



# **Bolton's Fund – Round 28 Household Support Fund**

**Allocation: £200,000**

**Period: Finishing 30<sup>th</sup> September  
2022**

## **Programme Guidelines**

## Background to the Fund

Bolton's Fund, via the Department for Work and Pensions (DWP) has committed **£200,000** investment to enable Voluntary, Community and Social Enterprise (VCSE) groups to support vulnerable households in need of additional support. The timescale for delivery of this programme is April to September 2022.

The fund is designed to support households in the most need, particularly those including children and pensioners, who would otherwise struggle with energy, food and water bills. It can also be used to support households with essential costs related to those items and wider essential costs. In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need. (This may include households not currently in receipt of DWP welfare benefits).

The **priority groups** for this funding are:

- Households with a child (see definition below)
- Household with a pensioner (see definition below)
- Other low-income households, particularly those who cannot increase their income through work:
  - people with disabilities
  - unpaid carers
  - parents of very young children
  - care leavers
- Young people with SEND

### Definitions

#### **Household with a child**

- Any household containing any person:
  - who will be under the age of 19 as at 30 September 2022 or
  - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided.
  - Where an eligible child lives on his or her own.

#### **Household with a pensioner**

- Any household containing any person:  
who has reached state pension age by 30th September 2022.

#### **Care leavers and SEND**

a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support

## Funding Priority

Successful projects must achieve at least one of the following outcomes:

- supporting households with the cost of energy
- supporting households with essential costs related to those items and with wider essential costs.
- In exceptional cases of genuine emergency can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need.

## What will the Fund Support?

This funding may only be used to support households in need of additional support who are struggling with energy, food and water bills. Some examples of what the funding can be spent on include:

- **Energy** - energy and water costs
- **Food** - Food, cash or vouchers
- **Essentials** - linked to energy and water including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers and ovens.
- **Wider essentials** - needs not linked to energy and water can be included. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel. This list is not exhaustive.
- **Emergency circumstances relating to housing costs** – including:
  - Individuals in receipt of some other form of housing support could still qualify for the other elements of the Household Support Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.
  - The fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of Universal Credit.

- Reasonable administration costs

## Risk Management

- Successful applicants will need to have procedures in place to ensure their work complies with official guidance.
- Successful applicants will need to comply with all food safety regulations. Where necessary (where handling higher risk foods or cooking for the community) successful applicants will need to be registered with the local authority.  
Please see Bolton Council [food business registration](#) for more information.

## Data Collection

- To satisfy the requirements of DWP, organisations receiving funding will need to have procedures in place, to collect and produce information in relation household composition and the category of support that is given. The forms will be set out as follows:

Table 3: Total Value of Awards split by Household Composition					
		a) Households with Children	b) Households with Pensioners	c) Other households	d) Total amount provided to vulnerable households (a+b+c)
Row 1	Spend (£s)				£ -
Row 2	Volumes				-

Table 4: Total Value of Awards Split by Category							
		a) Energy and Water	b) Food	c) Essentials linked to Energy and Water	d) Wider Essentials	e) Housing Costs	e) Total amount provided to vulnerable households (a+b+c+d+e)
Row 1	Spend (£s)						£ -
Row 2	Volumes						-

In your application, please outline how you will collect this information.

## How Much Money Can You Apply For?

<b>Small Grants Level 1</b>	up to £1,500
<b>Small Grants Level 2</b>	up to £5,000
<b>Medium Grants</b>	£5,001 – £25,000
<b>Large Grants</b>	£25,001 - £50,000*
* If applying at this level, please contact Liz McNabb with an expression of interest first <a href="mailto:Liz@boltoncvs.org.uk">Liz@boltoncvs.org.uk</a> .	

**PLEASE NOTE:** You may only apply for one investment at any of the levels listed.

## What Are the Time Scales?

<b>Fund Open</b>	Monday 16 <sup>th</sup> May 2022
<b>Deadline for applications:</b>	11.59pm Sunday 29 <sup>th</sup> May 2022
<b>Applications are made online:</b>	<a href="#">Login for Funding Applications</a>
<b>All Projects must be completed by</b>	30 <sup>th</sup> September 2022

## How To Apply

Log on to the Bolton CVS website and go to: [Login for Funding Applications](#)

We will look at the amount you are asking for to decide which level you are applying for.

**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't You Spend the Money On?

**This funding round will not fund:**

- Advice services including debt advice
- The fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of the fund

### **Usual exceptions apply:**

- 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.

## **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 an established 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.

## 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 – give 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: 3 x chest freezers @ £150.00 each = £450.00 (inc VAT)

Not acceptable: Chest Freezers £450.00

### 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?

- What specific household support is needed that you know about?
- How you know this?
- Tell us why the items you are asking for funding for are essential
- How do you know where the need is?
- Are there specific families, individuals you are in touch with and know are experiencing hardship?

In the second section you can tell us, how the people involved your project have been involved in the planning. For example, do you have volunteers who have been staying in touch with members of your group and are able to identify certain individuals or families experiencing particular hardship due to rising living costs.

#### **How to answer Section 4: Your Project Outcomes**

Please refer to the **Funding Priorities** in the orange box above when you answer Section 4 on the application form.

Think about what you will report back to us. We'll expect basic information such as:

- How many households you will support?
- What type of household they are (are there children or pensioners living there)?
- How much you have spent per household
- How much you have spent by category (
- What their essential needs are?
- You could include some demographic information (age, employment status, ethnicity, if they have a disability etc.)

Acceptable outcome:

- By the end of this project, approximately x households in x area of Bolton will have received help with the costs of their energy bills between June and September 2022.
- Approximately x pensioners will receive a care package of food, blankets and essential supplies

- We also ask about the wider social value your project will bring. Please tell us about:
  - Any additional environmental benefits
  - Any challenges or changes made due to Covid-19
  - Wider or additional economic benefits
  - How many volunteers and volunteer hours will be needed to deliver the project.

## **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 (*section 1 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?**

There are 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.

Please click: [Minimum Requirements for Applicants](#)

## 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 one 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](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**

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