

# Achieve Asset Fund 2024/25

**Grants of up to £15,000** for provision of activities and support for people in recovery from drug and alcohol addiction. Projects to focus on engagement with, and support for, people in recovery and to help challenge the stigma associated with addiction.

## This fund is open to organisations:

<ul style="list-style-type: none"><li>• Constituted as a voluntary, community or social enterprise (VCSE) organisation</li></ul>	
<ul style="list-style-type: none"><li>• Based in Salford or Trafford <b>OR</b> have a strong track record of delivery in these areas</li></ul>	
<ul style="list-style-type: none"><li>• With experience of delivering projects for those in recovery <b>OR</b> can evidence knowledge and strong interest in recovery</li></ul>	
<ul style="list-style-type: none"><li>• If delivering or based in Salford, be a full member of Salford CVS. <a href="#">Apply for membership here.</a></li></ul>	
<ul style="list-style-type: none"><li>• With a maximum turnover of £1.5m</li></ul>	
<ul style="list-style-type: none"><li>• With an organisational Bank Account with 2 signatories who are not related to each other</li></ul>	
<ul style="list-style-type: none"><li>• Fully up to date with grant reporting to Salford CVS</li></ul>	
<ul style="list-style-type: none"><li>• Submitting fully a completed application by <b>12:00 on Monday 2<sup>nd</sup> September 2024.</b></li></ul>	

The Asset Fund is managed by Salford CVS on behalf of 10GM as part of the overall contract for Achieve across Salford and Trafford.



# Achieve Asset Fund

Guidance for Applicants – July 2024

## What is the Achieve Asset Fund?

The Achieve Asset Fund is here to fund projects supporting people living in Salford or Trafford who have received treatment for, and are recovering from, drug and/or alcohol addiction.

The overarching priority is to engage and support people in their recovery journey and help provide a bridge towards normal living. Part of supporting those in recovery should involve challenging the associated stigma.

**Achieve** is the name of the substance misuse treatment and recovery service in the boroughs of Bolton, Bury, Salford and Trafford. The lead provider is Greater Manchester Mental Health Foundation Trust.

See: <https://www.gmmh.nhs.uk/achieve/>

## What makes a good Asset Fund proposal?

In 2022, Salford CVS interviewed 24 people from local organisations to help better understand what activities local people in recovery would find beneficial. Half of the people we spoke to had lived-experience of addiction and recovery.

They told us the following considerations are important:

### Design and planning

- Active involvement of people in recovery in the design and planning of the activities. Therefore activities should focus on what beneficiaries want to do, not what organisations want to provide.

### Community Venues

- Activities that utilise nice community venues that everybody uses (not dark and dingy buildings or clinical settings)

*“A real evening safe space for people in recovery- open to anyone not just people in recovery helps to remove stigmas”*

*“There needs to be a buzz to a venue and it needs to be comfortable not clinical”*

## **Providing support; building trust and relationships**

- Building trusting relationships with VCSE staff, mentors, volunteers etc. is essential for people with low confidence and/or who are at the stage in their recovery journey where they are ready to transition to 'normal' living.
- In order to build this confidence, support and time are vital as relationships are not built when people are left on their own, or are dealt with by a different member of the team every time they access the service.

*One organisation said "...[in order to best support someone in recovery] authentic relationships need to be built with people in order to build trust."*

*They stressed how important it is to make people feel welcome on their initial visit to a group "How a person is treated on their initial visit, people need to feel listened to and there needs to be opportunities to build relationships and grow connections"*

## **Variety of activities**

- Just like the general population, people in recovery have a wide variety of interests that might include physical activities (football, walking, dancing, bike rides, boxing; etc.), arts & crafts groups, music, training courses with or without qualifications, mental health support, befriending and mentoring, recovery-specific support.

## **Timing of activities**

- When we asked specialists what gaps they were aware of in terms of provision a lot of people raised the need for more activities to take place during the evenings and weekends.

*"Weekend and evening support for people, currently there is only AA and NA and this style of support isn't for everyone"*

*"Flexibility of services – lots of services are run Monday – Friday 9am – 5pm and addiction doesn't stop after these times. There needs to be support for people in the evenings and weekends. Also on big occasions such as Christmas day, Mothers day, Fathers day; etc. "*

## Recruiting beneficiaries

Beneficiaries can be existing Achieve service users or people from the wider recovery community, including those who have never received treatment. Those not in recovery may also be additional beneficiaries, which can help break down barriers and help address the stigma associated with recovery.

Organisations are required to demonstrate how they will engage with and recruit beneficiaries. Sitting back and waiting for Achieve partners or other organisations to refer people to you is not acceptable and You will need to have a clear plan for engaging and recruiting people in recovery.

## How much can you apply for?

Applications are invited for projects up to maximum of £15,000. However, applications are very much welcomed for projects ranging from £5,000 up to the maximum of £15,000. Only one application per organisation may be submitted.

## What can the grant be spent on?

Eligible spend includes staffing (including freelance) costs, volunteer expenses, relevant training, venue hire, materials and equipment, refreshments, design and printing and any other reasonable project costs.

## What policies / other documentation need to be in place?

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) Volunteer policy
- d) Public Liability Insurance (Cost can be included in budget)
- e) Risk assessments (inc Covid-19 precautions)
- f) Safeguarding Adults policy
- g) Safeguarding Children policy (if applicable to project activities)

**Please note:** Copies of Safeguarding Policies will need to be submitted with your application, along with a copy of your articles of association.

## What support is available to applicants?

Some practical support is available to organisations including developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

### For projects in Salford

Contact Niamh Meehan at Salford CVS by email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)  
Or phone Salford CVS on 0161 787 7795

### For projects in Trafford

Contact Caroline at THRIVE by email at: [caroline.platt@thrivetrafford.org.uk](mailto:caroline.platt@thrivetrafford.org.uk)  
Or phone THRIVE on 0330 123 9766.

