**One Oldham Fund Small Grants Programme**

**(Up to £10,000) – Guidance Notes**

Oldham Council has allocated some of Contain Outbreak Management Funding (COMF) that it received from the government to be used alongside a contribution from the Action Oldham Fund to establish a single grant investment fund for the voluntary, community, faith and social enterprise sector (VCFSE) in Oldham.

In its first year this fund will focus on investment in the VCFSE sector’s resilience to deliver the ongoing Covid response, to contribute to the delivery of Oldham’s [Covid Recovery Strategy](https://www.actiontogether.org.uk/oldham-covid-recovery-strategy) priorities and to enable key VCFSE organisations to remain viable.

**What projects can the funding be used for?**

Applications should be for projects that meet one or more of the following priorities:

**1. Driving Equality**

* Enabling those adversely impacted by COVID-19 to access the help they need
* Reducing inequality and building resilience across Oldham’s communities
* Reducing poverty and helping people get back on their feet

**2. Promoting Health and Wellbeing and Supporting the Most Vulnerable**

* Continuing to contain the spread of COVID-19 in Oldham
* Working with residents and communities to improve health and wellbeing, preventing illness and premature death
* Safeguarding and supporting our most vulnerable residents

Grants will be awarded to enable community groups and organisations to deliver their projects.

There is an expectation that this grant funding must be spent and project activities must be completed must be spent and completed **by no later than 31 March 2022.**

**Who is the funding for?**

You can apply for a grant of more than **£1,000** and up to **£10,000.00** if:

* you are a voluntary, community, faith and social enterprise (VCFSE) group working in the borough of Oldham; ***and***
* you are a member of Action Together CIO (you can register for free to become a member [here](https://www.actiontogether.org.uk/become-member)); ***and***
* you are formally constituted; ***and***
* you have at least two people on your board or committee who are not related

You may not apply for a grant if you are an organisation that can pay profits to directors, shareholders or members.

**Please Note:**

* All groups or organisations applying for this fund must comply with the most recent Public Health Guidance and Government directives relating to Covid 19 to ensure that their projects are carried out safely. For further guidance please check <https://www.gov.uk/coronavirus> and Action Together’s [Advice and Guidance for Community Groups during Covid](https://www.actiontogether.org.uk/covid-advice)
* To receive this funding, any outstanding monitoring information required by us, relating to other grant funding must have been completed.
* Action Together is an accredited Living Wage Funder. This means we encourage organisations that employ staff to become an accredited [Living Wage Employer.](https://www.livingwage.org.uk/become-a-living-wage-employer)
* You may only apply for a One Oldham Fund Small Grant (up to £10,000) once in any calendar year
* You may also go on to apply for other grants within our One Oldham Fund Programme (other than a Micro Grant)

**What can you spend the money on?**

**We can fund:**

* Your organisation’s running costs
* Small land or refurbishment projects (but make sure you own or lease the land or building or have permission from the owner or landlord that says you're allowed to do work on the building). You may also think about getting planning permission for the work too.
* Equipment
* One-off events
* Staff costs
* Training costs
* Transport
* Volunteer expenses

**We cannot fund:**

* Contingency costs, loans, endowments or interest
* Paying someone to write your bid for you
* Profit making or fundraising activities
* VAT you can reclaim
* Statutory activities

This list is not exhaustive, so if you are not sure please contact us at development@actiontogether.org.uk

**If you are successful**

We understand that planning a project in such challenging times is difficult and that your plans may need to change to respond to factors such as new government guidance and the impact of Covid-19 on your group, organisation or community. If you feel at any point that you are unable to deliver your project as originally planned, then please contact us so that we can discuss any changes that you may wish to make.

To help us understand the impact of this funding, successful applicants:

* will be offered support from one of our community development workers throughout and beyond the project,
* will be asked to provide a report to Action Together at the end of their project. You will receive an example of the questions that we will be asking with your grant agreement so that you can plan how to capture the story of your project as soon as it starts; and
* will be offered the opportunity to participate in networks of groups and organisations in order to be able to share expertise and experience.

If you do not already have an up to date [Quality in Action Award](https://www.actiontogether.org.uk/proving-your-impact) from Action Together you will be asked to work towards receiving one with our support as a condition of your grant

**Completing the application form**

* Please ensure that **ALL** parts of the application form are completed.
* We have not included word count limits in the application form as we want you to be able to tell us about your ideas without having to worry about the amount of words you are using – as a general guide however we are only looking for brief summary and 2 or 3 paragraphs for each answer should be enough for you to be able to tell us about your plans.
* If you have any queries about the application process or would like support to complete the application form or become a member of Action Together, please contact a member of the team at development@actiontogether.org.uk or call 0161 339 2345 and ask to speak to a member of the Oldham Development Team.
* Eligible applications will be considered and recommendations made by an online panel which includes representatives of the VCFSE sector. We aim to notify you of the outcome by email within 20 working-days of receipt of your application, however we may contact you to offer support and to clarify aspects of your application further before submitting to the panel.
* This fund operates on a rolling programme throughout 2020/2021 but will be paused when all funding has been awarded.
* **Please e mail your application to** **funding@actiontogether.org.uk**