

Community Wellbeing Programme

Small Grants **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 830 6833.

1. Background to the Community Wellbeing Programme

There are challenges facing the traditional health and social care system including, more people, people living longer (but with more conditions in their later years), and of course financial pressures. The current system and the way health and care is delivered cannot cope. Things have to change.

Part of this change is helping people to access support when they need it, currently the NHS for example are managing lots of people whose medical needs are not the underlying cause of their seeking support e.g. being isolated and lonely, having few connections in their community, few friends, no family is an example of a situation that is not medical in nature but can seriously affect the wellbeing of a person, and longer-term lead to poor health.

Health and care professionals don't always have the answer to these 'social' needs, but we believe that by working together with health and care professionals, partners, local VCFSE (Voluntary, Community, Faith and Social Enterprise) sector organisations and local people, we can better enable local people to get the support they need when and how they want it.

The Community Wellbeing programme relies on building the capacity of local people, local communities and the VCFSE sector. For this reason, we are looking at a strategic investment plan so that VCFSE organisations can access funds to deliver quality services and activities that support the programme.

2. Where is the money coming from?

The funding for the Community Wellbeing programme has come from the Greater Manchester (GM) Transformation of health and social care monies, as part of the GM Devolution Agreement. The investment monies available will be just over £1million over the next two years.

We want to fund good ideas that meet people's needs and aspirations, and existing services that we can refer people to. We want this to be in partnership with local groups who know what works, and how to do it!



3. Investment priorities of the Community Wellbeing Programme

The main aim of the Community Wellbeing Programme is to reduce demand and dependency on health and social care services by connecting people who have long term health conditions to community-based activities and services to help improve their own health and wellbeing.

The Community Wellbeing Investment Board are currently looking for groups and projects that will meet the following priorities:

- Improve wellbeing, and health of people with long term health conditions
- Reduce social isolation (lack of contact with people and society)
- Reduce loneliness (emotional response to a lack of connection or communication with people)
- Create mutually beneficial networks of support and resilience (including carers)
- Support people with low mood, low self-esteem / loss of confidence
- Support place-based working that improves lives in local communities

4. 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 (quotes required)

The Community Wellbeing Team have Community Development Workers 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 830 6833

5. 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)
- Based or working 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.
- Willing to attend a minimum of two network events and two associated training sessions per year.



6. 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 religious belief.

7. 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.

8. Who makes the Community Wellbeing Investment decisions?

The investments we make will be overseen by our Investment Board. The board will agree spend on larger scale programmes and will have oversight of what has been funded throughout the programme. Smaller scale investments will be agreed by members of the Board monthly.

We will also bring to the Board investments made by other local grant schemes we operate, e.g. Tameside 4 Good, Ambition for Ageing, so that we can ensure that investment is prioritised where it is needed, and that groups access the most appropriate investment for their idea.

The Board will meet quarterly to review investment, identify additional investment, monitor progress and outcomes of investment and share learning.

The Board is made up of a range of stakeholders, our Community Wellbeing Programme delivery partners (Active Tameside and Jigsaw), VCFSE representatives



from Tameside's Voluntary Sector Influencing Group (VSIG), Tameside & Glossop Integrated Care Foundation Trust (ICFT - the commissioners of the whole programme), Tameside Council, and Tameside and Glossop Strategic Commission.

In addition to the Investment Board, some investment will be allocated by local people directly through a series of participatory budgeting processes in localities.

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

If your group has not been awarded funding and wish to appeal the decision you can follow the Appeals Process outlined below:

- Email/write to the Chair of the Investment Board (details below) outlining the nature of your appeal and the details of your group so that we can find your application and feedback.
- The Chair will acknowledge receipt of your appeal within 5 working days, and will notify you of the following steps, and key dates.
- The Chair will present your appeal to members of the Investment Board at the next available Investment Board meeting where a decision will be made.
- You will receive a written decision made by the Investment Board on your appeal, via the Chair, within 5 working days after the Board has met.

The decision of the Investment Board regarding an appeal is final.

Community Wellbeing Investment Board Chair:

Liz Windsor-Welsh, Action Together CEO. 0161-339-2345 |
liz.WW@actiontogether.org.uk | Manchester Chambers, Oldham, OL1 1LF.

10. Evaluation process

We will require that:

- 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.
- 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.



11. How do we apply?

Groups can apply for funding at any time through a Stage 1 Application form which is available online www.actiontogether.org.uk/community-wellbeing-investment-tameside

The type of information we will ask for depends on the amount of money groups need for their idea e.g. a small, volunteer-led peer support group will more likely be interested in delivering smaller activities, with a smaller price tag, than a larger charity already delivering public contracts, and so the information we will ask for will reflect this proportionally. Because of this there are two types of Second Stage Application Forms. The process is the same for each.

Please note successful groups will be expected to:

- Provide jointly agreed monitoring information on time.
- Attend two networking opportunities during the lifetime of their grant.
- Fill in a training needs plan and attend two training events during the lifetime of their grant.
- Work towards Action Together's quality mark; Quality in Action.
- Receive support on monitoring their project and regular progress reviews with their Investment Officer to make sure things are on track.
- Become a member of the Community Wellbeing Alliance and be invited to events that are part of the wider Community Wellbeing Programme.

12. 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.

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.



Stage 1 Application

<p>Fill in the Stage 1 Application Form</p>	<p>This form outlines your project idea, and checks that you are eligible to apply. Please note you will be asked if you are a member of Action Together, if you are not you will have to fill in the membership form first.</p>	<p>Our Officers will check which grant best fits your idea from all of the grants we administer, not just Community Wellbeing.</p>	<p>You will be sent the most appropriate application form and guidance for your idea.</p>
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Stage 2 Application

<p>Fill in your second stage application and email it to investments@actiontogether.org.uk</p>	<p>Our Officers will check applications and ask for more information if needed.</p>	<p>Our Officers will recommend eligible projects to the Investment Board for decision monthly.</p>
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Decision and Follow up

<p>The Community Wellbeing Investment Board will make investment decisions.</p>	<p>All groups will receive a decision and feedback on their application within 6 weeks.</p>	<p>Successful groups will: have their information checked, sign a jointly agreed grant agreement outlining monitoring and evaluation, develop payment schedule and support for the group and provide payment information.</p>
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