



# LET'S BUILD HEALTH GRANT

GUIDANCE  
NOTES &  
ADVICE

  
**SOAR**  
Supporting people to  
make positive changes

2025  
/26



PEOPLE KEEPING WELL  
**PKW**  
IN THEIR COMMUNITY

Please use the Let's Build Health Grants Guidance Pack to help you complete this form

## Who Can Apply?

*Let's Build Health Grants* are available to help create opportunities and develop local activity that improves health and wellbeing. Funding will support projects that help the aims of People Keeping Well, these include but are not limited to:

- Increased awareness of and involvement in community activities
- Increased range of activities for families and young people
- Increased range and uptake of volunteering opportunities
- Increased participation and awareness of the benefits of green space and physical activity
- Improved understanding of ways to live a healthy life

Local groups and organisations are welcome to apply. You don't have to be a registered charity or a constituted group- non-constituted groups are welcome to apply with the support of a funding host. We can help you find a funding host if needed.

### We can't fund:

Anything that only benefits individuals.

Activities that take place outside of the area outlined in Table 1.

Activities that promote religious or political views.

Projects that don't directly improve the health and wellbeing of local communities

### People Keeping Well Funding Areas (Table 1):

East & West Ecclesfield	Shiregreen & Brightside	Southey
<ul style="list-style-type: none"><li>• High Green</li><li>• Chapeltown</li><li>• Ecclesfield</li><li>• Burncross</li></ul>	<ul style="list-style-type: none"><li>• Shiregreen</li><li>• Lower Wincobank</li><li>• Upper Wincobank</li><li>• Brightside</li></ul>	<ul style="list-style-type: none"><li>• Parson Cross</li><li>• Fox Hill</li><li>• Southey Green</li><li>• Shirecliffe</li></ul>

**Please note:** Each of the above PKW areas has an allocated budget. Therefore, any funded activity must only be delivered within its neighbourhoods or be primarily supporting people from those neighbourhoods, as per table 1.

## How to Apply

Fill in the application form provided. We recommend using this guidance to help answer the questions.

If you need any support, please reach out to SOAR's communities' team. Our Grants Administrator and Community Development Workers will help where we can to make this process as easy as it can be for you and your group! To get in contact, please use the details provided below.

**Email** [communities@soarcommunity.org.uk](mailto:communities@soarcommunity.org.uk)

**Call** 07484492432 or 0114 213 2591

## Tips

- Be honest and transparent
- Don't get bogged down in jargon- be clear
- Don't leave parts of your application up to questioning-expand on key points e.g. *"this project will boost people's mental wellbeing"* How? Why? Because? Who for?
- Take your time
- If you need any further clarification, get in touch with SOAR's Communities team

## Step-by-Step Guidance to Filling Out the Application

This breakdown of the application should help ensure that you are providing us with all the relevant information.

### 1. Contact Details

This part of the application will help identify your group and be used when we try and contact you. Please make sure that all the information you provide here is correct.

**REMEMBER:** You can still apply if you are non-constituted, just make sure to declare that in this part of the application.

### 2. About your Project

**2.1 Where will this project take place?** Which PWK area will the project take place? Is there a particular venue that you will be using?

**2.2 Tell us a bit about your group/organisation?** This is a chance for you to describe your group, the work you do and your objectives. Important things to consider mentioning here would be:

- How long have you been operational? Is this a new group or pre-existing?
- Who do you help?
- What skills and knowledge are in your group?

→ What are the groups general aims and goals?

**2.3 What will you use the funding for?** Here you can provide an overview of your proposed activity that this funding would cover. What will the project look like and how will it run? Important things to consider here:

- What is the projects timeline? How often will you meet?
- What is the project idea?
- Do you have any volunteers involved?
- Why is the project needed? Where did the idea come from?
- Who will be involved? If you are using facilitators or working in partnership with other organisations, please state who they are

**2.4 How will this investment help to improve health & wellbeing and/or promote community cohesion?** Please expand here on what the benefits of your project will be. These benefits aren't limited to those you directly work with, this could include the environment, volunteers, wider community etc. For example:

- Improve mental wellbeing
- Promote healthy habits
- Increase community engagement and belonging
- Increasing time outdoors/in green spaces
- Developing new skills

**2.5 Who will benefit from this project?** Give a good idea of who this project will work with:

- How many people will part take?
- Will you work with a particular community?
- Do you work with a particular age group?
- Does your work have any wider environmental or community benefit?

**2.6 When will your project start and end?** Allocated funding from *Let's Build Health* does need to be spent within 12 months.

### 3. Budget and Delivery

**3.1 Use the table to give a detailed breakdown of how much you will be applying for.** Be as detailed as you can be-you don't want to leave any costs to the questioning of the panel!  
**For Example:**

Item	Cost
Venue Hire (£15 per hour x 2 hours a week x 40 weeks= £1,200)	£1,200

Volunteer Travel Expense (First Bus Day £5.60) (5.60 x 2 volunteers a week x 40 weeks = £448)	£448
Refreshments (£5 per session x 40 = 200)	£200
<b>Total</b>	<b>£1848.00</b>

**3.2 How will you measure the success of your activity?** Monitoring the success of a funded project can be flexible to the needs of your groups. Potential ideas may be:

- Tracking attendance through registers
- Photos and videos (with the consent of participants)
- Case studies and testimonies
- Surveys and Questionnaires

#### 4. Non-Constituted Groups Only

If you are a non-constituted group, use this section to declare whether or not you have a funding host. If you do have a funding host, get the funding host to fill out section 6 with their relevant details.

In this application pack, you will find a Memorandum of Understanding (MOU) for yourself and your funding host. This helps to set out an agreement between the two parties to ensure transparency and fairness. You will need to submit a signed copy of a MOU alongside your submission.

If you are a non-constituted group and do not have a funding host, please get in touch with SOAR's communities' team to help.

#### 5. Constituted or Registered Group/Organisations Only

Please provide the account details registered to your group in which any allocated funds would be paid into.

You need to have these bank account details finalised before you apply. If you are in the process of setting up your groups bank account, please get in touch with the Grants Administrator via [communities@soarcommunity.org.uk](mailto:communities@soarcommunity.org.uk).

#### 6. Supporting Organisation Details (To be completed by the Funding Host):

It is important that this section is filled out by the Funding Host themselves. Before submitting this application, please make sure that the funding host has agreed to support your group in this way.

## 7. Declaration

It is important that you carefully read the declaration in which you signing. The declaration needs to be signed by yourself, and the funding host if you are using one.

If you have any concerns or questions regarding any of the declaration statements, please get in touch with SOAR's communities for any advice or guidance.

## What Happens Next?

1. Submit your application to the communities' team at SOAR by the 19<sup>th</sup> of January 1pm.
2. Applications will be reviewed by a panel. We may be in contact if we need any more details. To note: SOAR will facilitate the panel but will not take part in the decisions.
3. All applicants will be notified of the outcome of their application, next steps and feedback will then be provided.

**You can submit your completed application via email to**

**[communities@soarcommunity.org.uk](mailto:communities@soarcommunity.org.uk)** or by posting to one of the below addresses:

Let's Build Health Grants SOAR Community SOAR Works Enterprise Centre 14 Knutton Road Sheffield S5 9NU	Let's Build Health Grants 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](#)