

## **AREA WORKING - GROWING THE GOOD WORK.**

### **APPLICATION GUIDANCE NOTES**

#### **What is the Area Working 'Growing the Good Work' funding?**

The 'Growing the Good Work' fund is used to make local investments into community projects, to increase 'social value' within an individual Council ward or across a small number of neighbouring wards. The Fund is ringfenced to each of the twenty Council Wards in Bolton and is allocated to local projects at the discretion of respective Ward Councillors.

The fund aims to support localised activity. For projects seeking to make an impact across a much wider footprint, or the whole of Bolton, other funding programmes such as the Bolton's Fund (managed by Bolton CVS) would be more appropriate [Bolton's Fund - Bolton CVS](#).

'Social value' refers to improving the wellbeing of individuals and communities through a focus on physical, social, economic, and/or environmental activities. Funding can be awarded to groups who are delivering activities which aim to:

- Develop local solutions to local issues involving local people.
- Facilitate collaboration amongst local groups.
- Encourage volunteering.
- Support delivery of the missions within the [Bolton 2040 Vision](#).

#### **Who can apply?**

Funding is available to support registered charities as well as new or existing voluntary, community, faith, or social enterprise groups which are constituted.

Groups which are not constituted, or individuals who would like to develop a project, can apply where they have partnered with a constituted group.

#### **Who cannot apply?**

Funding cannot be paid directly to individuals or un-constituted groups. Party political activity including fundraising or campaigning is not eligible for funding. Activities that directly promote religious beliefs cannot be considered; however, religious organisations can receive grants for the community and social aspects of their activity. The fund cannot be used to pay for expenses directly linked to core business or general operational activity.

#### **How does the funding application process work?**

- Anyone with a potential project idea can contact their Area Coordinator to discuss this and check their eligibility for funding.
- The group or individual completes the online application form.
- The application is assessed by the Area 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 for consideration. If there are any further queries, the Area Coordinator will discuss with the applicant.
- Once a decision is reached, the Area Coordinator will contact the applicant by email to notify them of the outcome.
- If successful, the Area Coordinator will confirm bank account details to make payment of funds. Payment is made in advance of the project's start date.

- If an applicant does not have their own bank account, the payment will be made to the constituted partner group who will receive the funding. Both the applying group and the partner group will be notified of this.
- A terms and conditions document will also be sent to the group(s) or individual.
- A copy of the fund logo will be provided to the applicant for promotional use.
- The group will need to keep records of the project activity and financial records in case they are required for audit.
- A project feedback form will be completed by the applicant at the end of the project and submitted to the Area Coordinator.

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

The application process could take up to eight weeks from receipt of application to receipt of funding. Please factor this into the planning of your project.

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 outlined above.

### **Any advice in developing a successful application?**

With only a limited amount of funding for your area, we prioritise projects which can demonstrate the best combination of quality, quantity, and cost. You can show this by:

- Ensuring the greatest number of people in your area benefit from your project.
- Tackling a problem in your area that does not require substantial investment but could make a big difference in people's lives.
- Obtaining different quotes for goods or services.
- Seeking out opportunities to engage local businesses which may be interested in sponsoring the project or donating materials or services.

### **Useful Information**

#### **Insurance, risk assessments, and safeguarding**

It is the applicant or partner group's responsibility to ensure you have all the necessary insurance, risk assessment, and safeguarding policies in place to deliver the project.

Risk assessments may be required by your insurance company. Regardless of this, it is good practice to consider and document any likely risks, develop mitigation measures, and share the documents or findings with members of the group involved in delivery of the project.

Where you intend to work with vulnerable adults or children, then safeguarding policies will be applicable, and you should ensure that all your volunteers have sufficient checks as appropriate (e.g. DBS checks) and be appropriately trained in this area.

If you are not sure whether you require any of the above for your project, then please contact Bolton CVS for advice at [info@boltoncvs.org.uk](mailto:info@boltoncvs.org.uk) or 01204 546010.

#### **Conditions & Declarations**

As the 'Growing the Good Work' fund is public funding, there are associated terms and conditions which place parameters on how the money can be spent. Please ensure that you carefully read through them before agreeing to accept the funding. If you have any queries, contact your respective Area Coordinator for guidance.

### **Other Important Information**

All applicants will be contacted informing them of the funding decision. Successful applicants will be informed of the amount approved and the terms and conditions of the award.

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

If, following approval of your application and receipt of payment, the named applicant who has signed the application form is no longer involved in the project for any reason, then the Area Coordinator should be notified of this in writing (letter or email) immediately and an alternative named contact provided.

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