

Salford CVS

# Health and Wellbeing Fund Guidance for Applicants

Rounds 1-3 (2024/25)



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## About the fund

**The Health and Wellbeing Fund** is a new fund for 2024/25. It brings together several different grants offered by Salford CVS over recent years.

The individual pots of funding that it replaces are:

- Wellbeing Fund
- Volunteers' Expenses Fund
- Youth Wellbeing Fund
- Grow Well Fund

The Health and Wellbeing Fund will be offering grants for new and existing projects that benefit the health and wellbeing of people living in Salford. It is open to **voluntary, community and social enterprise (VCSE)** groups and organisations, which are [full members](#) of Salford CVS. The amount of funding that can be applied for depends on the **annual turnover** of the applicant organisation:

- VCSE organisations with a turnover of up to £10,000 are eligible to bid for up to £1,500.
- VCSE organisations with a turnover of up to £100,000 are eligible to bid for up to £5,000.

There will be **three rounds** of funding between April 2024 and March 2025, with a **maximum of one grant** being awarded per organisation, per year.

The Health and Wellbeing Fund is supported by NHS Salford Integrated Care Partnership (ICP) as part of Salford CVS' Third Sector Fund.

## Priorities of the fund

Your project should address one (or more) of the following priorities, which link to the priorities in the [Salford Health and Wellbeing Board's Salford Locality Plan](#).

### A Start Well

- Children and young people have the best start in life and access to opportunities to help them achieve their potential

### B Live Well

- Adults are happy, healthy and able to lead productive and fulfilling lives

### C Age Well

- Older people are connected in their communities and actively involved in managing their own health and wellbeing

### D Strong and Resilient Communities

- People feel welcome and safe in Salford
- People are active in their communities and able to participate in volunteering

Applications for projects addressing more than one priority are welcomed, however this will not increase the likelihood of receiving funding.

Unsure if your project is a good fit for the Health and Wellbeing Fund? Please contact the Grants Team for an informal conversation before applying (contact details are available on page 8, 'Support with your application').

## Important dates

The Health and Wellbeing Fund will have three rounds in 2024/2025.

Organisations receiving a grant will have **up to 12 months** to spend the grant.

### Round 1

<b>Fund opens</b>	Early May 2024
<b>Application deadline</b>	12.00pm (midday) on Friday 14 <sup>th</sup> June 2024
<b>Decisions expected</b>	Within 6 weeks of the closing date
<b>Approximate delivery period</b>	August 2024 – July 2025
<b>End of project report due</b>	Within one month of project completion

## Round 2

<b>Fund opens</b>	Early July 2024
<b>Application deadline</b>	Mid-August 2024
<b>Decisions expected</b>	Within 6 weeks of the closing date
<b>Approximate delivery period</b>	October 2024 – September 2025
<b>End of project report due</b>	Within one month of project completion

## Round 3

<b>Fund opens</b>	Early October 2024
<b>Application deadline</b>	Early November 2024
<b>Decisions expected</b>	Within 6 weeks of the closing date
<b>Approximate delivery period</b>	January 2025 – Dec 2025
<b>End of project report due</b>	Within one month of project completion

## Who can apply?

To apply, you group or organisation must meet the following eligibility criteria:

- Constituted as a voluntary, community or social enterprise (VCSE) group or organisation
- Turnover up to £10,000 per year for small grants or up to £100,000 per year for medium grants
- Full membership of Salford CVS at the time of application
- Based in Salford **OR** have a strong track record of delivery in Salford
- Have an organisational bank account with two signatories who are not related to each other **OR** a holding account at Salford CVS
- Fully up to date with grant reporting to Salford CVS

## How much funding can we apply for?

The amount of funding that can be applied for is **dependent on the annual turnover** of your group or organisation (see table below). There is a maximum of one grant per organisation per financial year.

Grant size	Small	Medium
Annual turnover	£0 to £10,000	£10,001 to £100,000
Eligible to apply for	£250 to £1,500	£500 to £5,000

In the event of an unsuccessful application, applicants may refine and resubmit their bid in the next funding round. In this instance, please contact the Grants Team for support reapplying (see page 8, 'Support with your application').

