



Tameside Community Recovery Fund Guidance Notes

Area: South (Hattersley, Hyde, Godley & Newton)

CLOSING DATE FOR APPLICATIONS IS MONDAY 30 MAY 2022 AT 4PM

Before completing the application form, please read the following guidance notes. Failure to fulfil the criteria and follow the guidelines below may result in your application being unsuccessful. If you need advice or support to complete your application form, please contact Sharron Power - sharron.power@tameside.gov.uk.

Aims of the Tameside Community Recovery fund

Tameside Community Recovery Fund is a Participatory Budgeting event where local communities can have a say and vote for their favourite community project. TMBC Community Safety are leading on this with assistance from Action Together supported by partner organisations. Greater Manchester Combined Authorities (GMCA) are funding £40,000 across Tameside communities - £10,000 has been allocated for each neighbourhood area: North, East, South and West. The idea being that after the effects of Covid 19, communities can rebuild and recover and come together to develop greener, safer, stronger communities. It's about recognising that everyone has something to give without exception and by giving people the tools to use their skills, great things can happen for them and for the community.

We are really keen to hear from people that support local values and want to improve existing projects or new initiatives that develop activities and grow new ideas that support their local community.

This current round is for groups who are based in or operate from South Tameside (Hattersley, Hyde, Godley & Newton).

Themes for the projects

We have looked at lots of local information from across Tameside such as local community events, local planning structures, and plans developed with local people. From this information we were able to see what local people felt was important to them. We've used these themes as the basis for these local grants. Successful projects will need to explain how they contribute to one or more of these themes within their application:

- **CLEAN & ATTRACTIVE:** Any activity that makes the environment and area where you live look attractive and clean i.e., planting, painting, tidying, recycling/upcycling or ideas that improve or make it a better place to live, enhancing grot spots, contribute to improve climate change, growing food & garden projects
- **SAFER NEIGHBOURHOODS:** Any activity that raises awareness and makes the area in which you live safe or feel safer. For example, this could include working with partner organisations in your area to develop Neighbourhood Watch or getting involved in crime reduction initiatives, security or reducing anti-social behaviour or youth diversionary activities.
- **HEALTH & WELLBEING:** Any activities that help improve health, promoting a green diet, physical, emotional and mental wellbeing and encourage people to take part in new activities that makes them feel better about themselves improving confidence and reducing illness
- **STAYING CONNECTED:** Any project that involves young people and the community getting on well together, activities that help people that are isolated because of their age, disability, etc, this might include intergenerational, inter-faith or intercultural activities. Learning skills, building strong community links and confidence building and promoting good citizenship.

Applications must:

- Only request up to £2,000 per group (please only apply for what you need giving other groups an opportunity)
- Clearly meet at least one of the themes above.
- Show how you can manage the activity and the changes you want to make.
- Encourage and support grass root community activity. This means actions and activities that are small, community-based, locally controlled, organised by volunteers. This includes new and emerging groups and those with minimal cash reserves.
- Have a positive and lasting impact on the lives of communities; for example, food and refreshments is not a priority unless you can demonstrate that it is essential to the running of the activity.
- Provide value for money e.g. by showing you have shopped around for items, by only applying for what you need etc.

Who CAN be funded?

Applications can be made by:

- **Voluntary, Community or faith groups/organisations** (constituted groups like charities etc)
- **Groups of three or more local people** that have a set of rules that set out how they will work together (terms of reference)
- **Group based in or operating from Tameside South** (Hattersley, Hyde, Godley & Newton)

Groups need to:

- Be based within in Tameside South (Hattersley, Hyde, Godley & Newton) or carry out activities in these areas.
- Have a bank account in the name of the group, or can find another organisation that is willing to accept the grant on behalf of your groupⁱ.
- Agree to complete a simple monitoring form to show what difference you have made as a result of this project.
- Encourage active participation from volunteers and the involvement of local residents in improving, designing, identifying and providing community activities.
- Provide activities that benefit communities and who can demonstrate their commitment to bettering the lives of the people in their communities.
- If working with children, young people and/or vulnerable adults, you will need to have the necessary safeguarding policies in place (e.g. Child Protection Policy and DBS checks), or are willing to take part in training by Action Together to develop these before their project begins.
- Projects must be completed and monies spent by March 2023
- Priority will be given to groups with an annual income of **below** £50,000.
- Attend the whole Tameside Community Recovery Event which will be held at **The Meeting Point, St Barnabas Church, Hattersley Road East, Hattersley, SK14 3EQ on Saturday 18 June between 12pm and 4pm.**
- At this event, you will hold an information stall explaining what your group does, talk to local people about your project and seek support for it. At least one person from your organisation will need to attend.

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.

What CANNOT be funded?

You cannot apply for:

- More than one grant per group (including umbrella organisations e.g. national charities, uniform groups etc) or to more than one Tameside Community Recovery Fund.
- We will not fund activities that are already being delivered in that neighbourhood.
- Activities or travel abroad.
- Activities to replace funding from a statutory source such as Tameside Council, schools or health services.
- Seed funding for business start-ups.
- Holidays, trips and social outings that are outside Tameside and which cannot be evidenced as improving one of the themes for the grant. If public transport can reasonably be used it must be.
- 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.
- Salaries (although fees for sessional workers can be requested as appropriate).
- Core running costs of groups (although start-up costs and initial running costs for new projects may be requested). For example regular rental of premises are not fundable but room hire for events will be allowed.
- Sponsorship/fundraising events or contributions to larger/major appeals.
- Cost of utilities (gas, electricity etc) and insurances.
- Presents/gifts.
- Capital requests i.e. building and construction work, or large equipment such as iPads or laptops.
- Attendance at conferences and mandatory training which groups are required by law to provide.
- Clinical service provision (this includes counselling), child-care provided by unregistered childminders or interpreters who are not qualified to the standard in Diploma in Public Service Interpreting.
- Academic or medical research and equipment.

