

Salford CVS

Active East Salford Fund

Question-by-question guidance on how to complete the application form

2025



Contact information

Question a) – Please give the name and contact details 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.

One of the contacts provided must be either on your management committee (for Unincorporated Associations) or a senior member of staff.

About your organisation

Question 1) – Please provide your organisation's name.

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, for example:

- 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 Associations (community groups) will not have an organisation number.

Questions 6) – Please provide links to your organisation's website and social media accounts (if applicable)

Question 7 – 8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.60 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).

The cost to be accredited varies according to the size of your organisation, starting at £69 per year for those with fewer than 10 employees. For full details of the costs please contact the Living Wage Foundation via their [enquiry form](#).



Question 9)– If your organisation pays all staff at the real living wage rate of £12.60 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. Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please refer to page 8 of the guidance.

Please note that you will need to submit copies of the following documents along with your application if you are working with children or adults at risk of harm:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

Question 11) – Please give your project a memorable name. This helps us identify the project should your application be successful.

Question 12) - Please give a brief description of the project that sums up what you plan to do (50 words max). This may be used in our publicity about the fund.

Question 13) – Please give your proposed project start and finish dates. The end delivery date is the latest projects can finish, projects can finish anytime within the delivery period.

Question 14) – Please provide the postcode/s of the locations your project will happen. If this proves too difficult or isn't applicable, please give details. All activity should take place in East Salford unless there is a clear and compelling reason to deliver it elsewhere.

Question 15) – Please restate the name of your organisation. This helps us identify your project should your application be successful.

About the project

Question 16) – Please use simple language to tell us who will benefit from the project. Mention anything that distinguishes them or that they have in common. For example, they might live in the same area of East Salford, have a shared background, culture or religion, have similar hobbies or interests; etc.

Question 17) – Please tell us what you intend to do with the grant if successful. Please give details of the practicalities involved in delivering your project, for example what do you plan to do, who will deliver the activities, when will they take place, the frequency, where they will happen. This activity must be recognisable in your project budget. This answer is almost like a promotional tool, think about what people need to know about a project in order to attend.

Thinking like this allows the panel reps to get a strong understanding of what would be available if your application was successful.

Question 18) - If sessions will be delivered through the project, please tell us approximately how many. If you plan to deliver different types of sessions e.g. group and one-to-one, you may wish to provide a breakdown.

Question 19) - Please tell us how many people will benefit directly from the project. Be realistic – we are interested in funding organisations delivering good projects with a manageable number of beneficiaries. This question is not looking to understand the number of times people interact with your project – so if someone will attend more than once, they should only be counted once in this figure. If successful you will be expected to report back on the number of unique beneficiaries and how regularly people attended sessions.

Question 20) – If you know you will engage residents living in Broughton please tell us approximately how many people.

Question 21) – In order to understand whether the project is wanted and needed please tell us what barriers the community you work with face when it comes to being physically active and what exactly you will do as part of your project to help break these down and help people to start moving their bodies more. Think about what exactly you will do to make your project accessible for people who don't usually engage in this type of activity e.g. will you deliver a project in the evenings and weekends or maybe you will use a culturally sensitive venue.

Please include any evidence you have such as consultation from East Salford residents including quotes, stats, photos; etc. You may also have learning from reporting of previous projects.

Question 22) – Please tell us how you will encourage people to get involved in your project, especially those who would benefit from moving more. We want to hear how you plan to do this practically rather than theoretically so include

specific examples e.g. We will promote on a noticeboard in the local synagogue, or we will phone all previous beneficiaries of our group, a leaflet drop, online promotion on your social media; etc.

As part of this fund, we are keen to get as many people as possible in East Salford moving their bodies more but we have a keen interest to get those who aren't moving at all or as much as they should moving so please consider how you would reach these people e.g. You could advertise your project in residential homes or in GP surgeries.

What difference will the project make?

Question 23) – Please tell us what specific changes you are aiming to make with your project. For example, 'increased physical fitness,' 'improved confidence and self-esteem,' 'raised personal aspirations,' 'improved social networks,' etc. The way your outcomes are measured and assessed may be very simple (e.g. number of people involved) or involve collecting evidence about beneficiaries (e.g. before and after survey, interviews, case studies, focus groups).

There are many helpful guides and resources for getting started with impact measurement online. For example, the following guide by NPC:

<https://www.thinknpc.org/starting-to-measure-your-impact/>

If this is your first time working with outcomes, the Grants Team is available to provide one-to-one advice and support. Please get in touch to arrange a suitable time (see page 10, 'Support with your application').

Question 24) - As well as the direct impact on the health and wellbeing of the people you plan to work with, your project might also achieve other **social, economic, or environmental benefits** for Salford. We refer to these wider benefits as **social value**. Please give specific examples of local shops, services or venues you will use as part of your project.

Example

You are applying for funding for a DIY class. The main aim is to get people moving more; however, the project also has additional benefits for Salford:

- 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 people's skills and employability.**
- 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 25) – Organisations with a turnover of up to £50,000 can apply for a maximum of £5000. If your turnover is between £50,000 - £400,000 you can apply for up to £10,000. 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).

The panel will seriously consider your budget so please make sure that the amount you are applying for is only what you need to deliver a successful project. The panel want to see true budgets and over inflated budgets to reach the maximum grant amount risk receiving a lower overall score. We highly recommend contacting the Grants team if you are unsure of the amount, you can or should apply for.

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/wk @ £10ph x 10 weeks = £400

Not acceptable: Venue hire – £400

Example 2

Acceptable: Refreshments @ £1.50/person x 10 people x 10 events = £150

Not acceptable: Refreshments = £150

Example 3

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
Venue Hire	4 hours per week @ £10ph x 10 weeks	£400	£250

Full cost = £400

Amount requested = £250

Amount from alternative sources = £150 (e.g. an annual raffle)

Therefore, the total cost of the project may be more than the amount you're requesting from this 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 (see example below). **Such match funding is desirable but not essential.**

If applicable, where is the rest of the money coming from?		
Source of funding	Amount	Funding Secured?
Annual raffle	£150	Yes

Please enclose

- **All applicants** need to submit a scan or photo of a recent bank statement or paying-in slip (dated in the last 6 months).
- **If the project involved working with children or vulnerable adults** your safeguarding children and/or vulnerable adults policy must be submitted along with the completed application form. Please answer Yes or No. **If Yes, you must attach the relevant policy**

Declaration

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