

# GM Walking and Wheeling Fund

## Small Grants Programme

Managed by Salford CVS on behalf of 10GM

Greater Manchester  
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Greater Manchester  
**Walking**

## Guidance for Applicants 2023/24



### Summary of the fund criteria:

- **Small grants of up to £2,000** for Greater Manchester-based VCSE sector organisations to deliver walking and wheeling projects
- **Funding priorities:** all projects must support people who are usually less active or inactive to walk or wheel regularly
- **Allocation:** small grants will be allocated on a rolling basis
- **Application deadlines:** 12.00pm (midday) on **Friday 20<sup>th</sup> October, Friday 10<sup>th</sup> November, and Friday 1<sup>st</sup> December 2023**. Please note, applications after the final application deadline (application deadline 3) will not be considered
- All projects must be **complete by 31 March 2024**

### About the fund

The GM Walking and Wheeling Fund (GMWWF) – Small Grants Programme is offering grants of up to £2,000 to VCSE (voluntary, community and social enterprise) sector organisations to deliver projects to get more people walking and wheeling this autumn/winter.

The fund 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 (e.g. using a wheelchair or mobility aid or pushing a pram) regularly.

It 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>

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 usually 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 promoting local walking and wheeling routes, events, or campaigns; or by working with people to understand their barriers to walking or wheeling and supporting them to incorporate walking or wheeling into their daily lives.

The fund is particularly interested in supporting organisations and projects that link in to the wider health and care system in their area – for example, a walking and wheeling group that works with a local GP practice or pharmacy to promote their activities and recruit new members. Please see the following example from UProjects in Oldham, who partnered with Chadderton Health Centre to deliver weekly health walks for patients: [www.uprojects.co.uk/news/healthwalks](http://www.uprojects.co.uk/news/healthwalks)

The most important thing is your project encourages people who are usually less physically active to increase the amount they walk or wheel.

## Who can apply?

- Constituted voluntary, community or social enterprise (VCSE) sector organisations operating in Greater Manchester for the benefit of Greater Manchester residents (inc. Glossop).
- CICs can apply if they have a minimum of three directors and an asset lock with a specified organisation named.
- 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 applicable to the people taking part in the activity, organisations must have in place an up to date safeguarding policy with staff and/or volunteers undertaking DBS checks if appropriate to the role.

All organisations must:

- Have a bank account requiring two signatures in the name of your organisation.
- Be willing to 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 **31 March 2024**.

## Criteria

Applicants will need to demonstrate:

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

Applicants are also encouraged to think where possible about how you 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 policies / other documentation are required?**

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

- I. Health and Safety policy
- II. Equality/Diversity (statement/policy)
- III. Risk assessments (inc. COVID precautions)
- IV. Public Liability Insurance (cost can be included in budget)
- V. Safeguarding Children policy (if applicable)
- VI. Safeguarding Adults policy (if applicable)
- VII. Volunteering policy (if applicable)

## **What can the grant be used for?**

The grant can be used to pay for project and capital costs, including equipment, volunteer expenses, training, refreshments, additional staff-time, travel costs, etc. This fund can be used as match funding for other local grants with similar purposes.

## **How to apply for a small grant (up to £2,000)**

Applications to the small grants programme will be assessed by a panel comprising representatives from Salford CVS and 10GM. Please note, as this is a rolling grants programme we will be reviewing how and where the grants are allocated on a regular basis, and as a result we may change eligibility and criteria in order to target certain areas and communities.

To apply for a small grant of up to £2,000, **please complete an application form and return it to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)**. If you would prefer to submit your application in another format (for example as a video or voice recording), please get in touch with the Grants Team by emailing [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or phone 07592 036 307

## **When is the application deadline?**

**Application Deadline 1:** 12.00pm (midday) on Friday 20<sup>th</sup> October 2023

**Application Deadline 2:** 12.00pm (midday) on Friday 10<sup>th</sup> November 2023

**Application Deadline 3:** 12.00pm (midday) on Friday 1<sup>st</sup> December 2023

Please note, applications received after the final application deadline (application deadline 3) will not be considered.

## **When will we hear the outcome?**

The panel will meet regularly to agree the awards so most applicants can expect a decision within four weeks of submitting an application. Unsuccessful applicants will be provided with a short summary of feedback from the assessment panel.

## **How long do we have to spend the grant?**

All projects must be completed by 31 March 2024.

## **What are the reporting requirements?**

Your organisation will be required to submit a short end of project reporting form outlining what was delivered, the difference made, and what you learnt by 30 April 2024 (or within one month of project completion – whichever is sooner).

We may 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 Walking to provide a more in-depth understanding of what has been achieved and the impact of the grant.