Who makes the decisions?

- Applications will initially be reviewed for eligibility.
- Who gets funded will then be decided by attendees of the Tameside Community Recovery Event.
- You will hold an information stall explaining what your group does, talk to local people about your project and seek support for it.
- Local people that live in Tameside South (Hattersley, Hyde, Godley & Newton) are invited to attend this public event, speak to the groups that submitted an application form and vote for which groups they want to receive funding.
- Any group that does not receive any votes at this public event will not receive any funding.
- If there is not enough funding for all the groups that have received votes, groups will be ordered by the number of votes they receive. Funding will then be allocated in order of highest number of votes until all funding has been awarded. In this case, some groups may not receive any funding, even though they have received votes.
- The decision of this public event on any application is final.
- The grant that is awarded to groups must be spent on what it was awarded for, and by the 31 March 2023. Failure to do so may result in the group being asked to repay the grant in full.

Evaluation process

We will require groups to:

- Submit a simple evaluation - a case study following their activity.
- Reflect on the project they have delivered to learn for the future.
- 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.
- Ensure that Tameside Council, and Partner Organisations are used on any publicity/marketing material for all successful grant applications and we would expect that the Tameside Community Recovery Funds would be referenced in all press releases/promotional activity.

How do we apply?

The funds will be open for applications on Monday 16 May 2022. Complete the simple [application form](#) and email it to funding@actiontogether.org.uk before 4pm on Monday 30 May 2022. For further information about how to apply please Email: roma.hashim@actiontogether.org.uk.

What if we are unsuccessful?

- Should a groups application be unsuccessful, Action Together can help to identify other possible sources of funding for projects.
- Unsuccessful groups will be contacted by the Action Together team.

Drop in sessions

If you would like help with your application form or are unable to use the internet please attend one of the Drop In Sessions:

- **Venue:** POP Café, Post Office House, Corporation Street, Hyde, SK14 1AB
- **Date:** Wednesday 18 May 22
- **Time:** 10.30am - 12.30pm

- **Venue:** POP Café, Post Office House, Corporation Street, Hyde, SK14 1AB
- **Date:** Wednesday 25 May 22
- **Time:** 12.30pm - 2.30pm

- **Venue:** The Hub, Stockport Road, Hattersley, SK14 6NT
- **Date:** Friday 20 May 22
- **Time:** 10am - 12pm

Alternatively you can contact Sharron Power - sharron.power@tameside.gov.uk

What happens after I submit an application?

1. All applications must be received by Action Together on or before **Monday 30 May 22, 16:00.**
2. All applications will then be accessed by a panel of judges against the criteria (we may contact you for additional information).
3. Shortlisted projects will then receive an invitation to the Tameside Community Recovery event.
4. The event will be held on:
 - **Saturday 18 June 2022 between 12pm - 4pm at The Meeting Point, St Barnabas Church, Hattersley Road East, Hattersley, SK14 3EQ.**
5. You must attend the event to be considered for funding.
6. Your group will be required to attend and either set up a display/table or deliver a short talk (maximum of 2 minutes) and be available to and answer any questions from voters.
7. Late arrivals will not be allowed into the event once it has started.
8. Your project will be reviewed and considered by members of the public from the relevant neighbourhood and votes cast.
9. The results will be announced on the day of the event.
10. The grant must be spent by 31 March 2023 but activities can continue after this date. Action Together are administering grants on behalf of Community Safety Partnership. You will be required to submit a copy of a recent bank statement of the account in the name of the group. (If you don't have a bank account, then you can find another organisation that is willing to accept the grant into their account for you).

11. All spend must be monitored and any unspent monies returned. You will be required to complete a short end of project report and submit copies of receipts and other evidence of expenditure.
12. Project reports will be fed back to the funders; GMCA and the Community Safety Partnership Board.
13. Funding will not be allocated to any group associated with religious or political causes.
14. Funding will not be allocated towards ongoing running costs such as utility bills, repair and/or rent of premises.
15. Only 10% of your budget must be spent on food unless your project is promoting healthy eating or a specific food project.
16. For more information or for any queries please contact sharron.power@tameside.gov.uk or roma.hashim@actiontogether.org.uk.

Covid-19 Advisory Notice

- Please **do not attend** the event if you feel unwell or are experiencing any symptoms linked to Covid, leading up to, or on the day of the event
- While face coverings are no longer a legal requirement, the venue have asked people to please wear face coverings in all areas other than when eating or drinking. We will also have masks available on the day.
- We will be keeping the venue well ventilated so please come dressed to keep warm enough. This will involve opening some doors and windows
- We also recommend that for your own and others safety you observe responsible social distancing.
- There will be facilities available for attendees to wash their hands and hand sanitiser will also be available throughout the venue therefore we ask if you could make use of this and practice good hand hygiene
- The Event Team and Stallholders will be taking lateral flow tests ahead of the event and we ask that as guests that you also do the same and subsequently **do not attend if positive**.