



Guidance for Applicants

Healthy Lifestyles:

Equipment and Training Fund

Grants from £500 to £2,000 for VCSE organisations to pay for equipment, training, and making spaces accessible to support pregnant women, 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?

<ul style="list-style-type: none"> • Constituted as a voluntary, community or social enterprise (VCSE) group or organisation 	
<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"> • 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 	
<ul style="list-style-type: none"> • Have an organisational Bank Account with 2 signatories who are not related to each other OR have a holding account at Salford CVS 	
<ul style="list-style-type: none"> • Fully up to date with grant reporting to Salford CVS (if applicable) 	

What is the Equipment and Training Fund?

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:

Eligible costs	Ineligible costs
<ul style="list-style-type: none">• Equipment/materials to promote healthy lifestyles to families• Training to upskill staff on healthy lifestyles for under 5s• Accessibility enhancements/equipment/materials• Equipment/materials to promote healthy lifestyles to pregnant women	<ul style="list-style-type: none">• Staff time• Venue hire• Printing and promotional costs• DBS checks for staff/volunteers• Overheads• Volunteer expenses• Marketing costs• Alcohol• Retrospective costs

Examples of eligible/previously funded items:

- Outdoor equipment
- Cooking equipment/healthy refreshments
- Books and resources about healthy lifestyles
- Hygiene courses
- Nutrition courses
- Training for staff to provide outdoor activities e.g. forest school courses
- Adaptations for wheelchairs e.g. ramps
- Creation of a sensory room/space
- Yoga mats for pregnancy yoga

... which support at least one of the following priorities:

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

Contact the grants team 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

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: You must submit a copy of your Safeguarding Children Policy with your application. If your project involves working with adults at risk, you must also include a copy of your Safeguarding Adults 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: grants@salfordcvs.co.uk or phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-through 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

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

Please note, applications will be assessed intermittently by a panel until all the funding has been allocated. For further details, see the Salford CVS website.

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 is completed. 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 the Grants Team by email at grants@salfordcvs.co.uk or phone 0161 787 7795

Completing Application Form - Part 1

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 and social media pages (if applicable)

Questions 7-9) – 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).

This includes regular third-party contractor staff.

Your organisations’ policies, procedures and insurance

Question 10) – We expect all organisations to have relevant policies in place at the time of application. 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)

Completing Application Form - Part 2

Question 11) – Tick who you work with that can be supported through this grant.

Question 12) – 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 13) – 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 to upskill staff on healthy lifestyles for under 5s
- Accessibility enhancements/equipment/materials
- Equipment/materials to promote healthy lifestyles to pregnant women

Question 14) – Tick which priority you are applying for (you may select more than one). Make sure that your ask fits 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 15) Why are you applying to the Early Years Investment Fund? What need have you identified amongst your families and/or pregnant women that you would like to invest in?

Question 16) How will this funding make a difference in promoting healthy lifestyles to your families? What difference will it make to your organisation or project?

About the money

Question 17) - 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 applicable to your work)

Declaration

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

Please submit this document in Word format to grants@salfordcvs.co.uk
Applications will be assessed intermittently by a panel until all the funding has been allocated. For further details, see the Salford CVS website.