



Ways to Wellbeing Social Prescribing SMALL GRANTS FUND

Guidance for applicants

York Centre for Voluntary Service (York CVS) is an independent charity supporting local voluntary, community and social enterprise (VCSE) sector development, and its capacity to deliver quality services that meet the needs of our communities:

<https://www.yorkcvs.org.uk>

York CVS also runs York's social prescribing service. Ways to Wellbeing (W2W) – is one of the two social prescribing teams that make up that service:

<https://www.yorkcvs.org.uk/social-prescribing-in-york/>

York CVS is working closely with its partners in the City of York Council and Public Health in distributing grants to the VCSE sector to build capacity to address health inequalities.

W2W has delivered an annual small grants fund for several years, in order to strengthen York's VCSE sector, increase the community support and involvement opportunities available to York residents being supported by the city's social prescribers, and to reduce health inequality.

This year, we are delighted to be collaborating with the City of York Council Public Health team which, as part of their work to reduce health inequality in York, has allocated an additional £30,000 to be distributed via the W2W Small Grants Fund.

Who can apply?

- Community groups and clubs; charities and other not-for-profits.
- Individuals may apply *in certain circumstances*, but must discuss with us first.

I've got a great project idea but have never applied for funding before... Great!
We're always keen to help people get started.

Email us for advice: grants@yorkcvs.org.uk



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The application process – what to expect and when

Milestone	Date (2022)
Launch	Friday 24 June
Application webinar	Tuesday 12 July (12pm – 1pm)
Closing date for applications	Monday 22 August (12pm)
Panel decisions shared with applicants	Friday 30 September
Funds paid to successful applicants	Tuesday 1 November

Are you a member of York CVS?

York CVS is a membership organisation. You don't have to be a member to apply, but it's a great resource, and free to join. For more information and to sign up, click [here](#) or go to: www.yorkcvs.org.uk/become-a-member/

Do you know about York Volunteers?

York Volunteers (York's Volunteers Centre within York CVS) is here to support volunteer-involving organisations in York with promoting their volunteer vacancies, free volunteer management software, advice and best practice, training, networking and representation. [Find out more here.](#)



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Are you ready to apply?

Top tips

- Complete the eligibility checklist section of the application form as soon as possible, to give you time to seek help
- Complete the application form **in full**
- Come to our application webinar, or watch the recording (see website for details)
- Talk to us! Ask us questions! Email us! Phone us!
- grants@yorkcvs.org.uk
- 01904 621133 (option 4)

Eligibility checklist

This is a checklist of 34 items that determine whether or not you are eligible to apply.

- You must complete the checklist
- Your proposed project must be able to fulfil at least one of items 1 to 10 and/or items 11 to 15
- You must have all of items 23 to 30 in place

Read and complete the eligibility checklist section of the application form. If you have all the essential items in place, you can apply immediately. If you need help with any of the checklist items, contact us **as soon as possible**.

Filling out the application form

- Complete every section, or your application will be rejected
- Don't write in all caps (makes it hard to read)
- Don't write in all bold (makes it hard to read)
- Arial size 14 font preferred



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- Don't exceed the word limits
- You don't need to write an essay, and we are not assessing your grammar!
- Bullet points are welcome – you don't have to write everything in full sentences
- Keep your writing simple, clear and concise
- Try and keep it jargon-free

Application sections:

About your work

This is where you tell us your organisation's purpose – your values, aims, goals, passions and methods. What do you do, how do you do it, and why? This section is **not** for talking about the project you're seeking funds for.

About the project you would like us to fund

What are you asking us to fund?

Describe the work you want to do, how you plan to do it, and why you want to do it. Explain if you are seeking funding for staffing costs, project costs and /or core costs. This is **not** where you explain your budget.

What difference will your project make to people's lives?

How will you know if it's making a difference?

These two questions are important, and your chance to tell us about the expected project outcomes. Be sure to consider measurable outcomes, and explain how you plan to measure them. Thinking this through at an early stage will make your data gathering much easier.



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Are other organisations supporting the work you are applying for?

This is your opportunity to describe any partnership work you're doing for this project. Collaboration and partnership work tend to bode well for the success of a project, but please don't over-claim. For example, you may run a service that accepts referrals from social prescribers. That's great! But it's not the same as partnership working.

