

LET'S Live Well – Healthy Hearts

Guidance for Applicants



LIVE WELL
DOING THINGS DIFFERENTLY WITH
GREATER MANCHESTER'S COMMUNITIES

Grants of up to £3500 for Bury VCSE groups tackle the causes of heart disease and to improve the lives of residents in Bury.

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 **25th February 2026**.

About this funding

This funding pot is all about tackling the causes of heart disease which will ultimately support residents in Bury to live longer, healthier lives. We are looking to fund projects that fall into one of the following strands.

Projects that:

- **Support opportunities for people to engage in healthy eating** - Adopting a healthy diet can significantly reduce your risk of developing heart disease, diabetes and high blood pressure. Example projects might include sharing health meals, health cooking sessions or developing culturally appropriate recipe books to give just a few ideas.
- **Support increased physical activity** - It's well known that exercise is good for your health. From chair-based exercises through to Bollywood dance groups and boxing groups for middle aged men it's about getting people moving more and living a healthier lifestyle.
- **Support people to stop smoking** – Stopping smoking dramatically reduces heart disease risk, with benefits starting within minutes. Example project might include a peer support session where people can encourage each other, share tips and access basic support or utilising community volunteers and leaders to give supportive conversations and signpost people to local services.
- **Support people to seek advice or treatment – Catching** ill health as early as possible and supporting people to seek treatment is important for any health condition. An example project may include working with a health partner to provide health checks or drop-ins for an underrepresented

community (see information below) where people can chat about their concerns and be signposted to local services or peer support groups to support those with long-term conditions to talk and share advice, etc.

Due to the amount of funding available, we are targeting the two neighbourhoods in Bury that have the highest rates of heart disease and hospital admissions linked to heart conditions. These are Bury West and East Bury.

Areas	Wards
East Bury	Bury East Moorside Redvales
Bury West	Bury West Radcliffe East Radcliffe North and Ainsworth Radcliffe West

The project must be delivered to residents in those areas to be eligible for funding on this occasion.

We anticipate that this fund will be oversubscribed, so we will be prioritising any projects working with the following groups of residents:

- Individuals over 50 years old
- Communities experiencing racial and ethnic inequalities
- Individuals with existing long-term and limiting health conditions.

How much can you apply for?

Individual organisations can apply for up to £3500.

Please note, however, that we will typically not fund an organisation more than 50% of their annual turnover.

How many organisations will be successful?

We have a funding pot of just over £16,000, so we anticipate funding around 4-5 projects.

Is there anything I can't apply for?

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

- Funding for individuals. This would include individual grants/bursaries as well as personal equipment (excluding personal protective equipment needed for group activities)
- 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.
- Project where the primary beneficiaries are animals
- The purchase of alcohol
- Large capital appeals, including building works and minibuses
- Day trips and excursions, unless you can provide evidence of a significant impact on the lives of individuals (broader health and wellbeing).
- 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 **25th February 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.

Areas	Wards
East Bury	Bury East Moorside Redvales
Bury West / Radcliffe	Bury West Radcliffe East Radcliffe North and Ainsworth Radcliffe West

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) - Is your project targeting any of the following groups? As mentioned above, we anticipate this funding will be oversubscribed, so we will prioritise projects that reach these residents.

Question 19) – How will you reach 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 20) – 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 and make healthier choices	Number of people attending your sessions. Increased knowledge	Registers, photos or recordings Participant survey (beginning and end of your project) Quotes / Case Studies
People with long-term conditions feel more confident in being active and are able to take part in gentle movement	Number of people attending your sessions Increased Confidence Number completing sessions or trying a new activity	Pre/post survey (how active they feel or plan to be) Registers, photos or recordings Short wellbeing check-ins– to see how people progressed Quotes / Case Studies

People know where to go to get the help they need	Number of people attending your sessions. Number engaging in follow-up chats or tasks such as book an appointment with GP or attending smoking cessation	Registers Surveys, quotes, simple case studies
---------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------

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 21) – 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 match funding, 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.