



Achieve Asset Fund 2021-22

Guidance for Applicants

Summary of the Fund Criteria

- **Grants of up to £15,000** for Voluntary, Community or Social Enterprise organisations providing activities and support for people in recovery from drug and alcohol addiction
- **Funding Priorities:** Engagement and support for people in recovery and to help challenge stigma
- Activities can take place in **Bolton, Salford or Trafford**
- **Turnover limit** for organisations of £1.5m
- Maximum of **one award** per group
- **Closing date for applications:**
12:00 noon on Monday 15th November 2021
- **Decisions to be made by:**
mid-December 2021



These grants are managed by Salford CVS on behalf of 10GM as part of the overall contract for Achieve across Bolton, Salford and Trafford.

Achieve Asset Fund

Guidance for Applicants – September 2021

Section 1 – About the fund

What is the Achieve Asset Fund?

The Achieve Asset Fund is here to fund projects supporting people living in Bolton, Salford or Trafford who have received treatment for, and are recovering from, drug and/or alcohol addiction. The funding providers - Greater Manchester Mental Health Foundation Trust are keen to see applications which deliver a range of support activity including:

- Regular drink and drug free social activities (music, art, craft, drama etc.)
- Supporting education, training and employment opportunities
- Actively pursuing opportunities for the development of small businesses and social enterprise to provide further opportunities for the personal growth and development of Community Members
- Offering a range of volunteering opportunities
- Offering a pool of peer navigators and mentors right across the treatment and recovery system

Achieve is the name of the substance misuse treatment and recovery service in the boroughs of Bolton, Bury, Salford and Trafford. The lead provider is Greater Manchester Mental Health Foundation Trust.

See: <https://www.gmmh.nhs.uk/achieve/>

Funding priorities

The overarching priority is to engage and support people in their recovery journey and help provide a bridge towards normal living.

Beneficiaries may be existing Achieve service users or people from the wider recovery community, including those who have never received treatment. Those not in recovery may also be additional beneficiaries.

In addition to supporting those in recovery, project should also help to challenge the stigma associated with being in recovery.

Who can apply?

Only organisations that meet the criteria below will be eligible to apply

- This fund is open to voluntary, community or social enterprise (VCSE) sector organisations based in Greater Manchester.
- Of those people being supported through this fund (the beneficiaries) 100% must be Bolton, Salford or Trafford residents.
- The turnover limit for organisations applying is £1.5m per year.

How much can you apply for?

Applications are invited for projects up to maximum of £15,000. However, applications are very much welcomed for projects ranging from £5,000 up to the maximum of £15,000. Only one application per organisation may be submitted.

What can the grant be spent on?

Eligible spend includes staffing (including freelance) and volunteer costs, relevant training, venue hire, refreshments, design and printing and any other reasonable project costs.

What policies / other documentation is required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Health and Safety policy
- b) Equality/Diversity Statement or Policy
- c) Public Liability Insurance (Cost can be included in budget)
- d) Risk assessments (inc Covid-19 precautions)
- e) Safeguarding Adults policy
- f) Safeguarding Children policy (if applicable to project activities)

Please note: Copies of Safeguarding Policies will need to be submitted with your application.

What support is available to applicants?

Some practical support is available to organisations including developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For projects in Bolton – contact Bolton CVS by email at: funding@boltoncvs.org.uk or by phone on 01204 546010

For projects in Salford or Trafford – contact Salford CVS by email at: office@salfordcvs.co.uk or by phone on 0161 787 7795

If you have any questions or concerns regarding submitting your application please contact Salford CVS' Grants Team by phone on: 0161 787 7795 or email at: grants@salfordcvs.co.uk

You're invited to a 'Meet the Funder' session

If you want to find out more this fund and how to apply, you're welcome to attend one of our virtual 'Meet the Funder' sessions on ZOOM - outlined below:

a) Monday 11th October

3pm – 4pm on ZOOM

b) Tuesday 12th October

1pm – 2pm on ZOOM

To book your place please email grants@salfordcvs.co.uk with your name, organisation name and state which session you wish to attend.

How to apply

Please read this guidance in full to ensure your application meets the criteria. Organisations that wish to apply will need to complete the application form and submit it by email to grants@salfordcvs.co.uk in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

When is the closing date for applications?

The fund will close to applications at **12:00 noon on Monday 15th November 2021**.

How will applications be assessed?

On receipt of applications Salford CVS will undertake a number of eligibility checks. An independent assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

When will we hear the outcome?

All applicants will be informed by email within 4 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 Salford CVS organisations will need to complete and return an 'Acceptance of Grant Form' together with an invoice for the full grant amount. For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the 'Principles of Good Grant Giving' which Salford CVS adheres to.

How long will we have to spend the grant?

All organisations receiving a grant will have up to the end of November 2022 to spend the grant.

How will our project be evaluated?

We have a three-fold approach to evaluation:

- **Assessing impact** – the difference your project made in words, numbers, stories, quotes and photos
- **Gathering learning** – what you have learned as an organisation, how your organisation has developed and what you would do differently next time
- **Providing assurance** – demonstrating good management of public money

In practical terms this will mean providing feedback to Salford CVS in the shape of an end of project report form when your project is completed. We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

Any further questions?