## **What support is available to applicants?**

If you have an administrative question or concern about the fund or how to complete an application, please contact the Grants Team at Salford CVS by email at [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or call 0161 787 7795.

For support developing a project idea, writing an effective application, or developing policies, 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>

## **Meet the Funder sessions**

Salford CVS and GM Walking 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 for writing a strong application. There will also be an opportunity to ask questions.

The sessions will be taking place on Microsoft Teams on the following dates:

- Wednesday 4<sup>th</sup> October 2023, 2.00pm – 3.00pm
- Wednesday 11<sup>th</sup> October 2023, 6.00pm – 7.00pm

To register to attend please visit the 10GM website:

<http://www.10gm.org.uk/gmwalkinggrants.html>

## GM Walking information and resources

The GM Walking website has a range of information and resources to support your organisation to deliver walking projects and promote the benefits of walking in your community.

For resources to support the people or volunteers you work with to become Walking Champions, please visit: [https://gmwalking.co.uk/wp-content/uploads/2020/06/GMWalking\\_What\\_does\\_a\\_Walking\\_Champion\\_do.pdf](https://gmwalking.co.uk/wp-content/uploads/2020/06/GMWalking_What_does_a_Walking_Champion_do.pdf)

For information about how to set up a walking group and promote it to the community, please visit: <https://gmwalking.co.uk/our-resources/gm-daily-mile-toolkit-groups-organisations-and-service-providers-in-the-community/>

## Completing the Application Form

This section offers further guidance about how to fill out an application form for a small grant (up to £2,000).

### Contact information

**Question a)** – 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 b)** – Please give a secondary contact. This should be a senior member of staff or someone who is on the management committee if you are a community group. They will only be contacted if we have difficulty reaching the lead contact.

### Payment details

**Question c)** – Please provide details of your organisation's bank account (Account name, number and sort code).

### About your organisation

**Question 1)** – Please give the full name of your organisation. This should match the Account Name provided under Payment Details (question C).

**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; examples are provided below:

- 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 Organisations / 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. 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.

Please note that you will need to submit copies of the following documents along with your application **if applicable to your project**:

- Safeguarding Adults Policy
- Safeguarding Children Policy

*Please note, all the information below will be shared with the assessment panel.*

**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 your project should your application be successful.

**Question 10)** – Please tell us in which of the 10 Greater Manchester boroughs your project will operate in in terms of direct engagement. Please note, your application will not score more highly

if you select multiple boroughs, however the panel will be looking to fund high quality projects which collectively achieve a good spread across all ten boroughs of Greater Manchester.

**Question 11)** – Please tell us when the project will start and finish. Four weeks from the date you submit your application is the earliest realistic start date. All projects must be complete by 31 March 2024.

**Question 12)** – In this section tell us what you intend to do with the grant if you are successful. Please give details of the practicalities involved in delivering your project i.e. what you plan to do, how often activities will take place, when and where they will take place, who will deliver the project, etc. It should be clear how the activities link to the items requested in the budget.

**Question 13)** – 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 14)** – Please indicate 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, however the panel will be looking to fund high quality projects which collectively achieve a good spread across the beneficiary groups.

If you plan to engage a particular group not listed here, please describe in 'Other' (e.g. perhaps they live in a particular community or have a shared life experience, like being a single parent).

It is not essential that projects engage a particular group. In this instance, please choose 'no specific group.'

**Question 15)** - If your project involves working with children or vulnerable adults, you will need to submit a copy of the relevant safeguarding policy with your application. For support developing a safeguarding policy, please contact your [Local Infrastructure Organisation](#).

**Question 16)** – Please describe the need for your project, including the issues or challenges the people you plan to work with experience and how this prevents them from engaging with walking. If you have talked to people you currently or plan to work with to help you design this project, you may want to include some of their feedback about how it will meet the need here.

**Question 17)** – Please explain how you will promote the project and/or recruit participants. This could include marketing activity, conversations you will have in the community, taster sessions, etc. Bear in mind all projects will be delivered over the colder autumn/winter months therefore you will need to ensure people feel comfortable and safe taking part.

## About the money

**Question 18)** – Please give an overview of what your project will cost by describing each item. Also break down your calculation so we can see how you've arrived at the cost for each item.

## Example

**Acceptable:** Refreshments @ £1.50/person x 10 people x 10 events = £150

**Not acceptable:** Refreshments = £150

The item cost figure may be the same as the amount you're requesting. 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	Item cost	Amount requested
Refreshments	£1.50/person x 10 people x 10 events = £150	£150	£100

Therefore, the total cost of the project may be more than the amount you're requesting from the GM Walking 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 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](#).

## Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant.