AREA WORKING - GROWING THE GOOD WORK.
GUIDANCE NOTES (14th July 2026)

What is the Area Working – Growing the Good Work funding?

The Growing the Good Work is a small funding pot specifically ringfenced to each of the 20 Council wards and allocated at the discretion of the respective Ward Councillors. The fund aims to support local groups. For projects seeking to make an impact across a much wider footprint or the whole of Bolton, other funds such as the Bolton's Fund, managed by Bolton CVS would be more appropriate Bolton's Fund - Bolton CVS

Who can apply?

Funding is available to support either new or existing, voluntary, community, faith, charitable groups and social enterprise groups who are constituted. A constituted group can partner up and apply on behalf of a none-constituted group.

What can't be funded?

Funding cannot be paid to individuals or none constituted groups. Party-party political activity including fundraising or campaigning is not eligible for funding. Activities that directly promote religious/faith ideology will **not** be considered; however religious organisation can receive funding for non-religious community and social activity. Th funding cannot be used to pay expenses directly linked to business or general operational activity of applicant's e.g. towards their ongoing salaries.

How the funding application process works.

These are the main stages in the process of getting funding from the Council.

- The group has a project in mind and can contact their Ward Councillors to invite them to visit or discuss a project idea. The applicant can follow up with the Area Working Co-ordinator to discuss the project and check their eligibility for funding or can go straight to application.
- The group completes the online application form (available from the Area Working Team web page on the Bolton Council website) or complete a paper application in exceptional circumstances and return it to their Area Working Co-ordinator.
- The application is checked by the Area Working Coordinator to ensure it is eligible and the details are correct. If there are any queries the applicant will be contacted.
- If it is eligible, the application is then submitted to the appropriate Ward Councillors.

- The Ward Councillors reach a decision which requires at least 2 of them to recommend approval and then they email their Area Working Coordinator.
- If approved, the Area Working Coordinator will apply for final approval to the Head of Service.
- If there are any queries, these will be relayed back to the applicant. Once a decision is reached, the Area Working Coordinator will contact the applicant by email to notify them of the outcome.
- If successful, the Area Working Coordinator will then request organisation contact and bank account details in order to make arrangements for payment. Payment is then made to the group's bank account to carry out the project.
- A formal award email will also be sent to the applicant along with a copy of the fund logo (GGW logo) and Project Feedback form will be provided to the applicant.
- The group is asked to keep records of the project activity and financial records in case they are required by a future audit. The Project Feedback form should be completed by the applicant at the end of the project and submitted to the Area Working Coordinator.

How long will it take to get a decision once an application is submitted?

Please note that the application process could take up to 8 weeks, so please factor that into the planning of your project. So, for example, if you are planning to run activities for young people during the summer holidays, your completed application should be received by the by the end of May. This should allow us enough time to run through the process above and ensure the group get their funding in time.

Advice on developing a successful application.

With only a limited amount of funding for each area, please give details in your application of why your project should be selected for funding by showing:

- How many people in your area will benefit from the project.
- How you might tackle a problem in your area that does not require substantial investment but could make a difference to people's lives.
- Obtaining quotes for goods or service or explaining why the provider/supplier is offering the best deal.
- Seeking out opportunities to engage local businesses which may be interested in sponsoring the project or donating materials or services.

U**seful Information.**

Insurance, risk assessments, and safeguarding.

It is the applicant's responsibility to ensure all necessary insurance, risk assessment, and safeguarding policies are in place to deliver the projects.

Risk assessments are good practice and may be required by your insurance company. This will help you to document and consider and risks and develop measures to mitigate the risks and to share the documents with other members of the groups involved in the delivery of the project.

Where you intend to work with vulnerable adults or children, safeguarding policies will be applicable, and you should ensure that all your volunteers or staff involved

have the appropriate checks in place (e.g. DBS checks) and be appropriately trained in this area.

If you are not sure whether your requires any of the above for your project, then please contact Bolton CVS for advice at info@boltoncvs.org.uk or 01294 546010.

Conditions & Declarations.

As the “Growing the Good Work” fund is public funding, please read and note all the associated conditions of the funding. If you have any queries, contact your respective Area Working Coordinator for guidance.

Other important information.

All applicants will be contacted informing them of the funding decision. Successful applicant’s will be informed of the amount approved and any terms and conditions.

Successful applicants may need to submit receipts and evidence of expenditure. Our Business Support Officer may also contact you to make arrangements for submitting these.

If, following approval of your application and receipt of payment, the named applicant who has signed the form is no longer involved in the project for any reason, the Area Working Coordinator should be notified ideally in writing through an email and alternative contact details provided.

Please note that all decisions are final and there is no appeal process against any decisions made.