**Bolton 🞟 Salford 🞟 Trafford**

**Achieve Community Asset Fund
Guidance for Applicants**

May 2021

**Summary of the Fund Criteria**

* **Grants of up to £10,000/year** **for 2 years** (£20k max) for locally-based VCSE organisations supporting people in recovery from drug and alcohol addiction
* It is anticipated only **one award** will be made for each borough (Bolton, Salford and Trafford)
* **All applicants** must have a proven track record in supporting the recovery community and have established links with Achieve
* **Delivery period**: July 2021 – March 2023
* **Turnover limit** for organisations of £1m
* **Closing date for applications:**
12:00 noon on Tuesday 1st June 2021

The Community Asset Fund is delivered by Salford CVS on behalf of 10GM

**Bolton 🞟 Salford 🞟 Trafford**

**Achieve Community Asset Fund**

Guidance for Applicants – May 2021

**Section 1 – About the fund**

**What is the Achieve Community Asset Fund?**

This Community Asset Fund has been established to boost the provision of dedicated services for people in recovery from drug and alcohol addiction.

It is aimed at supporting established local VCSE organisation with a proven track record in supporting the recovery community and have established links with Achieve, the drug and alcohol support service for Bolton, Salford and Trafford.

If your organisation’s core function is not wholly or largely focused on the recovery community, then this is not the fund for you. If in doubt please contact Simon Robinson, Grants Manager at simon.robinson@salfordcvs.co.uk

Grants of up to £5,000 will be made available later in 2021 for organisations wishing to undertake recovery support projects.

**What can be funded?**

Capital and revenue expenditure related to the following areas are eligible for support through the Community Response Fund:

1. **Core costs**

This can include all costs associated with rent, utilities and transport directly relating to provision of services for people in recovery.

1. **Project activity costs**

These project-specific costs can include the costs of staffing, volunteer expenses, additional venue hire, materials etc.

**How much can you apply for?**

* Applications are invited for projects from £10,000 per year for 2 years (2021-23) up to maximum of £20,000.
* Project budgets will be scrutinised and must only feature costs for essential project elements.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply:

* This fund is open to voluntary, community or social enterprise (VCSE) sector organisations with a proven track record in supporting the recovery community in Bolton, Salford or Trafford.
* Of those people being supported through this fund (the beneficiaries) 100% must be Bolton, Salford or Trafford residents.
* The turnover limit for organisations applying is £1m per year.
* Only one application per organisation may be submitted.

**What policies / other documentation is required?**

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

1. COVID-19 specific risk assessment
2. Health and Safety policy
3. Equality/Diversity statement or policy
4. Public Liability Insurance (cost can form element of bid)
5. Safeguarding Adults policy
6. Wider risk assessments (if applicable to project activities)

**What support is available to applicants?**

Salford CVS can offer practical support to your organisation with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: grants@salfordcvs.co.uk

**How to apply**

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

Also please ensure you have read our [Terms and Conditions of Grant Funding](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf)

Organisations that wish to apply will need to complete the application form and submit it by email to grants@salfordcvs.co.uk in WORD or PDF format (ideally not as a scanned PDF). 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 at **12:00 noon on Tuesday 1st June 2021**.

Late applications will not be considered.

**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 commissioners from Bolton, Salford and Trafford and representatives with lived experience of recovery. The Panel’s decision will be final. Decisions on all awards will then be ratified by Salford CVS before offer letters are issued.

**When will we hear the outcome?**

All applicants will be informed by email by Wednesday 30th June 2021. Unsuccessful applicants will be provided with a brief 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 first year’s 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, typically within 5 working days. Year 2 monies will be released on submission of a satisfactory report progress report in April 2022.

**How long will we have to spend the grant?**

All organisations receiving a grant will have up to March 31st 2023 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 feedback to Salford CVS in the shape of a simple progress report (after Year 1) and a full report form when your project is completed (after Year 2). 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. 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

**Section 2 – Completing the Application Form**

Several questions are formally scored by the assessment panel. These are clearly marked on the application form and show the maximum points available.

About your organisation

**Question 1)** – Please give **two** contact names, telephone numbers and email addresses. This helps us manage your grant should you be successful.

