



## Healthy Neighbourhoods

### Funding for organisations that support healthy communities

#### Guidance for funding bids up to £1,000 or £5,000

**This guidance should be used alongside the Small Grants Application Form (up to £1,000 or £5,000). Please read it carefully – an incomplete or incorrect form will mean that your application is delayed or even rejected.**

#### Overview

The Lancashire and South Cumbria Integrated Care Board (West Lancashire) (the ICB) is investing in those voluntary and community organisations in West Lancashire that support our residents' health. There are some changes from the previous grant programme so please read this guidance carefully.

As the trusted partner of the ICB, West Lancs CVS (WLCVS) is welcoming applications from organisations based in West Lancashire and operating in one or more of these areas:

- Skelmersdale and Upholland
- Ormskirk and Aughton
- Burscough, Parbold and the Northern Parishes
- or the whole of West Lancashire.

Grant funding is available to organisations who work locally with our communities to **address barriers** to good health i.e. deprivation, ethnicity, sexual orientation, immigration status, gender, care leavers and disability including mental health issues. These priority groups have been identified as there is evidence that they are least likely to seek or receive support because of who they are.

You can apply if you already work with one or more of these groups or if you want to work with them.

Grant funding is also available to help **give people a voice** in decisions made about their health, about their quality of life or about their neighbourhood.

You can apply if you have a new idea or if you want to support existing activities.

Projects will be expected to be completed within 12 months of the project starting.

Groups that have previously received a grant from any WLCVS funding scheme must have met all conditions attached to that scheme, including completion of the final evaluation or monitoring form and received their final 10%, before applying to this fund.

**To be eligible groups must:**

- Be a voluntary organisation, community group, small charity or not for profit organisation (with an income of less than £30,000 per year for those applying for up to £1,000)
- Be a member of West Lancs CVS
- Be based in West Lancashire and serve its residents
- Have a constitution or a set of rules that govern how the organisation works

**Priority will be given to work which:**

- Improves people's health and wellbeing
- Addresses needs identified by local people
- Supports community involvement
- Demonstrates a commitment to equal opportunities through activity
- Reduces social isolation or increases social interaction.

**We are not able to support:**

- Projects outside West Lancashire
- Private businesses
- Individuals
- General appeals or sponsorship
- National organisations and their affiliates
- Work which has already started or taken place. Whilst you might already be delivering the type of support you are applying for, we will only fund activity that started after the date of your grant agreement.
- Work undertaken by or on behalf of statutory bodies or funded from statutory sources
- Work for the advancement of religion
- Work where the main beneficiaries are animals
- Overseas holidays or trips
- Work undertaken by/on behalf of schools, colleges or universities as part of their statutory curricular activities.
- Work which does not directly benefit people living in West Lancashire.

Bids from groups based outside of West Lancashire but operating within the borough will be looked at on a case-by-case basis.

**This funding can be used to support:**

- New projects, activities or events (including directly associated core / running / staffing / equipment costs) that address the above priorities.
- Revenue projects only (please note the purchase of small capital equipment can be also included to support delivery of a revenue project).

**Successful applications are likely to:**

- Clearly meet one, or more, of the grant criteria
- Provide a distinct picture of what you will deliver with the grant and what this will achieve

- Provide evidence for why the grant is needed
- Outline the difference the work will make to residents' lives and how this will be measured
- Demonstrates understanding of inequalities and a commitment to health equity

## Process

To apply complete the following steps:

1. Check that you are eligible (if unsure please feel free to give us a call to discuss your project).
2. Complete the application form. This can be downloaded from the health pages on [the CVS website](#) or requested via [vicky@wlcvs.org](mailto:vicky@wlcvs.org)
3. Attach your supporting documents (see application checklist at the end of the application form) to your application and email to [vicky@wlcvs.org](mailto:vicky@wlcvs.org) or send by post to Vicky Attwood, Healthy Neighbourhoods Grants, West Lancs CVS, Ecumenical Centre, Northway, Skelmersdale, Lancashire, WN8 6LU.

Applications will only be processed when all documentation has been received. If we do not receive your supporting documents within four weeks of receiving your application then it will not be processed.

**Deadline:** please submit your proposal by **5pm on 18 January 2023** to Vicky Attwood - [vicky@wlcvs.org](mailto:vicky@wlcvs.org)

**If you require any assistance with the completion of your application please contact Vicky on 07598552949 / [vicky@wlcvs.org](mailto:vicky@wlcvs.org)**

## Assessment and Award

Funding decisions will be based on the quality of the application and scoring against the criteria given in the application.

All eligible applications will be assessed by a panel comprising officers from WLCVS, West Lancs Borough Council, Lancashire County Council and the NHS, chaired by WLCVS. There is no appeals process and our decision will be final although we will try to provide feedback where possible. All approved grants are subject to terms and conditions which will be provided to successful applicants with their offer letter. Some grant approvals may be subject to certain conditions being met before grant money can be released.