## What can the grant be spent on?

Most reasonable costs that are necessary to run your group or project, including (but not limited to):

- Venue hire
- Purchase or hire of equipment/materials
- Sessional worker/facilitator and/or staffing costs
- Volunteer expenses (linked to a project)
- Refreshments (including for participating staff and volunteers)
- Promotion
- Public liability insurance
- A contribution to overheads/management costs (must be proportionate to the project)

**Food projects:** Applications seeking funding exclusively for food (e.g. food banks and clubs, or to deliver food parcels) will not normally be considered. If you are unsure if this applies to your proposal, please contact the Grants Team (see page 8, 'Support with your application').

## What can the grant not be spent on?

- Costs for meals, trips or one-off events unless there is a clear and compelling need and benefit for the community
- Alcohol
- Retrospective costs (i.e. costs that have already been incurred or for activities that have already happened before a grant has been awarded)
- Costs for work that statutory bodies (such as schools or local authorities) have a duty to fund
- Projects or activities taking place outside Salford, unless a clear rationale is given

## Examples of projects

An individual's health and wellbeing are influenced by many factors, therefore lots of different sorts of activities could be funded through the Health and Wellbeing Fund! Examples (linked to the key priorities of the fund) have been provided below, however please note, this is not an exhaustive list; activities should be designed to meet the specific needs of the people **you** plan to work with.

Fund Priority/ies	Example Project
Start Well	Children's arts and crafts
Start Well	Youth employability skills programme (ages 14-17)
Live Well	Mindfulness sessions for new mothers
Live Well	Wheelchair rugby sessions
Live Well / Age Well	A support group for people with heart conditions
Age Well	Walking football sessions for older men
Age Well	Older people's chair-based exercise programme
Strong and Resilient Communities / Live Well	Community growing sessions for refugees and asylum seekers

## What policies and other documentation are required?

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) Public Liability Insurance (cost can be included in budget)
- d) Risk assessments

...and if applicable to project activities:

- e) Volunteer Policy
- f) Safeguarding Adults policy
- g) Safeguarding Children policy

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

## What support is available for applicants?

### Meet the Funder session – Online

Salford CVS will be hosting an online Meet the Funder session in May 2024 to discuss the Health and Wellbeing Fund and other funding opportunities available through Salford CVS's [Third Sector Fund](#) in 2024/25. For more information and to book please visit <https://www.salfordcvs.co.uk/live-grants>

### Meet the Funder session – In Person (Swinton) – Thursday 23<sup>rd</sup> May

The Grants Team will be giving a presentation on the funding available through the Third Sector Fund in 2024/25, including the Health and Wellbeing Fund, at the Essential Information Day on Thursday 23<sup>rd</sup> May. Attendees will also have access to one-to-one support and advice from a Salford CVS Grants Development Worker. For more information and to book please visit <https://www.salfordcvs.co.uk/salford-cvs-essential-information-day>

### Accessibility

We want our grants programme to be accessible to everyone. If any part of our application process is a barrier to applying, please contact the Grants Team at [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 0161 787 7795.

### Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your project proposal with a member of the Grants Team, please contact the Grants Team at [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-through and feedback.

### Wider development support

The Development Team at Salford CVS offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at: [www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

See our online Safeguarding in Salford resources:

[www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)



## How do we apply?

Complete the application form for a small OR medium grant, depending on the turnover of your organisation. Submit the completed form by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in Word format before the application deadline.

Alternatively, applications can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

## How will applications be assessed?

- On receipt of applications, Salford CVS will undertake eligibility checks
- All applications that are eligible will be independently scored by a panel consisting of representatives from NHS Salford ICP, a large VCSE-sector organisation and Salford CVS
- The assessment panel will meet to agree the awards
- Unsuccessful applicants will be provided with a summary of feedback from the assessment panel

In the event of more than one application receiving the same or a similar score, tipping factors may support the decision-making process. These include:

- To get a wider range of beneficiaries
- To get a wider geographic spread across Salford
- To fund applicants who have not been funded before, or who have not received funding from Salford CVS in the current financial year
- Where the applicant has a poor or weak monitoring track record for previously funded work

## What happens if we are awarded a grant?

Successful applicants will be notified of their grant by email. Please read the offer letter attached to the email in full, which contains important information about the grant including the amount awarded, any conditions, and next steps to claim the grant. Once the required documents have been received we aim to issue the grant by bank transfer within 5-10 working days.

