

LET'S Tackle Poverty



Guidance for Applicants

Grants of up to £2000 for Bury VCSE groups to for preventative approaches to tackling poverty and improving the lives of Bury residents.



Who can apply?

Applicants must be constituted as a voluntary, community or social enterprise (VCSE) organisation. You must also:

- Be based in Bury OR have a proven strong track record of delivery in Bury
- Have an organisational Bank Account with 2 signatories who are not related to each other OR have a supporting organisation that can provide a holding account
- Be fully up to date with grant reporting to Bury VCFA
- Have the relevant safeguarding policies in place
- Be able to submit a fully completed application by **Sunday 11th January 2026**

About this funding

The funding principles for this pot are based on the borough's Let's Do It strategy and its anti-poverty strategy. Supporting prevention work around the five key thematic areas:

- **Food and Fuel** – this fund is not for emergency crisis support or to maintain food banks/pantries or warm spaces. Do you have an initiative that strengthens community resilience by improving access to nutritious food or affordable energy? This could include supporting healthy eating and cookery sessions, or helping residents reduce energy costs through advice, equipment, or local partnerships. The focus is on empowering residents and creating lasting, community-led solutions to food and fuel insecurity.
- **Finance and Debt** – supporting individuals with their financial situation and income maximisation. Do you have a project that could help individuals improve their financial well-being and maximise their income? This could include budgeting workshops, debt advice sessions, digital skills for managing money online, working in partnership with our local credit union or initiatives that build financial confidence and resilience. The aim is to support residents in taking control of their finances and reducing the risk of falling into debt or poverty.
- **Work and Wages** — Do you have a project that could help your community by increasing access to employment, education, skills, and confidence? This could include job clubs, CV and interview workshops. The aim is to empower

residents to gain meaningful work, improve income, and build long-term resilience.

- **Childhood Poverty** - Do you have a project that supports children, young people, and families struggling with the rising cost of living? This could include access to essential items such as clothing, school uniforms, shoes, or furniture. Projects might also focus on helping families manage household budgets, access benefits, or connect with wider services. The aim is to reduce the impact of poverty and build long-term resilience for children and their families.
- **Digital inclusion** – Lack of access to digital can result in individuals being isolated, unable to access services or paying more for common items and services. Can your project help people overcome this?

How much can you apply for?

Individual organisations can apply for up to £2000

How many organisations will be successful?

We have a funding pot of just under £40,000, so we anticipate funding around 19 projects. Comparing this to similar funding programmes we have delivered, submitted bids had a success rate of around 30%.

Is there anything I can't apply for?

There are a few things that can't be funded. These include –

- This funding should not be used for direct payment of money to individuals. Projects should link individuals to other sources of welfare support
- Activities that have already taken place
- Contributions to major appeals or general appeals
- Any activities promoting political or religious beliefs
- Any activities where there is a statutory duty to undertake them or where another source has funded them.
- Projects that take place as part of the school curriculum/lesson time.
- Large capital appeals, including building works and minibuses
- Fines, financial penalties, debts or organisational liabilities.

What policies / other documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Public Liability Insurance
- b) Risk assessments

...and if applicable to project activities:

- c) Safeguarding Adults policy
- d) Safeguarding Children policy

We expect all organisations to have relevant policies in place at the time of application. Please note that [Public Liability Insurance](#) costs can form an element of your bid. If you need advice or support on developing policies, see the 'What support is available to applicants?' section below.

Please note: If your project involves working with children or vulnerable adults you **must** submit a copy of the Safeguarding Policy with your application.

What support is available to applicants?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the team please contact grants@buryvcfa.org.uk

Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at: www.buryvcfa.org.uk/funding-and-development.

You can also contact the team via - fundinganddevelopment@buryvcfa.org.uk / **0161 518 5550**

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to grants@buryvcfa.org.uk

When is the closing date for applications?

The fund will close to applications on **Sunday, 11th January 2026**

How will applications be assessed?

Upon receipt of applications, Bury VCFA will conduct several eligibility checks. All eligible applications will be independently and anonymously scored by an independent panel.

Each panel has a minimum of three members, comprising our partners, e.g., Bury Council (who cannot form more than 50% of the panel), community assessors who are representatives from organisations previously funded by Bury VCFA (who haven't applied this time), or individuals with lived experience. No Bury VCFA Staff are involved in the process—we chair and facilitate but do not have a vote.

The assessment panel will meet to agree on the awards and provide feedback to unsuccessful applicants.

When will we hear the outcome?

All applicants will be informed by email within 8 weeks of the closing date. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

If successful, when will we receive the grant?

On receipt of an offer letter from Bury VCFA, organisations will be given the money within 28 working days of the award letter.

For organisations that have not received a grant from Bury VCFA before (or changed bank account since their last award) we will also require proof of bank details, for example a scan or photo of a bank statement or paying-in slip. Payment will not be made until this is completed.

On receipt of these documents, Bury VCFA will then issue the grant by bank transfer. The full grant amount will be paid upfront.

How long will we have to spend the grant?

All organisations receiving a grant will have up to 28th February 2027 to complete their project and spend the funding.

What are the reporting requirements?

All projects will be required to submit an end-of-project report within one month of your activity finishing that captures your self-defined outcomes and the number of local participants. Alongside this, we require you to provide at least one case study which includes either photos, quotes or videos.

You are not expected to provide receipts with your monitoring. However, we reserve the right to complete a financial audit of your grant, which includes checking evidence of spend, which could include receipts. We will be conducting interim monitoring visits on a number of projects.

