

# The Big Bolton Fund: Small Grants Programme

## April 2018 - September 2018

Deadline to apply: 5pm Monday 18<sup>th</sup> June 2018



Supported by  
**Bolton  
Council**

Bolton CVS works in partnership with Bolton Council's Chief Executive's Department to offer grants of up to **£1500** for community organisations based or working in any area of Bolton.

### To be eligible, an organisation must:

- be either: a constituted voluntary or community group  
a registered charity or community interest company  
another type of constituted not for profit organisation
- be based and/or of benefit to people living in the **Bolton local authority area**.
- have an **annual income of under £40,000** in it's last financial year.
- not have received a grant from this Small Grants Programme between April 2016 – end of March 2017.

We are especially keen to support **projects which benefit those most in need**. We expect this to include:

- people living in the poorest communities in Bolton
- people with health issues or disabilities and their carers
- people whose opportunities are limited by other factors such as a lack of local facilities or activities or a lack of skills.

**We hope most grants will be for ongoing costs of regular activities in Bolton. Applications for equipment or one-off activities will be considered if they demonstrate significant need and benefit.**

### We anticipate funded projects will help communities in one or more of the following ways:

- Encouraging people to be more physically active, eat more healthily or reduce alcohol consumption.
- Supporting people to have a better quality of life e.g. improved mental health or be less socially isolated.
- Helping people to manage existing conditions and increase their independence.
- Enabling people of all ages to develop new skills with the aim of increasing educational or employment opportunities e.g. Job search & CV building, homework clubs, work & study skills training
- Improvement of numeracy, literacy or Information and Communication Technology (ICT) skills among those who currently struggle with these.
- Supporting people to get involved in their local communities - enabling people to know and meet with others or be more active in their communities.
- Supporting people to engage in positive activities to help prevent crime and anti social behaviour
- Promoting interaction between people from different faiths, cultures or ages.
- Providing opportunities for young or old people to get together in a safe environment.
- Reducing the impact of poverty.
- Making public spaces and facilities cleaner, brighter and more useable.
- Encouraging awareness of sustainable living (e.g. recycling, food growing, effective use of resources.)

**Exclusions** – Please note we do not give grants:

- To organisations that have not completed the monitoring of a grant we previously awarded
  - To organisations with an annual income of over £40,000 in it's last financial year.
  - Towards trips, outings, meals, parties or any other one off activity that does not demonstrate significant community benefit
  - For activities of a political or exclusively religious nature
  - To individuals or to organisations on behalf of individuals
  - To projects which will be primarily of benefit to people living outside the Bolton Local Authority Area
  - Towards wages of sports coaches and instructors 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.
  - To statutory organisations (including schools) or activities that duplicate statutory services
  - To organisations that do not operate with a charitable-type dissolution clause or an asset lock
  - To cover the cost of projects that take place or are paid for before a grant from us is confirmed
  - For projects taking place outside of the UK
  - For deficit funding or repayment of loans, interest or fines
  - To fundraise on behalf of another organisation
  - For land or building projects where the applicant's ownership or lease is not already in place
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**Please allow 4 weeks from this deadline before planning to start your activities.** We are unable to fund activities that happen before we make a decision about your application or cover costs you will already have paid for e.g. Publicity to advertise events.

If successful, you must spend your grant within 12 months. You will receive information about monitoring the grant after a grant has been awarded.

All decisions on the allocation of grants are made by a trained panel of volunteer grant assessors.

Groups who have not had a grant from us before may receive their grant in two or more instalments.

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**We expect funded groups to be able to provide the following supporting documents:**

- 1)** A constitution, memorandum and articles or terms of reference which includes a clear statement of your aims, a dissolution clause that will ensure all assets are distributed to another non profit organisation should your organisation close and the signatures of at least 3 committee members to show it has been adopted.
- 2)** A summary of the organisation's accounts from your last financial year which includes a summary of your income and your spending as well as a final balance. If your group is less than 12 months old, we will accept a written statement of all the income it has received so far.
- 3)** Appropriate insurance to cover anyone involved in the project including (if appropriate) the general public.
- 4)** If your project involves regular activities with children or young people less than 18 years of age or vulnerable adults you must provide a safeguarding policy. This should include procedures for how to respond to concerns about the safety or welfare of a vulnerable person or concerns about the actions of a trustee, staff member or volunteer and also the name of a person in your group with appropriate training to deal with any concerns in your group regarding vulnerable people.

**Please Note** If your group does not have the required documents, you can visit our website at <http://www.boltoncvs.org.uk/development> or contact us on 01204 546010. Bolton CVS can assist your group to get these in place.