

LET'S Live Well & Get Cancer Clever

Guidance for Applicants

Live Well

everyday support in
every neighbourhood

together
we are **GREATER
MANCHESTER**



Grants of up to £2500 for Bury VCSE groups to deliver community-led projects that improve cancer awareness, reduce inequalities, and help people in Bury live well with and beyond cancer.

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 4th October 2026.

About this funding

The Let's Live Well & Get Cancer Clever fund is designed to support local VCSE organisations to deliver community-led projects that improve cancer awareness, reduce inequalities, and help people in Bury live well with and beyond cancer.

We are particularly keen to fund projects that are rooted in local communities, build trust, and reach people who may not typically access health information or services. This includes using existing relationships, networks, and safe community spaces to have open, supportive conversations about cancer. This funding falls around three key themes of work:

Awareness & Early Diagnosis - We want projects that help people spot cancer symptoms earlier and feel confident getting checked and ultimately reach people who may not usually hear or act on health messages around cancer. This could include:

- Talking about symptoms in simple, clear ways
- Using trusted community spaces and groups
- Encouraging people to go for screening or see their GP sooner

Inequalities & Inclusion - We want to fund work with communities who face the biggest barriers to cancer support and are ultimately at risk of poorer outcomes. This could include:

- Working with underserved or marginalised groups
- Breaking down barriers like language, stigma, or lack of trust
- Helping people understand and access services

Living Well with Cancer - We want projects that support people to live well following their cancer diagnosis. This isn't just about the condition but about support for the whole person. This could include:

- Peer support or group activities
- Help with things like mental health, finances, or isolation
- Community-based wellbeing support

We know that these three themes overlap but to give you further inspiration projects could include –

- Cancer awareness sessions in mosques, churches, pop-ups at community events or sessions built into existing groups.
- Culturally appropriate wellbeing sessions that include cancer awareness messages
- Peer support groups for people living with or beyond cancer
- Activities that reduce isolation for people affected by cancer (e.g. walking groups, creative sessions, coffee mornings)
- Targeted engagement with specific communities (e.g. men, older people, ethnically diverse communities)
- Workshops and partnership projects between VCSE organisations and health services to build confidence in accessing services, attending screening, or speaking to a GP

Each neighbourhood has distinct gaps and challenges around cancer awareness, diagnosis and support key findings include these are –

- Prestwich: highest prevalence of bowel cancer in the borough but the lowest referral rate for lower Gastrointestinal cancers.
- East Bury: highest levels of lifestyle cancer risks generally and the lowest for bowel, breast and cervical cancer screening uptake.
- Whitefield: lowest lung referral rate alongside the highest incidence of lung cancer (but not an outlier for smoking). Also a high number of people aged 65 plus which is the highest risk factor for prostate and skin cancer.
- North Bury: highest number of people aged 65 plus, age being the highest risk factor
- West Bury: No major gaps or needs. It is more around maintain screening, awareness and prevention programme

But ultimately we are open to creative ideas that respond to the needs of your community and make a real difference to people's lives.

How much can you apply for?

Individual organisations can apply for up to £2500.

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 around £25,000, so we anticipate funding 10 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 4th October 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 December 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.

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)

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 March 2026, with all funded project elements ending within February 2027.

Question 12) – Please provide the main area you plan to deliver your project, even if you plan to attract residents from other 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 tick the priorities you plan to cover with your project. You can tick more than one, but please focus on the main one.

Question 15) – 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 and how it connects to existing activities and services
- What this grant will pay for

Question 16) 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 17) – 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 18) – 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 two examples –

Outcome	Measure	Evidence
People have increased awareness of cancer symptoms and feel more confident to seek help or attend screening	Number of people attending sessions or activities Increased knowledge of signs and symptoms Increased confidence in talking about cancer or seeking support Number of people who say they are more likely to contact their GP or attend screening	Registers, photos or recordings Participant survey (beginning and end of your project) Quotes / Case Studies Examples of behaviour change (e.g. participants reporting booking GP appointments or attending screening)
People living with cancer feel more confident in being active and are	Number of people attending your sessions	Pre/post survey (how active they feel or plan to be)

able to take part in gentle movement	Increased Confidence Number completing sessions or trying a new activity	Registers, photos or recordings Short wellbeing check-ins– to see how people progressed Quotes / Case Studies
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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 19) – 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.

20) 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.