All applicants, whether or not successful, will be contacted by email to be informed of the outcome.

## Monitoring and Completion

When your project is complete, you **must** fill in an evaluation summary. A form for this will be sent to successful applicants when we advise you that payment has been made.

Successful applicants must make sure that the ICB and WLCVS are included in any publicity (our logos will be provided for this).

**Please note: 10% of any grant awarded will be retained by WLCVS until receipt of your evaluation summary of your completed project including photographs (if appropriate) and completed feedback or surveys.**

## Completing the form

Please complete all questions fully. Sections will expand as you complete your answers.

**The word count is a guide to the level of detail we need – from example, if the maximum is 300 words, aim for this, don't answer with just a sentence.**

Make sure you include a signed copy of your constitution or set of rules and other relevant policies (for example, safeguarding policies if appropriate).

### Contact Details

Please complete every section. The contact name should be someone who understands the detail in your application and is authorised to make decisions about the content.

Include your bank account details which must have at least two signatories from people who are not related and who do not live in the same household. If you do not have a group bank account, please explain what other banking arrangements you make.

### Project Details

- 1) Give the name of the project
- 2) Please indicate which pot you are applying to – either the Addressing Barriers pot, the Peoples' Voice pot **or** both. If you are applying to both, **please complete a separate form for each application.**
- 3) Please provide a brief description of your project, explaining how it contributes to at least one of the priorities - organisations who work locally with our communities to address what we know can be barriers to good health i.e. deprivation, ethnicity, sexual orientation, immigration status, gender, care leavers and disability including mental health issues, **and/or** help give people a voice in decisions made about their health, about their quality of life or about their neighbourhood (max 350 words).

Use this section to tell us about how your project will work and what you need the funding for – **who** you will be working with, **what** support you will provide them with, **why** they need your help, **where** (specifically) you will deliver the support, **when** you expect to do this and **how** your support will change things for your users. Please read the whole form before you start – you will see that there are

other questions where you can provide more detail e.g. evidence of need and expected outcomes. This section is for you to give a clear overview of your project.

- 4) Please provide a proposed start and end date for your project. Please note the project must **not have started before the approval** for funding has been granted and confirmed in writing. This means that it must not have been publicised, no participants must have been recruited and no expenditure incurred.
- 5) Please state which neighbourhood area your project will cover (can be all of West Lancs or just one or two areas).
- 6) Please provide approximate target **numbers** for each priority group that you will be working with – please make sure that you are ready to work with the groups you are selecting. If you are unsure how to estimate this, or how you will collect this information, please discuss with us. You will need to keep clear records of who and how many people you are working with.
- 7) Please state how your project will make a **difference**. This is not just about how many or how much you will do but about what will have changed because of the work you do. We would like you to try and describe outputs, outcomes and impact - for example, an exercise group for 20 older people (output) will help people feel fitter (outcome) and be more able to be socially active (impact) (max 300 words).
- 8) Please demonstrate any **evidence** to show that this project is needed, for example, feedback from service users, questionnaires, a gap in service etc. Have you consulted with people in your community? Please note that existence of the project / service is not evidence but a waiting list for the project /service might be. We may ask to see evidence of this or you might want to provide it with your form as this might help your application (max 300 words).
- 9) Explain how you will **evaluate/measure** the impact of your project. Give examples of the tools that you will use (e.g. feedback forms, wellbeing measures, case studies etc). Please give as much detail as possible as you will be asked to complete an evaluation form at the end of the project (max 300 words).

### **Financial Details**

- 10) Please list any items that you need the funding for and the cost of each item - try to be as accurate as you can and show us your workings out e.g. 1 day a week for 6 weeks room hire at £50 per day. Please include a breakdown of any staff costs including rate of pay, the number of hours per week and a total for the duration of the project. Please state the total amount of funding needed to run the project and from where any additional funding has been secured or applied for (if applicable).
- 11) Please include any additional Information you wish to provide that might be useful to us when assessing the application (max 250 words).

## **Declaration**

12) Please sign and date the form and make sure you have included everything you need to.

**Make sure you include a signed copy of your constitution or set of rules and other relevant policies (for example, safeguarding policies if appropriate).**

## **Equal Opportunities**

WLCVS and the ICB are committed to equal opportunities for all and expect groups and organisations applying for grants to show that they are aware of equal opportunities and can demonstrate commitment to them.

## **Data Protection**

Your personal details will not be shared with any other outside organisations. However, for the purposes of grant monitoring, we will pass on details of your group including a budget breakdown of your grant to the ICB and to other members of the panel. If you are successful, your group name and project details may be used for publicity. We may also send you information about other funding opportunities and community development information.

Applications to be submitted no later than **5pm on 18 January 2023** to [vicky@wlcvs.org](mailto:vicky@wlcvs.org).