Please contact the Grants Team by phone 0161 787 7795 or email at:

grants@salfordcvs.co.uk

Section 2 – Completing the Application Form

About your organisation

Question 1) – Please give the full name of your organisation.

Question 2) – 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 any successful project award.

Question 3) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

Question 4) – Please provide your organisation's turnover (revenue / income) for the most recent financial year. The maximum eligible turnover for this fund is £1.5m per year.

Please note: all the information below will be shared with the Assessment Panel

Question 5) – Please restate the full name of your organisation.

Question 6) – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

Question 7) – We expect all organisations to have relevant policies in place at the time of application. Please note that 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.

Question 8) – Please select the description (a-d) which best matches your organisation in terms of support for the recovery community.

Question 9a) – Please explain why you are motivated to support people in recovery and if applicable the track record of your organisation or staff members in this field.

Question 9b) – Please tell us if and how people with lived experience of recovery have helped shaped this project.

About your project beneficiaries

Question 10a) – Please estimate how many people who identify as being in recovery will be supported by this project.

Question 10b) – Please estimate how many people in total will this project support.

Be realistic about how many people this project will work with. We are interested in organisations delivering good projects with a manageable number of beneficiaries.

We recognise that it may not be appropriate to ask beneficiaries directly if they are an Achieve service user or identify as being in recovery. Also it may be appropriate to open up the project to those not in recovery (e.g. to help overcome stigma), as long as these wider beneficiaries do not predominate the project.

Question 11) – It is a requirement of all funded organisation to take responsibility to engage and recruit beneficiaries from the recovery community for their project. All promotion will need to 'sell' the project to prospective beneficiaries. All successful applicants will be advised on how best to promote their project through Achieve, however they must not rely on referrals being generated from Achieve.

About your project

Question 12) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 13) – Please give a brief description of your project that sums up what you plan to do. This may be used on our website publicise the award.

Question 14a&b) – Please indicate the borough in which your project will be located. Also provide details of the neighbourhoods, wards or venues you propose to use.

Question 15) – In this section tell us what you intend to do with the grant if you're successful. Please give details of the practicalities involved in delivering your

project i.e. how you will use the money, what you plan to do, who's doing it, the frequency of activities, how it will be promoted, on which days etc. This activity should be recognisable in your project budget.

Question 16) – Please explain how your approach will support beneficiaries in their recovery journey and the practical steps you'll undertake to deliver this support.

Question 17) – Please explain how your project will contribute to challenging the stigma of drug and alcohol addiction and recovery. This might include promoting positive news stories from this project, or the involvement of those not in recovery to help break down barriers.

Question 18) – Please give your proposed project start and finish dates. Realistically, the earliest that funded projects can commence is January 2022 and must be completed by the end of November 2022

Question 19) – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success? This might include the of number of people supported or how the wellbeing of those you support has improved.

How you measure these outcomes may be very simple (e.g. number of people involved) or involve seeking feedback from your beneficiaries (e.g. before and after survey, quotes, photos etc.). Ultimately we want you to tell us how you plan to evidence the difference your project has made to the people you support.

The [5 Ways to Wellbeing](#) are a guide. You may have other outcomes that fit well with your project.

Maximising the benefits for Greater Manchester

Question 20) – We are keen to support all staffed organisations that pay a minimum wage of at least £9.50 per hour as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

- 0 - 10 employees: £60
- 11 - 50 employees: £120
- 51 - 250 employees: £240
- 251+ employees: £480

This includes regular third party contractor staff.

Question 21) – As leading member of the Greater Manchester Social Value Network Salford CVS wants to ensure that as much of its grant monies as possible are spent in Greater Manchester, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy.

The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](#) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

Question 22) – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting people in recovery via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people's chance of employment.

About the money

Question 23) – Please give an overview of what your project will cost by describing each item. Your budget should reflect the description provided in question 15. Please break down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Activity Co-ordinator – 12hrs/wk @ £18ph x 26 weeks = £5,616

Not acceptable: Staffing – £5,616

Example 2

Acceptable: Venue hire – 8hrs/wk @ £20ph x 26 weeks = £4,160

Not acceptable: Venue hire – £4,160

Example 3

Acceptable: Refreshments @ £5/person x 10 people x 26 events = £1,300

Not acceptable: Refreshments = £1,300

The item cost figure may be the same as the amount you're requesting. However, if you have other sources of money, it may be you're only looking for a contribution (see the example below)

| Description of item | Breakdown of calculations | Full cost | Amount requested |
|---------------------|----------------------------|-----------|------------------|
| Venue Hire | 8hrs/wk @ £20ph x 26 weeks | £4,160 | £3,000 |

Therefore, the total cost of the project may be more than the amount you're requesting from the Asset Fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

Please attach

Please confirm you are attaching:

- Articles of Association / Constitution
- Safeguarding Adults Policy
- Safeguarding Children Policy (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.