Bolton's Fund Round 4
Digital inclusion
Small Investments

Allocation: £50,000
Period: 2020-2021

Small Investments 2020
Level 1 – up to £1,500
Level 2 – up to £5,000

Programme Guidelines

About Bolton's Fund

Bolton's Fund has been established to test new and innovative ways of investing and valuing our communities. The Fund is a new investment programme for the voluntary, community and social enterprise (VCSE) sector in Bolton, bringing together funding from Bolton Council, NHS Bolton Clinical Commissioning Group, Bolton at Home and Bolton CVS.

Bolton's Fund investments reflect Bolton's Vision 2030 priorities and evidence based principles from the Marmot Review Report, which outlines the principle causes of health inequality.

The six fund priorities are driven by Bolton's Vision 2030 and the priority areas of focus are informed through Bolton's Joint Strategic Needs Assessment (JSNA), co-design with communities and community intelligence:

1. Children getting the best start in life.
2. Promoting healthy lifestyles and preventing ill health.
3. Empowering everyone in Bolton to reach their potential and take control of their lives.
4. Fair employment and good work for all.
5. Protecting and improving our environment to ensure a healthy standard of living for all.
6. Stronger, cohesive, more confident communities in which people feel safe, welcome and connected.

The priorities for this opportunity have been co-designed through reviewing the key priorities from the JSNA and working with Bolton Council's lead for community cohesion, to ensure that the areas of focus for funding reflect the current issues facing Bolton residents and the place.

Round 4 Digital Inclusion Funding Priorities

Successful projects must achieve the following outcomes:

A.

1. Improve people's confidence in using digital technology, or

2. Demonstrate they are reaching people who have difficulty accessing digital technology. In particular, older people, women and disabled adults.

3. Improve people's lives as a result of improving their digital skills. For example, reducing loneliness because an individual knows how to Skype friends and relatives.

B.

This funding may also be used to improve access to, or confidence using digital technology for groups and organisations working in Bolton. If you are applying for funding under B you must tell us how your improved digital access will help you achieve one of the Bolton's fund priorities listed below.

Your project may address any of the Bolton's Fund High level priorities listed below so long as your proposed work achieves the funding outcomes listed in the box above.

1. Children getting the best start in life.
2. Promoting healthy lifestyles and preventing ill health.
3. Empowering everyone in Bolton to reach their potential and take control of their lives.
4. Fair employment and good work for all.
5. Protecting and improving our environment to ensure a healthy standard of living for all.
6. Stronger, cohesive, more confident communities, in which people feel safe, welcome and connected.

Some examples of activities that may help achieve the funding priority could include:

A.
- Setting up a digital drop-in or a buddy scheme to provide technical help for people using different devices.
- Developing an internet café providing internet access combined with opportunities for self-help and support.
- Running digital training sessions for women who have English as a second language.
- Recruiting and training digital mentors to provide one to one support for people in their own homes

B.
- Purchase of advice and training to enable your organisation to develop and improve digital practice within the organisation. This could include purchasing new equipment, developing new digital policies, running training sessions for trustees, committee members, volunteers or staff.

What are the Time Scales?

Round 4 Digital Inclusion Open:	Wednesday 16th September 2020
Deadline for applications:	Wednesday 28th October 5.00pm
Applications are made online:	Boltoncvs online-grant-applications
Notification of outcome:	By Friday 4th December
Payment to successful applicants:	By Friday 11th December

How much Money can you apply for?

The funding available for this round of funding is **'Small Investments'** at the following two levels:

- Level 1 Up to £1,500* The total fund value for level 1 is £25,000

- Level 2 Up to £5,000. The total fund value for level 2 is £25,000

  If you only need up to £100 please contact us to discuss this before submitting an application as we may have a simpler solution for you.

PLEASE NOTE: You may only apply for one investment at either level 1 or level 2.

How to Apply

Log on to the Bolton CVS website and go to: <u>Online Grant Applications</u>

How to find the log on link on our website: follow this link: <u>Login</u>

Or, go to the bottom right hand side of the front page of our website: <u>www.boltoncvs.org.uk</u> and look for <u>Login</u>

Assistance: If you have difficulties accessing an online format or would like help with your application, please contact Bolton CVS for support. We are here to help.

