



Health Promotion Service Small Grants Scheme 2010-11



Guidance Notes & Application Pack

The following information is to give you some additional advice when considering making an application to the Health Promotion Service Small Grants Scheme and help you to see the kind of projects we want to be able to support. The maximum grant available is £300.

The overall aim of the **Community Health Development Team of the Health Promotion Service** is to stimulate and support local communities in actions, which will reduce health inequalities, improve quality of life and quality of opportunity for communities. The **Small Grants Scheme** gives communities the opportunity to be able to try out something new that would not otherwise be available to them without the funding.

We aim to achieve the following targets:

- ♥ Increase in health related behaviours and activities
- ♥ Increased access to healthy living initiatives and activities for isolated groups
- ♥ Increase in community and health regeneration activities

Small Grant Scheme

We at the **Community Health Development Team** recognise that the community is able to achieve a great deal itself, if given the opportunity and support needed. **The Small Grants Scheme** is a way for the **Community Health Development Team** to give the communities of Cornwall and the Isles of Scilly the opportunity to effectively deal with their own identified needs. Therefore, we want to support applications coming from the community for community, highlighting how they will be able to make a difference to the improvement of health of their community. We also want to be able to support projects which can wholly be achieved through the **Small Grants Scheme** (does not need any additional funding), provide an opportunity to try out something new, maybe looking at problems and issues creatively, and encourages more people to take responsibility for their own health and that of their community. We need to be sure that the project will **NOT** be able to go ahead without the **Small Grant**.

Criteria

Projects applying for any of the priorities must ensure that their project will:

- ♥ Promote health and well-being throughout the community
- ♥ Encourage wide access and community involvement
- ♥ Address health inequalities, isolation, disadvantage and broaden equality of opportunity
- ♥ Identify a real need for the project
- ♥ Consult with users and the community
- ♥ Be well planned and realistic
- ♥ Include planning for sustainability
- ♥ Be on a not-for-profit basis
- ♥ Not be a statutory provision
- ♥ Be additional to current provision
- ♥ Be monitored and evaluated

Priorities

We are looking to ensure that this fund is able to support a wide number of groups within Cornwall and therefore we wish to support projects that promote social inclusion through projects which:

- ♥ Support community health development through community involvement and participation
- ♥ Support community involvement in active recreation and environmental projects
- ♥ Promote arts for health within the community (all forms)

However each round we appraise for the **Small Grants Scheme** is always over subscribed with many very interesting projects. Unfortunately we are very rarely able to approve all the projects submitted to each round of funding with the funding we have available, and we therefore have the very difficult task of prioritising projects. When we have to take these very difficult decisions we look at each project against the criteria (as set out in the guidance notes) and come back to our core reason for the **Small Grants Scheme** as a whole; **to encourage members of the community to come together and identify an effective way to improve their health**. The following also shows the aspects of projects that are likely to be prioritised.

Projects that:

- ♥ Come from the community themselves
- ♥ Promote community involvement and participation
- ♥ Aim to encourage more people from the community to come together and experience together
- ♥ Are specific and do not need matching funds, but can be wholly funded through the Small Grants Scheme
- ♥ Promote new users to become involved
- ♥ Try a new way of working and being innovative where appropriate
- ♥ Would not be able to go ahead without the Small Grants Scheme
- ♥ Are able to identify a health benefit (in broad terms)
- ♥ Are not a statutory responsibility
- ♥ Give groups the opportunity to try something new
- ♥ Are not for ongoing or core funding

Therefore, there will be projects that we are not able to fund because we do not feel that they are able to successfully demonstrate addressing the criteria for the Small Grants Scheme. This does not mean that we are unsympathetic to your project or that we believe your project is not credible or important; it means that we felt your project did not sufficiently reach the criteria of the Small Grants Scheme in the same way that other applications did. Unfortunately the Appraisal Panel have to make some very difficult decisions including which projects closely address the criteria of the Small Grants Scheme and those that do not.

Please bear this advice in mind when writing your application. Please do call us if you need any help or advice either about developing your project or filling in this form. If you are not sure if your project is eligible or not call us for a chat on 01209 313419

Application Process

Telephone Appraisal: The application form has been simplified for your ease. We will send out an acknowledgement letter, if you haven't received an acknowledgement of your application within 2 weeks, please contact us. To ensure that we are able to fully appraise the project we will be contacting you by telephone for additional information. **Please ensure that you include a contact who will be able to talk about this project and a daytime telephone number where they can be reached.**

We will be asking you the following questions with respect to the development of your project and particularly to assess your adherence to the set criteria. It is probably worth bearing in mind these questions when you are developing your project and writing the application.

