

Bury Works: Grass Roots Engagement for Work

Guidance for Applicants

Bury Works – Grass Roots Engagement for Work is a targeted investment programme designed to support voluntary, community, faith and social enterprise (VCFSE) organisations to deliver community-based work and skills support for residents who are furthest from the labour market. Grants of up to £10,000 are available.

The programme supports Bury's commitment to reducing economic inactivity, tackling inequalities and ensuring that residents have access to opportunities to improve their employment prospects.

The fund focuses on the Engage and Inspire stage of the resident journey and recognises that people often require support, encouragement and confidence-building before they are ready to access dedicated employment and skills provision.

Engage and Inspire is a key principle of Greater Manchester devolved funding supporting people to access employment and skills support where they live.

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
- Be fully up to date with grant reporting to Bury VCFA
- Organisations must be able to demonstrate appropriate governance, safeguarding arrangements and financial management procedures.
- Be able to submit a fully completed application by Sunday 25th October 2026

About this funding

Bury Works – Grass Roots Engagement for Work is a targeted investment programme designed to support voluntary, community, faith and social enterprise (VCFSE) organisations to deliver community-based work and skills support for residents who are furthest from the labour market.

Aligned to the Greater Manchester Integrated Settlement Outcomes Framework (ISOF), the Bury Works – Grass Roots Engagement for Work programme focuses on the Engage and Inspire stage of the employment and skills journey. We are particularly interested in funding programmes that support residents to make progress towards employment, recognising that many people require confidence-building, wellbeing support, and assistance to overcome personal barriers before they are ready to engage in employment learning, training, and volunteering.

The programme will support flexible, person-centred and community-based projects that help residents take meaningful first steps towards employment, learning, volunteering and wider opportunities.

Funded activity should:

- Support residents who are economically inactive or disengaged from employment, education or training.
- Create pathways into employment and skills support services.
- Build confidence, motivation, resilience and wellbeing.
- Develop practical, transferable and employability-related skills.
- Address personal and structural barriers to progression, including poor health, caring responsibilities, social isolation and digital exclusion.
- Increase engagement with wider support services and local opportunities.
- Enable progression into employment, volunteering, learning, training, enterprise support or employment-related provision.

The investment is fundamentally designed to create a pathway towards employment, enabling individuals to move closer to long-term economic independence. While progression into employment is a positive and welcome outcome, the programme is not primarily focused on job entry measures. Instead, success will be assessed through improvements in confidence, wellbeing, resilience, motivation, and readiness to engage, alongside demonstrable progression towards employment, skills development, and other positive life outcomes.

What Type of Activity or project are you looking to support?

We are particularly interested in community-led projects that provide early engagement, confidence building and progression support, including:

Pre-Employability and Skills Development	• Informal learning and skills tasters. • Employability and job-readiness support. • Digital inclusion and digital skills development. • English, maths and essential skills support. • Volunteering and enterprise-related activities. • Peer support and mentoring incorporating positive challenge to behaviour/mindset. • Activities that reduce social isolation and improve confidence • Aspiration and resilience support.
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Practical Support and Progression Activities	• One-to-one mentoring and coaching. • Work preparation activities. • Support to overcome barriers to participation. • Referrals into specialist services and wider provision. • Activities that encourage progression into employment support services, learning, training, and volunteering.
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Delivery should be tailored to community need and, wherever possible, delivered face-to-face within trusted local settings to maximise engagement and accessibility.

Ultimately projects will support residents to:

- Progress towards employment pathways, training and learning.
- Improve confidence, motivation and aspirations.
- Increase wellbeing and resilience.
- Address and reduce barriers to employment and learning.
- Increase engagement with employment services, education, training and volunteering.
- Develop stronger links between community organisations and employment and skills support services.
- Build stronger connections within their communities.
- Develop practical, transferable and employability-related skills.

Project / Learner Eligibility

Projects must support:

- Bury residents aged **16 and over**
- Who have the right to live and work in the UK
- And who face barriers to employment, training or learning

Priority will be given to residents who are:

- Residents who are experiencing poverty / economically inactive
- People and communities experiencing racial inequalities
- d/Deaf and Disabled people
- Those living with long-term limiting illness or conditions
- Those with caring responsibilities
- Young adults requiring additional support
- Facing other complex barriers that may impact progression toward employment or learning

Does our organisation need to be based in Bury?

Not necessarily. However, funding must benefit residents of the Borough of Bury, and applicants must demonstrate how a strong local connection and how their project will deliver outcomes for Bury residents.

What are the grants available as part of this programme

Those meeting the criteria above are invited to apply for grants with awards of up to £10,000. Applicants may not request more than 50% of their annual organisational turnover.

Funding will support the delivery of community-based work and skills activities over an agreed delivery period.

How many organisations will be successful?

Around **10–15 projects** are expected to be funded, depending on the mix of applications.