What can you Spend the Money on?

We can fund:

- Volunteer expenses.
- Events that bring communities together.
- To test a new idea in your community.
- Equipment. <u>We will only fund</u> equipment that your organisation will retain as an asset. If you wish members of the community to have access this equipment it has to be used at your premises or loaned to individuals on a short-term basis. We won't fund equipment to be used for a one-off event.
- Reasonable transport costs if needed to enable people to access your project. (You will need to justify this in your application.)
- Sessional worker, coaching costs (or salaries for larger projects.) These need to be in line with recognised pay scales or hourly rates for the type of work you are doing.
- We welcome organisations who pay and/or are accredited Living Wage employers (for more information see: <u>livingwage.org.uk)</u>.
- Reasonable contributions towards project running costs. For example, room hire or insurance.
- Training costs. (Don't forget to check out the free training run by Bolton CVS.)

We will not fund:

- Equipment. We will not fund the purchase of equipment for a one-off activity or event or equipment for distribution to community members.
- Trips, outings, meals, parties or any other one-off activity that does not demonstrate significant community benefit.
- The purchase of alcohol.

- Activities of a political or specific religious nature.
- Projects that will be primarily of benefit to people living outside the Bolton Local Authority Area.
- Work that statutory bodies (such as schools or local authorities) have a duty to fund.
- Local government or NHS bodies.
- Wages of sports coaches and instructors (paid or volunteers) who are not listed on Bolton Council's Sport Coaches and Instructors Register, where the grant is for work with people aged under 18 years' old.
- Individuals or organisations on behalf of individuals.
- Costs to be passed on to other organisations, for example, Parent Teacher Associations (PTA's) applying on behalf of schools.
- Project and delivery costs incurred or those that are paid for, before a grant is confirmed.
- Projects taking place outside of the UK.
- Deficit funding or repayment of loans, interest or fines.
- Fundraising for another organisation.

Background information and Resources

Since we have all been asked to stay at home society has become more reliant on digital solutions more than ever; whether that be to enable us to work from home, communicate with the people that we care about, learn new skills or to shop.

As with many things during COVID 19 it has become apparent that there are vast differences in digital inclusion and individuals' ability/resource/desire to use digital solutions. It is suggested by Beaunoyer, E., Dupéré, S., and Guitton, M.J.,(1) that strategies targeting individuals' technology use include,

- Increasing access to connected devices and internet
- Increasing digital literacy
- Increasing access to social support

In 2016, 46,000 adults in Bolton had never accessed the Internet (data supplied by Bolton Council Customer Services). The latest survey for the UK Consumer Digital Index (2020) found that, 7% of the UK population are still 'offline' and 9 million struggle to get online by themselves.

- Across Bolton, 79% of residents are likely to use the internet daily, while 16% have never used it
- Heaton ward has the most likely highest proportion of residents using the internet for 8+ hours a week

- Lostock likely lowest proportion of residents using the internet for 8+ hours a week
- Farnworth/Breightmet likely largest proportion of NEVER users at 18% of the ward population
- Across Bolton, 56% of residents are estimated to have a smartphone (consistent across all wards)
- In Tonge with the Haulgh and Crompton, 25% of residents would agree that they "couldn't live without the internet on my mobile"
- The ownership of tablet computers is lower but still significant at an estimated 22%

    1. [COVID-19 and digital inequalities](#)
    2. [lloydsbankconsumer-digital-index-2020-report.pdf](#)

The Good Things foundation

Provides free online courses to help people develop their digital skills.
https://www.goodthingsfoundation.org/learn-my-way

Completing the Application Form

How to answer section 1: Briefly describe what your group does and what you propose to do?

- Tell us in one line what you do, for example, we specialise in running outdoor activities for young people across Bolton.
- Then tell us what you want to do with the funding – gives all the nuts and bolts here, who will do what, when and how.

How to answer section 2: your budget

It's very important that you provide a clear break-down of how you have calculated your costs.

Example 1
Acceptable:
Support Worker - 20hrs/wk @ £18.75ph x 20 wks = £7,500
Not acceptable:
Staffing - £7,500

How to answer the two questions in section 3: Tell us about the specific need you wish to address and what you have done to find out this is needed and who has been involved?

