



## Contents

<b>About the fund</b> .....	<b>3</b>
<b>Priorities of the fund</b> .....	<b>3</b>
<b>Important dates</b> .....	<b>4</b>
<b>Who can apply?</b> .....	<b>5</b>
<b>What is the criteria for application forms?</b> .....	<b>5</b>
<b>What can the grant be spent on?</b> .....	<b>6</b>
<b>What can the grant not be spent on?</b> .....	<b>6</b>
<b>What policies and other documentation are required?</b> .....	<b>7</b>
<b>How do we apply?</b> .....	<b>7</b>
<b>What support is available for applicants?</b> .....	<b>7</b>
<b>How will applications be assessed?</b> .....	<b>8</b>
<b>What happens if we are awarded a grant?</b> .....	<b>9</b>
<b>How will our project be evaluated by Salford CVS?</b> .....	<b>9</b>
<b>Any further questions?</b> .....	<b>10</b>
<b>Completing the Application Form</b> .....	<b>10</b>

We want our grants programme to be accessible to everyone. If you would benefit from submitting your application in another format (for example as a video or voice recording) or require adaptations to the guidance and / or application form, please get in touch with the **Grants Team** by emailing [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 0161 787 7795.

## About the fund

The GM Walking and Wheeling Fund (GMWWF) aims to improve the health and wellbeing of communities in Greater Manchester by encouraging people who are less active or inactive to walk or wheel regularly. By wheeling, we mean using a wheelchair, mobility aid or pushing a pram – **cycling is not included**.

The small grants programme will be offering grants of up to £2,000 to Greater Manchester-based VCSE (voluntary, community and social enterprise) sector organisations for projects to encourage walking and wheeling.\* Medium grants of up to £5,000 are also available – for more information, please see the [medium grants guidance notes](#).

The GMWWF also hopes to increase awareness of, and engagement with, GM Walking: a hub of information and resources that recognises the important role walking and wheeling can play in increasing physical activity levels. For more information about GM Walking, or to read case stories from projects funded in previous rounds of the GMWWF, visit: <https://gmwalking.co.uk>

\*We understand that, due to recent events, some people may feel worried about walking or wheeling in public spaces. If this applies to the people you work with, we welcome your creative ideas to support people to walk or wheel regularly; for example, by offering 'non-traditional' walking activities such as walking within the grounds of a community venue or utilising treadmills in a gym. In a previous round of the fund, one group even delivered walking sessions in a swimming pool! Or, perhaps there are other opportunities to help people feel safe, for example partnering with another organisation to increase the size of a walking or wheeling group or to provide access to a wider pool of volunteers to support walks.

The GM Walking and Wheeling Fund is being managed by Salford CVS on behalf of [10GM](#).

## Priorities of the fund

All projects must encourage **people who are less active or inactive to walk or wheel regularly**. There are many ways your organisation could do this, for example by supporting people to take part in walking and wheeling groups; by working with schools, faith centres or workplaces to encourage active travel; or by

recruiting and training Walking and Wheeling Champions to encourage people in the community to walk or wheel regularly.

The fund is particularly interested in supporting organisations and projects that link into the wider health and care system in their area such as a local GP practice or family centre. In the last round of the fund a Mum's walking group linked in with their local Sure Start Centre, midwifery team and health visitors to promote their walks, which resulted in staff referring new parents to the group.

Unsure if your project is a good fit for the GMWWF? Please contact the **Grants Team** for an informal conversation before applying (contact details are available on page 7, 'Support with your application').

## Important dates

The GMWWF will close to applications for small grants at 12pm (midday) on **Friday 18 October 2024**, with decisions expected within 4-6 weeks of the closing date (mid-November 2024). Successful organisations will have **until the end of March 2025** to spend their grant.

<b>Fund opens</b>	September 2024
<b>Application deadline</b>	12.00pm (midday) on Friday 18 October 2024
<b>Decisions expected</b>	Within 4-6 weeks of the closing date
<b>Approximate delivery period</b>	End of November 2024 – March 2025
<b>End of project report due</b>	Within one month of project completion

Salford CVS and GM Moving will be hosting two online Meet the Funder sessions to discuss the small and medium grants programmes in more detail, how to apply for a grant, and tips and tricks on writing a strong application. There will also be the opportunity to ask questions. The sessions will take place on Microsoft Teams on the following dates: to register to attend please click the link below.

