score, tipping factors may support the decision-making process. These include:

- To get a wider range of beneficiaries (see page 3)
- To get a wider geographic spread across Salford
- To fund applicants who have not been funded before, or who have not received funding from Salford CVS in the current financial year
- Where the applicant has a poor or weak monitoring track record for previously funded work

## **Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at:

[centenary@salfordcvs.co.uk](mailto:centenary@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.

*All information below will be shared with the assessment panel.*

## 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. This should match the figure available on the Charity Commission / Companies House website (if applicable).

**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
- CICs are required to have a minimum of three directors and an asset lock

- Companies limited by guarantee will need a minimum of three directors, and within their Articles of Association a statement about their purpose and social impact, a not-for-profit clause, a director remuneration clause as well as a clause stating that assets will be distributed to another not-for profit organisation fulfilling similar objects if they dissolve
- 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 £13.45 per hour 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 (if applicable)
- Safeguarding Adults Policy (if applicable)

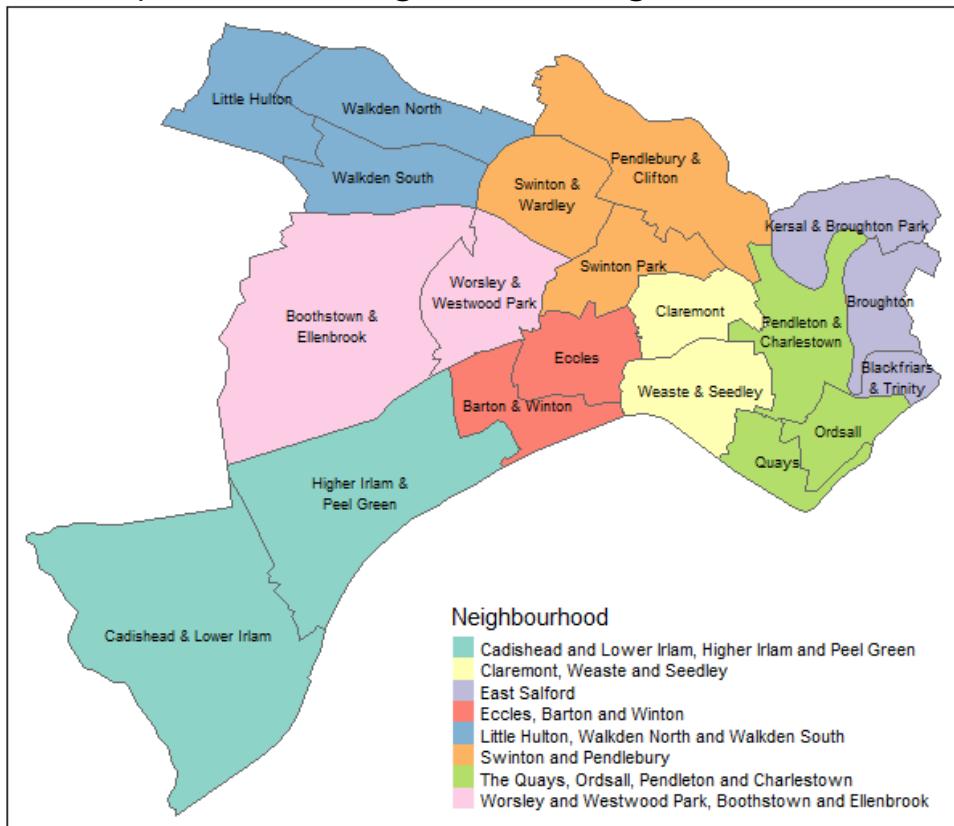
## Project Summary

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

**Question 13)** – Please give your proposed project start and finish dates. The earliest that your project can start **is April 2026**, and finish by the end of **December 2026**.

**Question 14)** – Please indicate the neighbourhood of Salford your project is most focused on. See the map below showing Salford's neighbourhood boundaries:



If your community is defined by connection rather than geography and spans multiple neighbourhoods, for example queer communities, please select Neighbourhood of Other and give details of who your community are and where they live in Salford.

**Question 15)** – Give details of where your project will take place.

**Question 16)** – If your project will take place on or around green or blue spaces, please give details.

**Question 17)** – Give details of who your project will be aimed at engaging. The priority groups listed are communities that this funding will look to prioritise to support at panel.

- People and communities experiencing racial inequalities

- d/Deaf and Disabled people
- Those living with long-term limiting illness or conditions
- Mental health and wellbeing
- Working with younger people
- Working with older people
- Involving local residents that are experiencing poverty
- Armed Forces, Veterans and their families
- Faith and interfaith groups

## About the Project

**Question 18)** – If you plan to supply or serve food at your event or activity, please provide details including who will provide or prepare it and any relevant experience, training and qualifications they have.

Food supplied, sold, or provided at outdoor events must comply with food law and be safe to eat. For further details see the web pages below.

Food Standards Agency: [www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)

Salford City Council: [www.salford.gov.uk/pests-nuisances-pollution-and-food-hygiene/food-safety/for-businesses](http://www.salford.gov.uk/pests-nuisances-pollution-and-food-hygiene/food-safety/for-businesses)

### Mobile Food Traders

A list of approved mobile food traders can be found at this link [https://www.salford.gov.uk/static/licensing/street traders.pdf](https://www.salford.gov.uk/static/licensing/street%20traders.pdf)

**Question 19)** - Please give details of what will be delivered with this grant, including:

- What events or activities will you deliver, where, and when?
- Who will deliver the events or activities? (Staff or volunteers)
- How will you promote the project and engage your neighbourhood and/or community?

**Question 20)** - Please estimate the number of sessions, events, or activities over the delivery period.

**Question 21)** - Please estimate how many people who live in Salford will **directly benefit** from the project over the delivery period. If possible, give a breakdown of attendees per event/session.

**Question 22)** - Please estimate how many new volunteering opportunities you are planning to create through this project.

**Question 23)** - Please estimate how many volunteers in total will support your events and activities (including existing and new).

**Question 24)** – Please explain how your events and activities will help Salford residents feel proud of the city and celebrate being part of Salford's neighbourhoods on our 100th birthday. Give details of how the funding will make a difference to your community. This might include new ways of engaging local communities.

**Question 25)** – Your project might also achieve other social, economic, or environmental benefits for Salford. We refer to these wider benefits as social value.

#### Example

You are applying for funding for a community tree planting project. The main aim is to bring people together and mark Salford's 100 years; however, the project also has additional benefits for Salford:

- It supports the **natural environment**, by planting trees, flowers and vegetables.
- It supports the local economy and VCSE sector, by ensuring the services and materials that are bought in are sourced from **local independent businesses and fellow VCSE organisations**.
- It increases local people's employability, by providing **training opportunities** for staff.
- It supports people to give back to their community through **volunteering**.

#### Purchasing from local independent suppliers

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. 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.

# About the money

## Question 26 - Budget

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

## Please attach

Please confirm you are attaching the following:

- Constitution / governing document
- Child safeguarding policy (if applicable)
- Adult safeguarding policy (if applicable)

## Declaration

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