

Winter Social Wellbeing Fund 2023 - 2024

Fund Criteria and Application Guidance

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Introduction

This guidance document has been developed to help you understand the purpose of the fund and what it aims to achieve.

The first part outlines the fund aim, outcomes and who should benefit from successfully funded projects. It covers eligibility criteria, timescales and how much you can apply for.

The second part offers guidance notes and things you need to consider for each question in the application form. It is important that you read this prior to and during the completion of your application form.

If you are unclear about any of the content and/or you wish to ask any other questions, please email our team at winterwellbeing@impactfundingpartners.com. Alternatively, you can phone and ask to speak to someone on 01383 620 780.

Part 1

Fund overview

This fund is being managed by Impact Funding Partners (IFP) on behalf of Glasgow City Health and Social Care Partnership (GHSCP).

Fund aim

GHSCP has made funding available to local organisations providing services to Glasgow City residents, to enable them to support individuals aged 16 and over who may be isolated. Organisations must deliver activities focused on bringing people together and supporting health and wellbeing across the winter period.

Priority will be given to organisations working with individuals most at risk of social isolation and loneliness. For example, women, vulnerable young people (16+), older people, carers, minority ethnic people, disabled people, homeless people, lone parents, adults with additional support needs and people with long term health conditions.

Timescales

Fund stage	Timescale
Fund opens for applications	Wed 8 th November 2023
Fund closes for applications	Mon 27 th November 2023 at midday
Decisions issued	Expected by the 6 th of December 2023
Funding period	Thurs 7 th December 2023 to 31 st March 2024

Who can apply?

This is an open and competitive fund for:

- Third sector organisations including unincorporated voluntary organisations, community groups, clubs, SCIOs (Scottish Charitable Incorporated Organisations) and CICs (Community Interest Companies).

Please note that you are not eligible to apply if you are a school, further education establishment or an ALEO (Arms Length External Organisation).

- Organisations do not need to be registered charities, although their constitution/set of rules should make clear that funds will only be spent on purposes established in the constitution, and not distributed amongst members in the event of winding up/dissolution.

Organisations that have a Glasgow base and have an annual income of £250,000 or below in the last financial year.

However, the following income can be excluded from the total:

- any one-off income for capital items such as buildings and equipment
 - any funding you hold on behalf of another independent organisation.
- Organisations/community groups with a bank account in their own name (Credit Union accounts are not eligible). If you are part of an umbrella group, you must have your own separate independently examined finance accounts and your own bank account, rather than using your parent company's accounts.

How much can organisations apply for?

GHSCP are keen that as many people as possible at risk from isolation during the winter months benefit from this funding. Organisations are encouraged to only apply for the amount of funding they will require for their activities, preventing any underspends. This will enable the available funds to be distributed more widely across Glasgow City, with more people benefiting.

You can apply for the following:

- Minimum grant of £500
- Maximum grant of £4,000

Some of the people who attend your services may require you to provide additional support to make your proposed activities fully accessible. If you believe you would require additional funding to ensure your activities are fully accessible, please contact the team before submitting your application to discuss further.

Please note that you are only able to submit one application.

What type of projects will the fund support?

The Fund will support different types of interventions to tackle social isolation and improve/maintain health and wellbeing in Glasgow, with a priority focus on the most vulnerable adults aged 16 and over.

The Fund will support the continuation or expansion of existing activity as well as new activities.

Eligible activity and costs

Activities that support adults aged 16 years and over, most at risk of social isolation and loneliness for example due to personal characteristics, life transitions or health.

Activities which will do one or more of the following:

- bring people together who are most at risk of social isolation over winter e.g.
 - cultural cooking
 - community meals and celebrations
 - health and wellbeing activities
 - creative arts, writing, storytelling and music

- fitness, yoga and Tai Chi classes.

The activities funded must be in addition to what you are already delivering, enabling you to reach and support more individuals at risk from social isolation over this period.

Eligible costs should be associated with keeping services open over the winter period or deliver additional activities on top of what you would normally offer and organise.

Eligible costs can include staffing, volunteers, premises/overhead contributions, transport, activity, food costs, small items of equipment and accessibility costs.

Ineligible activity and costs

There are a number of ineligible activities and costs including:

- Activities aimed at children under the age of 16, unless they are part of an intergenerational project. However, the main focus must be on those aged 16 and over
- Certain contact sports such as boxing
- Alcohol
- Gifts and presents
- Vouchers/top up cards for food and fuel costs (please refer to other funding sources for such items).

