Parklife Community Fund

Guidance

Grants of up to £1,000 for individual organisation, and higher amounts for collaborative applications, are available for local voluntary, community, faith and social enterprise organisations delivering projects and activities that respond to local needs, encourage community engagement, and make a positive difference in Prestwich. Funding is provided through the Parklife Festival 2026 and administered by Bury Council.

Who can apply?

- Applicants must be voluntary, community, faith or social enterprise organisations;
- Applicants must be registered in Bury and have a proven track record of delivery in Prestwich;
- Applicants must be members of Bury VCFA;
- Have an organisational Bank Account with 2 signatories who are not related to each other OR have a supporting organisation that can provide a holding account;
- Have the relevant safeguarding policies in place;
- Previous recipients of Parklife Community Fund are welcome to apply, provided they have submitted the required Monitoring and Evaluation Form. If you have any questions about this requirement, please contact prestwichcommunityhub@bury.gov.uk.

About membership of Bury VCFA:

- Membership of Bury VCFA is free, whether you are a small community group or a large charity – all VCSE not-for-private-profit organisations are welcome.
- Membership means that in addition to eligibility for this grant you can also keep informed of developments in the VCSE sector locally, vote in our Annual General Meeting (AGM), promote your organisation through our website, access and get support from our voluntary bank and network with other VCSE organisations in Bury.

- Organisations do not need to be members of Bury VCFA when submitting their application; however, successful applicants must become members before any funding can be awarded.
- Apply for membership here.

What type of projects can be funded?

This fund supports projects and activities that benefit people and communities in Prestwich. We welcome applicants for new or existing projects that respond to local needs, encourage community involvement, and help make a positive difference in the area. We are particularly keen to support creative and innovative ideas that help strengthen and connect local communities.

Projects can be delivered by a single organisation or through a partnership between two or more organisations. Partnership working can provide opportunities to share expertise, resources, and learning to achieve greater impact. For successful applicants, all partners organisations must sign the grant agreement prior to the award of funding, so please ensure that all partners agree with the content of your application before it is submitted.

How much can you apply for?

Individual organisations can apply for up to £1,000. Joint applications involving two or more eligible organisations can apply for up to £1,000 per participating organisations. For example, a partnership of three organisations could apply for up to £3,000.

Please only apply for the value of funding your project requires, so that this fund can maximised to support activity across the communities of Prestwich.

Is there anything I can't apply for?

There are a few things that can't be funded. These include:

- Funding for individuals. This would include individual grants/bursaries as well as personal equipment (excluding personal protective equipment needed for group activities).

- Activities that have already taken place.
- Contributions to major appeals or general appeals.
- Any activities promoting political or religious beliefs.
- Project where the primary beneficiaries are animals.
- The purchase of alcohol.
- Any activities where there is a statutory duty to undertake them or where another source has funded them.
- Projects that take place as part of the school curriculum.
- Projects that primarily benefit pupils at a single school, or the immediate community of a single school. This includes applications from Parent Teacher Associations (PTAs), Friends of Schools groups, and similar organisations established to support an individual school.
- Day trips and excursions, unless you can provide evidence of a significant impact on the lives of individuals (broader health and wellbeing).
- Fines, financial penalties, debts or organisational liabilities (including public liability).

What support is available to applicants?

If you have any questions or concerns about completing the application form, or you would like to discuss your application please contact prestwichcommunityhub@bury.gov.uk

We want our grants programme to be accessible to everyone. If any part of our application process is a barrier to applying, please contact team at the above email address or call 0161 253 6703.

Broader funding and development support is also available from Bury Voluntary and Community Faith Alliance via fundinganddevelopment@buryvcfa.org.uk or call 0161 518 5550.

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to prestwichcommunityhub@bury.gov.uk

The fund will close to applications at midday on **4th December 2026.**

When will we hear the outcome of an application?

