

Salford CVS

Wellbeing Fund

Guidance for Applicants

Round Two – October 2020



Summary of the Fund Criteria

- **Grants of up to £1,000** for VCSE organisations delivering Covid-safe health and wellbeing projects
- **Membership of Salford CVS**
- **Turnover limit** for organisations of £100,000
- **Funding priorities:**
 - All projects must help deliver on the '5 ways to Wellbeing'
- **Closing date for applications:**
12:00 noon on Friday 27th November 2020
- **Decisions to be made by:**
Friday 18th December 2020



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Section 1 – About the fund

What is the Wellbeing Fund?

The Wellbeing Fund is for small voluntary, community or social enterprise sector organisations for projects which help to improve the health and wellbeing of Salford residents.

It is supported by NHS Salford CCG (Clinical Commissioning Group) as part of the Third Sector Fund

How much can you apply for?

Applications are invited for projects up to maximum of £1,000. Only one application per organisation may be submitted per round and if successful, only one award in any 12-month period will be made.

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 member of Salford CVS. To apply for membership see the link: www.salfordcvs.co.uk/membership-0
Either an online form can be completed, or a Word version of the form can be downloaded. Alternatively, a paper copy can be posted to applicants upon request
- 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.
- The turnover limit for organisations applying is £100,000 per year.

Funding priorities

We use the 'Five Ways to Wellbeing' to define health and wellbeing. These five ways are outlined below, with some examples of the sorts of things a project might focus on. If you're not sure if your project is eligible for a Wellbeing Fund grant, please contact us.

Connect	Be Active	Take Notice	Keep Learning	Give
Reduced social isolation	Increased amount of physical activity	Increased confidence and self-esteem	Raised personal aspirations	Improved self-esteem from volunteering
Increased activity within communities	Improved ability to manage long term health condition(s)	Taking responsibility for activity in their local community	Ability to progress in life & achieve personal aspirations	Increased feeling of being valued by others
Increased connection between generations	Improved posture and stability in over 65s	Increased sense of belonging to your local community or feeling connected to the world around you	Increased employability	Improved happiness and feeling of wellbeing
Improved social networks & personal relationships			Improved life skills	

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)
- Safeguarding Adults policy (if applicable)
- Safeguarding Children policy (if applicable)
- Risk assessments (if applicable to project activities)
- Public Liability Insurance

Please note: If your project involves working with children or vulnerable adults you will need to include a copy of Safeguarding Policy.

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.

For further information, visit our website at:

www.salfordcvs.co.uk/development-support

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

Also see our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

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

Salford CVS is anticipating high levels of demand for the Wellbeing Fund. Therefore, 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 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 Friday 27th November 2020**.

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 NHS Salford CCG, a large VCSE-sector organisation and Salford CVS.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

When will we hear the outcome?

All applicants will be informed by email by Friday 18th December 2020. 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 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 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 feedback to Salford CVS in the shape of a simple report form when your project is completed. 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 for up to 3-years 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.

Full details will be provided in the forthcoming document:
'Salford Stories – Project Evaluation Guide'.

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

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

Question 3) – Please don't assume that your organisation is a member of Salford CVS just because you receive regular eNewsletters from us. If in doubt, please phone us on 0161 787 7795 to check. If you are not a member, you'll need to apply for membership. Do this as soon as possible as the approval process can take a few weeks.

Question 4) – Please provide your organisation's turnover (revenue / income) for the most recent financial year.

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) – Please give a brief description of your project that sums up what you plan to do. This may be used on our website publicise the award.

Question 7) – 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.

Question 8) – Please explain how it will positively benefit the health and wellbeing of Salford residents. Have a read of the '5 Ways to Wellbeing' (see page 3) and think through how your project can contribute to these positive outcomes.

Questions 9 & 10) – Please give a summary of the practical measures you've put in place to deliver a Covid-safe project. Also please state whether you've undertaken a risk assessment in relation to project activities.

Question 11) - Please only tick the equalities groups that your organisation specifically works with. If you work with 'anybody and everybody' please tick the 'No specific group' box.

Question 12) - Is the project aimed at people from a specific area? Maybe they are from a particular interest group? Please use simple language to tell us who the project is for.

Question 13) - Be realistic about how many people this project will work with. We are interested in organisations delivering good projects with a manageable number of beneficiaries.

Question 14) - Please give an estimate of the number of new people this project will benefit. i.e. not currently involved in your group or activities. There no right answer to this question.

Question 15) - If your project involves working with children or vulnerable adults you'll need to have (or develop) appropriate safeguarding policies before activities can commence.

Question 16) - It is expected that all successful projects are fully delivered with 12-months of the award.

Question 17) - Please indicate whether your project is completely new, whether it is extending an existing project or expanding an existing project to meet additional demand.

Question 18) – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success? This might include the of number of people supported or how the wellbeing of those you support has improved.

How you measure these outcomes may be very simple (e.g. number of people involved) or involve seeking feedback from your beneficiaries (e.g. before and after survey, quotes, photos etc.). Ultimately we want you tell us how you plan to evidence the difference your project has made to the people you support.

If you have any further questions on this question, please contact Hanna Barton, Impact Evaluation Worker at: hanna.barton@salfordscv.co.uk or phone 0161 787 7795.

Maximising the benefits for Salford

Question 19) – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations that pay a minimum wage of at least £9.30 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).

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

0 - 10 employees: £60

11 - 50 employees: £120

51 - 250 employees: £240

251+ employees: £480

This includes regular third party contractor staff.

Question 20) – 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.

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](#) 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 21) – 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.

Section C – About the money

Question 22) – 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: Venue hire – 4hrs/wk @ £10ph x 20 weeks = £800

Not acceptable: Venue hire – £800

Example 2

Acceptable: Refreshments @ £1.50/person x 10 people x 20 events = £300

Not acceptable: Refreshments = £300

The item cost figure may be the same as the amount you're requesting. If you have other sources of money, it may be you're only looking for a contribution (see the example below)

Description of item	Breakdown of calculations	Item cost	Amount requested
Venue Hire	4hrs/wk @ £10ph x 20 weeks	£800	£500

Therefore, the total cost of the project may be more than the amount you're requesting from the Wellbeing Fund. 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.

Section D - Location and Policies

Question 23) – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick 'Salford city-wide'.

Question 24) – Please ensure you have the mandatory policies in place at the time of your application. Please note that that public liability insurance costs can form an element of your bid.

Declaration

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