

## **The Lancaster District Community Well Being Fund Guidelines**

### **Overview**

The Lancaster District Community Wellbeing Fund is a small grants programme for community groups within the Lancaster District. The programme is aimed at smaller local organisations - with an annual income of less than £100,000 - within the voluntary, community and faith sector providing activity to make a positive difference to the lives and wellbeing of adults.

The aim is to fund practical activities and projects that have a direct impact on physical and mental well-being, for example knit and natter sessions, walking for health groups, art/crafts-based activities. We will prioritise projects that work with people who are experiencing challenges that impact on their overall health and well-being.

Please note that this fund is different to the Community Health Champions Fund (CHCF) also administered by the Bay Foundation. The CHCF aims to help create education opportunities within the community to promote healthy behaviours, including COVID-19 vaccines, to reduce health inequalities across the district. This Well Being Fund is specifically to enable activities to take place that positively improve physical or mental well-being. The two funds are complimentary, and applications can be made to both funds by the same organisation.

Successful applicants for the Well Being Fund cannot reapply again to fund the same project, and organisations can only receive further funding once a completed progress report form has been returned.

The fund is administered by Lancaster District CVS on behalf of Lancaster City Council.

### **How much is available?**

The Lancaster District Community Wellbeing Fund offers funding from £500 to £2,000 to expand your activities to reach more people, or to support new project activity.

### **Which areas are covered?**

The Lancaster district as defined by Lancaster City Council limits i.e., Lancaster, Morecambe, Heysham, Carnforth and surrounding rural areas.

### **Who can apply?**

In order to distribute the fund widely there will be 4 targeted rounds. If the full allocation is not awarded during a round it will be carried over to be shared across the remaining rounds.

**Round 1** - Projects taking place in rural areas in the Lancaster district. This includes organisations based in or serving the following ward areas:

- Bolton & Slyne
- Ellel
- Halton-with-Aughton
- Kellet
- Lower Lune Valley
- Overton
- Silverdale
- University & Scotforth Rural
- Upper Lune Valley
- Warton

**Round 2** - Projects focused on working with BAME communities OR young people

**Round 3** - Projects focused on working with older people (over 55s) or disabled people

**Round 4** - Projects taking place in the following ward areas: Westgate, Bulk, Castle, Poulton, Harbour, Skerton East and Skerton West

All four rounds are open from the beginning of the grant programme, but are assessed at specific panel dates. See *How and when will my application be assessed?* for more information.

***You can apply if your organisation is a:***

- Voluntary or community organisation
- Registered charity Constituted group or club
- Community interest company (CIC)
- Town & Parish Councils
- Faith Organisations
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***We cannot accept applications from:***

- Individuals
- Organisations that are aimed at generating profits
- Schools

### **What can you spend the money on?**

The money must be for expenses that you will incur to deliver practical sessions or activities where the primary goal is to improve the physical or mental health of the people accessing your service. For example, a healthy eating project, meditation or mindfulness sessions, social activities to reduce isolation, providing free access to sports and fitness for people on a low-income. Note that priority will be given to new activities or projects OR to existing ones where the funding will look to increase engagement.

### ***Your budget breakdown may include money for the following items:***

- Equipment / resources
- Venue Hire
- Activity Session Fees
- Payment for sessional or free-lance staff needed for delivery
- Transport

### ***You cannot spend the money on:***

- Statutory activities
- Political or religious activities
- Activities already taking place
- One-off events
- Salaries for staff who aren't delivering sessions.

### **How and when will my application be assessed?**

A panel representing local government, NHS and local voluntary sector partners will meet to discuss all applications which fulfil the basic criteria. Note, there is a commitment to work towards also involving local communities in the panel decision making process.

The key questions asked of each application will include:

- Who will it benefit?
- How have you identified a need for your project?
- What will your project do?
- Are costs reasonable?
- Is there a detailed breakdown of costs i.e. cost per session?
- Additional sources of funding
- Sustainability of your project



Application deadlines are:

**Round 1** - Rural Communities - 17 June 2022 5pm

**Round 2** - Young People OR BAME Communities - 9 September 2022 5pm

**Round 3** - Older People (over 55s) OR Disabled People - 2 December 2022 5pm

**Round 4** - Areas of Deprivation - 10 March 2023 5pm

The panel will meet to agree and distribute grants on:

**Round 1** - Rural Communities - 28 June 2022

**Round 2** - Young People OR BAME Communities - 20 September 2022.

**Round 3** - Older People (over 55s) OR Disabled People - 13 December 2022.

**Round 4** - Areas of Deprivation - 21 March 2023

All four rounds are open for application from the launch of the grant programme. Applications submitted for a round which has already been assessed will not be taken forward.

### **Signatories**

Who completes your online application is important to us as it serves as an electronic signature. This should be your Chair, Chief Officer or Chief Executive Officer or an appropriate member of your management committee/group that is authorised to sign on behalf of your group

### **Supporting documents**

To support your application, we recommend that you enclose any of the documents you have from those listed below. If you are struggling to supply these, please contact us for advice and support.

- A copy of your governing document i.e., your constitution or rules
- A copy of the group's latest annual accounts or income/expenditure document
- A copy of a recent bank statement for your group
- Copies of relevant policies, which have been reviewed in the last 2 years.

All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as safeguarding policies, DBS checks, equality and inclusion and/or a health and safety policy, depending on the proposed activity.



If you have any queries about the fund, or about how to apply, please do not hesitate to get in touch with us by emailing [funding@lancastercvs.org.uk](mailto:funding@lancastercvs.org.uk) or by ringing CVS on 01524 555900