

# Adult Social Care Small Grants 2025

## Context

Adult Social Care (ASC) at Lancashire County Council receives approximately 40 contacts per month from people in the Lancaster district resulting in the provision of a care package where it is believed that the individual's needs may have been more appropriately met by local services, including those provided by voluntary, community, faith and social enterprise (VCFSE) organisations.

Working with Lancaster City Council and the Integrated Care Board, the Lancashire County Council's Adult Social Care Transformation fund is commissioning a range of activities in the Lancaster District with the aim of better supporting local people and reducing the number of calls to ASC. These include direct awards to some sector organisations, a communications campaign, the creation of a referral pathway from ASC, and networking between VCFSE organisations and ASC.

Three of the district's wards are the source of a high volume of calls to ASC. These are Westgate Morecambe (437 calls in the 2024/5 year), Poulton (340 calls), and Heysham Central (163 calls). These are also areas that are relatively underserved by community centres, neighbourhood VCFSE organisations, or other locations where support activities can take place. They are also wards that exhibit a high degree of health inequalities and relative deprivation.

Grants are now being offered to the VCFSE sector for pilot projects that support people in these wards.

Lancaster District CVS has been receiving referrals from ASC since mid-April. The content of these referrals has been used to help define the scope of this funding opportunity. Reasons for referral to date have been categorised internally by LDCVS as:

- Loneliness and Isolation 21%
- Finance, Benefits and Debt Advice 21%
- Mental Health and Wellbeing 14%
- Housing 11%
- Physical Health 11%
- Advocacy 6%
- Carer 4%
- Befriending 4%
- Volunteering 4%
- Food Support 4%

## Support

A drop-in Q&A and networking session will be held on Tuesday 26 August between 2pm and 4pm at The Link (11-13 West Street, Morecambe LA3 1RB).

Come along to find out more about the ASC Transformation Fund and this opportunity, get answers to any questions you might have about this guidance or the application form, and network with other organisations that are thinking about applying.

## Grants

Grants of up to £7,000 are available for community organisations to test solutions which provide support to people in the identified wards for six months from September/October 2025 until March/April 2026.

ASC Transformation is a test and learn activity, so while grants will be made to support the sector's activities for a limited period, data arising from projects will determine how the issues identified can be best addressed in the future.

We anticipate making between three and five grant awards.

### *Reasons for participation*

Applications are invited for projects which help individuals with problems such as:

- low mood or anxiety
- cluttered premises
- reduction in physical activity
- difficulties carrying out activities of daily living, life admin (e.g. shopping, banking, accessing day-to-day services), or feeling overwhelmed
- understanding bills and finances
- social isolation
- difficulties arising from being a carer

These are broad examples which consolidate the variety of reasons for calls to ASC and align with the referrals already received at Lancaster District CVS.

### *Activities*

During the application process, you must explain the specific activities you will deliver for the residents, which should be designed as simple, low-level interventions addressing the reasons for participation identified above. These are the classes, advice sessions, events or any other services which will have an impact on the individual's wellbeing.

These could include but are not limited to things such as:

- Chair based exercise
- Walking groups
- Social activities
- Decluttering
- Carer support
- Handholding

You may propose activities that will help people in one, two or all three of the wards. The activities don't have to take place inside the wards or on your premises, but consideration must be given to how people will access them. They also don't have to be new activities - you could aim to fill or increase capacity in existing provision.

You can include the costs of activities and help for residents to access them in your project budget.

If you're asking for funding toward the costs of activities you're already running, the funding must create additional capacity. By additional capacity, we mean things like paying for extra support so you can help more people, offering additional sessions, or extending the length of a programme that was due to end before April 2026.

### *Reaching individuals*

We've learned that that one motivation for making contact with ASC is that residents aren't aware of services that are available to them.

We believe that calls to ASC can be pre-empted if these harder-to-reach residents are engaged. Lancaster District CVS will be implementing a communications and engagement campaign which aims to make it easier for residents to locate VCFSE services in the way that's best for them and will work with grantees to make this happen in the most effective way possible.

As part of your application, you will be asked to explain how you will identify and reach residents that need support. The costs of doing this can be included in your budget. You can also make suggestions about how Lancaster District CVS or other project partners could work with you to raise awareness among residents of these wards.

If you are awarded a grant, we'll work with you to help create a process that records participation in your services in a way that suits the needs of your organisation, if you don't already have one. This is so that we can provide feedback to our project partners about what you have achieved.

## Activities

We can fund a wide range of activities, including:

- Putting on events or taking part in other people's events
- Undertaking outreach activities
- Publishing content like websites, videos, podcasts, leaflets or books
- Providing training or education
- Buying equipment or resources
- Paying staff or employing people to carry out tasks
- Working with volunteers to carry out tasks, and paying their expenses
- Paying another voluntary sector organisation to help you with your project.
- Reasonable management time and facilities costs proportionate to the scale of your project.

There are some things we can't fund, which are:

- Activities which have already taken place, or you have already spent money on
- Alcohol or tobacco
- Contingency costs, loans, endowments or interest
- Paying someone else to write your application
- Profit-making or fundraising activity
- VAT that your organisation can reclaim
- Religious activities (religious organisations can be funded for projects that benefit the wider community)
- Statutory activities (activities that statutory organisations are required to deliver)

- Overseas travel
- Projects that take place outside the Lancaster City Council area
- Political activities, such as lobbying.