This is a new funding programme and is expected to attract a high volume of applications. As a result, the programme is likely to be oversubscribed.

Is there anything I can't apply for?

There are a range of things that cannot be funded as part of the grant:

- Accredited qualifications or regulated learning programmes.
- Provision linked to UK visa requirements or Life in the UK test preparation.
- Training linked to statutory employer requirements or licences to practise.
- Activities undertaken primarily for leisure or recreational purposes with no clear progression outcomes
- Capital expenditure, building works or major equipment purchases. Small items of equipment that directly support delivery may be considered where costs are proportionate and do not exceed 10% of the total grant request.
- Activities that have already taken place
- 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
- The purchase of alcohol
- Contributions to major appeals or general appeals
- Any activities promoting political or religious beliefs
- Activities primarily focused on fundraising
- Fines, financial penalties, debts or organisational liabilities
- Day trips and excursions unless you can provide evidence of a significant impact on the lives of individuals in line with the grant's themes

Is ESOL Provision eligible for funding?

Standalone ESOL provision will not be supported through this programme, as dedicated ESOL funding is available through other funding streams. Projects may include ESOL as a complementary element where it supports wider employability,

skills development, or progression outcomes; however, ESOL activity should form a small part of the overall offer and must not be the primary focus of the project.

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

Bury Council – Bury Works Team

Please note that a dedicated officer from the Bury Works team will be allocated to support organisations to achieve their outcomes and support connections to progression routes.

For any technical questions relating to the programme please contact:
Bury Works Team, Bury Council - buryworks@bury.gov.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 25th 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.

Applications will be reviewed by an assessment panel including representatives from the Bury Employment, Health and Skills Task Group. This includes Bury Council Officers, stakeholders such as Department of Work and Pensions, Health and other community-based providers. No Bury VCFA Staff have a say in the decision-making 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. Funding will support the delivery of community-based work and skills activities over an agreed delivery period.

How long will we have to spend the grant?

All organisations receiving a grant will have until 31st March 2027 to spend their allocation.

Provider Network / Training

Successful organisations will be expected to participate in a provider training event held by Bury Work's to support data collection and monitoring. Further details to be provided but this will be Friday 13th of November 2026.

There will also be an end of programme celebration event held by Bury Works to be confirmed.

What monitoring or evaluation is required?

This funding is designed to also support organisations to move toward further work and skills funding and commissioning as such there are specific monitoring and evaluation elements required. A dedicated officer from the Bury Works team will support monitoring and evaluation.

These fall into the following areas:

- **Participant Progression and Distance Travelled Framework** – A participant self-assessment will need to be completed at programme entry (baseline), mid-point (if applicable) and at programme exit to enable providers to evidence both personal development but also the progression of participants who may not yet be ready to move directly into employment, training or volunteering.

Draft Participant progress form - [Bury Works - Grass Roots Engagement for Work Participant Progression](#)

- **Broader impact measurement – alongside participant progression providers will be expected to collect qualitative evidence including:**
 - Individual success stories.
 - Case studies.
 - Participant feedback and testimonials.
 - Examples of barriers overcome.
 - Progression into volunteering, learning, training, WorkWell support or employment-related activity.

This information will form part of a monthly data return that **MUST** be completed using a spreadsheet template supplied by Bury Works, aligned to GMCA reporting requirements. Returns will include:

- Number of participants engaged.
- Participant demographics.
- Attendance and engagement data.
- Progression outcomes.
- Distance travelled scores.
- Referrals into wider support services.
- Case studies and emerging themes.

Successful organisations will also need to gather completed participant forms.

Any further questions?

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

Completing Application Form

Contact Information

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.

Question 1 - About your organisation

Organisation name – Please give the full name of your organisation – no abbreviations.

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

Annual Turnover – Please give your organisation's turnover for the last full financial year.

How is your organisation constituted – 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.

Organisation number – 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.

2. About your partner organisation

Please complete the table again for each partner organisation involved in the bid, copying and pasting the table to complete if necessary.

3. Payment details

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.

4. Your organisation's policies, procedures and insurance

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)

5. Due Diligence

Due to the nature of this funding, we have additional due diligence questions.

- a) Please note if your answer is "yes" to this question you will be excluded from applying.
- b) Please note if your answer is "yes" to this question you will be excluded from applying.
- c) If you have answered "yes" please provide additional information regarding additional measures taken to demonstrate your reliability as an organisation. Failure to do may result in you being excluded from applying.
- d) If you have answered "yes" please provide additional information regarding additional measures taken to demonstrate your reliability as an organisation. Failure to do may result in you being excluded from applying.

Project details

Question 6) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 7) – 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 8) – Please give your proposed project start and finish dates. Realistically, the earliest that projects can commence is December 2026, with all funded project elements ending by March 2027.

Question 9) – Please tell us 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 table below outlines the areas you can select from with the corresponding wards for each.

