



Information & Application Guidance Pack

Small Grants

Burngreave | Pagehall | Firth Park | Longley

More about This is Us Northeast Sheffield Here:

[£1million community fund for North-East Sheffield: South Yorkshire I.C.B](#)

Watch the **This Is Us Northeast Sheffield Programme** Video here:

[This is us - YouTube](#)

Small Grants Application Guidance

Funding for Healthier & Happier Communities (£1,000 - £5,000)

Who Can Apply?

The *This is Us* Northeast Sheffield Programme is offering small grants of £1,000 - £5,000 to help new or existing groups run activities that promote happier and healthier communities.

The small and medium grants will only fund activities or projects that focus on the communities top three priorities:

- Friendly supportive community
- Keeping an active lifestyle
- Access to nature/outdoors

You can apply if:

- You're a community group, voluntary group, or grassroots organisation
- You don't have to be a registered charity – both constituted and non-constituted groups can apply.
- You can complete your project and spend the grant within 12 months of receiving the funding.
- Your project/activity is delivered in and benefits communities in the following areas:

Areas	Postcodes
✓ Burngreave, including Pitsmoor & Grimesthorpe	✓ S3 8
✓ Firvale & Crabtree including Pagehall	✓ S3 9
✓ Firth Park	✓ S4 7
✓ Longley	✓ S4 8
	✓ S5 6
	✓ S5 7

We can fund things like (but not limited to):

- Running community activities or events.
- Setting up a new group or expanding on an existing one.
- Equipment, materials, venue hire, and facilitator costs.
- Reasonable Volunteer out of pocket expenses [see page 8 of this document]

We can't fund:

- Anything that only benefits individuals.
- Projects that don't fit the theme of happier, healthier communities.
- Activities that promote religious or political views.
- Activities not taking place in the areas mentioned above.

NOTE: Each organisation can apply for one small or medium grant per year and you cannot apply for either a small or medium grant if you have received a Large *This is Us* grant to ensure fair distribution.

How to Apply:

Fill in the application form and reach out to the communities' team at SOAR if you need support.

When completing the form, keep this guidance to hand as it will help you answer the questions and make sure you're telling us what we need to know.

Need Help?

We want this process to be easy! If you have any questions, or if you need support with your application, you can contact us using the information below:

SOAR	Communities Team	Communities@soarcommunity.org.uk 0114 213 2591
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We offer one-to-one support and will be hosting application support workshops for those that are new to this or face barriers in completing application forms, such as, but not limited to digital, language, visual, information processing, reading and writing, etc.

There will be six computers, access to paper application forms and Wi-Fi available on the day to connect your own devices.

The dates for the first round of application support workshops are as follows:

- **Tuesday 29th July 2025 at Burngreave Library 1:30-3pm**
- **Tuesday 19th August 2025, Location to be determined 1:30-3pm**
- **Monday 1st September 2025. Location to be determined 1:30-3pm**

Step-by-Step Guide to Filling Out the Application

Section 1: About You and Your Group/Organisation

This is where we get to know you!

1. Name of your group/organisation: What's your group or organisation called? If you don't have an official name, just put something that describes what you do or create a group name.

2. Main contact person name, role, number and email address: This is the person we'll get in touch with about your application.

3. Address: If your group has a meeting place, pop the address here. For registered groups and organisations, please put your registered address here.

4. Is your group or organisation constituted, non-constituted or registered?

- **Constituted** = you have a set of rules and a bank account.
- **Non-constituted** = you're a small informal group (don't worry, you can still apply).
- **Registered** = Charity, CIC, CIO, Company Limited by Guarantee

Section 2: Your Project Idea

Here's where you tell us what you want to do!

5. Activity Name: Insert the name for your idea.

6. Tell us a bit about your group/organisation:

- Who are you?
- What do you do?
- Who do you help?
- Is this a new or existing project, activity or group?

(Up to 300 words)

7. What do you want to use the funding for? Try to clear and to the point, explain how you'll use the money? (Up to 300 words)

Example:

- What is your idea/project about?
- What do you want to do and why?
- Where did the idea come from?
- Who will get involved?
- Why is it important to your group?

