



Information & Application Guidance Pack

Medium 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 - Medium Grants Application Guidance

Funding for Healthier & Happier Communities (£5,001 - £20,000)

Who Can Apply?

The *This is Us* Northeast Sheffield Programme is offering medium grants of £5,001 - £20,000 to help new or existing groups run activities that create healthier and happier 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 registered community group, voluntary group, or grassroots organisation.
- You're a constituted group.
- 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.
- Staffing and core costs
- 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 6 of this document]

We can't fund:

- Anything that only benefits individuals.
- Projects that don't fit the theme of healthier and happier 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 |
|------|------------------|---|

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 your Group/Organisation

This is where we get to know you!

1. Name of your group/organisation: What's your group or organisation called?

2. Main contact person's 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 organisations, please put your registered address here.

4. Organisation Type? Here you select the type of organisation you are. If you are a non-constituted group, you cannot apply for this grant. You can apply for the small grants instead and our team can work with you if you wish to become constituted so you can access the medium grants in the future if we receive further funding.

5. What is your registered charity and/or company number? If this applies to you, here is where you provide the registered numbers for your charity and/or company

6. Bank Account Details: 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]

Section 2: Project Proposal

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

7. Project/Activity Name: The name for your idea.

8. Tell us a bit about your group/organisation and project/activity:

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

(Up to 500 words)

9. What's the funding for? Try to be clear and to the point – explain how you'll use the money. (Up to 500 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?

10. How will this project/activity create happier and healthier communities? Examples:

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

(Up to 500 words)

11. Who will benefit? Tell us about the people your project will help – how many, what age group, and are you working with specific communities? (Up to 300 words)

12. 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!

13. Budget breakdown: List what you'll spend the grant on and estimate the costs as closely as possible.
Example:

| ITEM | COST |
|--|--------------|
| Venue hire: £25 per hour x 2.5hours per week x 48 weeks | £3000 |
| Workshop materials: £20 per week x 48 weeks | £960 |
| Facilitator costs: £25 per week x 2.5 hours per week x 48 weeks | £3000 |
| Volunteer Costs: £10 per volunteer x 2 volunteers per week x 48 weeks = £960 | £960 |
| Refreshments: £10 per week x 48 weeks | £480 |
| Total | £8400 |

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

15. Do you have any other funding for this project? 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?

16. What is your project timeline: Provide a summary of what you want to achieve and when you want to achieve it.

Example: a gardening group may purchase resources and promote the activity in month one. In month 2, the group will start and plant flowers/bulbs with other community members, etc.

17. How will you measure the success of your project? 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.

Section 4: Governance & Accountability

18. 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 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 |
|---|---|

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](#)