**Salford CVS**

**Live Well this Winter Fund  
Guidance for Applicants**

January 2021

**Summary of the Fund Criteria**

* **Grants of up to £1,000** for VCSE organisations delivering Covid-response projects in Salford between January and March 2021.
* **To support those most in need in Salford stay:**
  + Well nourished
  + Well connected
  + Warm and well
* **Applicants must be full members of Salford CVS**
* **No turnover limit**
* **Closing date for applications:**   
  Apply ASAP during January and   
  February 2021
* **Application to be assessed**   
  **weekly** on a ‘first-come, first-  
  served’ basis.

Salford CVS

**Live Well this Winter Fund**

Guidance for Applicants – January 2021

**Section 1 – About the fund**

The Live Well this Winter Fund is open to voluntary, community or social enterprise sector organisations engaged in supporting those **Salford residents most in need during the months of January to March 2021.**

The ongoing Coronavirus pandemic is significantly affecting the health and wellbeing of the citizens of Salford. This is particularly acute for those in greatest economic hardship.

It is supported by NHS Salford CCG (as part of the Third Sector Fund) and our Salford4Good JustGiving fundraiser.

**How much can you apply for?**

Applications are invited for projects up to a maximum of £1,000. Only one application per organisation may be submitted.

**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 who are supporting beneficiaries most affected by Covid-19.
* All organisations must be a pre-existing member of Salford CVS.
* Applications will only be considered from organisations operating in Salford.
* Of those people being supported through this fund (the beneficiaries) 100% must be Salford residents.

**Funding priorities**

The Live Well this Winter Fund welcomes bids for Covid-safe, Covid-response activities that address the following priorities:

**Well nourished**

* Including food shopping, food parcels, cooked meals, cooking equipment (e.g. microwaves) etc.

**Well connected**

* Including welfare / keep-in-touch phone calls, mobile phone data, IT equipment and connectivity

**Warm and well**

* Including winter clothing, help with energy bills etc.

Please note that non-Covid-response projects and activities taking place beyond March 2021 are not eligible.

**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/policy)
* Public Liability Insurance – cost can be included in budget
* Risk assessments
* Safeguarding Adults policy (if applicable)
* Safeguarding Children policy (if applicable)

**Please note:** If your project involves working with children or vulnerable adults we will need require successful applicants to submit a copy of the Safeguarding Policy.

**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](mailto: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?**

There is no set closing date, but applicants are strongly advised to **apply as soon as possible** as we anticipate high levels of demand for this fund.

**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 assessed on a weekly basis.

**When will we hear the outcome?**

All applicants will be informed by email within 3 working days of the assessment panel decision.

**If successful, when will we receive the grant?**

Salford CVS will then pay the grant by bank transfer within 5 working days of the funding decision. i.e. 7-10 working days after submitting your application.

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

These grants are aimed at meeting urgent community need between January and March 2021. All funds should therefore be spent by 31st March 2021.

**How will our project be evaluated by Salford CVS?**

A light-touch and proportionate approach will be taken to monitoring and evaluation. Successful applicants will be required to provide feedback on how their grant has been spent and the impact of project activity. Further details will be provided to successful applicants.

**Any further questions?**

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

**Section 2 – Completing the Application Form**

Section A - 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)** – Only pre-existing members of Salford CVS are eligible.

**Question 3)** - Please provide bank details for your organisation. If your application is successful, you will not need to submit a separate invoice.

**Question 4)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

Section B – About your project

**Question 5)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 6)** – In this section tell 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 doing it, the frequency of activities, how it will be promoted, on which days etc. This description must align with the project budget.

Please also give the evidence you have of the need for this project. Please note that this fund is aimed at supporting those most in need.

**Question 7)** – Please describe which area(s) of Salford will benefit from your project activity.

**Question 8)** - Is the project aimed at people from a specific area? Or are they from a particular community of identify? Please use simple language to tell us who will benefit from this. (e.g. age / gender / ethnicity / disabilities / LGBTQ+ etc).

**Question 9)** - Please give an estimate of the number of people this project will benefit. There is no right answer to this question (i.e. low numbers might be due to the intensity of support required).

Section C – About the money

**Question 10)** – 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.

Example 1

**Acceptable:**  Food parcels - £20/parcel x 5 households x 10 weeks = £1,000

**Not acceptable:**  Food parcels - £1,000

Example 2

**Acceptable:**  Winter coats - £40/coat x 15 coats = £600

**Not acceptable:**  Winter coats - £600

Please list any other sources of match funding supporting this project in the lower box

Section D – Policy check

**Question 20)** – Please confirm you have policies **a – d** 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 for policies **e – f** only if applicable to your project activity.

Please enclose

If your project activity involves working with **children and/or vulnerable adults**, you must submit the relevant safeguarding policies with your application.

If your project involves **food preparation or cooking** you must submit a food hygiene rating certificate for the venue and certificates for lead cook(s)

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 project lead.