## 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 means providing feedback to Salford CVS in the shape of a simple report form when your project is complete. 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. We undertake spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback Salford CVS 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.

## Wellbeing Conversations

Salford CVS is encouraging groups and organisations to sign-up for training in having Wellbeing Conversations. This training enables individuals to have a positive impact on someone's wellbeing through conversation. If you're interested in finding out more about this training or to book a place, please see:

[www.salfordcvs.co.uk/event-feed](http://www.salfordcvs.co.uk/event-feed)

Training can also be provided at a time and place that suits the needs of your organisation. Please email Michael Carroll, Volunteering Development Worker, at [michael.carroll@salfordcvs.co.uk](mailto:michael.carroll@salfordcvs.co.uk) for further details.

All Wellbeing Fund recipient organisations will be asked to nominate members to take part in upcoming Wellbeing Conversations training. Check out this [6-minute video for more information about what it entails](#).

## 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)

# Completing Application Form - Part 1

## 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.

**One of the contacts provided must be either on the management committee (for voluntary groups) or a senior member of staff.**

## About your organisation

**Question 1)** – Please give the full name of your organisation.

**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 Organisations / Community Groups will not have an Organisation Number.

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

**Questions 7-8)** – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.00 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 2023) 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 9)**– If your organisation pays all staff at the real living wage rate of £12.00 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. 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:

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

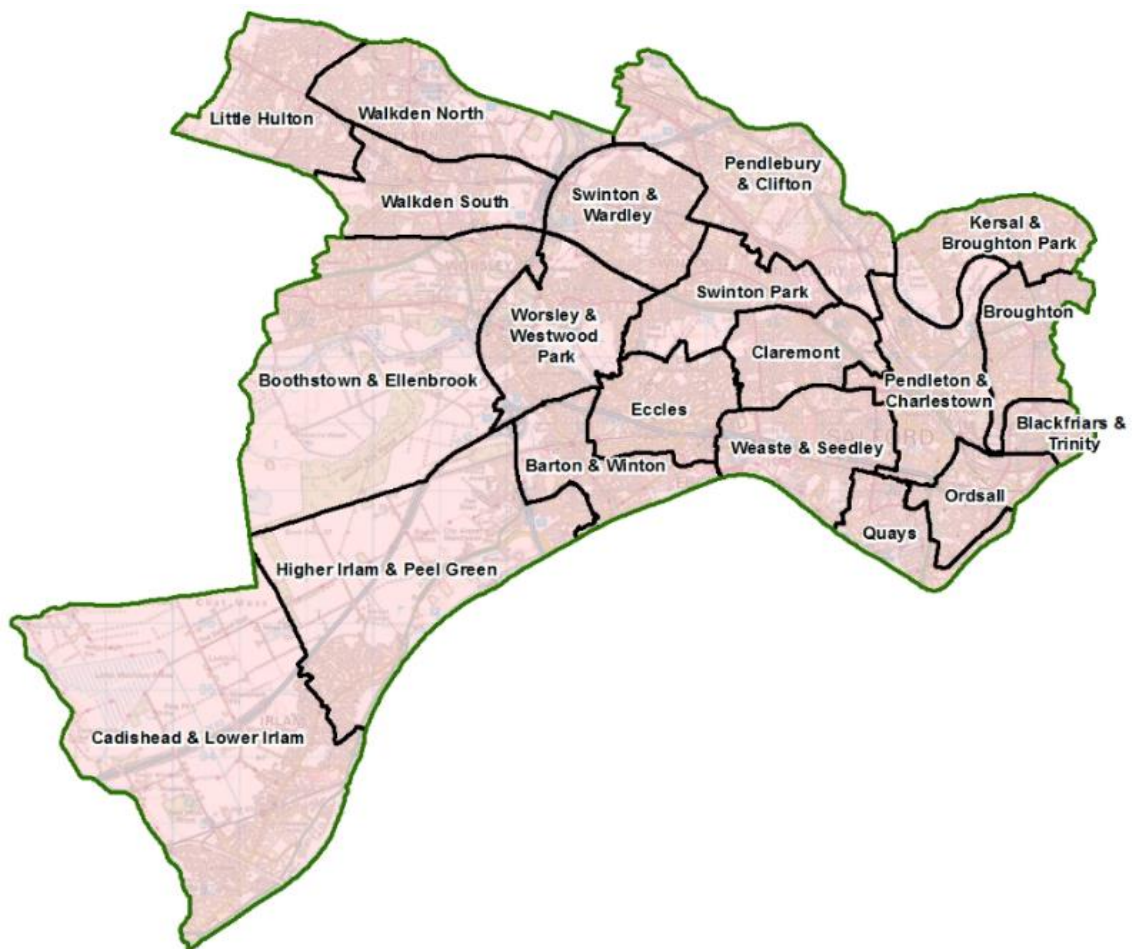
## Project summary

**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. Approximate delivery periods are provided on pages 4-5 of these guidance notes.

**Question 14)** – 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’. See the map below showing Salford’s new ward boundaries:



**Question 15)** – If your project is delivered from a single location (e.g. a community centre or park) please provide a postcode. If your activity will happen at more than one location, please provide all the postcodes. If this proves too difficult or isn’t applicable, please give details. All activity should take place in Salford unless there is a clear and compelling reason to deliver it elsewhere.

## Completing Application Form - Part 2

**Question 16)** – Please restate the name of your organisation. This helps us identify your project should your application be successful.

### About the project

**Question 17)** – Please tell us which priority or priorities of the fund (A-D) your project is **most** focused on addressing. The priorities are described in more detail on page 2 of these guidance notes. Please note, selecting more than one priority does **not** increase the likelihood of receiving funding.

#### Example 1

For a project focused on developing children's development through arts and crafts, you would likely place a check (X) next to priority A.

#### Example 2

For a project focused on the mental health and wellbeing of newly arrived refugees and asylum seekers – which also helps them to meet people, learn about the community and access local services – you would likely place a check (X) next to priorities B and D.

**Question 18)** – Please tell us if this is a new, existing, or expanded project. By 'new,' we mean a project that has never happened before. By 'existing,' we mean a project that is currently happening or has recently finished. By 'expanded,' we mean an existing project that you want to add a new element to.

**Question 19)** – The panel has difficult decisions to make about where funding is more needed. Please explain how you know the people you plan to work with want and need the project, including any evidence you have. For example, findings from consultation or conversations, learning from previous projects, data from current or prospective beneficiaries, etc.

**Question 20)** – 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 how you will use the money, what you plan to do, who will deliver the activities, the frequency of activities, when and where they will happen, how they will be promoted, etc. This activity must be recognisable in your project budget.



**Question 21)** – 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.

## About your beneficiaries

**Question 22)** – 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, have a shared background or culture, or have similar hobbies or interests.

**Question 23)** – 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. We are **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.

## What difference will the project make?

### **Question 24 (Small Grants) / Question 24a (Medium Grants) –**

Please explain how your project will benefit the health and wellbeing of people living in Salford. It should be clear how these benefits link to the priorities of the fund chosen in response to question 17. One way of thinking through the factors that contribute to good personal wellbeing are the [5 Ways to Wellbeing](#); these are: connect, get active, take notice, learn, give.

### **Question 24b (Medium Grant Applicants Only) –**

Please tell us what **specific changes** to people's health and wellbeing ([outcomes](#)) you expect the project to achieve. 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 8, 'Support with your application').

**Question 25)** – 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**.

### Example

You are applying for funding for a community growing project. The main aim of the project is to improve the health and wellbeing of the beneficiaries; however, the project also has additional benefits for Salford:

- It supports the **natural environment**, by planting trees, flowers and vegetables.
- 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 local people's employability, by providing **training opportunities** for staff.
- 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 26)** – 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). 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 attach

- **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.