

Let's Celebrate Life in Bury

Guidance for Applicants

This grant programme provides grants of up to £5,000 for sole applicants and up to £10,000 for partnerships. Funding is available for VCSE organisations to deliver projects that 'Celebrate Life in Bury', strengthen resilience, and connect communities.



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
- Have the relevant safeguarding policies in place
- Be able to submit a fully completed application by October 25th 2026

About this funding

Cohesive communities are safe, resilient and thriving places where people feel connected, respected, that they belong, and can participate fully in local life. Through 'Let's Celebrate Life in Bury' we want to support organisations that are working to create strong, resilient, confident and connected communities building social cohesion within the borough.

Projects should celebrate the best of our places and people, bringing different communities together around common ground and shared interests deepening mutual understanding. More widely these grants seek to strengthen shared identity within the borough through arts, culture and community led activities that improve daily life for people in Bury.

Listed below are the key themes of the grant and whilst these may overlap and complement one another they all share the goal of supporting neighbourhoods, connecting communities and making Bury a place where everyone can be proud to live. The themes are as follows:

Bringing People Together	Using culture to connect and inspire	Safer and Resilient Communities	Celebrating Our Place
Supporting activities that bring people from different backgrounds together, helping to build understanding, trust, and stronger relationships across Bury's communities.	Funding for projects that use arts, culture, and creativity as a tool to engage people, spark dialogue, and celebrate the stories and heritage that make people proud of the Borough.	Supporting community-led approaches that help people feel safe, supported, and connected in the places they live.	Supporting initiatives that celebrate what makes Bury special, fostering local pride and a shared sense of identity.

Examples of projects that fulfil one or more of these themes include:

- Community Food & Culture Nights - Residents from different backgrounds share meals, storytelling and music to learn about each other's cultures.
- Intergenerational Skills Exchange - Young people and older residents share skills (e.g. digital skills for elders, crafts or life skills for young people).
- "Bury Through Our Eyes" – Resident-Led Storytelling where residents document what Bury means to them through photography, film, audio, or writing.
- "Welcome & Belong" – a structured programme supporting new residents, migrants, or isolated groups to build local connections mixing social activities, peer support, and community navigation
- Second Chances – a project supporting people leaving the justice system to reconnect with their community and engage in purposeful activity.
- "Our Place" – working together as community group with local young people and a local artist to develop murals or artwork for a local community centre.
- Community Map of Meaning – walking trails and community maps with a difference, highlighting places that matter to local residents, hidden gems, and personal stories/histories linked to locations.

What are the grants available as part of this programme

There are two types of grant available applicants can apply for either £5,000 or £10,000 grants, the former for organisations applying alone and the latter for those working in partnership.

For the larger £10,000 grant we are looking to fund projects that build partnerships, develop/exchange skills, and prepare VCFSE organisations for future funding opportunities. It encourages cross-sector collaboration and supports organisations to grow their confidence, capacity, and influence.

What constitutes a partnership bid

The below is only relevant if you are applying to the larger partnership-based grant.

- Applications must be a partnership between at least two distinct organisations. For this grant umbrella organisations and subsidiaries will not be considered as partners.
- Organisations can be partners in more than one application but can only lead one submission.
- The lead organisation receiving the funding must be a VCSE organisation
- Partnerships can include educational establishments and places of worship, but they cannot receive more than 40% of the proposed funding.
- The private or public sector are not eligible for funding as a partner but may support bids via in kind support or involvement in the delivery of activities.
- Partners involved in the project should be spending at least 20% of the allocated grant funding. For example, a minimum of an 80/20 or 60/20/20 split for two partner and three partner bids respectively.

- For successful applicants all partner organisations must sign the grant agreement prior to award so please do ensure that all partners agree with the content of your application.

How many organisations will be successful?

We have a funding pot of around £130k so we anticipate funding 15-20 projects. In comparison to similar funding programmes we have previously delivered, the success rate for applications was around 45%.

Is there anything I can't apply for?

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

- Activities that have already taken place
- The purchase of alcohol
- Contributions to major appeals or general appeals
- Any activities promoting political or religious beliefs
- Activities primarily focused on fundraising
- 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 or equipment purchases where they make up a substantial portion of the grant
- 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

Importantly for this grant we recognise the role events play in building community pride and bringing people together, however this funding is not intended to support core delivery or the ongoing costs of existing, established events or programmes.

We do however welcome applications that use established events in the community calendar differently, applicants should demonstrate how they will add value, rather than replace or subsidise existing provision this may include:

- Expanding the reach or impact of an event
- Engaging new audiences or underrepresented communities
- Creating opportunities for deeper connection, participation, or collaboration

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 October 25th

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 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. 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 up to one year after the award of the grant to complete their project and spend the funding.

What are the reporting requirements?

All projects will be required to submit two pieces of reporting firstly a short report providing an update on your progress after 6 months along with an end-of-project report within one month of your activity finishing. This should capture 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.

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.

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)

Project details

Question 10) – Please indicate which grant you are applying to by marking (X) for either the sole organisation grant (up to £5,000) or the partnership-based grant (up to £10,000).

Question 11) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 12) – Please give a brief description of your project that sums up what you plan to do (150 words max). This may be used in our publicity to publicise the award.

Question 13) – Please give your proposed project start and finish dates. Realistically, the earliest that projects can commence is January 2027, with all funded project elements ending within the year.

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, the number of residents involved or if you are aiming to deliver to a new group of people.

Question 15) – 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 16) – Which of the grants key themes will your project focus on? (please select a maximum of two)

Bear in mind that the panel will refer to the themes you select when assessing the outcomes and impacts of your project, so do choose those that are most relevant.

Bringing People Together: Developing activities that bring people from different backgrounds together, helping to build understanding, trust, and stronger relationships.

Using culture to connect and inspire: Funding for projects that use arts, culture, and creativity as a tool to engage people, spark dialogue, and celebrate the stories and heritage that make people proud of the Borough.

Safe and Resilient Communities: Supporting community-led approaches that help people feel safe, supported, and connected in the places they live

Celebrating Our Place: Supporting initiatives that celebrate what makes Bury special, fostering local pride and a shared sense of identity.

Question 17) – 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 18) – 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 19) – Please explain the background of your partnership?

(only complete this question if you are applying for the larger partnership grant)

Consider giving us details about any previous work together? If you haven't how will your working relationship look during the project? What skills does each partner bring to the table and how will you make each other stronger?

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?

It may be useful here to consider the themes which your project falls under for example how will your work create safer communities or generate Pride in Our Places.

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

Outcome	Measure	Evidence
Cultural exchange through community events. - People are more understanding of other groups and community connectivity has grown.	Number of people attending your sessions. Increased knowledge Variety of backgrounds attending	Registers, photos or recordings Participant survey (beginning and end of your project) Quotes / Case Studies
Beautification of streets - Resulting in more aesthetically pleasing spaces and bringing the local community together.	Number of volunteers / members of the public involved in the work. Improved spaces	Before, during and after photos evidencing the impact of the work on the space and involvement from the community Quotes / Case Studies
After School Activity Clubs - Enabling free musical activities for children and supporting working families in the process.	Number of people attending sessions Young people's engagement Improved confidence and social skills	Registers Increase in attendees' interest in playing an instrument Case studies, photos and videos Parental feedback on the impact for children and themselves

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 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 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.

As mentioned earlier as this is a partnership grant we require a minimum spend of 20% for each partner so please do make sure that it is clear what each organisation is spending.

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) Lead artist 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.

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.