Project milestones, including start and finish dates

Your project must end (and all final reporting be completed) within 12 months of receipt of your grant.

Where in York will the funded work take place?

We will only fund projects that are delivered in the City of York Council (CYC) local authority area, for residents of that area.

How will you recruit people (participants or volunteers)?

Please be specific (statements such as 'we will advertise locally' don't give us the detail we require). Are your leaflets, posters, website etc. accessible? What about people for whom English is not their first language? How will you make sure that you don't just recruit people who already use your services?

Remember, help with volunteer recruitment is available from the York CVS Volunteer Centre, [York Volunteers](#).

How will you make sure that your intended beneficiaries hear about your project?



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Please be specific. How will you reach people who don't know you exist? How will you reach people who don't use social media? How will you reach people who don't use IT?

How will you make sure that your intended beneficiaries can take part in your project if they want to?

- Will people need to travel to you? How will they do that? How will they afford that? What if they can't use public transport? What if they don't have anyone who can give them a lift?
- Is your venue accessible?
- Are your leaflets, posters, website etc. accessible?
- What about people for whom English is not their first language?

About money

Below are some examples of what your costs might include. It is not an exclusive list. If you have questions, contact grants@yorkcvs.org.uk

- Staffing costs
- Training for volunteers
- Admin / research / evaluation time
- Session delivery / facilitation
- Insurance
- Set-up costs
- Equipment and/or storage
- Materials
- Refreshments
- Postage and stationery
- Venue hire
- Printing/leaflets/publicity
- Transport for participants
- Subscriptions / fees / memberships (eg a Zoom account)
- DBS checks (if necessary)



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How much funding are you applying for?

Please make sure you ask for enough money! We know what it costs to run projects and deliver services so please, don't feel you have to underplay this. We don't want to fund projects that depend on people busting a gut trying to run it on a shoestring. Make sure the amount you are asking for is a round number, please round up to the nearest round number.

Although this year we can award grants up to a maximum of £10,000, we want to fund as many different organisations as possible. In the past, most grants awarded by this fund have been in the region of £2,000 to £5,000.

Please note: sometimes demand is so high, and competition so tight, that a small number of applicants are offered a partial award. If this applies to your application, we will contact you with a reduced offer which you will be free to accept or decline.

Top tips:

- Remember – we want to give this money away!
- Round your numbers up to the nearest round number
- Budget and ask for the **true costs** of your proposed work
- Cost **your time** properly (what you are doing is work, and it is only right that you are paid appropriately for that work)
- We want to fund good quality work, and we understand what things cost, if a budget is surprisingly low, we lose confidence in the project's viability.

Signing off and submitting your application

- Before signing, make sure you have read and understood all the points in this section of the application form
- Don't send any additional documents with your application unless we ask you to
- We do accept electronic signatures
- Email your application form to grants@yorkcvs.org.uk
- We must receive your application **by 12pm on Monday 22 August.**



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What happens if my application is unsuccessful?

- We will contact you to let you know
- You will be offered feedback on why your application was unsuccessful.

What happens if my application is successful?

- We will contact you to let you know
- We will send you some forms to complete and return (including an agreement and a finance form)
- We might ask you for evidence to verify your bank account, and that the signatories are not related
- You will have one week to return the completed forms
- We process the paperwork, then instruct our finance department to make the grant payments
- We will give you dates and templates for you to use when giving us updates on your work.

What happens while my project is running?

- We will help promote your project via social media and our website
- You will gather data about your project and the people you support (for your own use, and to share with us in your update reports)
- We will visit your project
- We will remain available to you for help with questions, concerns or to share good news
- You will send us update reports (using templates we provide).



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Top tips

- The earlier you start planning what data to record and how, the better
- Take lots of photos! Audio and video too (short and sweet is best)
- Prepare some case studies to tell people's stories and demonstrate the impact of your work (feel free to be creative – they don't have to be conventional chunks of written text).

Still got questions?

- Come to our application webinar on **Tuesday 12 July** (see website for details)
- Email: grants@yorkcvs.org.uk
- Phone: 01904 621133 (option 4) - leave a message and we'll call you back

Thank you and good luck!