

LET'S Live Well: Strengthening Support for Unpaid Carers



Guidance for Applicants

Grants of up to £2500 for Bury VCSE groups to deliver activities that support unpaid carers.



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 the 15th of July 2026.

About this funding

There are multiple definitions of a carer. The NHS describe a carer as anyone including children and adults *“who looks after a family member, partner or friend who needs support due to illness, frailty, disability, a mental health condition or an addiction, and who could not manage without that help. This care is unpaid, including for those who receive Carer’s Allowance”*.

We know that there are a host of Voluntary, Community and Social Enterprise (VCSE) organisations in Bury that work and support unpaid carers enabling them and those they care for to Live Well in Bury. Through this grant, VCSE groups will be able to deliver a flexible, ongoing programme of support for carers. This includes improving carers’ physical and mental wellbeing, improving access to advice and resources, strengthening peer support networks, creating welcoming spaces to reduce social isolation, and recognising and celebrating carers’ experiences.

Ultimately, we want this funding to help strengthen support, amplify the voice and increase visibility of carers within their local communities and beyond. We welcome applications that cover the diverse range of carers within Bury including those who are balancing caring with paid employment.

We are particularly keen to support activities that align with the key outcome of the Bury Carers Strategy including:

- Activities that help to identify and support carers as soon as possible. Particularly from under-represented groups (e.g. young carers, working carers and those from communities experiencing racial inequalities)
- Activities that support carers to access the right support and information when they need it, in the way that works best for them.

- Activities that raise the profile of carers and promote and champion their rights.

Examples of eligible projects for this grant are varied but could include:

- Peer support and befriending for specific groups e.g. young carers or dementia carers or simply at a local neighbourhood level.
- Wellbeing sessions (e.g. stress management, relaxation techniques and creative therapy)
- Walk and Talk Wellbeing Group – combining physical and mental wellbeing with peer connection and support.
- Creativity for Carers – art or photography sessions to provide social activities but producing a showcase that celebrates carers and their experience.
- Short, informal breaks and social opportunities for carers
- “Know your Rights” Information sessions or drop-ins offering advice and support around rights, entitlements and local support services.
- Partnering with a local employer to run lunchtime advice sessions for working carers.
- Weekly Carers Café Sessions with guest speakers for the benefit of group members/attendees

How much can you apply for?

Individual organisations can apply for up to £2,500.

How many organisations will be successful?

We have a funding pot of around £25,000 and as such we anticipate funding around 10-12 projects.

Is there anything I can't apply for?

- This funding should not be used for direct payment of money to individuals.
- Activities that have already taken place
- Contributions to major appeals
- Any activities where there is a statutory duty to undertake them or where another source has funded them.
- Capital appeals, including the purchase of large equipment, building works and minibuses
- Any activities promoting political or religious beliefs
- Fines, financial penalties, debts or organisational liabilities.
- Alcohol
- Short breaks or respite care
- Activities that are not **primarily** focused on carers
- Fundraising events for your organisation

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 the 15th of July 2026.

How will applications be assessed?

Upon receipt of applications, Bury VCFA will conduct eligibility checks. All eligible applications will be independently and anonymously scored by a 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 until September 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 6) – 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 7) – 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.

Policies and insurance

Question 8) – 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)

Project

Question 9) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 10) – 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 11) – Please give your proposed project start and finish dates. Realistically, the earliest that projects can commence is August 2026, with all funded project elements ending by September 2027.

Question 12) – 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 single delivery venue. The following covers the ‘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 13) - 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 14) – Please tell us about your experience and the work you currently do? For this question it would be useful to know the work your organisation has previously done, the experience of your staff lived or otherwise and how these experiences will influence the implementation of your project.

Question 15) – What do you want to do in your project? Please explain your project clearly so the panel can understand what you will do and how it will work. You should also include simple, measurable details to show what you will deliver. For example, how many people you expect to support, how many sessions or activities you will run, and what participants will get from taking part.

Question 16) – What demand is there for this project and how will you reach out to carers and encourage them to take part? Even if you already know there is demand for your project, you still need to explain this in your application. Tell us how you will involve carers or how you will find and recruit them. It may help to explain any similar work you have done before and what you learned from it. You can include any past work and what you learned from it. Share any evidence you have, such as feedback from people you support, group discussions, or a clear increase in demand or requests for your services.

Question 17) – The most important part of the application! What will success look like for you and your group? What difference will this project make to carers and the community? How will you measure/know? What will the lasting impact of this project be for carers in the community?

For this question it will be useful to consider Q15 and any outputs you have outlined so that you can explain the impact of the project.

Question 18) – 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.
- Bury VCFA is a Living Wage Funder – this means that we will fund organisations to pay the real living wage at a minimum £13.45 per hour
- Please note we do check budgets, including sources of match funding, using Bury VCFA systems and published grant data such as 360 giving.

19) As a Real Living Wage funder Bury VCFA supports grantees in paying staff at the Real Living Wage; many of our current partners do this already but may have never considered accreditation which helps to advocate for fair pay in the VCSE sector.

Accreditation is not a factor in the grant making process and this section only seeks to learn more about the policies of our partners and to raise awareness about the Living Wage.

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.