

Social Infrastructure Funds (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 Social Infrastructure Funds

The main aim of the Social Infrastructure Fund is to support VCFSE organisations to deliver services to meet changing needs within Tameside communities as the longer-term impact of the COVID-19 crisis becomes clearer. Working with local partners we have identified some of the issues and gaps within local communities and have only increased owing to the current pandemic. Groups and projects that address one of the following **priorities** are eligible:

- Food poverty that has been heightened by the pandemic
- Inequalities as a result of digital poverty that has been heightened by the pandemic
- Inequalities within BAME communities
- New activities that address the impact on mental health caused by the pandemic
- New activities that reduce the effects of social isolation caused by the pandemic - moving on from social isolation

2. Where is the money coming from?

The Social Infrastructure funding is part of the Community Wellbeing programme's response to Covid-19 and has come from the Greater Manchester (GM) Transformation of health and social care monies, as part of the GM Devolution Agreement. The funding will cease on 31st March 2021.

3. 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 339 2345.

***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 lobby to ensure local Voluntary Organisations receive 'core funding' from The Council/NHS and aim are also trying to keep groups abreast of the developments with things like 'neighbourhood wellbeing hub models' that could be a route to do this.*
- *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.*

4. 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 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.

5. 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*.

**We can help you to register - please speak to a member of the Community Development Team*

6. 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.

7. How do we apply?

1. We ask that you initially contact the relevant Community Development Officer for your area to discuss your proposal:
 - **Ashton-Under-Lyne** - Ammer Ali
ammer.ali@actiontogether
 - **Denton, Audenshaw & Droylsden** - Chris Moorhouse
chris.moorhouse@actiontogether.org.uk
 - **Stalybridge, Mossley & Dukinfield** - Johnathon King
Jonathon.king@actiontogether.org.uk
 - **Hyde, Hattersley & Longendale** - Michaelle Lukanu
Michaelle.lukanu@actiontogether.org.uk

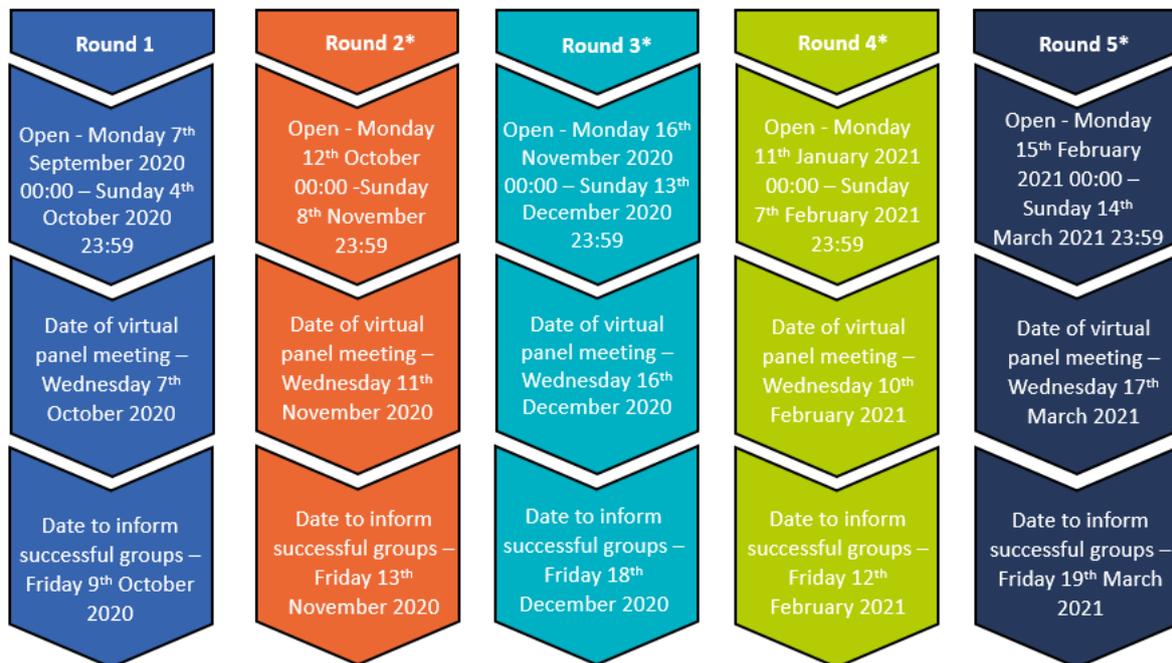
Please note that if, after this discussion your proposal is deemed not suitable for the Social Infrastructure funds, you will be offered support from your local community development Officer to source other funding opportunities.

2. If your proposal is deemed suitable for the funds, the Community Development Officer or Commissioning Officer will invite you to complete a [Stage 1 Online Form](#). 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.
3. 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.

4. You will then be invited to meet the panel (this will be virtual). This will give you the opportunity to dynamically pitch your project and directly answer any questions the panel may ask.
5. You will be informed of the decision within 4 days of meeting the panel.

8. When can we apply?

VCFSE groups and organisations can apply for up to **£25,000** and the funds will be awarded in series of rounds. The number of funding rounds that will be released is subject to the residual funds. Once the funds have been exhausted the rounds will close so groups will be encouraged to apply as early as possible.



**Rounds 2 - 5 depend on whether there are residual funds. If the funds are exhausted in the previous round, all future rounds will close.*

9. 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,

10. 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.

11. Who makes the overall 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.

We will also bring to the Board investments made by other local grant schemes we operate, e.g. Tameside 4 Good, 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.

12. 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.