

# Programme Guidelines

## Medium Grants

**Grants of up to £15,000**

**Funding Period: 12 months**

**Deadline:** There are six application deadlines throughout the financial year, for 23/24 they are:

- Sunday 5<sup>th</sup> November 2023
- Sunday 7<sup>th</sup> January 2024
- Sunday 3<sup>rd</sup> March 2024

Further submission dates in 2024 will be announced.

**Please read these guidelines before submitting an application.**

Please contact the Bolton CVS Funding Team by emailing [funding@boltoncvs.org.uk](mailto:funding@boltoncvs.org.uk) or calling 01204 546010 if you have any questions or queries.

## Introduction

**Bolton's Fund: Medium Grants** is to support Medium and Large community groups and charities.

In order to be eligible for a grant in the Medium Grants fund your organisation must have **an income of more than £100,000 in the last full financial year.**

All projects that receive funding will need to demonstrate how their proposed project will address one or more of the Bolton's Fund priorities listed below. The priorities are guided by Bolton 2030 Vision priorities.

Examples of activities that will be considered for funding include costs associated with setting up a new activity or extending a project to reach more beneficiaries. A grant can be used to cover the costs involved in delivering community projects such as administration costs, project staffing and volunteer costs, transport costs (if lack of transport is a barrier to people accessing your offer) and essential equipment. See below for guidance.

## Bolton's Fund Priorities

All applications must demonstrate how the proposed project will address at least one of the priorities of the fund. Tell us in your application what you want to do and how you know the activity is needed.

- **Start Well** – giving children the best possible start in life.
- **Live Well** – improving the happiness and wellbeing of Bolton residents.
- **Age Well** – helping older people stay connected, active and healthy in their communities.
- **Prosperous** - supporting enterprise, inclusive employment and maximising social value for Bolton.
- **Clean and Green** - protecting, improving and enjoying our environment.
- **Safe, Strong and Distinctive** – creating safe, stronger, cohesive and more confident communities.

## How much money can you apply for?

<b>Level of Grant</b>	Bolton's Fund: Medium Grants
<b>Grant Size</b>	Maximum grant size is <b>£15,000*</b>
<b>Funding Period</b>	The funding period is <b>12 months</b> .  You have 12 months from the award date to spend your grant.

\*Please note the following:

- All applicants to Bolton's Fund: Medium Grants must have an **income of more than £100,000** in the last full financial.
- Groups and organisations are restricted to **one successful grant award in a 12 month period at each grant level they are eligible for.** See the Bolton's Fund page on the Bolton CVS website for details.

## Bolton's Fund: Medium Grants – Eligible Spend

**Below are some examples and ideas of projects and eligible spend for a Medium Grant.**

Tell how us in your application how the grant will help you to extend your current reach and help people to access your services.

### **Start Well – giving children the best possible start in life.**

- Do you run events and programmes that support new parents and families? Can you show that there is a need for new services and that people will benefit from what you can offer?
- Do you offer practical and emotional support to households and families that have been affected by the cost of living crisis?
- Would you like to extend the mentoring and support services you offer to young people? Tell us why a grant from Bolton's Fund will help you to reach more beneficiaries and have a lasting impact on young people.
- Examples of the sort of activities that can be funded include specialist mental health support for children and young people

### **Live Well – improving the happiness and wellbeing of Bolton residents.**

- Do you run activities that encourage people to get outdoors or to move more? Could funding help you increase the number of sessions you offer or the types of activities you run? A grant can be used to extend what you already offer or test new ideas.

- Bolton's Fund grants can be used to support sessions and courses that will help to improve the wellbeing of Bolton residents – examples include: one-to-one coaching sessions, and shared-interest activity groups, counselling services and mentoring projects.

### **Age Well – helping older people stay connected, active and healthy in their communities.**

- Are there older people in your communities who are hidden and feel isolated? Tell us how the fund could help you reach these people and help them to be more active and to reduce loneliness and isolation. Bolton's Fund can be used to cover staffing costs for projects to extend what your organisation can do.
- Do you have an idea for a project that will reduce social isolation in older people and encourage people to gather together and form connections and support networks?
- Can your organisation deliver a programme of personalised, interactive, therapeutic activities for older people in Bolton? Have you identified a need for a specific type of care? Can you tell us why your organisation is best placed to support this age group?

### **Prosperous - supporting enterprise, inclusive employment and maximising social value in Bolton.**

- Is there essential equipment or resources that your social enterprise needs to continue on its growth? Previous grants from Bolton's Fund have contributed towards the costs of website development, transport solutions, creating new trading potential and skilling up the workforce or volunteers.
- Bolton's Fund will support costs of project workers and volunteers if you can show that there is a need for your organisation to increase what it does and you have the opportunity to reach more beneficiaries.

### **Clean and Green - protecting, improving and enjoying our environment.**

- The grants can be used to fund significant maintenance work or to purchase equipment that will enable your organisation to encourage more people to enjoy and be active in the local environment.
- Bolton's Fund has previously funded community gardens and community gardening projects that improve the local environment, help to protect it and get people enjoying greenspaces – through growing, gardening, socialising and learning about the natural environment and local nature.
- Examples of the type of project the fund could support would include projects that raise awareness of climate change topics or activities that link to environmental themes such as encouraging more cycling and

walking, community energy projects, recycling and re-purposing projects, improving biodiversity, protecting and improving the natural environment or organic gardening and food growing projects.

### **Safe, Strong and Distinctive – creating stronger, more cohesive and more confident communities.**

- Do you offer mentoring programmes or advice services that could reduce and prevent re-offending and could provide positive role models for young people?
- Can you demonstrate that your organisation can provide support, activities and interventions to improve safety in your community?
- Grants can be used to fund project staffing costs, specialist delivering trainers and room hire costs connected to the delivery of your project.