## Eligibility

Voluntary, community, faith and social enterprise organisations are all eligible to apply. They must be at least one of the below:

- Unincorporated voluntary or community organisation
- Constituted group or sports club
- Registered charity
- Charitable incorporated organisation
- Not-for-profit company
- Community Interest Company
- Faith-based group

Your organisation must also:

- Have at least two unconnected people on the board or committee. This means not related by blood, marriage, civil partnership, long-term relationship, or living together at the same address.
- Have a UK bank or building society account, in the legal name of your organisation, with at least two unrelated people able to manage it.
- Produce annual accounts by a method and in format relevant to its size and structure, or plan to do so if your organisation is less than 15 months old.

## Applying

We are accepting applications until 11:59pm on 7 September. The application form may remain open but applications submitted after this time will not be taken forward.

## How do we apply?

*Create an account and access the form*

Apply by creating an account at [morecambebay.grantplatform.com](https://morecambebay.grantplatform.com)

This secure service allows you to work on your application, saving and returning to it as many times as you like before submitting. It is also where we will record information we create regarding your application and anything else you send us while you are delivering your project.

Once you've given your project a name, you can review the entire form before you start answering questions. You can change the project name later, if you want.

[A reference form is available for download here.](#)

*Answer our questions*

In the application form, you will answer a few brief eligibility checks before telling us more about your project.

*Target Wards & Activities*

- Which wards will your target your activities towards?

- What issues will your activities help people manage?

#### *Programme*

- What kind of support will be offered to residents?
- When and where will it take place?
- How many people will you be able to help, and for how long?

#### *Engagement*

- How will you find and engage residents that are hard to reach?
- How could Lancaster District CVS help you raise awareness among residents?

#### *Project Management*

- The name and contact details of the person in your organisation who will be responsible for delivering the project.
- A budget which should cover all your organisation's costs in relation to delivering the project.

Most questions are limited to 200 to 500 words. You don't have to use all the words available – they are not a target.

#### *Upload some documents*

We'll ask you to upload some documents. They're optional at this stage, but we'll need to see them before we can issue a grant agreement so providing them when you apply will speed up the process. We'll need to see:

- a) A bank statement, showing:
  - Your organisation's legal name
  - The address the statements are sent to
  - The bank name and/or logo
  - Account number
  - Sort code
  - Date (must be within last 3 months)

For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

If you're a school using a local authority bank account, we'll need a letter from the local authority dated within the last 3 months. It should show:

- Your school name
  - The bank account name
  - Account number
  - Sort code
- b) Your most recent accounts
  - c) Your organisation's memorandum and articles of association, certificate of incorporation, constitution, or rules.
  - d) If your project works with children, young people or adults at risk of harm, a copy of your safeguarding policy which explains how they'll be safe.
  - e) If your project includes activities which require public liability insurance and you already have this, a copy of the certificate of insurance.

- f) If your project requires people in your organisation who are running activities to have special qualifications, memberships or affiliations, and these are already in place, evidence of these.

### *Agree our terms and conditions*

Finally, you will be asked to agree our standard terms and conditions (which are also at the end of this document) and confirm that you are authorised to make the application, that all the information you've provided is accurate, and that you understand how we will use your data.

## What happens next?

### We'll check your application

After you've submitted your application, you will receive an email receipt from us. We'll then check your application, looking at your answers to the eligibility questions and that the rest of the form is filled in properly, before beginning our due diligence checks using any documents you uploaded at this stage. If your application doesn't pass these initial checks, we'll get in touch with you to discuss how to resolve them.

### The panel will review your application and make decisions

Applications passing initial checks will then be assessed by a panel composed of representatives from Lancaster District CVS, Lancaster City Council, Lancashire County Council and the Bay Integrated Care Community. The panel will assess your application against the fund criteria and the other applications received.

To help the decision-making process, panel members will be asked to review your project in relation to:

- How effective they feel your proposed activities will be in supporting residents
- Your plan for engaging hard-to-reach residents and helping them to participate
- The feasibility of delivering your project within your proposed budget

### We'll tell you about the decision and any next steps

We will tell you about the panel's decision as soon as possible after the meeting and provide feedback. If successful, we will ask you for any further documents we need to complete our checks, and once those are complete your grant agreement will be issued.

## Terms & Conditions

**1. By submitting an application to Lancaster District Community and Voluntary Solutions (LDCVS), the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:**

- 1.1. hold the grant on trust for LDCVS, Lancaster City Council and Lancashire County Council (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;
- 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project.
- 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
- 1.4. acknowledge funding using our logos in accordance with the relevant guidelines for recognising your grant, which will be supplied to you by email;
- 1.5. hold the grant in a UK based bank account or building society account, which is in the legal name of the organisation that is applying for funding;
- 1.6. adhere to our guidance on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the account is managed by at least two unrelated and authorised individuals in your organisation;
- 1.7. maintain a register of assets purchased using the funding and share it with us during monitoring and evaluation meetings, maintain insurance covering these assets, depreciate these assets correctly according to your accounting practices, and tell us if you intend to sell an asset within five years of the end of the project. For the purpose of this clause 1.7, an asset is any piece of equipment or machinery costing over £500, or the purchase or refurbishment of any land or building costing over £500.
- 1.8. immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
- 1.9. co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.
- 1.10. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
- 1.11. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with

copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;

1.12. allow us reasonable access to your premises and systems to inspect project and grant records; and

1.13. allow us to publicise and share information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

**2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.**

2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.

2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the organisations we work with and receive funding from into disrepute.

2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, or dissolution.

2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

**3. You acknowledge that:**

3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as we receive sufficient funds to pay it;

3.3. the grant is not consideration for any taxable supply for VAT purposes;



- 3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;
- 3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.13, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and
- 3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be the equivalent of your signature on that agreement.