8. How will this project help community feel happier and healthier?

Examples:

- Will it help people get active?
- Bring people together to reduce isolation and feel more connected?
- Improve mental health and wellbeing?

(Up to 300 words)

9. Who will benefit? Tell us about the people your project will help, who are they? how many? what age group?

10. Where will this project take place? Where do you plan on delivering the group/activity? this could be different to your registered address but must reach people from the areas stated in the 'This is Us Northeast Sheffield' programme boundaries.

Note: If your proposed activities are not being delivered within the areas listed in this document to communities living in these areas, your application will be rejected.

Section 3: Budget & Delivery

Let's talk numbers!

11. Budget breakdown: List what you'll spend the grant on and what are the costs.

Example:

ITEM	COST
Venue hire: £15 per hour x 2.5 hours per week x 48 weeks	£1800
Workshop materials: £20 per week x 48 weeks	£960
Volunteer Costs: £10 per volunteer x 2 volunteers per week x 48 weeks = £960	£960
Refreshments: £10 per week x 48 weeks	£480
Total	£4200

12. Project start and end date: When will you start, and how long will it run?

13. Do you have any other funding for this activity? If you're getting money from anywhere else, let us know. We need to know where the funding is from, how much, what is it for and how long is it for?

14. How will you measure the success of your activity? This could be logging the number of people accessing your activity through registers, collecting case studies and feedback from participants to show how the activity and group has benefited them. These can be collected through feedback templates, voice notes, using your phone to video or take pictures etc. you can be as creative as you like.

15. Due Diligence: Health and Safety, Safeguarding, Anti-Discrimination, Data Protection and Financial Accountability.

Tick which policies and procedures you have in place. If you don't have one or more of these in place, let us know which you need support with and our team can guide you on how to get them and put them in place. Alternatively, check out the templates available for you to use or adapt here: [For Community Partners | SOAR Community](#).

If you are successful, we will need to see copies of your policies and insurance.

Section 4: Governance & Accountability

We need to make sure the grant is managed properly.

16. Non-Constituted Groups Only

Do you have a supporting organisation that will host your funding?

Note: A supporting organisation, also known as a funding host is a local organisation or charity, that helps manage money for a group or project that are not constituted or registered.

If **YES**, ask them to complete **question 18** and sign the declaration with you.

If **NO**, reach out to the communities' team and we will work with you to connect you to a supporting organisation and/or help you to become constituted if that is what your groups wants.

17. Constituted/Registered Groups Only - Bank details:

Include the banks name , the name on the account, sort code and account number.

We need this information to pay you if you are successful. The account must be registered to your group or organisation and we will need to see documents to verify the account is in your group/organisations name [without any transactional information]

18. Name and Contact and Details of your Funding Host/Supporting Organisation (for non-constituted groups only):

If you have a Funding Host, that will help manage the funding, please ask them to complete this section.

They will need to provide:

- The name of their organisation
- Lead contact name
- Address
- Phone and email
- Bank name
- Account name
- Sort code and account number

If successful, we will need to see proof of bank details in the organisations name [e.g., a scan or a statement with no transaction details]

Please Note: If you are working with a supporting organisation, we require a memorandum of understanding (MoU) to be developed between you and them.

See Pages 9-10: This is Us Grants - Funding Host and Non-Constituted Group Memorandum of Understanding (MOU)

Section 5: Declaration

Read the declaration. If you agree to points 1-6, sign and date the form.

What Happens Next?

1. Submit your application to the communities' team at SOAR by 15th September 2025 at 1pm.
2. A panel of community representatives and professionals will review applications and we may contact you if we need more details. SOAR will facilitate the panel, but won't take part in the decisions.
3. If successful, we'll let you know and arrange the next steps with you.
4. If Unsuccessful, we will provide you with the Panel feedback to help you reapply when the next round opens in 6 months.

Please send completed application forms either via email to communities@soarcommunity.org.uk or by dropping off or posting to one of the below addresses:

This is Us SOAR Community SOAR Works Enterprise Centre 14 Knutton Road Sheffield S5 9NU	This is Us SOAR Community Sorby House 42 Spital Hill Sheffield S4 7LG
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Volunteer Expenses: What's Allowed and What's Not

This section outlines what organisations and groups can and can't offer volunteers in relation to payments and reimbursements. The goal is to ensure that volunteering remains open, fair and legally compliant, especially for people facing financial or access barriers.