- Include information about the needs of the geographical area or group of people involved in this project
- What are other groups doing? What are the gaps and where are the areas where you can work together with other groups or complement what they are doing?
- Do you have a waiting list?
- What has feedback from earlier work told you?
- Have you completed local research?

In the second section you can tell us, how the people involved your project have been involved in the planning. There may be different ways to achieve your desired outcomes. For example, if you're aiming to improve people's digital skills – have you decided to run a short training course or establish a "digital champions" programme? How has your involvement with your local community informed your decision about what will be the most effective? What have people asked for?

How to answer section 4: Your project outcomes

Always refer to the **Funding Priorities** when you answer Section 4 on the application form. For round 4 of Bolton's fund, digital inclusion, you'll need to tell us:

1. What improvements in people's confidence with digital technology will we see as a result of getting involved in your project?
2. How many people with difficulties accessing digital services you will reach by the end of your project <u>and</u> what barriers to accessing digital you have helped them overcome?
3. How will people's lives improve as a result? For example, feeling less lonely, more independent or increasing independence or employability?

<u>Example 1</u>
Acceptable:
by the end of our project, approximately 15 people will report that they feel confident enough to start using at least one form of digital technology. For example shopping on line or talking to family using skype. We will provide details of these outcomes in our monitoring report.

Not acceptable:
we will train 15 people in how to use at least one form of digital technology. We will provide details of the digital skills covered by our training course in our monitoring report. *(You need to tell us WHAT you will do in section1 of the application form)*

What do Assessors consider when looking at your application?

- How well your proposed project outcomes address the fund priorities (*section 4 of the application form).*
- How clear, well planned and realistic your planned activities are *(section1 of the application form).*
- How well you have identified the need for your proposed work in the geographic area or with the individuals, you plan to work with *(section 3 of the application form).*
- How well you worked with individuals to identify what will work best so you can justify why you plan to work in a certain location, with certain people or work in a certain kind of way *(section 3 of the application form).*
- How well you have identified other groups doing similar work in the area and how you demonstrate you will join up with or complement that work, or address any gaps.
- Activities where members of the community concerned are leading and where the people most affected have a sense of ownership and control of the activity or project.
- Activities that demonstrate connectivity with other organisations to maximise their benefit to communities.
- Funding decisions will have consideration for the reach of funds to ensure that funding reaches all corners of our communities and benefits everyone.

Who is Eligible to Apply?

These are the minimum standards you must meet to be eligible to apply for funding. If you need help with any of the points below, please don't hesitate to contact the team at Bolton CVS as we are here to help.

To be eligible to apply, your group or organisation must be:
- A constituted voluntary or community group**
- A registered charity
- Another type of constituted not for profit organisation.

Other eligibility factors include:

- Your group or organisation must be based and/or provide benefit to people living in the **Metropolitan borough of Bolton** (Bolton Council's local authority area).
- Organisations must be up to date with the monitoring returns for any grants managed through Bolton CVS***.
- Have a charitable-type dissolution clause or an asset lock.
- Have a bank account in the name of the group (not an individual) with at least 2 signatories of people who are not connected or living at the same address.
- Have a minimum of 3 committee members or trustees if you are a community group or charity.
- If your costings include payments to a trustee or committee member, your governing document must allow this and you must have appropriate procedures in place to manage any potential conflict of interest.
- We expect you to have appropriate insurance for your groups' activities.
- Your sports coaches (volunteer or paid) must be registered with Bolton Council's **Register of Sports Coaches** or another suitably recognised body.
- If you are working with children or young people and/or vulnerable adults, your group or organisation needs to have a named committee member or trustee responsible for safeguarding. Your Safeguarding Policy must outline clear steps to take in the event of an incident or disclosure, including who to inform and how to contact them.
- You must have safeguarding training for all staff and volunteers who have face-to-face contact with children and young people or vulnerable adults.

**For unconstituted groups, please get in touch with the Bolton CVS team. We will ask you to tell us who is involved in your project and the name of an organisation that will be able to hold the funding on your behalf, if successful.

***We understand that there can be a variety of reasons why monitoring may be late or incomplete. Our development team are here to support organisations who need support with their monitoring. If your organisation has a recent track record with late, incomplete or inadequate monitoring returns, we reserve the right to provide this information to the grant panel.