Applications will be reviewed and moderation, with the intention that all applicants will be informed by within 4 weeks of the closing date. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

Responsibilities of Successful Applicants

Successful applicants will be required to:

- Start funded activity within one month of receiving the grant and complete delivery by 1st December 2027.
- Attend the Parklife Community Fund Awards Ceremony on Thursday 18th March 2027 at 7pm (venue to be confirmed). This event is an opportunity to meet Prestwich councillors, network with other funded organisations and share information about your project.
- Provide a short summary or presentation of your project at the Awards Ceremony. If a representative is unable to attend, a written presentation of up to five minutes' duration must be submitted in advance to be read on the organisation's behalf.
- Submit an end-of-project monitoring and evaluation report within one month of project completion, including your self-defined outcomes and the number of local participants. Alongside this, you will need to provide at least one case study, including photographs, quotes and/or video where available.
- Retain evidence of expenditure and provide this if requested as part of a financial audit.

Attendance at the Awards Ceremony and submission of the required monitoring and evaluation report form part of the grant conditions. Organisations that do not meet these requirements may not be eligible for future Parklife Community Fund grants.

How long will we have to spend the grant?

Activity should start within 1 month of funding and be completed by 1st December 2027.

While we hope the project is incredibly successful, we encourage groups to be innovative and know it involves taking risks. In the event of a project not delivering what was hoped, we still want to capture learning and support from your organisation. Therefore, please contact us as soon as possible to discuss any issues with your project.

Completing Application Form

About your organisation

Question 1)
Please give the full name of your organisation – no abbreviations.

Question 2)
Please give the registered address of your organisation. If you don't have a registered address, please provide the address of your Chair.

Question 3)
Please give your organisation's turnover for the last full financial year.

Question 4)
Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee

Question 5)

Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number.

Contact Information

Question 6)
Please give the name of the lead contact for this application/project. They will be the primary point of contact for all matters relating to this application and the project if successful.

Payment details

Question 7)

Please provide details of your organisation's bank account (bank address, account name, number and sort code). The name of the account should match your organisational name.

Question 8)
We expect all organisations to have relevant policies in place at the time of application. If you need advice or support on developing policies, please see Contact Bury Voluntary & Community Faith Alliance (Bury VCFA) - https://www.buryvcfa.org.uk/funding-and-development/

Question 9)
Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 10)
Please give a brief description of your project that sums up what you plan to do (100 words max). This may be used in our publicity to publicise the award.

Question 11)
Please give your proposed project start and finish dates. Projects should start within 1 month of funding and be completed by 1st December 2027.

Question 12)

Please provide the main area you plan to deliver your project, focusing on where you are actively delivering. We know that groups will attract residents from outside of the immediate area – this funding is prioritising community activity in the neighbourhoods most impacted by the Parklife Festival at Heaton Park.

Question 13)

Tell us a little more about your project.

a) What best describes the stage of your project?

- *New project or activity*: a new idea, service or activity that has not been previously delivered.
- *Existing project or activity*: an activity that is already established and will continue with support from this fund.
- *Expansion of an existing project*: an existing activity that will be extended, developed, or delivered to more people.

b) What format will the activity take?

- *One-off event or activity*: a single event or standalone activity.
- *Programme of activities or sessions*: a series of planned activities delivered over a period of time.
- *Equipment or resources*: funding will primarily be used to purchase equipment, materials, or other resources needed to deliver community benefit.

c) Will the activity be delivered in partnership with other organisation(s)?

- Select *Yes* if two or more organisations will be actively involved in planning and/or delivering the activity,
- Select *No* if your organisation will be solely responsible for planning and delivery.

Question 14)

Please outline the benefits your project will bring to the people of Prestwich. This should detail the advantages of your project and the positive impact that it would bring if funded.

Question 15)

What will this grant help you do? Please describe the work this funding will support, and how it will strengthen your group, community, neighbourhood, or local environment. Include (as relevant):

- What activities, work, or organisational functions this grant will support
- Who will be responsible for delivering or overseeing this work
- Timelines or key steps, including how long the support will last
- Any partners you are working with
- What the grant funding will pay for
- If you have previously received Parklife funding for this project or activity, please explain how this funding will build on that work. What additional activities, improvements, or outcomes will be achieved as a result of this grant?

