

# Programme Guidelines

## Small Grants

**Grants of up to £5,000**

**Funding Period: 12 months**

**Deadline: Apply anytime\***

**\*See funding timetable below.**

**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: Small Grants** is to support Micro and Small community groups and charities.

In order to be eligible for a grant in the Small Grants fund **your organisation must have an an income of over £10,000 but under £1m 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 community events, costs associated with starting a new activity, befriending projects, activities for young people, essential equipment, administration costs and/or volunteer costs related to delivering your proposed activity. 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: Small Grants
<b>Grant Size</b>	Maximum grant size is <b>£5,000*</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: Small Grants **must have an annual income of over £10,000 and less than £1m in the last financial year.**
- 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: Small Grants – Eligible Spend

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

- Can you help more young people to access opportunities that will help them to get them more physically active and support their emotional wellbeing and confidence?
- Are there new projects you can run that will support young children's development and provide support for families who are being badly affected by the current cost of living pressures?
- Bolton's Fund will support activities that support new parents and early years' development – such as parenting classes, sensory sessions and resources for young children – can you show that there is a need for you to offer this service to parents and young children in Bolton?
- Can you create new opportunities for children and young people to learn new skills and take part in activities that will raise their confidence?

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

- Do you have an idea for an event that will involve your community?
- Do you want to try out some new activities or workshops that will help you reach new beneficiaries, extend what you already offer or test new ideas? Examples of the sort of activities that can be funded include exercise or dance classes, workshops, yoga sessions, writing groups, youth clubs, art groups, creative activities, gardening groups and community walks.
- 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?

### **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? Can you tell us how the fund could help you reach these people and help them to be more active and to reduce loneliness and isolation?
- Do you have an idea for a befriending project or something that will encourage people to gather together and form connections and Support Networks?

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

- Can you demonstrate that what you plan to offer will help your community relation to increasing employment, education and skills and confidence building?
- Can you run your project or social business in a way that means that you will reach new beneficiaries? Are there people who are hidden and not accessing your services? Can you tell us how the fund could help you reach these people and help them to develop new skills, grow in confidence and increase their aspirations?
- Do you run a social enterprise or organisation that helps people to gain new skills and increase their confidence? This could be anything from maintenance skills to counselling to food hygiene training – anything that could help people move into paid employment.

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

- The fund can be used to support your community to take climate action. The funded activities could bring people together to talk about what matters to them and what they want to do, fund events to raise awareness of climate change issues or activities that reach other members of the local community, or equipment to support something such as a community growing project.

- Bolton's Fund grants can be used to fund equipment such as lawn mowers, materials for projects and minor repairs or improvements to community assets in order to increase assets.
- 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 safe, stronger, cohesive and more confident communities.**

- Will your idea help get more people involved in their community? Will it help people get to know and understand each other? Will it help to make people feel less lonely and isolated?
- Funding can be spent on activities (or lead-up activities) for events. Please tell us about the event you would like to hold and tell us how it will benefit your users and your wider community.
- Do you offer mentoring programmes or advice services that could reduce and prevent re-offending and could provide positive role models for young people?

**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: Small 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 over £10,000 but under £1m** 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>	You can apply for this fund at any time.  Please anticipate a minimum of 6-8 weeks for a decision.  The fund will only close if all the funding for the period has been allocated.
<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: Small Grant**

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

- A budget spreadsheet showing your income and expenditure for the funded project.
- A 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.

Training and support is available for you to complete your monitoring and reporting from Bolton CVS Teams.

Full details of 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**

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