

Glossop 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 Glossop Community Wellbeing Fund

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

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

The fund will be split into two tiers:

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

This is aimed at place-based organisation to provide capacity to deliver new or existing projects/activities that will sustain or improve the wellbeing offer for their local community. Organisations can apply for projects of up to two years.

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

This funding is to tackle poverty and equalities across Glossop. Projects/activities that tackles a genuine gap can be delivered in multiple areas across Glossop).

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 work to address one of the following emerging themes:

- Transport.
- Autism and social communication disorders.
- Support following bereavement/loss
- Domestic abuse
- Mental health/wellbeing
- Green wellbeing initiatives
- Hidden poverty.

Organisations can apply for projects of up to two years.

2. What will we fund?



- New services or activities which meet the community wellbeing priorities
- Existing services or activities to create additional capacity and/or meet demand
- Expansion of your service or activities into other areas within Glossop
- 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.*
- *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 organisations/groups who are constituted/have a written set of rules that constitute what they do (applicable to groups who are applying for over £1,000).
- Based in Glossop

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.

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. The Glossop Neighbourhood Advisory Group, specifically formed to review grant applications in the Glossopdale area will meet to review your application.
4. You will then be informed of the decision by Action Together, 2 weeks after the panel meeting date.
5. Support in completing the application can be sought from The Bureau Community Development Lead and/or the Health and Wellbeing Manager.

7. When can we apply?

You can apply for the Community Wellbeing funds from Tuesday 23rd November 2021, 00:00. The funds will close once it has been exhausted.

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 may also be carried out by Action Together staff during the project period.
- 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,

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 the Community Development Lead at The Bureau for further support and Guidance.

10. Who makes the overall investment decisions?

Glossop Neighbourhood Advisory Group

The Glossop Neighbourhood Advisory Group, specifically formed to review grant applications in the Glossopdale area will meet to review your application. This will be a mix of people from groups, from partner agencies delivering in Glossop. 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.

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.