Part 2

This part of the guidance document will talk you through each question in the application form, offering advice on what we will be looking for when assessing your application, and the sort of content you should consider including in your answers.

Section 1 – About your organisation

In this section, we want to know about your organisation. We need to know about the set up of your organisation, information on your governance and about your current financial situation.

Please use this guidance when completing your application.

1.1 Legal name of your organisation

Please provide the name of your organisation or community group as it is stated on your governance/registration documents.

1.2 Main contact for this application

The name and contact details provided here will be used throughout the application and assessment process. It is important to make sure they are correct in case Impact Funding Partners needs to contact you for additional information or to seek clarification.

The outcome of your application will also be sent to this person. If the contact details change at any point during this period, it is important that you notify us straight away to update our records.

1.3 Registered address for your organisation

Please provide the address that your organisation or community group is registered at. If you are a large organisation with numerous services across the country, please ensure you provide the address of your head/main office even if it is not in Glasgow.

Please provide the name of the local authority where your organisation or community group has its registered head office.

1.4 The legal status of your organisation

In this question, please provide information on the legal make up and registration details of your organisation or community group.

You will be asked to upload a copy of your governance document/constitution/set of rules (depending on your set up and legal status) in section 4. This will be used when your governance is being assessed as part of the application process.

It is important to ensure your governance document/constitution/set of rules clearly states that in the event of winding up/dissolution, no remaining money or assets will be distributed amongst members. If this is not clear, it is likely that your application will be rejected.

1.5 Your Organisation

Please select the **main** area of focus that your organisation has from the drop-down list.

1.6 What are the main aims and activities of your organisation?

In this question, please provide a summary outlining the purpose of your organisation and what it is that you do. When writing this, think about explaining what your organisation does to somebody who does not know you. You should include information about:

- Your organisation's focus.
- The people and communities you support.
- What sort of support and activities you provide.

1.7 Proof of organisation bank account

Please upload a copy of a recent bank statement here (3 months old or less). Please ensure that it clearly shows:

- The name of the bank.
- The name of your organisation and address.
- The account number and sort code.

The bank account name should make clear that it is for your organisation.

If you are part of an umbrella group, you must have your own separate independently examined financial statements and your own bank account, rather than using your parent company's accounts.

1.8 Annual income

Please provide your annual income as noted in your last set of independently examined/audited accounts.

You are only eligible if your annual income is £250k or below. However, you can deduct one off capital funding or monies held on behalf of another organisation or members. You must provide detail about any such deductions if this applies to you.

Section 2 – About your proposed project

This section asks you to provide details about the project and activities you wish to deliver. We also need to understand that you have identified a need or gap in services, or that a project you are currently delivering is successful and requires funding to deliver it for a longer period.

2.1 Project start/end date

Please tell us when your project and activities would start and when they would finish. We understand that some activities may just be a one-off event such as a Christmas meal, so would start and end on the same day.

All funded activities and spending must take place between the 6th of December 2023 and the 31st March 2024.

2.2 In which area/s of the city will your project delivery take place?

Please tell us what sector(s) of the city you will be delivering activities in (North East, North West or South).

If you select 'One Glasgow Sector' or 'Two Glasgow Sectors', you will receive additional drop down questions to specify which sector(s) you are going to deliver in.

2.3 Number of beneficiaries

Please note the total number of beneficiaries that you propose to support throughout your project. If one person attends more than one activity, they should only be counted once in the total numbers.

We understand that this figure may change as many things can happen during the fund period which can impact on the total number of beneficiaries.

2.4 Main beneficiary groups

Please list the groups of people that will be benefitting from your project and activities. For example:

- Women
- Vulnerable young people (16+)
- Older people
- Carers
- Minority ethnic people
- Disabled people
- Homeless people
- Lone parents
- People with long term health conditions

2.5 Describe the project activities to be carried out

Please use this space to give us an overview of what you are proposing to deliver, including if this is a new project or expansion of what you normally deliver.

This question is asking you to provide details about your proposed activities. Please set out what you will be doing, where, when and how many people will benefit. Also include the groups of people you are targeting eg. older people, disabled people, New Scots. Also tell us about any partners you will be working with to deliver your project.