Whilst we hope the project is incredibly successful, we encourage groups to be innovative, recognising that this involves taking risks. In the event of a project not delivering what was hoped, we still want to capture learning and support from your organisation. Therefore, please ensure you contact us as soon as possible to discuss any issues with your project.

Any further questions?

Please contact the Bury VCFA Grants Team by phone **0161 518 5550** or email grants@buryvcfa.org.uk

Completing Application Form

About your organisation

Question 1) – Please give the full name of your organisation – no abbreviations.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee
- PTAs / Parent Teacher Associations are only eligible if they fall into one of the categories above.

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations/community groups will not have an organisation number.

Contact Information

Question 7) – Please give the name of the lead contact for this application/project. They will be the primary point of contact for all matters relating to this application and the project if successful.

Payment details

Question 8) – Please provide details of your organisation's bank account (account name, number and sort code). The name of the account should match your organisational name.

Question 9) – We expect all organisations to have relevant policies in place at the time of application. Please note that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

Please note that you **must** submit copies of the following documents along with your application if you work with children or vulnerable adults:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

Question 10) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 11) – Please give a brief description of your project that sums up what you plan to do (100 words max). This may be used in our publicity to publicise the award.

Question 12) – Please give your proposed project start and finish dates. Realistically, the earliest that projects can commence is March 2026, with all funded project elements ending within February 2027.

Question 13) – Please provide the main area you plan to deliver your project, even if you plan to attract residents from other areas. Only use 'boroughwide' if you have no delivery venue. The following cover the main areas.

Areas	Wards
North Bury	Elton North Manor Ramsbottom Tottington
East Bury	Bury East Moorside Redvales
Whitefield	Besses Pilkington Park Unsworth
Bury West / Radcliffe	Bury West Radcliffe East Radcliffe North and Ainsworth Radcliffe West
Prestwich	Sedgley Park St Marys Holyrood

Question 14) - Please tell us if this project is new, existing, or expanding and growing. By 'new,' we mean a project that has never happened before. By 'existing', we mean a project that is currently happening or has recently finished that would be continued with this grant. By 'expanding and growing,' we mean an existing project that would be scaled up with this grant, regarding the number of activities or residents involved. It may also mean a project reaching a new group of residents.

Question 15) – Please tick the priorities you plan to cover with your project. You can tick more than one, but please focus on the main one.

Question 16) – What do you want to do? Please provide practical details about the activities or events you plan to deliver. Please describe:

- What activities or events will you deliver (number and duration)
- Who will be responsible for planning and delivering the project
- Timescales and key milestones
- Any partners you are working with
- What this grant will pay for

Question 17) One of the key reasons this funding exists is to support groups and organisations in responding to what matters to people in your local community. You know there is a need for this project, but this section asks how do you know? What evidence have you collected from the community? You might have gathered feedback from your members or people who use your services, had group discussions with your local community, or noticed a gap because of increasing demand for what you offer / the requests you have been getting.

Question 18) – How will you reach these people and encourage them to take part? There are a range of reasons that stop different groups of people from connecting with their local community – how will you overcome them? Do you have links with other organisations to help you reach your target audience, or will you use social media, word of mouth or other ways to reach them? Or something else?

Question 19) – The most important part of the application! What will success look like for you and your group? What difference will this project make to people or the community you support? How will you measure/know? What can you share with us?

Measuring success can be done in lots of ways. The table below shows you some examples –

Outcome	Measure	Evidence
People are better able to meal plan (healthy eating and budgeting)	Number of people attending your sessions. Increased knowledge	Registers, photos or recordings Participant survey (beginning and end of your project) Quotes / Case Studies
Increased digital literacy to support household income	Number of people attending your sessions Learning Outcomes Increased Confidence	Registers, photos or recordings Tracking people completing specific tasks – e.g. using a supermarket loyalty app to reduce the cost of their food shopping / accessing online banking etc Participant survey (beginning and end of your project) Quotes / Case Studies
After School Activity Clubs – enabling health activities for primary aged children and supporting working families	Number of people attending your sessions. Young peoples engagement Financial Benefit to families	Registers Drawings of young people showing what they like best from the sessions Case studies / parental feedback

Ultimately, we need evidence of what you have done with the funding and the difference it has made for this grant. In the monitoring form, we would also like to know any key learnings from your group or organisation—what went well? What would you do differently in the future?

We may also select your project for a monitoring visit (in person or remotely) to assess its progress and determine whether you need any support.

As these grants come from public money, you are required to keep receipts for all project spending after your project is completed. We undertake a number of spot audits each year, and you may be asked to provide evidence of your spending. Your monitoring is important. It helps us demonstrate how these grants and investments make a real difference to groups and local residents. We also report back to funders and wider partners to secure investment for the future.

Question 20) – Please give an overview of what the money will be used on by describing each item and breaking down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Elton Community Centre @ £25/hour x 2hr x 6 weeks = £300

Not acceptable: Venue = £300

Example 2

Acceptable: Volunteer Travel Expenses @ £4/person x 2 x 12 weeks = £96

Not acceptable: Buses = £100

Example 3

Acceptable: Staff Session Lead – 2hrs/wk @ £20ph (inc on-costs) x 10 weeks = £400

Not acceptable: Staff support = £400

Important: If successful, it will be your responsibility to ensure that all spending is evidenced and does not exceed the limits set out in this guidance.

Please note we do check budgets, including sources of matchfunding, using Bury VCFA systems and published grant data such as 360 giving.

Please attach

Please confirm you are attaching relevant safeguarding policies if applicable to project activities.

Declaration

Please confirm that you have read the **Terms and Conditions** of this grant by giving the name and role of the lead applicant.