



Community Health Grant

Guidance for filling out Application Form

Please note that all questions in each Section of the Application must be fully completed before the application will be considered by the Grants Panel.

If you need this information in larger print, or need help with completing your application, please contact the CVS on 0195 291350 or call Bally Kaur on 01952 686340 or email Baljit.kaur@telfordpct.nhs.uk .

Your Organisation

Q 1-8 These questions are self-explanatory and need no further comment.

Project Details

Q9 Please tick whether your proposed service will contribute to any of the following. Note anything you tick against will need to be monitored and evaluated at quarterly intervals.

Q 10 Please describe the project, its main purpose, and any other relevant details such as when/where it takes place and who is involved. Your answer should make clear how grant monies would be spent.

Q11 Please detail how you will monitor the project against the ticked proposed service contributions. See inserted table for examples of monitoring data that could be collected to demonstrate impact on chosen service contribution. (Please note help and support for setting up monitoring will be made available from the Health development workers)

Reducing health inequalities (this data should be collected for every project)	Recording demographical data such as postcode, ethnicity, age, employment etc.. Also weekly registered to demonstrate attendance
Increase physical activity	Recording increased awareness of physical activity and self reported levels of participant at beginning and end of project.
Reducing obesity	Recording data around improved BMI (height, weight ratio) increased physical activity and improved nutrition and mental health
Increase breastfeeding	Recording breastfeeding rates of participants
Reduced alcohol consumption	Recording increased awareness of drinking in access and self detailed alcohol consumption levels
stopping smoking	Recording increased awareness of smoking related to ill health and self detailed levels of smoking.
Improving mental well being	Recording increased awareness of mental health well being and use tools such as questionnaires that reduce mental well being at beginning, during and end of project.

Improved nutrition	Recording increased awareness of nutrition and self reported levels of nutritional knowledge at beginning and end of project. Record all different initiatives used to increase knowledge of nutrition eg. Cooking on a budget course.
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Q 12 This question is self explanatory and needs no comment. Remember the most you can claim is £2000.00

Q 13 Budget Costs - estimates or quotes may be provided. If the proposed grant will cover only a part of the cost of your project, please show the whole picture and indicate where the balance of funding will come from. Although it might be obvious to most, please ensure that the figures add up. Example Budget

Over 60's Racquet Fest – 6 sessions of Keep Fit with Racquet Fun

Equipment	200
Publicity material (Design and Production)	150
Tutor Hire (£30 x 6 sessions)	180
Venue Hire (£10 x 6 sessions)	60
Volunteer Expenses (£20 x 6 sessions)	120
Refreshments £15 x 6 sessions)	90
Transport (£30 x 6 sessions)	<u>180</u>
Total Cost	980
Amount requested	980

If you are applying for Capital funds e.g equipment, you need to provide two quotes

Q 14-15 This question is self explanatory and needs no comment

Q16 Describe how you will show that your project has made a difference in terms of the planned activities and benefits

For example:

- Increased physical activity by attending fitness classes,
- Greater confidence in cooking low fat Asian meals to reduce chances of coronary heart disease)

Consider how you can show evidence that your project has made a difference.

Q17 – 20 These questions are self-explanatory and need no further comment.

Q 21 Tell us about your organisation or group such as

- when did it start,

- what are its aims,
- what does it do,
- how many committee members does it have,
- where does it run its activities from?

The aims must match those outlined in your constitution, although they may be summarised to some extent for this purpose.

Information given in this section will help to provide a picture of the size and strength of the group or organisation, and its capacity to deliver the proposed project successfully.

Q22-28 These questions are self-explanatory and need no further comment.

Agreement

Q 29-30 In the agreement you are asked to submit a brief summary report every 3 months of projects, for monitoring purposes. A simple template to support this requirement will be provided to successful projects.

You will therefore need to put in place some monitoring systems to ensure that you collect and record information that can help you demonstrate results?

This could include information about numbers and type of people helped, activities etc. and/or feedback from people involved.

The Agreement should be signed by one of the Honorary Officers on your Committee such as the Chair, Secretary or Treasurer,

The Application Forms require a signature so you will need to print them out and sign them. If you email your application to us you must also send us a signed copy in the post.

Please note failure to provide a report could result in the grant being withdrawn.

Supporting documentation

Please ensure that you submit the supporting documentation they need to enclose otherwise it will delay us processing their application and taking it to grants panel.

- Constitution or governing document
- Copy of your recent bank statement
- Quotes for capital items