

**Trafford Council**  
**Winter Resilience: VCSE Grants Scheme 2017/18**  
**Guidance Notes**

**1. What is this document?**

This document explains how to complete the application form and how the different sections will be checked for eligibility. Please read it carefully before completing your form.

The voluntary, community and social enterprise sector offers a wide range of support to our residents when they are most vulnerable over the winter months. Whilst we plan each year for the impact of winter season, health and social care services continue to experience increased pressure at this time. With the aspiration of better supporting residents to stay safe and well during the winter season, we are keen to fund ideas from the voluntary, community and social enterprise (VCSE) sector to trial over the coming months. This grant scheme is looking for innovation and ideas that may support;

- Helping to keep residents well at home and preventing hospital admission
- Supporting residents to come home from hospital or other health and care settings
- Ways to identify vulnerable residents and the best routes to offer support
- Ways to help residents engage in support and activities
- Encouragement of neighbours and wider communities to consider vulnerable residents
- How we help residents to be/ or remain physically active in the winter months
- Helping residents to attend services such as health appointments, food banks, social occasions.

The activity must be a new activity or bring new capacity to something you can evidence has a positive impact on older residents in the winter months. We would like to hear if there is any evidence base supporting your idea and if not, what the compelling reason is to trial this idea.

Both short and medium term projects are welcome, for example it could be a one off event or a project over several weeks or months, as long as the support can begin, at the latest from 20th December 2017 and ends by 31st March 2018. For successful projects we will look at how we can build the ideas in to a longer term commission.

**2. Eligibility Check**

All submitted applications will be considered by a panel of Council and the Clinical Commissioning Group staff to ensure that they meet the required eligibility standard.

**3. Who Can Apply**

Any group can apply, as long as their project benefits the residents of the locality area during the winter months. Groups and organisations must have a minimum of three unrelated members as committee members and must be constituted with a bank account.

This may include:

- Voluntary or Community groups
- Not for profit social enterprises / local charitable organisations

Groups that do not have a bank account or constitution will be considered if they are in the process of setting them up. A bank account and constitution must be in place by the time the funds are issued.

#### 4. **Who Cannot Apply**

- Individuals, unless they are planning to set up as a group
- Any private sector or “for profit” organisations
- Public sector organisations i.e. local authorities, education institutions, health authorities etc.
- Projects that promote specific religious or political views
- Projects that cannot start delivering by December 20<sup>th</sup> 2017.

#### 5. **Which residents does your application benefit?**

Your project must benefit residents living in Trafford. The delivery may be neighbourhood specific, borough wide or have a specific target group such as; residents living alone, residents accessing another related service, residents with a health issue, residents discharged from hospital etc. As long as you can supply the rationale for your target group, we will consider the application.

#### 6. **How Much You Can Apply For**

- The maximum amount you can apply for is **£4,999**.
- There is no minimum amount, and you can apply for any type of cost (including staffing, stationery, equipment etc.)
- Organisations / groups can submit a maximum of 1 application.
- We welcome partnership bids where each organisation within the partnership can apply for up to £4,999 – the bid must state which other bids/partners they relate to.

#### 7. **Closing Date**

The deadline for submitting applications is **10am 13<sup>th</sup> November 2017**.

You can submit your application by emailing it to [Vashti.Jellis@Trafford.gov.uk](mailto:Vashti.Jellis@Trafford.gov.uk). Or by posting it to: The Commissioning Team, Trafford Council, 1<sup>st</sup> Floor Extension, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

All applicants will receive confirmation the application has been received. If you are not provided with a confirmation response please let us know on the contact details below.

#### 8. **Help and Support**

Contact the Commissioning team if you need help and support by calling 0161 912 1316 or by emailing [Vashti.Jellis@Trafford.gov.uk](mailto:Vashti.Jellis@Trafford.gov.uk).

#### 9. **Filling out the form**

There are 5 sections to the form which you must complete. The following table explains each section and how it will be used to check your application.

<b><u>Section</u></b>	<b><u>What is it for?</u></b>	<b><u>How will it be checked?</u></b>
<b>Section 1: Details of your organisation</b>	This section lets us know who you are, how we contact you and what kind of group you are. This helps us to ensure eligibility.	This section is for office use only. It will be used to check that your group and application is eligible to apply.
<b>Section 2: Financial information</b>	This section tells us your situation regarding readiness to receive a grant. You must either be a constituted group with a bank account, or be able to become constituted by the time the funds are issued.	This section is for office use only. It will be used to check that your group and application is eligible to apply.
<b>Section 3:</b>	This is where you tell us who you are	<b>This section will be checked against the</b>

<p><b>About your group and project</b></p>	<p>and what you want to do. It needs to be clear and tell your story. You need to tell us why you think that the activity is needed. How do you know?</p>	<p><b>following...</b></p> <ul style="list-style-type: none"> <li>• You have described the ‘what, where, when, who and how’ of what you want to do</li> <li>• The activity directly benefits the community and residents of Trafford.</li> <li>• You have explained how you know people in the area want this activity</li> <li>• If you are working in partnership, what are the benefits of the partnership and how many organisations are involved.</li> </ul>
<p><b>Section 4: Monitoring &amp; evaluation</b></p>	<p>It’s important that funding makes a difference to the people who take part in activities. You need to think about the impact you will have, what will be different after the project, how will you know and what tools you’ll use to show this.</p> <p><b>Tip – there are lots of different ways to measure difference – like talking to people, questionnaires</b></p>	<p><b>This section will be checked against the following...</b></p> <ul style="list-style-type: none"> <li>• What will be different after the activity has happened</li> <li>• How you will know / what will you measure?</li> <li>• How you will measure specific targets or measures to help demonstrate success</li> <li>• The aims, methods and measures are realistic and achievable</li> </ul>
<p><b>Section 5: Budget</b></p>	<p>This is where you tell us what you want to spend the grant on – how you know the costs are accurate and whether you are getting any help to run the project other than the grant you are applying for.</p> <p>Tell us if you receive any in kind support such as help from a local business, free resources or access to meeting space.</p> <p>There is also an opportunity to share if you are delivering your idea in partnership with another organisation or how it will complement other provision.</p>	<p><b>This section will be checked against the following...</b></p> <ul style="list-style-type: none"> <li>• The budget table is clear and adds up correctly</li> <li>• The budget contains reasonable costs</li> <li>• Whether you are seeking other funding or getting other help towards the project</li> </ul>

## **10. Helpful Tips**

- Complete every section in the application form
- Ensure you have names of two members of your group on the application form
- Take a copy / photocopy of the application form for your own records
- If you are not contacted by the Commissioning Team to confirm receipt of your application please contact us.

## **11. Further Information**

Contact the Commissioning Team if you need further information by calling **0161 912 1316** or email [Vashti.Jellis@Trafford.gov.uk](mailto:Vashti.Jellis@Trafford.gov.uk).

**Submit your application form by 10pm on Monday 13<sup>th</sup> November 2017 – applications submitted after this deadline will not be considered.**