**Meet the Funder sessions – [Click here to book on](#)**

Wednesday 11 September – 6pm – 7pm

## Who can apply?

To apply, your group or organisation must meet the following eligibility criteria:

- Constituted as a voluntary, community or social enterprise (VCSE) group or organisation operating in Greater Manchester for the benefit of Greater Manchester residents (in. Glossop)
- CICs are required to have a minimum of three directors and an asset lock with a specified organisation named. ***An asset lock provides reassurance that an organisation's assets will be distributed to another charity / not -for profit organisation fulfilling similar objects if they dissolve. To check you have a specified organisation in the asset lock please refer to 3.5 in your Articles of Association.***
- Companies limited by guarantee will need a minimum of three directors, and within their Articles of Association a statement about their purpose and social impact, a not-for-profit clause, a director remuneration clause as well as a clause stating that assets will be distributed to another not-for profit organisation fulfilling similar objects if they dissolve.
- If your organisation is delivering a project for children or adults at risk of harm your organisation must have an up to date and suitable safeguarding policy with staff and/or volunteers undertaking DBS checks (if appropriate for the role)

All organisations must:

- Have a bank account requiring two signatures in the name of your organisation.
- Undertake an evaluation of your project and share the learning generated.
- Give permission for the project to feature on the GM Walking website.
- Be able to complete the project by **Monday 31 March 2025**.

## What is the criteria for application forms?

Applicants will need to demonstrate:

- How the project idea was initiated by and/or meets the needs of the community.
- A clear plan on how they will involve people who are usually less active or inactive in their project.

- How participants will be kept engaged over the colder autumn/winter months.
- How as an organisation you plan to share the learning and outcomes of the project, including through storytelling. Photos, videos and quotes bring projects to life, successful groups will need to allocate time and resources to collect and develop creative feedback. For examples of photos, videos and quotes from previously funded groups please see [2023/24's GM Walking & Wheeling Impact Report](#).

Applicants are encouraged to think where possible about how they will try to ensure people are able to continue walking or wheeling regularly once the grant period is over – for example, perhaps you could train volunteers to deliver the project, or distribute maps in the community of accessible walking or wheeling routes.

## What can the grant be spent on?

The grant can be used to pay for project and capital costs, including (but not limited to):

- Purchase or hire of equipment/materials
- Training
- End of project reporting costs (including time of staff and volunteers)
- Refreshments (including for participating staff and volunteers)
- Sessional worker/facilitator and/or staffing costs
- Travel costs
- Venue hire
- Volunteer expenses (linked to a project)
- Promotion
- Public liability insurance
- A contribution to overheads/management costs (must be proportionate to the project)

This fund can be used as match funding for other local grants with similar purposes.

## What can the grant not be spent on?

- Costs for meals, trips or one-off events unless there is a clear and compelling need and benefit for the community
- Alcohol

- Retrospective costs (i.e. costs that have already been incurred or for activities that have already happened before a grant has been awarded)
- Costs for work that statutory bodies (such as schools or local authorities) have a duty to fund

## What policies and other documentation are 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

...and if applicable to project activities:

- e) Volunteer Policy
- f) Safeguarding Adults policy
- g) Safeguarding Children policy

**Please note:** If your project involves working with children or adults at risk of harm you will need to include a copy of your Safeguarding Policy with your application form.

## How do we apply?

Complete the small application form (to check you are applying for the small grant please check the name of the fund at the top of the application). Submit the completed form by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in Word format before the application deadline. Alternatively, applications can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

## What support is available for applicants?

### Accessibility

We want our grants programme to be accessible to everyone. If you would benefit from submitting your application in another format (for example as a video or voice recording) or require adaptations to the guidance and / or application form, please get in touch with the Grants Team by emailing [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 0161 787 7795.

## Support with your application

If you have any questions or concerns about the fund or how to complete an application form, please contact the Salford CVS grants team either by email [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or 0161 787 7795.