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 10) - Who in Bury will benefit from this project? - Please tell us who you plan to support through your project. Describe the people, communities, age groups or neighbourhoods you will work with, and explain their current circumstances. We are particularly interested in understanding any barriers they face to learning, employment, volunteering or wider economic participation, and how your project will help address these challenges. Where possible, include how you have identified this need through engagement with local people or communities.

Question 11) - Will your project be specifically aimed at engaging any of the groups below? Please tick which of the groups fall within your target audience. You may tick more than one but please be realistic around who you will be actively targeting.

Question 12) – 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
- In practical terms what will this grant pay for

Question 13) – 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. Use this section to explain how you identified the need for the project and how local people have helped shape it. Describe any community engagement, feedback, lived experience, research or partnership working that informed your proposal. We would also like to understand how you will reach and engage the people who will benefit most, particularly those who face barriers, are less connected to services, or may not respond to traditional recruitment methods. Include any outreach approaches, community networks or trusted relationships you will use to encourage participation.

Question 14) - How will your project support people to take their next steps and make progress towards their goals? Use this section to explain how your project will help participants move towards their goals and access appropriate next steps. Describe how you will support people to progress into further learning, volunteering, employment support, WorkWell, Pathways, job clubs or other relevant opportunities, and how you will help them continue their journey beyond the project.

Question 15) - How will you work alongside other organisations, services and community partners to maximise the impact of your project and support participants to achieve their goals? Use this section to describe how you will work with other organisations, services and community partners to support participants. Explain how you will connect people to relevant opportunities, services and next steps through referrals, partnerships or joint working, helping them access the support they need to achieve their goals.

Question 16) – Participant Numbers - Please tell us how many people you expect to support through your project. We recognise these figures are estimates, but they should be realistic and based on your delivery capacity, community connections, previous experience, expected demand, or referral pathways.

Question 17) – The most important part of the application! What will success look like for you, your group and local people? Think beyond the monitoring requirements mentioned within this document how else do you measure the difference you make?

Examples could include:

- Copies and examples of learner journals and activities highlighting the work done by learners
- Case studies and learner testimonials highlight the difference made to their lives
- Participant feedback surveys (beyond distance travelled measures)
- Photos and videos highlighting learning activity and outputs
- Number of volunteering hours
- Example CV's or business plans created by learners

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 18) Please outline the added social value of your project for Bury. What other social, environmental, or economic benefits will be delivered outside of your primary aims? (e.g., using local suppliers for goods and services, new volunteering opportunities, enhanced green space, training, etc.)

Question 19) - Use this section to explain how you will keep participants, staff and volunteers safe and supported. Describe the key measures you will put in place to identify and manage risks, promote wellbeing, and ensure activities are delivered safely and inclusively. We are looking for a proportionate approach that reflects the nature of your project and the needs of the people involved.

Question 20) - Use this section to describe how your organisation promotes a strong culture of safeguarding and ensures the wellbeing of children, young people and adults at risk. Outline the key policies, procedures and practices you have in place to prevent harm, respond to concerns and create safe environments. Please include relevant training, DBS checks where appropriate, safeguarding roles and responsibilities, and how safeguarding is embedded across your organisation. We would also like to understand your approach to preventing modern slavery and exploitation, and how your practices reflect current safeguarding guidance and legislation, including Keeping Children Safe in Education (KCSIE) where relevant.

Question 21) - Use this section to explain how equality, diversity and inclusion will be embedded throughout the design and delivery of your project. Describe the steps you will take to ensure the project is welcoming, accessible and responsive to people from diverse backgrounds and experiences. We are particularly interested in how you will identify and remove barriers to participation, reach underrepresented or marginalised communities, and ensure that people have fair and equitable opportunities to engage and benefit. Where relevant, explain how participant feedback and lived experience will help shape and improve your approach.

Question 22) – 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.

We welcome budgets that reflect the true cost of delivering your project. This can include direct project costs as well as a reasonable share of management time, venue hire, insurance, administration, and other overheads. If you include these costs, please explain them clearly in your budget. Applicants should be able to explain how these costs have been calculated and allocated to the project.

See some examples below.

Example 1

Acceptable: (Organisation 1) Elton Community Centre @ £25/hour x 2hr x 6 weeks = £300

Not acceptable: Venue = £300

Example 2

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

Not acceptable: Buses = £100

Example 3

Acceptable: (Organisation 1) Tutor for the project – 10hrs/wk @ £20ph (inc on-costs) weeks = £600

Not acceptable: Staff support = £600

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.

Question 23) – 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.

Question 24) This question remains optional and will not be scored as we understand that your project may not be compatible with additional funds or you may not have capacity to carry out changes. Please consider here what you may do differently with additional funds this could include additional sessions an expansion on a particular area of the project or increasing the reach of your work.

Please attach

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

Declaration

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