Multiple applications across different rounds of funding

There may be times when groups or organisations wish to apply to different 'rounds' of the Bolton's Fund to carry out their activities. The points below aim to highlight what individual groups or organisations need to consider in such circumstances:

- Eligible voluntary, community and social enterprise (VCSE) sector groups and organisations are welcome to apply for all levels of investment through the Bolton's Fund.

- Groups and organisations are ordinarily restricted to 1 application per funding round.

- In all instances, groups and organisations that make an application in another round of funding where they already hold a 'live investment' from the Bolton's Fund will be further assessed to ensure that it is for different activities or a different project.

- Individual groups or organisations already in receipt of any amount less than £5k, are eligible to make multiple applications across different rounds to the Bolton's Fund for appropriate projects and activities within any 12-month period without the need to check with Bolton CVS.

- Any group or organisation that already has a current total investment value in excess of £10,000 (from either 1 or multiple investments) from the Bolton's Fund should contact Bolton CVS before making an application in a different round.

- Where a group or organisation is involved in a formal partnership, alliance or similar approach that is funded through the Bolton's Fund, holding an existing investment does not exclude that organisation applying for other opportunities or partnerships through the Bolton's Fund. Groups or organisations already receiving more than £10k through the Bolton's Fund for their individual organisation in this way should contact Bolton CVS before making an application if they wish to apply for further '**medium**' or '**larger**' investments within any 12-month period.

- Bolton CVS will provide the decision making panel with details of all applicants that have 1 or more live-funded projects, in order to support transparent decision making around the allocation of funds.

If you're unclear, please don't hesitate to contact the Bolton CVS team for further information.

Social Value

What is Social Value? Social value is about the wider benefits your project could bring. This could be to the environment, our local economy as well as promoting inclusion, empowerment and happiness. For example:

- If your project involves local volunteers, it could bring new skills and expertise to Bolton.
- If your project builds in environmental benefits by reducing car use, reducing, re-using or recycling materials. Or, by encouraging people to understand, enjoy and protect our wildlife, local nature reserves and green spaces.
- You could decide to purchase materials for your project from an independent retailer in Bolton, resulting in increasing the amount of money circulating within Bolton.
- Your project could require a new paid post. If you employed a Bolton resident, the resulting social value would be that you have contributed to the local economy.
- Your project could be working in partnership with a local business to harness additional skills and resources for the benefit of our community.
- You could decide to use apples grown in people's gardens, collected by volunteers, to make apple pies for a community event. As a result, your wider social value may be empowered individuals and increased connections.

What happens once you submit your application?

Once we have received your application we will complete initial checks to ensure:
- That you meet our minimum standards for eligibility.
- Your application is eligible to apply for the fund.
- That you have completed all outstanding monitoring for any other applications you have that are managed by Bolton CVS.
- That you have answered all the questions.

If you meet all the above your application is then passed for assessment. Each application will be assessed separately by a minimum of 3 volunteer trained grant assessors who will score your application according to the set criteria. The total scores are then collated and presented at a panel meeting where the assessors meet together to make the decision. Other factors, such as the total number of eligible applications and the total amount available for investment are considered by the panel.

Information about the Bolton's Fund Grant assessors:

- Assessors represent individuals from Bolton's Fund partners, community volunteers and representatives of Bolton-based voluntary and community groups and organisations.
- Assessors regularly change – we don't have the same assessors each year or for each funding decision.
- All assessors are volunteers AND volunteer their time.
- All assessors are provided with training and support from Bolton CVS.
- We do not invite members of Bolton Council or those standing for election to assess funding applications.
- No Bolton CVS staff, volunteers or trustees are involved in panel decision making.
- Conflict of interest is managed through an open and transparent 'declaration of interest process'. Conflicts of interest are recorded when appointed as an assessor and at each panel meeting.

Support and Further Information from Bolton CVS

If you would like to chat about a potential application or you need help with the application form, please contact us on:

01204 546 010 or email funding@boltoncvs.org.uk.

You can also refer to the funding information pages on the Bolton CVS website: https://www.boltoncvs.org.uk/funding.

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