**Question 2)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 3)** – Please provide your organisation’s turnover (revenue / income) for the most recent financial year.

**Question 4)** – Please explain your organisations track record and experience of supporting the recovery community is Bolton, Salford or Trafford. Also please give details of how you currently link in with Achieve, the drug and alcohol support service for Bolton, Salford and Trafford.

**Question 5)** – How many years have you been operating services for people in recovery?

**Question 6)** – Please explain how your organisation has involved people with lived experience of recovery in shaping a project they want to see on offer to themselves and their peers.

About your project

**Question 7)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 8)** – In which of the three Borough’s will your project activity take place?

**Question 9)** – When will you project start and finish?

**Question 10)** – How much are you apply for each year (£10k max) and in total (£20k max)?

**Question 11)** – Please estimate how many unique individuals on average will be supported by your project each year. There is no ‘right’ answer to this question. We prefer to see realistic numbers that reflect your ability to deliver effective support. i.e. your numbers may be low due to the level of support required.

**Question 12)** -Please give a short, accurate description of your project in 50 words.

**Question 13)** – In simple terms please explain what your project will deliver for people in recovery. In particular, describe how you will engage and support those in recovery each year. What you propose to deliver should be mirrored in your project budget (Question 19).

**Question 14)** – Please explain how the project beneficiaries (people in recovery) find out about and access your services. Also please describe any established links you have with Achieve and if you formally receive referrals.

**Question 15)** – Please explain how you record and measure uptake or your services and how the progress of individuals is tracked. For example, you may use feedback questionnaires or the ‘5 Ways to Wellbeing’.

**Question 16)** – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations in paying a minimum wage of at least £9.50 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).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

|  |  |
| --- | --- |
| Number of Employees\* | Living Wage Employer accreditation fees (Jan 2020) |
| 0 - 10 | £60 |
| 11 - 50 | £120 |
| 51 - 250 | £240 |
| 251+ | £480 |

\*this includes regular third party contractor staff.

**Question 17)** – As leading member of the Greater Manchester Social Value Network Salford CVS wants to ensure that as much of its grant monies as possible are spent locally, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy. The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](https://www.theguardian.com/business/2019/dec/02/new-study-deems-amazon-worst-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.

**Question 18)** – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of people via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people’s chance of employment.

About the money

**Question 19)** – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item.

See some examples below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examples** | **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| **1** | **Acceptable:**  | Support Worker | 20hrs/wk @ £18.75ph x 20 wks | £7,500 | £7,500 |
| **Not acceptable:** | Support Worker | Part-time x 20 wks | £7,500 | £7,500 |
| **2** | **Acceptable:**  | Building Rent | £4,000 per year x 2 years | £8,000 | £8,000 |
| **Not acceptable:** | Building Rent | £10,000 | £10,000 | £10,000 |
| **3** | **Acceptable:**  | Football pitch hire | £60 per session x 20 sessions/yr x 2yrs | £2,400 | £2,400 |
| **Not acceptable:** | Football pitch hire | £60 per session | £2,400 | £2,400 |

The ‘item cost’ figure may well be the same as the amount you’re requesting. If you have other funding, you may only need a contribution (see example below).

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| Salary of Support Worker | 20hrs/wk @ £18.75ph x 20 wks | £7,500 | £5,000 |

Therefore, the total cost of the project may be more than the amount you’re requesting. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

Policy check

**Question 20)** – Please confirm you have policies **a – e** in place. These are required for all projects. For the ‘COVID-19 specific risk assessment’ give a summary of the measures you’ve put in place to deliver a COVID-safe project.

Confirmation is required wider risk assessments only if applicable to your project activity.

Please enclose

All those individuals in recovery are deemed to be vulnerable adults. Therefore, we require all applicants to submit a Safeguarding Adults Policy with their application.

Salford CVS has produced a model Adult Safeguarding Policy and a Creating a Vulnerable Adult Safeguarding Vulnerable Policy Tool Kit to support groups to develop their Adult Safeguarding policy and practice.

Link to: **Model Adult Safeguarding Policy**

For further details see: <https://www.salfordcvs.co.uk/adult-safeguarding>

Declaration

Please confirm that you have read the [Terms and Conditions](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf) of this grant by giving the name and role of the lead applicant.