### **Administration and volunteer costs related to your Bolton's Fund funded project**

- The grant can be used to cover the running costs of your Bolton's Fund funded project.
- The grants can be used to contribute reasonable and proportionate administration costs associated with delivering your proposed project to beneficiaries.
- This can include project management specific costs, some rent or hire costs, volunteer costs (including out-of-pocket expenses) and overheads such as insurance costs or sessional worker costs. includes administration costs associated with rent or hire of your premises, heating costs, lighting costs, project management costs, volunteer out-of-pocket expenses, travel costs (to ensure people can access your activities) or project staff costs.

**This list is not exhaustive. If you have an idea, but you aren't sure if it will be funded by the Bolton's Fund, please contact the Bolton CVS Funding Team before submitting your application.**

### **Who is eligible to apply?**

To be eligible to apply for a grant from **Bolton's Fund: Medium Grants** your group or organisation must be:

- A constituted voluntary or community group
- A registered charity
- Another type of constituted not for profit organisation.
- Have an **annual income of more than £100,000** in the last full financial year.

Other eligibility factors include:

- Your group or organisation must be based and/or provide benefit to people living in the Metropolitan Borough of Bolton
- You must have a bank account in the name of the group (not an individual) with at least two signatories.
- Organisations must be up to date with the monitoring returns for any previous grants managed through Bolton CVS

**There are minimum standards you must meet to be eligible to apply for funding. Click [here](#) for our “*Minimum Requirements for Applicants and what we can fund*” document.**

### **How to apply and timescales**

<b>Fund Opens:</b>	September 2023
<b>Deadline for applications:</b>	<p>There are six application deadlines throughout the financial year. The deadlines or 23/24 are:</p> <ul style="list-style-type: none"><li>• Sunday 5<sup>th</sup> November 2023</li><li>• Sunday 7<sup>th</sup> January 2024</li><li>• Sunday 3<sup>rd</sup> March 2024</li></ul> <p>Further submission dates in 2024 will be announced.</p> <p>Please anticipate a minimum of 6-8 weeks for a decision after the closing date.</p> <p>The fund will close when all the funding has been allocated.</p>
<b>Go to Bolton’s Fund web page for application form links:</b>	Click here: <a href="#">Bolton’s Fund</a>

### **Monitoring Requirements of a Bolton’s Fund: Medium Grant**

If you are awarded a Bolton’s Fund: Medium Grant you will be required to submit the following monitoring information:

- A budget spreadsheet showing your income and expenditure for the funded project.
- At least two case study to tell us how the funding has had an impact.

- Some photographs to show what you did with the grant (with permission for us to use them in our reporting and promotion of Bolton's Fund).
- Completion of an online final report monitoring form (via the Bolton CVS website). This monitoring form will ask you to report outcome and outputs of the project including:
  - What activities took place due to your grant.
  - Number of volunteers involved and number of hours they have contributed
  - Number of beneficiaries
  - What wards the beneficiaries live in
  - The difference your project has made to your community and beneficiaries
  - Any social, environmental or economic benefits your project has brought to your local area.
- A six-month check in with the Bolton CVS team to understand how you are progressing with the grant funded project – topics for discussion will include what has gone well, what hasn't worked so well, if there is any support you need etc.

Training and support is available from our Development Team. Full details about the monitoring requirements of a Bolton's Fund grant will be shared with you by the Bolton CVS Funding and Grants Team.

## About Bolton's Fund

Bolton's Fund is a community grants pot that plays a crucial role in providing investment into Bolton's VCSE sector. Since 2019 it has played a vital role in driving innovation and fostering projects aimed at benefiting people and communities across the borough.

Bolton's Fund is principally funded by Bolton Council with additional contributions from other organisations including: Bolton's GP Federation, Bolton at Home and Bolton's NHS Foundation Trust and the Sir James and Lady Scott Trust.

The overall goal of the Bolton 2030 Vision is to reach the destination goal of becoming:

*Active, Connected and Prosperous. A great place to live, work, visit or study*

## Resources on the Bolton CVS Website

The following guidance documents are available on the Bolton CVS Bolton's Fund webpage [here](#).

We recommend that you read the guidance documents.

### **Eligibility Criteria**

- *Bolton's Fund – Evolution 23/24*
- *Bolton's Fund Minimum Requirements for Applicants 2023*
- *Bolton's Fund – What We can fund*
- *Bolton's Fund – Social Enterprises*

### **The assessment process**

- *Bolton's Fund Decision Making Process*

### **Grant expenditure**

- *Expenditure Form*

### **Other**

- *Bolton's Fund - Rolling Grants Programme - Open and Trusting Grant Funding*
- *Bolton's Fund Terms and Conditions*
- *Bolton Fund Logo*
- *Bolton's Fund – Social Value*
- *How to apply for a grant through the Bolton CVS website – July 23.*

## **Support and Further Information from Bolton CVS**

If you would like to chat about a potential application or you need help with the application form, please contact us on:

01204 546 010 or email [funding@boltoncvs.org.uk](mailto:funding@boltoncvs.org.uk).

You can also refer to the funding information pages on the Bolton CVS website: <https://www.boltoncvs.org.uk/funding>

### **Bolton Community and Voluntary Services (CVS)**

**Registered Charity No: 1003123**

**Registered Company No: 2615057**

The Bolton Hub

Bold Street

Bolton

Greater Manchester



BL1 1LS  
01204 546 010  
[info@boltoncvs.org.uk](mailto:info@boltoncvs.org.uk)  
[www.boltoncvs.org.uk](http://www.boltoncvs.org.uk)