



# Minimum Requirements for Applicants and What we can Fund

March 2021



**Bolton** **Bolton**  
**at Home** **Council**



## Introduction

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 reflects the current issues facing Bolton residents and the place.

## Eligibility and Minimum Requirements

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.
- If you are applying for over £5,000, you need to be a registered charity or an incorporated not for profit.

### 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 if you are a community group or a charity.
- Have a bank account that is FSCS protected – we can't pay money into accounts run by companies that offer e-money including prepaid cards and accounts such as PayPal.
- Have a minimum of 3 committee members or trustees if you are a community group or charity, or a minimum of 2 directors if you are a Community Interest Company.
- 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.
- You must have risk management policies in place including working safely with Covid-19.

\*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.

## What costs we will fund

### We Can Fund:

- Volunteer expenses.
- Events that bring communities together.
- To test a new idea in your community.
- Equipment – we will ask you to explain why you need this equipment. We will not fund the purchase of equipment for a one-off activity or 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: [livingwage.org.uk](http://livingwage.org.uk)).
- 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:**

- 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 applying 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 including applying to fund staff or equipment for another organisation unless grant guidelines have specific provision for this.

## **Help and Further Information**

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](mailto:funding@boltoncvs.org.uk).

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

**Bolton Community and Voluntary Services (CVS)**

**Registered Charity No: 1003123**

**Registered Company No: 2615057**

The Bolton Hub

Bold Street

Bolton

Greater Manchester

BL1 1LS

01204 546 010

[info@boltoncvs.org.uk](mailto:info@boltoncvs.org.uk)

[www.boltoncvs.org.uk](http://www.boltoncvs.org.uk)