- ♥ How will the grant help you meet the priority?
- ♥ What will the grant be spent on?
- ♥ Do you have any fundraising events planned?
- ♥ Have you worked with the Health Promotion Service on this project?
- ♥ Would you be able to run the project with less funding than you have applied for?
- ♥ How will you encourage people in the community who are not already involved to participate in the project?
- ♥ Is your project open to the whole community? If no, why not?
- ♥ How do you know there is a need for the project and have you consulted with anyone else?
- ♥ How many people will benefit from your project?
- ♥ Do you know of any other projects running similar schemes?
- ♥ Is your application from a statutory organisation?
- Why can the statutory agency not fund the project?
- Is the statutory agency giving any support in any way (worker time, venue)?
- Are there any plans to mainstream the project?
- ♥ Do you intend to continue with the project once the grant has been spent?
- ♥ Have you made any plans for the sustainability of the project?
- ♥ How will you check that the project is going to plan?
- ♥ Will you be able to keep a record of the number of people participating? And how?
- ♥ We will provide you with a report booklet so that we can see clearly the impact that the project has had. Will you be able to complete this at the end of the project (including all receipts)?
- ♥ How will you judge the success of your project when it has finished?

After the deadline, an Appraisal Panel will meet and you can expect a decision within six weeks. **IF YOU ARE SUCCESSFUL 100% of the grant will be paid on approval of your application, once we have received a signed copy of the funding agreement and an invoice to generate the cheque from us.**

On completion of the project the **Community Health Development Team** will require you, as part of your funding agreement, to provide us with a final report. This includes evidence of the project, receipts covering the extent of the grant monies and copies of the monitoring and evaluation carried out. We will provide you with a Report Booklet and this should be returned to us by **25th March 2011** at the latest. Should you wish to see a copy of the Report Booklet prior to making your application please do contact us.

The grant is not to be used for any profit making enterprise or a statutory responsibility

Notes to help you with the application form

Please make sure that we can read your application and that it is clearly set out. Please do not include supplementary information and do not respond to questions with 'Please see attached'. It is much easier for us to appraise your project if we have the correct information to the question in the space provided which we can easily read.

Please complete ALL questions, most of which are self-explanatory. However, for the following questions we have given guidance:

Q Which grant scheme are you applying under

Please tick only ONE of the three priorities listed.

Q Description of new/additional work to be undertaken

Please describe specifically what the grant will be used for. If it is to be part of a larger project please give details on the larger project but also tell us specifically what the Small Grant will be spent on.

Example: We wish to offer different arts to engage young people in a consultation process looking at reshaping services for young people in Chacewater.

Q Why do you wish to undertake the project?

Please tell us why you want to carry out the project and what you hope to achieve through the grant.

Example: Previous consultation processes, such as surveys and questionnaires have not worked as well as hoped – it is hoped that a different approach using the arts will encourage more young people to become involved. Young people have reacted well to working with different art forms in the past. Young people have identified the different art forms they wish to use.

Q Project Costs- please give a breakdown

Please give details of your expected expenditure for the project and how you will raise the finances. Please make sure that the totals in Income and Expenditure are the same – we are only interested in the figures for this specific project

Also, while developing your project, please bear in mind the following issues. These are likely to be covered by questions in the telephone appraisal:

- ♥ How your project will successfully meet the priority you have ticked.
 - ♥ Supporting community health development through community involvement and participation
 - ♥ Supporting community involvement in active recreation and environmental projects
 - ♥ Promote arts for health within the community (all forms)
- ♥ How your project addresses disadvantaged individuals and groups
- ♥ How people will hear of your activities and how you will try to encourage people to participate in your project
- ♥ How you will ensure that the community are able to get involved in your project and how you will encourage their participation and is anyone else supporting you.
- ♥ How any benefits of the project to the participants may continue beyond the life of the project e.g. social network, skills learnt

**APPLICATIONS SHOULD BE WRITTEN IN CAPITAL LETTERS USING BLACK INK OR TYPED
FAXED APPLICATIONS WILL NOT BE ACCEPTED**

Send completed applications to:

Diane Warren, Community Health Development Team, Health Promotion Service,
Kernow Building, Wilson Way, Pool, Redruth TR15 3QE

You can e-mail your application to Diane.Warren@ciospct.cornwall.nhs.uk before the deadline.

If you require any assistance to fill this form in, or on developing your project, please contact Diane Warren or Alex Ollivier on 01209 313419 or Diane.Warren@ciospct.cornwall.nhs.uk

Closing Date Deadline: 1st October 2010

Applications received after this date will NOT be considered for the Small Grants Scheme

If you require these Guidance Notes in a larger print please call us on 01209 313419