For example:

Walking group

- Once a week, a group of older people will explore new areas of Glasgow
- The group will have approx. 10 – 15 people each walk
- Each walk will be approx. 2hrs, with a lunch/picnic included
- Total of 12 walks benefitting approx. 20 different individuals
- We are working with Glasgow Life Good Move project to train walk leaders

Art classes

- A local art tutor will deliver these sessions in Govanhill
- There will be one 2hr session per week for six weeks in a row
- Each session will last 2 hours
- There will be 8 disabled young people (aged 16 – 24yrs) at each session, with 32 individual people benefitting

You should also note the benefits/impact your project will have for the individuals/community you are supporting.

If you are successful with your funding application, we understand that plans will change depending on demand and current circumstances. You will be able to make changes to your activities, if need be, by discussing with IFP to ensure any changes still align to the fund aim and outcomes.

Section 3 – About your budget

3.1 Budget

This question is asking for the top line budget totals. If you do not need any money for certain areas (transport costs for example), please enter a zero (0), as all fields must be filled in with a number. You should round your totals to the nearest pound.

Staffing/salary costs

If you are requesting staff/salary costs, this must only be for bringing in additional staff or paying staff additional hours. It cannot be used to cover staff costs already in place, as this could result in double funding.

Best practice is for staff to be paid the real living wage.

Volunteer costs

Volunteers can be an essential part of your project and activities. You can provide them with travel and food costs, in line with your volunteer agreements. If you request volunteer costs for this fund, please provide detail of how much you are providing them per day/session in the budget breakdown at question 3.3.

Overhead costs

You can request a contribution to your overhead costs. This could include rates, insurance, heating costs etc. If you are hiring a venue to deliver activities, this should be included within the activity/direct costs section.

Please note that contributions to overheads are capped at 20% of your total requested budget.

Transport costs

You may be required to support people to attend your activities by providing them with transport. For example, you may use your minibus to pick people up and take them home afterwards. In these cases, you can request fuel costs. You may also need to hire a vehicle to get people to and from your activities.

Activity/direct costs

These costs are your main activity costs for what you need to deliver your project. It can include materials, resources, cutlery/crockery for meals and printing of leaflets for marketing purposes.

Food costs

If you are providing food and refreshments, you should note these costs here, rather than in activity/direct costs. If you are needing to provide such things as table covers, Christmas crackers etc. for having a meal, then they would come under the activity/direct costs.

Small items of equipment

If you are requesting small items of equipment, you must provide a breakdown of what these items are. For example, you may require a tablet to deliver a digital inclusion project. If it is unclear, it is likely that they will be deducted from your requested budget. You do not need to provide a breakdown of such things as individual art materials (paper, scissors, paint etc.).

Please note that there is a cap of £500 per each small item of equipment, with a cumulative total of all items being no more than 15% of your total budget requested.

3.2 Accessibility costs

To enable your project and activities to be accessible, we would encourage all applicants to include accessibility costs within their budgets. This could include for example, childcare, interpreters, personal carers.

Again, please provide details if you are requesting accessibility costs in the relevant section, as any costs that are not clear may be deducted. Please contact us in advance to discuss if you are unsure.

Any eligible accessibility costs granted, will be in addition to your main project budget.

3.3 Please include an explanation or breakdown to show how your costs were calculated

To help understand your total costs and budget and to help us assess your application more quickly, please provide a breakdown of how you have calculated your costs.

You **must** include staff/sessional/freelance hourly rates, and how much per day/session you are providing to volunteers.

For example:

Project Co-ordinator: 3hrs per week x £14.00 per hour x 10 weeks = £420

Freelance art tutor: 2hrs per week x £75 per 1hr session x 12 weeks = £1,800

Volunteer costs: 2 days per week x £5 per day x 6 weeks x 3 volunteers = £180

Food costs: 1 lunch per week x 20 people x £5 per head x 8 weeks = £800

Again, if it is unclear how your costs have been reached, you may be offered a reduced total based on our experienced assessor's knowledge of the costs of delivering services and activities.

Section 4 – Form sign off and submission

This is the final section of the application form. Here you need to upload your governing document, that needs to be checked as part of your application assessment.

This section also provides some of the grant conditions.

You then just need to note that your application has been approved by your management committee/Board of trustees, sign and date it before submitting your application.

Check your answers before you send your form.

Once you click the 'Review your form' button below, you'll be taken to a page where you can check all your answers. If you want to make changes to any of your answers, click 'Make a correction' on that page. This will take you back to the form so you can make changes. If you are happy your form answers are correct, click the 'Confirm' button to submit your form.

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