What You Can Reimburse or Provide

Organisations and groups can cover genuine out-of-pocket costs to make volunteering inclusive and accessible. These are not seen as 'payments' if they reflect actual costs and are backed by receipts or records.

You can reimburse:

- Travel: e.g., bus fares, train tickets, petrol mileage, or taxis where needed
- Meals: if the volunteer is giving time over a mealtime
- Phone or data: if used directly for volunteering activities
- Childcare or other caring costs: where this enables someone to volunteer
- Access needs: e.g., BSL interpreters, personal assistants, or adapted transport

What You Can't Offer Volunteers:

To avoid accidentally creating an employment relationship, organisations and groups must not offer volunteers any form of reward or payment that could be interpreted as wages or benefits-in-kind.

Avoid the following:

- Paying hourly or daily rates (e.g., £10/hour or £50/day)
- Set payments or lump sums ('thank you' payments, stipends, etc.)
- Gift cards or items (e.g., vouchers, hampers, event tickets)
- Promising future paid work in return for volunteering

Legal Considerations

If a volunteer receives anything beyond legitimate expenses, they may legally be considered a 'worker' under employment law. This could trigger obligations around minimum wage, tax, holiday pay and more (Employment Rights Act 1996; National Minimum Wage Act 1998).

Also See:

[Involving volunteers | NCVO](#)

[Good Practice Resources - Volunteer Centre Sheffield](#)

[For Community Partners | SOAR Community](#)

This is Us Grants - Funding Host and Non-Constituted Group Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) sets out the agreement between the Funding Host (a registered VCSE organisation) and a Non-Constituted Community Group for the purpose of managing grant funds fairly, transparently and in line with the goals of the *This is Us Grants Programme*. As part of this agreement, the Funding Host will be required to provide evidence of a registered bank account in the name of their organisation. This can be in the form of a recent bank statement clearly showing the organisation's name and registered address, with all transaction details (income and expenditure) removed for privacy.

1. Parties to this Agreement

This agreement is between:

Funding Host: [Insert name and address of VCSE organisation]

and

Non-Constituted Community Group: [Insert name and contact details of group lead/contact]

2. Purpose of this MOU

The purpose of this agreement is to outline how the Funding Host will hold and manage grant funds on behalf of the Non-Constituted Group, and to support the delivery of their community project.

3. Roles and Responsibilities

[The Funding Host Name] agrees to:

- Hold the grant funds on behalf of the group
- Release funds as agreed and based on project needs
- Keep accurate records of spending and receipts
- Support the group with basic financial reporting (if needed)
- Help ensure the project follows any funder requirements

[The Non-Constituted Community Group Name] agrees to:

- Deliver the project as described in the grant application
- Work in line with the values of inclusion, fairness and transparency
- Share updates and outcomes with the Funding Host
- Provide receipts or evidence of spending where possible
- Let the Funding Host know if any issues or changes come up

4. Funding Host Administrative Fee

To support the administrative work of the Funding Host (such as holding and managing funds, releasing payments, and maintaining records), the Funding Host may retain a small agreed fee from the total grant amount.

This fee should be discussed and agreed with the Non-Constituted Community Group in advance. A typical administrative fee is between **5–10% of the total grant**, or a **flat fee** (e.g., **£100–£200**) for small grants.

This amount should be confirmed in writing and noted below:

Agreed Funding Host Fee: £_____ OR _____% of the total grant

(To be completed by both parties and confirmed before the grant is received.)

5. Term and Review

This agreement will start on **[Insert start date]** and will end on **[Insert end date or project completion]**.
It can be reviewed or ended early by mutual agreement in writing.

6. Dispute Resolution

Both parties agree to communicate openly and respectfully if any problems arise, and to work together to find a fair solution. If needed, support from SOAR or a neutral third party may be requested.

7. Signatures

Signed by a representative of the Funding Host:

Name	
Role and Organisation Name	
Signature	
Date	

Signed by a representative of the Non-Constituted Group:

Name	
Role and Group Name	
Signature	
Date	

IMPORTANT: Both parties must sign and retain a copy and send a signed copy to:
Communities@soarcommunity.org.uk