If you have any questions or concerns regarding submitting your application please contact Salford CVS' Grants Team by phone on: 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

## 1-1 Application Support

If you want to find out more this fund, how to apply, and get support with your application, please make an appointment for a:

- Phone call
- Teams (video) call
- Meeting at your place of work or Salford CVS offices in Eccles.

**Get in touch now at [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) FAO Niamh/Achieve.**

## 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 format. 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 on Monday 2<sup>nd</sup> September 2024**. Applications arriving after this time will not be assessed.

## How will applications be assessed?

On receipt of applications Salford CVS will undertake a number of eligibility checks. An independent 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 mid October 2024.

## 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.

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' to which Salford CVS adheres.

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

All organisations receiving a grant will have up to the end of October 2025 (12 months) to spend their grant and deliver their project. Any unspent money will need to be returned to Salford CVS.

**Asset Fund awards must be classified as 'restricted funds' for spending only on the items outlined in your funding application.** If you want to request a change to the budget, timeframe or focus of your grant, you must do so in advance using a variation request form from Salford CVS.

## How will grant-funded projects be evaluated?

We have 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 an end of project 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 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 lives of people in recovery. 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](mailto:grants@salfordcvs.co.uk)

# Section 2 – Completing the Application Form

## Contact Information

**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 any successful project award.

**Question b)** – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

## Payment details

**Question c)** – Please provide details of your organisation's bank account (Account name, number and sort code).

## About your organisation

**Question 1)** – Please give the full name of your organisation. This should match the Account Name provided under Payment Details (question C).

**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 state your organisation's website, Facebook or Twitter accounts (if applicable)

**Questions 7-9)** – We are keen to support all staffed organisations that pay a minimum wage of at least **£12 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).

**Question 10)** – We expect all organisations to have relevant policies in place at the time of application. Please note that that public liability insurance costs can form an element of your bid. 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:

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

## About your project

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

**Question 12)** – Please give a brief description of your project that sums up what you plan to do (50 words max). This may be used in our publicity to publicise the award.

**Question 13)** – Please give your proposed project start and finish dates. Realistically, the earliest that funded projects can commence is November 2024, and must finish by the end of October 2025.

**Question 14)** – Please indicate the borough(s) in which your project will be located. Also provide details of the neighbourhoods, wards or venues you propose to use.

**Question 15)** – Please indicate the borough(s) from which you plan to actively recruit project beneficiaries.

**Question 16)** – Please select the description (a-d) which best matches your organisation in terms of experience in supporting the recovery community.

**Question 17)** – Please explain why your organisation is well placed and motivated to support people in recovery and, if applicable, the track record of your organisation or staff members in this field.

**Question 18)** – Please tell us if and how people with lived experience of recovery have helped shaped this project.

## About your project beneficiaries

**Question 19)** – Please estimate how many individuals, who identify as being in recovery, will be supported by this project.

**Question 20)** – Please estimate how many individuals in total will this project support (i.e. those in recovery PLUS those not in recovery).

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.

We recognise that it may not be appropriate to ask beneficiaries directly if they are an Achieve service user or identify as being in recovery. Also it may be appropriate to open up the project to those not in recovery (e.g. to help overcome stigma), as long as these wider beneficiaries do not dominate the project.

**Question 21)** – It is a requirement of all funded organisation to take responsibility to engage and recruit beneficiaries from the recovery community for their project. All promotion will need to ‘sell’ the project to prospective beneficiaries.

All successful applicants will be advised on how best to promote their project through Achieve, however they must not rely on referrals being generated from Achieve.

## About the money

**Question 22)** – Please give an overview of what your project will cost by describing each item. Your budget should reflect the description provided in question 24. 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:** Activity Co-ordinator – 12hrs/wk @ £18ph x 26 weeks = £5,616

**Not acceptable:** Staffing – £5,616

### Example 2

**Acceptable:** Venue hire – 8hrs/wk @ £20ph x 26 weeks = £4,160

**Not acceptable:** Venue hire – £4,160

### **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	Full cost	Amount requested
Venue Hire	8hrs/wk @ £20ph x 26 weeks	£4,160	£3,000

Full cost = £4,160

Amount requested = £3,000

Amount from alternative sources = £1,160

Therefore, the total cost of the project may be more than the amount you’re requesting from the Asset 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.**

### **How best to spend your grant (if successful)**

We want you to spend your grant in a way that supports our local economy and helps support social and environmental aims.

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 in Greater Manchester, 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.

**In planning your project, think how you might help achieve greater positive impact in the suppliers you buy from.**

### Your project in detail

**Question 23)** – In this section tell us 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 activity should be recognisable in your project budget.

**Question 24)** – Please explain how your approach will support beneficiaries in their recovery journey and the practical steps you'll undertake to deliver this support.

**Question 25)** – Please explain how your project will contribute to challenging the stigma of drug and alcohol addiction and recovery. This might include promoting

positive news stories from this project, or the involvement of those not in recovery to help break down barriers.

**Question 26)** – 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 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 to tell us how you plan to evidence the difference your project has made to the people you support.

The [5 Ways to Wellbeing](#) are a guide. You may have other outcomes that fit well with your project.

**Question 27)** – 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 and Trafford.

For example, you might be supporting people in recovery via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost local people's chance of employment. Also you may be spending your grant in a way that supports the local economy or even a local charity. All of these are examples of 'added social value'.

## Please attach

Please confirm you are attaching:

- Articles of Association / Constitution
- Safeguarding Adults Policy
- Safeguarding Children Policy (if applicable to project activities)

## Declaration

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