

Community Wellbeing Funds 20/21 (Up to £25,000) 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.

1. Investment priorities of the Community Wellbeing Fund

The priorities of the Community Wellbeing Funds are to support VCFSE organisations based in Tameside to deliver services that:

- will sustain or improve the wellbeing offer for communities in Tameside
- tackle a genuine gap in provision in Tameside

The fund will be split into two tiers:

Small/Medium Grants (between £5,000 - £25,000)

This is aimed at place-based community anchors¹ to provide capacity to deliver projects/activities that will sustain or improve the wellbeing offer for the local community in their neighbourhood. Organisations can apply for projects of up to 18 months.

Funding for cross-neighbourhood working (Up to £25,000)

This funding is to tackle poverty and equalities across Tameside. Projects/activities that tackles a genuine gap can be delivered across the borough (in at least two neighbourhoods).

Working with local partners we have identified some of the issues and gaps within local communities and have only increased owing to the pandemic. We would encourage applications from groups and projects that address one of the following emerging **themes**:

- Transport.
- Autism and social communication disorders.
- Befriending.
- Bereavement/loss

¹ 'Community Anchor Organisations'. These independent community led organisations are generally defined as delivering multiple services or activities with and on behalf of local people within:

- A defined locality - place
- A specialist area of expertise and/or
- Represent a particular community of identity.

These anchors are rooted in the local area and have been there for years. In Tameside they are usually small organisations that employ staff and work with volunteers from their local community to deliver their activities and run their organisation.

- Domestic abuse.
- Hidden poverty.

Organisations can apply for projects of up to 18 months.

2. What will we fund?

- New services or activities which meet Community Wellbeing priorities
- Existing services or activities which create additional capacity
- Expansion of your service or activities into other areas within Tameside
- Revenue costs for both specific projects and general running core costs* including salaries, rent, training
- Reasonable capital costs (this will be at the panels discretion. Quotes may be required)

***Our position on 'Core Funding':**

- *'Core funding' is usually a grant that groups receive over a sustained period of time, probably from the Local Authority/ CCG to enable them to deliver a 'core activity', they use it to pay for capacity, overheads and delivery, which then enables them to attract additional funding from other sources so that they can 'bolt on' additional activities.*
- *At Action Together we continue to engage with and support local Voluntary Organisations to source appropriate funding and bring local organisations together through various networks to understand issues facing the sector. This is fed back to local commissioners from the Integrated Care Foundation Trust (ICFT), Tameside Clinical Commissioning Group (CCG).*
- *The Community Wellbeing Investment will not replace 'core funding' that any groups receive from funders to run their core activity e.g. Service Level Agreements with the Council or CCG, like for like replacement of large grant funding for services they already run. We are not looking to replace the funding relationships that exist between the Voluntary Sector and Public-Sector funders, particularly as the Community Wellbeing Investment programme is relatively short term.*
- *If groups want to develop/extend to deliver something that reflects the aims of programme, that needs staffing/staff time, a contribution to core costs (e.g. management time, overheads etc) we will certainly look to support those costs, the 'real costs' of delivering a project.*

3. Who CAN be funded?

To be eligible to apply, an organisation must be:

- VCFSE (voluntary, community, faith and social enterprise) organisation/ groups who have completed a recent Action Together Membership Form (membership is free)
- VCFSE organisations/groups who are constituted/have a written set of rules that constitute what they do
- Based in Tameside
- Have the Action Together Quality in Action Award or be willing to work towards this. Action Together can support you to achieve this.

4. Who CANNOT be funded?

Applications will not be accepted from groups/organisations that:



- Are trading for profit or are statutory services 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*

5. What **CANNOT** be funded?

You cannot apply for:

- 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. The funding can be used to pay for "small capital projects" i.e. improving outside space, improving inside space, buying equipment, but you must demonstrate how it links to the wider project and it should not cost more than 50% of the grant you are requesting.
- Attendance at conferences and mandatory training which groups are required by law to provide.
- Academic or medical research and equipment.

6. How do we apply?

1. You will need to complete a [Stage 1 Online Form](#) in the first instance. This should take no longer than 15 minutes. Please note that when completing the stage 1 online form you will need to have your constitution and financial account (e.g. bank statement or income and expenditures sheet) ready to upload. It must be completed in one go. If you log out part way through, your information cannot be retrieved, and you will need to start a new online form.
2. If you are eligible at this stage, the investments team will email you a Stage 2 application form for you to complete and email back.
3. A Neighbourhood Investment Panel meeting will be held to review your application.
4. You will be informed of the decision after 2 weeks of the panel meeting date.

The Community Wellbeing Team have Community Development Officers assigned to local areas who support an asset-based approach to help build capacity of local people and organisations. They can also help and support you with the forms, you can contact them on 0161 339 2345.



- **Ashton-Under-Lyne** - Roma Hashim or Sian Goodwin
roma.hashim@actiontogether.org.uk or sian.goodwin@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** - Michaelle Lukanu
Michaelle.lukanu@actiontogether.org.uk

7. When can we apply?

The funds will be open in 'rounds'. The first round will be opened on **Tuesday 23rd November 2021 at 00:00** and will close on **Wednesday 22nd December 2021 at 23:59**. The neighbourhood panels will meet in January 2022 to make decisions on applications. Any remaining monies will go forward to an additional round to take place in the summer of 2022.

8. Evaluation process

- Successful groups will be required to submit a monitoring and evaluation form to show what difference you have made as a result of the project and a case study with feedback from beneficiaries.
- An interim monitoring visit will also be carried out by Action Together staff during the project period.
- Groups must have or are willing to work towards the Action Together Quality in Action Award.
- All groups must be able to provide basic evidence to support how their activity has been delivered. This may include details of accounts, invoices, receipts, photographs, articles, attendance records, evaluation forms and any other relevant documents.

9. 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.

10. Who makes the overall investment decisions?

Neighbourhood Investment Partnerships



Our development workers will coordinate a neighbourhood level investment panel to agree spend on projects and organisations for each neighbourhood. This will be a mix of people from groups, from partner agencies delivering in that neighbourhood. Due diligence will be carried out centrally by Action Together. Applications will be taken centrally. Action together will recommend applications but will not be involved in making overall decisions.

11. What do we do if we don't agree with an investment decision?

Following the meeting of grant making decision panels we aim to send confirmation of grant offer or rejection within 7 working days of a decision being taken.

- If your application is unsuccessful we will tell you why. Depending on the rejection reason, you may be able to apply for a different project, but you cannot reapply for the same project unless your rejection confirmation says so.
- Your rejection 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.
 - 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.

Tameside Strategic Locality Lead - Anna Hynes anna.hynes@actiontogether.org.uk

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.