Question 16)
One of the key features of such funding is to support groups and organisations in responding to what matters to people in your local community. You know this funding would make a difference, but this section asks how do you know? What evidence have you collected from the community? You might have gathered feedback from your members or people who use your services, had group discussions with your local community, or noticed a gap because of increasing demand for what you offer / the requests you have been getting.

Question 17)
How will you connect with the people or communities this funding is intended to benefit? How will you encourage them to get involved or make use of your support? There are a range of reasons that stop different groups of people from connecting with their local community – how will you overcome them? Do you have links with other organisations to help you reach your target audience, or will you use social media, word of mouth or another way to reach them? Or something else? How such funding will help you maintain or strengthen these connections?

Question 18)
The most important part of the application! What will success look like for your group? What difference will this grant make to people or the community you support, and/or the long-term sustainability of your organisation? How will you measure/know? What can you share with us?

Success can look different depending on the type of funding you are applying for. The table below shows you some examples.

Activity / Outcome	Measure	Evidence
A number of workshops that bring people together from different faiths. They have a better understanding of each other.	Tracking the knowledge before the event and after.	Artwork 1-1 Interviews / Quotes Events after this Attendance lists
An increased number of participants reported hate crimes and knowing what to do in this situation after running a session.	Tracking how often they reported crime before and after, and how confident they feel in the police.	Participant survey (beginning and end of your project) Quotes / Case Studies Interviews
A series of drama workshops that talks about the consequences of crime to young people.	An initial assessment of their understanding from their first session and their final assessment at the end.	1-1 Interviews / Quotes Events after this Attendance lists Feedback from the school they attend
The organisation improves stability and can keep delivering essential services.	Changes in capacity, staffing consistency, ability to maintain or increase service levels.	Staff/volunteer logs, activity records, financial reports, feedback from service users.
Stronger volunteer management and governance.	Increase in volunteers, improved retention, more effective processes.	Volunteer registers, training logs, updated policies, board feedback.

Ultimately, we need evidence of what you have done with the funding and the difference it has made, either for residents, or for your organisation and its long-term sustainability. In the Monitoring Form, we would also like to know any key learnings from your group or organisation—what went well? What would you do differently in the future?

We may also select your project or organisation for a monitoring visit (in person or remotely) to assess its progress and determine whether you need any support.

You are required to keep receipts for all project spending. We reserve the right to undertake a number of spot audits each year, and you may be asked to provide evidence of your spending. Your monitoring is important. It helps us demonstrate how these grants and investments make a real difference to groups and local residents.

Question 19)

This is thinking about “how” you operate and the different ways you might deliver your project to provide wider benefits for the people, economy and environment of Prestwich .

There are many ways to deliver added social value. For example:

- You might be creating art using recycled materials.
- Your project may include volunteering opportunities.
- As a result of your project, people may receive training or develop new skills that improve their chances of employment
- You’re buying from local businesses and organisations – Getting goods and services from local companies or VCSE organisations (ensuring the funding you receive is spent in Prestwich, Borough of Bury and Greater Manchester). This helps support the local economy.

Question 20)

Please give an overview of what the money will be used on by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

Example 1

- Acceptable: Community Centre A @ £25/hour x 2hr x 6 weeks = £300
- Not acceptable: Venue = £300

Example 2

- Acceptable: Volunteer Travel Expenses @ £4/person x 2 x 12 weeks = £96
- Not acceptable: Buses = £100

Example 3

- Acceptable: Staff Session Lead – 2hrs/wk @ £20ph (inc on-costs) x 10 weeks =£400
- Not acceptable: Staff support = £400

Important: If successful, it will be your responsibility to ensure that all spending is evidenced and does not exceed the limits set out in this guidance.