For support developing a project idea and writing an effective application form, please contact your local infrastructure organisation. A full list of the infrastructure organisations in Greater Manchester is available on the 10GM website - <https://www.10gm.org.uk/local-areas.html>

## Wider development support

You can also contact your local infrastructure organisation for practical support including policy development, accessing volunteers and accessing wider funding. <https://www.10gm.org.uk/local-areas.html>

## How will applications be assessed?

- On receipt of applications, Salford CVS will undertake eligibility checks
- All applications that are eligible will be independently scored by a panel consisting of representatives from, 10GM, GM Moving, a large VCSE-sector organisation and Salford CVS.
- The assessment panel will meet to agree the awards
- Feedback from the assessment panel will be provided to groups who are not awarded a grant.

In the event of more than one application receiving the same or a similar score, tipping factors may support the decision-making process. These include:

- To get a wider range of beneficiaries
- To get a wider geographic spread across Greater Manchester
- To fund applicants who have not been funded before, or who have not received funding from the GM Walking and Wheeling fund before



- Where the applicant has a poor or weak monitoring track record for previously funded work

## What happens if we are awarded a grant?

Successful applicants will be notified of their grant by email. Please read the offer letter attached to the email in full, which contains important information about the grant including the amount awarded, any conditions, and next steps to claim the grant. Once the required documents have been received we aim to issue the grant by bank transfer within 5-10 working days.

## How will our project be evaluated by Salford CVS?

Salford CVS has 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 means providing feedback to Salford CVS in the shape of a simple report form when your project is complete. As part of the fund successful applicants will be invited to attend an End of Project reporting sessions where Salford CVS and GM Moving will provide examples of and tips for creative reporting and the benefits of collecting these. Please see last year's [Impact Report](#) for examples of photos, videos and quotes funded groups shared in their reports.

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. You may also be selected to take part in a case study interview with colleagues at GM Moving to provide a more in-depth understanding of what has been achieved and the impact your project has had.

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

With your help in providing simple feedback Salford CVS and GM Moving can demonstrate how grants and investments can make a real difference encouraging people to become more active and incorporate walking and wheeling into their everyday lives. 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](mailto:grants@salfordcvs.co.uk)

## Completing the Application Form

### Contact information

**Question a)** – Please give the name and contact details 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 b)** – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

**One of the contacts provided must be either on your management committee (for Unincorporated Associations) or a senior member of staff.**

### About your organisation

**Question 1)** – Please provide your organisation's name.

**Question 2)** – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

**Question 3)** – Please give your organisation's turnover for the last full financial year.

**Question 4)** – Please tell us how your organisation is constituted, for example:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

**Question 5)** – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Associations (community groups) will not have an organisation number.

**Questions 6)** – Please provide links to your organisation's website and social media accounts (if applicable).

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

Please note that you will need to submit copies of the following documents along with your application if you are working with children or adults at risk of harm:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

**Question 8)** – Please restate the name of your organisation.

## About the project

**Question 9)** – Please give your project a memorable name. This helps us identify the project should your application be successful.

**Question 10)** – Please give your proposed project start and finish dates. Approximate delivery periods are provided on page 4 of these guidance notes.

**Question 11)** – Please tell us which of the 10 Greater Manchester boroughs your project will deliver in in terms of direct engagement. Please note, your application will not score higher if you select multiple boroughs.

**Question 12)** – Please check (x) any priority groups you are actively going to try to engage through your project. Please note, your application will not score more highly if you select multiple beneficiary groups. If you plan to engage a particular group that is not included in the list, then please describe in 'Other' (e.g. perhaps they live in a particular community, or beneficiaries share life experiences such as being a single parent).

If it not essential that projects engage a particular group, in this instance please choose 'no specific group'.

**Question 13)** – Please check (x) the relevant box. If your project does involve working with children or adults at risk of harm you will need to submit a copy of the relevant safeguarding policy with your application form.

**Question 14)** - Please tell us what you intend to do with the grant if successful. Please give details of the practicalities involved in delivering your project, for example how you will use the money, what you plan to do, who will deliver the activities, the frequency of activities, when and where they will happen, how they will be promoted, etc. Your activity must be recognisable in your project budget.

