**Tameside Creative Wellbeing Funding - Guidance Notes**

Greater Manchester Combined Authority (GMCA) and the Community Wellbeing Team at Action Together are working with the local community to increase creative wellbeing activity in Tameside.

The main aim of the Creative 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.

**What is Creative Wellbeing Activity?**

We would like to fund activities/projects that aim to positively contribute to people’s health or wellbeing. Examples would be; online singing for reduction in asthma symptoms or to reduce loneliness and isolation, posting craft materials to reduce stress, or an online art club. The activity/project may be developing/expanding existing provision or it can also be new activity. Either way it must be something creative and delivered safely, and with the aim of positively impacting on the wellbeing of Tameside residents.

We would like Voluntary, Community Faith and Social Enterprise (VCFSE) groups who are **members of Action Together** to apply for this funding. Please note that the maximum amount of funds that groups can apply for is **£1,000** and each group can only apply once for the grant; a second application will not be considered. If you are not already a member of Action Together, you can become a member for free by registering here: <https://www.actiontogether.org.uk/node/2982>

**Conditions of the grant**

* Successful applicants must engage with the Creative Wellbeing network and utilise it as a platform to share progress and/or ideas.
* GMCA is collecting information to help evaluate how effectively funding is being used to deliver cultural activities in Great Manchester as part of the Greater Manchester Great Place project. Successful groups must use the monitoring and evaluation tools that GMCA provide and collect the data requested, which includes feedback from participants. You will also be required to collect demographic data of beneficiaries who will access the funded provision.
* Your activity/project must be risk assessed and Covid-secure. **A completed risk assessment must be sent in along with your application.** Please [click here](https://www.actiontogether.org.uk/Advice-for-community-groups-during-covid) for risk assessment templates. We can only support projects which have been risk assessed and that are complying to government safety guidance, please visit <https://www.gov.uk/coronavirus> for the latest government advice.

**What will we fund?**

* New creative, arts or heritage activities/events which aim to positively impact on health and wellbeing
* Existing creative wellbeing activities
* Project costs for activity/event i.e. material, online fees, postage costs, marketing/publicity costs
* Reasonable capital costs i.e. buying equipment for remote working/delivery (quotes will be required)
* Practitioner/workshop fees

**What will we NOT fund?**

* 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 theme, unlawfully discriminates against people, or is illegal
* Presents/gifts
* Attendance at conferences and mandatory training which groups are required by law to provide
* Academic or medical research and equipment
* Core staffing costs. Practitioner/workshop fees are eligible for funding.

**Who CAN be funded?**

We can fund groups who are based/operating in Tameside.

This investment is only open to **VCFSE groups who are members of Action Together CIO** (becoming a member is simple, free and support is available to help you). If you are not a member, please complete an online membership form using the link below before submitting your application:

<https://www.actiontogether.org.uk/node/2982>

Please note that your application **cannot be considered if you are not a member.**

**Who CANNOT be funded?**

* Trading for profit or statutory services
* Organisations aimed at increasing the membership of a particular Political party
* Organisations aimed at the promotion of a religious belief

**How to apply**

To apply for this additional funding, please complete the application form and email it to investments@actiontogether.org.uk

**Closing Date:** Friday 8th January 2021, 11.59pm

**Panel decision date:** Tuesday 12th January 2021\*

*\*We aim to inform successful groups within 1 week of the panel decision date.*

Please note that successful groups will be expected to:

* Sign a grant agreement for funds to be released
* Submit photographic evidence of activities/events that have been funded

**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.

**Tameside Creative Wellbeing Funding - Application Form**

**SECTION ONE: ELIGIBILITY**

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| Is your group based/operating in Tameside?  | YES / NO |
| **Please note that groups can only apply once for this grant; second applications will not be considered.** |
| Are you a member of Action Together? | YES / NO |
| If you are not a member, please submit your completed membership form with your grant application form. **If you do not do this your bid cannot be considered.** <https://www.actiontogether.org.uk/node/2982> |

**SECTION TWO: CONTACT DETAILS**

|  |  |
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| **Organisation/group Name:** |  |
| Main Contact Name: |  |
| Organisation/group address: |  |
| Tel Number: |  |
| Email address: |  |

**SECTION THREE: YOUR ACTIVITY/EVENT**

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| **3.1 What is the name of the activity/event you are seeking funding for?** |
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| **3.2 Timescales – when will your project start and finish?** |
| **Start:** |  | **End:** |  |

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| **3.3 Where and when will your activity/project take place?** *(if applicable)* |
| **Ward/Area** | **Date** | **Times** |
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| **3.4** **What is the main aim of your activity/project and how will you achieve it?** Think about what you are trying to achieve, who will benefit and how will you do it? **Max 500 words**  |
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| **3.5 How will you ensure that the Covid-19 government guidelines are implemented and adhered to by staff, volunteers and members of the public?** Projects/activities must adapt/deliver new provision in line with current Covid-19 government guidelines (at the time of application). Please visit [www.gov.uk/coronavirus](https://www.gov.uk/coronavirus) for the latest government advice. |
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| **3.6 Approximately how many people will benefit from your activity/project?** |
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**SECTION FOUR: FINANCIALS**

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| **4.1** Please indicate how much money you need and provide a detailed breakdown of your planned expenditure and details of **how** the costs have been worked out. See provided example. |
| **Budget heading** (e.g. equipment, salary etc) | **Breakdown of activity costs** (how have you worked out your costings?) | **Amount Requested** |
| *Practitioner fees* | *£25 x 2 hours x 2 days a week x 6 weeks* | *£600* |
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| **Total amount requested from the Arts and Heritage Fund** (Maximum £1,000) |  |

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| **4.2 Please provide details of any match funding or in-kind support that will also contribute to this project?** (please detail whether this is money or volunteer time (estimated equivalent £11.09 per/ hr – NCVO figures), rent free room hire, other resources) |
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**SECTION FIVE:**

**DECLARATION**

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| **5.1 Declaration:** *All the information supplied is correct to the best of our knowledge and I am duly authorised to submit this application on behalf of our organisation.* |
| Name: |  |
| Role: |  |

Please send your completed application form by email to: **investments@actiontogether.org.uk** **(WORD or PDF only – no scanned PDFs)**