

Best Start for Life Community Funding 23/25 Guidance Notes

Before completing the application form, please read these guidance notes. Failure to fulfil the criteria and guidelines below may result in your application being rejected. If you need advice or support to complete your application form, please contact the Community Wellbeing Team on 0161 339 2345.

Background.

Tameside Council has received grant funding to develop Family Hubs. They act as a 'one stop shop' offering early support to families and young people to help overcome difficulties and build strong relationships.

As well as being open in buildings in each of Tameside's four neighbourhood areas, with facilities also available at other community venues, they also include virtual offers and are for families with children of all ages, from 0 to 19 or up to 25 with special educational needs and disabilities (SEND), with a great Start for Life offer at their core.

By bringing existing family-help services together, they improve access and connections with support including help with infant feeding and perinatal mental health, as well as making it easier to access wider services such as smoking cessation and job advice.

In Tameside, there is an ambitious plan for developments around parent-infant relationships and Perinatal and Parent-Infant Mental Health (PPIMH) for parents / carers with mild to moderate mental health needs or who would benefit from universal parent-infant support.

The projects in the PPIMH workstream include:

- additional capacity in the Early Attachment Service to provide clinical leadership, expand supervision and Family Hub workforce development, the production and dissemination of resources, and groups, to improve awareness around parent-infant relationships
- expanded face to face and virtual peer support offer to include antenatal outreach and mental health support groups inclusive of dads and co-parents
- maternity support worker within the midwifery team to support mild to moderate perinatal mental health by connecting with existing provision

In addition, this Best Start for Life Community Funding aims to empower voluntary, community and social enterprise (VCFSE) groups to offer or grow their mental health support and services for families in pregnancy and the first two years of a child's life, to compliment the core services and ensure a strong network of support across the neighbourhoods.



Priorities of the Best Start for Life Community Funding

The priorities of the Best Start for Life Community Funding is to build the capacity of the VCFSE sector to support parents with 0-2 year olds facing challenges relating to the experiences and relationships with their developing baby, including:

- Reducing stigma around perinatal mental health
- Reaching and empowering diverse communities with respect to culture, disability, gender and family structure
- Inclusion of dads and co-parents
- Increasing access through digital offers
- Promote healthy parent-infant relationships, improve the emotional well-being of children and contribute to improved school readiness
- Build relationships with families to enable early identification of mental health issues and support accessibility to services

We are looking within Tameside for new or existing organisations who would like to expand their wellbeing offer and connect into the existing and growing offer around Family Hubs and perinatal mental health and parent-infant relationships, via a one-off grant.

The grant may enable existing organisations to fill a gap such as expanding times or accessibility, or reaching out to a wider range of care givers including foster carers, fathers and co-parents.

The successful applicants would form part of the PPIMH network across Tameside to prevent silo-working, be encouraged to take up workforce training offers and collect mutually agreed data to measure the outcomes of the project, relating to the size of the project.

Successful applicants will also have an opportunity to access to general awareness training around PPIMH.

Organisations can apply for projects of up to 12/18 months but must be able to demonstrate measurable outcomes by March 2025.

Grant amount

Groups can apply for:

- A Microgrant of up to £1,000
- A small grant - between £1,000 - £10,000

Grant Values and Expectations



Organisations will be expected to meet the below values and expectations of this grant:

- Your proposal should show connections with diverse communities.
- The proposal should demonstrate strengthening sustainable peer support in the communities.
- Evidence of need for the proposed projects i.e. what information do you have that shows your proposal is wanted by the proposed beneficiaries.
- How the project will reach people, as well as what experience you have that shows you can deliver.
- Willing to join a community learning network around the existing Perinatal and Parent Infant Mental Health offer.
- Have connections to the Family Hubs developments and demonstrate how you will improve this if awarded a grant (for organisations applying for small grants only).

Who can be funded?

To be eligible to apply, an organisation must:

- Be a VCFSE organisation who have completed a recent [Action Together Membership Form](#) (membership is free).
- Be constituted/have a written set of rules that constitute what they do (governing document).
- Be based in Tameside or currently delivering in Tameside.
- Have or be developing experience of parental support and working with expectant parents or parents with children aged 0-2.

Who can't be funded?

Applications will not be accepted from organisations that:

- Are trading for profit or are statutory services (including schools and non-VCFSE nursery settings) or are intending to redistribute grant awards.
- Are aimed at increasing the membership of a particular Political party.
- Are aimed at the promotion of one/a religious belief or for activities with any religious affiliation.
- Are not registered with either Companies House or The Charities Commission or are not evidently working towards this*. This is only applicable to applications requesting over £5,000.

**We can help you to register - please speak to a member of the Community Development Team*

What can be funded?

- New services or projects which meet Best Start for Life Community Funding priorities.



- Existing services or projects which create additional capacity.
- Expansion of your service or activities into other areas within Tameside.
- Revenue costs and general running core costs including staff costs, rent room hire, project costs/resources and for IT.
- Reasonable capital costs (This will be at the panels discretion. Quotes may be required).

What can't be funded?

You cannot apply for:

- Any service/project that is not delivered within Tameside.
- Activities or travel abroad.
- Seed funding for business start-ups.
- Retrospective costs (i.e. money that's already been spent or project already taken place)
- Sponsorship/fundraising events or contributions to larger/major appeals
- Any activity that does not contribute to the grant themes (identified in the guidance), unlawfully discriminates against people, or is illegal.
- Sponsorship/fundraising events or contributions to larger/major appeals.
- Presents/gifts.
- Major capital requests i.e. building and construction work.
- Attendance at conferences and mandatory training which organisations are required by law to provide.
- Academic or medical research and equipment.