**Question 15)** - Please give your best estimate for the number of people who are usually less active or inactive who will walk or wheel more as a result of the project. Be realistic – we are interested in organisations delivering good projects with a manageable number of beneficiaries.

**Question 16)** - Please tell us approximately how many sessions you plan to deliver. If you plan to deliver different types of sessions e.g. group and one to one you may wish to provide a breakdown.

**Question 17)** - The panel has difficult decisions to make about where funding is more needed. Please describe the need for your project, including any issues or challenges the people you plan to work with experience and how this prevents them from engaging with walking, include any evidence you have. For example,

findings from consultation or conversations, learning from previous projects, data from current or prospective beneficiaries, etc.

**Question 18)** - Please explain how you will promote the project, recruit participants and keep people motivated to continuing attending your walks, especially during the colder autumn/winter months. This could include marketing activity, conversations you will have in the community, taster sessions, providing weatherproof clothes, hot refreshments etc.

## About the money

**Question 19)** – Please give an accurate breakdown of your project costs by describing each item. You'll need to research some prices or obtain quotes (i.e. you can't just guess the costs). Please break down your calculation so we can see how you've arrived at the cost for each item. See an example budget below:

Description of item	Breakdown of calculations	Item cost	Amount requested
Walk leader	£15 per hour x 2 hours x 10 sessions	£300	£300
Volunteer travel costs	£5 per volunteer x 5 volunteers x 10 sessions	£250	£250
Waterproof jackets	1 jacket £10 x 15 jackets	£150	£150
Venue hire	£20 per hour x 1 hour x 10 sessions	£200	£200
Refreshments for during and after walk including tea & coffee	£1.50 per person x 15 people x 10 sessions	£225	£225
Promotional leaflets	500 leaflets	£50	£50
<b>Total cost of project</b>		<b>£2075</b>	
<b>Total amount requested from this fund: (£2,000 max)</b>			<b>£1175</b>

### If other money is being used to support this project:

If you have other sources of money, it may be that you're only looking for a contribution to certain costs (see the example below).

Description of item	Breakdown of calculations	Item cost	Amount requested
Venue Hire	£15 per hour x 2 hour a session x 10 session	£300	£250

Full cost = £300

Amount requested = £250

Amount from alternative sources = £150 (e.g. an annual raffle)

Therefore, the total cost of the project may be more than the amount you're requesting from this 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 (see example below). **Such match funding is desirable but not essential.**

If applicable, where is the rest of the money coming from?		
Source of funding	Amount	Funding Secured?
Annual raffle	£150	Yes

### Purchasing from local independent suppliers

Salford CVS wants to ensure that as much of the GM Walking and Wheeling Fund grant monies as possible are spent in Greater Manchester. If possible, please try and avoid large chains or corporations, and especially Amazon who have 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 please try to buy from Amazon Marketplace which supports independent suppliers.

### Please note:

All organisations are encouraged to sign up to the GM Walking newsletter to keep up to date with opportunities such as training, events and case stories. To do this please visit: <https://gmwalking.co.uk/>

### Important – please attach:

#### Constitution:

A constitution is a statement of what your group is going to do and how it is going to do it. For support developing a constitution, please contact your Local Infrastructure Organisation.

**Bank statement or paying in slip:**

If you are not sure whether you have received a grant from us in the last 12 months, email [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 07592 036 307.

**Safeguarding policy:**

If you are unsure whether you need to submit your safeguarding policy, please contact the Grants Team by emailing [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 07592 036 307. For support developing a safeguarding policy, please contact your Local Infrastructure Organisation.

## Please confirm

Please confirm by checking the box whether your organisation confirms to giving GM Moving permission to share your application and contact details with partners, this would be to share details of funded project and help raise awareness and is an opportunity for groups who are unsuccessful to potentially locate other sources of funding.

Please confirm your organisation gives permission for GM Moving to share basic details of your project (if successful) online.

Please confirm you have read the **Terms and Conditions** of the grant by giving the name and role of the lead applicant.