

Programme Guidelines

Partnership Grants

Grants of up to £35,000

Funding Period: 12 months

Deadline: There are application deadlines every two months throughout the financial year, for 2024/2025 they are:

- Sunday 3rd November 2024
- Sunday 5th January 2025

Further submission dates in 2025 will be announced.

Please read these guidelines before submitting an application.

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

Introduction

Bolton's Fund: Partnership Grants is for a partnership of at least two voluntary, community or social enterprises to work together to deliver a project that will benefit the people of Bolton. All groups applying to be part of a partnership application must be based in and/or provide benefit to the people living in the Metropolitan Borough of Bolton.

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 and how, by working in partnership, the project will be stronger. The priorities of Bolton's Fund are guided by the Bolton 2030 Vision priorities.

One organisation must act as the lead partner on the project. The lead partner is responsible for submitting the application on behalf of the partnership and for submitting the required end of fund impact monitoring information.

All partners are responsible for submitting financial monitoring information directly to Bolton CVS.

Organisations of all sizes can be included in a Bolton's Fund: Partnership Grant project but the named lead organisation must be able to show that they have experience of delivering similar sized grant funded projects.

If successful, all partners must sign a Memorandum of Understanding related to the delivery of the funded project.

Examples of activities that will be considered for funding include the costs associated with setting up a new activity or extending a project to reach more beneficiaries. The grant can be used to cover project costs including project administration costs, room hire costs connected to the delivery of your project, project staffing and volunteer costs, specialist delivery trainers, transport costs (if lack of transport is a barrier to people accessing your offer) and essential equipment needed for the project. 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.

- **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?

| | |
|-----------------------|---|
| Level of Grant | Bolton's Fund: Partnership Grants |
| Grant Size | Maximum grant size for the partnership project is £35,000* |
| Funding Period | The funding period is 12 months . You have 12 months from the award date to spend your grant. |

***Please note the following:**

- Bolton CVS will pay out the funding separately to each named partner involved in the delivery of the project.
- Groups and organisations are restricted to **one of each Bolton's Fund grant type they are eligible for in a 12-month period.** See the [Bolton's Fund page](#) on the Bolton CVS website for details.

Bolton's Fund: Partnership Grants – Eligible Spend

Bolton's Fund grants are for project and activity costs only.

Tell us in your application how your proposed Partnership Grant funded project will enable the organisations to test out a new idea that will meet the needs of their beneficiaries and/or extend their current reach and enable more people to access your services.

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

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

- Partnership Grants will fund events and programmes that support parents and families. Can you show that there is a need for new services and that children and young people will benefit from what your partnership can offer?
- Can the partnership 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 children and young people? Tell us why a Partnership Grant from Bolton's Fund will help the partners to reach more beneficiaries and have a lasting impact on children and young people (people under 18 or up to 25 for young people with additional needs).
- Examples of the sort of activities that can be funded include specialist developmental or mental health support for children and young people.

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

- Do the partners run activities that encourage people to get outdoors or to move more? Could partnership funding help you increase the number of sessions you offer or the types of activities you run? A grant can be used to develop what you already offer or to 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, shared-interest activity groups, counselling services and mentoring projects.

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

- Tell us how you think a Partnership Grant could enable the partners to reach older people in your communities who are hidden or feel isolated. The grant 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 organisations can do.
- Do you have an idea for a partnership project that will reduce social isolation in older people and encourage people to gather and form connections and support networks?
- Can your organisations work together to deliver a programme of personalised, interactive, therapeutic activities for older people in Bolton? Have you identified a need for a specific type of care or

support? Can you tell us why the proposed partnership is best placed to support older people?

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

- Would a Partnership Grant enable the organisations involved in the partnership to continue to grow and develop their enterprise functions together? 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. Can you explain the added benefits of you working together as a partnership?
- Bolton's Fund will support costs of project workers and volunteers if you can show that there is a need to increase what you do and you can reach more beneficiaries.
- Bolton CVS have a programme of free support and social investment running in Bolton called Proper Good, which is available for a wide variety of social enterprises. Find out more here on the Bolton CVS website [here](#).

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 partnership to work together 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 partnership 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.

- Could your partnership offer a variety of mentoring programmes or advice services that could reduce and prevent re-offending and/or could you provide positive role models for young people?
- Can you demonstrate that your partnership could provide support, activities and interventions to improve safety in your communities?

- Do the partnership have the skills and expertise needed to deliver projects that will prevent more young people from becoming involved in crime? This could be by involving them in activities that divert them away from crime and anti-social behaviour or from getting involved in criminal behaviour.
- Could your proposed project bring communities together to improve community cohesion and deter crime? Would your partnership promote and celebrate diversity and reach out to communities who may feel hidden and separated.

Project Management, administration and volunteer costs related to your Bolton's Fund funded project.

- The lead organisation can include costs involved in the project management, administration and impact reporting of the partnership project.
- The grant can be used to cover the running costs of your Bolton's Fund funded project.
- The grant can be used by the partners to cover reasonable and proportionate administration costs associated in delivering the proposed project. This can include venue hire costs relating to running the funded project, 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 and overheads such as insurance costs or sessional worker 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 by emailing funding@boltoncvs.org.uk.

Who is eligible to apply?

To be eligible to apply for a grant from **Bolton's Fund: Partnership Grants** all named partners must be either:

- A constituted voluntary or community group
- A registered charity
- Another type of constituted not for profit organisation.

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
- **The lead organisation must have experience of delivering similar sized grant funded projects.**

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

| | |
|-----------------------------------|---|
| Fund Opens: | August 2024 |
| Deadline for applications: | <p>There are application deadlines every two months throughout the financial year, for 2024 they are:</p> <ul style="list-style-type: none"> • Sunday 3rd November 2024 • Sunday 5th January 2025 <p>Further submission dates in 2025 will be announced.</p> <p>Please anticipate a minimum of 8 weeks for a decision after the closing date.</p> <p>Please note that decisions may take longer than 8 weeks during busy periods.</p> <p>The fund will close when all the funding has been allocated.</p> |
| How to apply | <p>Click here for information about how to apply: Bolton's Fund</p> <p>Delivery and Budget Plan</p> <p>The lead organisation must submit a Delivery and Budget Plan with the application. A template for this can be found in the 'Guidance Documents' section of the Bolton's Fund webpage here.</p> |

Monitoring Requirements of a Bolton's Fund: Partnership Grant

If successful, all partners will be required to sign a Memorandum of Understanding and return this to Bolton CVS before funds are released and project delivery commences.

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

- Submission of a final project report telling us about what the partnership achieved with the grant.
- 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 partnership 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 partnership project – topics for discussion will include what has gone well, any challenges and 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 if your application is successful.

About Bolton's Fund

Bolton's Fund is a community grants pot that plays a crucial role in providing investment into Bolton's Voluntary, Community and Social Enterprise 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 NHS Foundation Trust and the Sir James and Lady Scott Trust.

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*
- *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*
- *Budget and Delivery Plan (Partnership Projects)*

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.

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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