Please note that all items requested will be assessed and awarded at the panel's discretion.

Application Process

Please consider your eligibility and commitment to the values and expectations of this grant scheme before making an application by carefully reading these guidance notes.

1. Application forms can be found here:

[Best Start for Life Community Funding 23-25 Microgrant Application Form](#)

[Best Start for Life Community Funding 23-25 Small Grant Application Form](#)



2. There will be three application rounds spanning across nine months (July 2023 - March 2024). Organisations can apply within the application windows below:

Round	Opens	Closes	Informed by
1st round	Tuesday 4th July 23 09:00	Tuesday 12th September 23 23:59	Tuesday 26th September 23
2nd round (will only open if there are remaining funds)	Tuesday 3rd October 23 09:00	Tuesday 5th December 23 23:59	Tuesday 19th December 23
3rd round (will only open if there are remaining funds)	Tuesday 9th January 24 09:00	Tuesday 12th March 24 23:59	Tuesday 26th March 24

3. Organisations will be expected to complete an application form and submit this via email to funding@actiontogether.org.uk
4. Overall decisions will be made by the multiagency Best Start for Life PPIMH Steering Group represented by the Strategic Commissioning Lead, Home-Start, Early Attachment Service and Action Together and the group will meet quarterly to review each application. Action Together will carry out all due diligence and will recommend applications but will not be responsible for the overall decisions.
5. Along with your completed application form you will need to submit the following documents:
- Governing document (e.g. Constitution, Memorandum of Articles of Association)
 - Community bank account in **organisation's name** with at least two unrelated signatories
 - Public Liability Insurance (if applicable)
 - Safeguarding Policy
 - Project Risk Assessment/s

Action Together have Community Development Officers assigned to local areas who support local people and organisations to build capacity in local communities in an asset-based way. The team can also guide and support you with application forms. You can contact them on 0161 339 2345. **We strongly encourage you to speak with your local Development Officer before making an application:**

- **Ashton-Under-Lyne** - Fouzia Shaikh
fouzia.shaikh@actiontogether.org.uk
- **Denton, Audenshaw & Droylsden** - Chris Moorhouse
chris.moorhouse@actiontogether.org.uk
- **Stalybridge, Mossley & Dukinfield** - Johnathon King
Jonathon.king@actiontogether.org.uk



- **Hyde, Hattersley & Longdendale** - Dawn Acton
dawn.acton@actiontogether.org.uk

It's important to note that if there are any outstanding reporting requirements from previously funded projects, this may affect the final decision made on an application. Please contact our Grants Administration Assistant, Sarah Barratt, for further information about this - sarah.barratt@actiontogether.org.uk

The funders will be hosting a Meet the Funder webinar in each round - you can register here below:

- [Meet the Funder: Best Start for Life Community Funding - Monday 10th July 23, 10am - 11am](#)
- [Meet the Funder: Best Start for Life Community Funding - Monday 9th October 23, 10am - 11am](#)
- [Meet the Funder: Best Start for Life Community Funding - Monday 15th January 24, 10am - 11am](#)

Monitoring and Evaluation process

Successful applicants will be required to collect evidence that demonstrates the impact their service/project is having on families in Tameside.

You will be required to:

- Complete an informal interim progress update half-way through your grant.
- Submit an end of project report to show what difference you have made as a result of the project and a case study with feedback from beneficiaries is compulsory.
- Provide basic evidence to support how your activity has been delivered. This may include details of accounts, invoices, receipts, photographs, articles, attendance records, case studies and any other relevant documents.
- Complete all evaluation and impact reporting (as above) by **Monday 31st March 2025 23:59**.

Outcomes Framework

Outcomes for each project will be requested and will include information on:

- Number of people attending groups and their age
- Parental status of users - mothers, fathers, grandparents, co-parents
- Where the group/service/offer is based
- Ethnicity of people attending groups
- Method of delivery of the offer - virtual or face to face



- Number of volunteers/staff on the project
- Training completed or delivered by staff on the project
- Case studies to show benefits to families

Organisations will be expected to complete an outcomes framework to collate the information requested and the template will be shared with successful groups in due course.

What if we are unsuccessful?

Should your application be unsuccessful Action Together may be able to help to identify other possible sources of funding for projects. Please get back in touch with your local Community Development Officer.

What do we do if we don't agree with a funding decision?

Following the grant making decision panel meeting, we aim to send confirmation of grant offer or rejection within the dates stipulated.

- If your application is unsuccessful, we will tell you why. Depending on the refusal reason, you may be able to apply for a different project, but you cannot reapply for the same project unless your refusal confirmation says so.
- Your refusal confirmation will also include details of the member of the grants team that you will be able to discuss your application with in more detail should you wish to do so.

If you feel you have been treated unfairly (i.e. you perceive that that the panel has failed to take account of submitted information or have based their assessment on inaccurate information), you can appeal in writing to the Strategic Locality Lead of the Action Together locality managing your application. **Tameside Strategic Locality Lead** - Anna Hynes anna.hynes@actiontogether.org.uk

- You must include evidence to back up your appeal.
 - We aim to respond to your appeal within 10 working days of receipt of your appeal and any supplementary information requested by the Strategic Locality Lead
- The Strategic Locality Lead may decide to refer your application back to the original panel who declined the application.
 - If, following this process your application is still declined then you can appeal in writing to the Chief Executive of Action Together who will review the decisions taken.
 - If, following this process your application is still declined then there is no further right to appeal. The final decision will be that of the Best Start For Life PPIMH Steering Group.

Advisory note



If your annual income is above £5,000 per annum your organisation will need to register as a registered charity <https://www.gov.uk/setting-up-charity>. If you need further advice or assistance with this, please contact Action Together.

