

## Community Wellbeing Funds 22/23 (Up to £15,000) 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 Community Wellbeing Fund

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

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

Between £1,000 - £15,000 is available to VCFSE organisations that can provide capacity to deliver wellbeing interventions in Tameside neighbourhoods and/or tackle equalities across Tameside.

We have identified some of the issues and gaps within local communities. We would encourage applications from groups and projects that can address one of the following emerging **themes**:

- Transport.
- Autism and social communication disorder
- Befriending/buddying services
- Bereavement.
- Support/Peer Support Groups for people with Long Term Conditions
- Social activities for younger adults

Organisations can apply for projects of up to 18 months.

### 2. 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 (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.*
- *At Action Together we continue to engage with and support local Voluntary Organisations to source appropriate funding and bring local organisations together through various networks to understand issues facing the sector. This is fed back to local commissioners from the Integrated Care Foundation Trust (ICFT), Tameside Clinical Commissioning Group (CCG).*
- *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 a VCFSE (voluntary, community, faith and social enterprise) organisation/ groups who have completed a recent [Action Together Membership Form](#) (membership is free)
- Be a VCFSE organisations/groups who are constituted/have a written set of rules that constitute what they do
- Be based in Tameside (the postal code of your organisation will need to be Tameside)
- Have the Action Together Quality in Action Award or be willing to work towards this (Action Together can support you to achieve this).

### 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.

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

### 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. Application forms can be found on Action Together's funding page or by [clicking here](#). Please read the guidance notes carefully before making an application.
2. A Neighbourhood Investment Panel meeting will be held to review your application.
3. You will be informed of the decision between 7-10 working days of the panel meeting date.
4. Along with your completed application form you will need to submit the following documents:
  - Governing document (e.g. Constitution, Memorandum of Articles of Association)
  - Bank account **in organisation's name** with at least two unrelated signatories
  - Public Liability Insurance (if applicable)
  - Safeguarding Policy
  - Project Risk Assessment/s

The Community Wellbeing Team have Community Development Officers assigned to local areas who support local people and organisations to build capacity in local communities in an asset-based way. They can also help and support you with the forms, you can contact them on 0161 339 2345. **We strongly encourage you to speak with your local Development Officer before making an application:**

- **Ashton-Under-Lyne** - Fouzia Shaikh  
[fouzia.shaikh@actiontogether.org.uk](mailto:fouzia.shaikh@actiontogether.org.uk)
- **Denton, Audenshaw & Droylsden** - Chris Moorhouse  
[chris.moorhouse@actiontogether.org.uk](mailto:chris.moorhouse@actiontogether.org.uk)
- **Stalybridge, Mossley & Dukinfield** - Johnathon King  
[Jonathon.king@actiontogether.org.uk](mailto:Jonathon.king@actiontogether.org.uk)
- **Hyde, Hattersley & Longdendale** - Dawn Acton  
[dawn.acton@actiontogether.org.uk](mailto:dawn.acton@actiontogether.org.uk)

It's important to note that if there are any outstanding reporting requirements from previously funded projects, this may affect the final decision made on an application. Please



## 7. When can we apply?

The funds will be open in 'rounds'. The first round will be opened on **Tuesday 11<sup>th</sup> April 2023 at 09:00** and will close on **Tuesday 9<sup>th</sup> May 2023 at 23:59**. The neighbourhood panels will meet in May 2023 to make decisions on applications. Any remaining monies will go forward to an additional round to take place in the summer of 2023.

## 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 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, photographs, articles, attendance records, evaluation forms and any other relevant documents.

## 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 your local Community Development Officer.

## 10. Who makes the overall investment decisions?

### Neighbourhood Investment Partnerships

Our commissioning and development team will coordinate a neighbourhood level investment panel to agree spend on projects and organisations for each neighbourhood. This will be a mix of people from groups and from partner agencies delivering in that neighbourhood. 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 grant making decision panel meeting, we aim to send confirmation of grant offer or rejection within 7-10 working days of a decision being taken.

- If your application is unsuccessful we will tell you why. Depending on the refusal reason, you may be able to apply for a different project, but you cannot reapply for the same project unless your refusal confirmation says so.
- Your refusal 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 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](mailto: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.