

Community Health Grants

Guidance notes for grant.

The Community Health Grant scheme is a small grants scheme for voluntary and community groups based or working in Telford and Wrekin.

Around £27,000 is being made available in 2009 by Telford and Wrekin Primary Care Trust (PCT) and Telford and Wrekin Council for small grants of up to £2,000. The scheme is being administered by CVS.

What is the aim of the Community Health Grants?

The main aim of the Community Health Grants scheme is to support projects which contribute to the PCT's Health Improvement objectives. Projects should support one or more of the following priority themes and have an ethos of inclusion and equality. Projects must achieve one or more of the following outcomes

- Increasing physical activities
- Stopping smoking
- Reducing alcohol consumption
- Improving mental well being
- Improved nutrition
- Reducing health inequalities
- Increasing breast feeding
- Reducing obesity

Who is eligible for the Community Health Grants?

- Your group must be a voluntary or community group with a bank account and two or more signatories. (These signatories must have different addresses and cannot be partners or family)
- Your group must have a set of rules or a constitution, a copy of which must be included with your application.
- You must be able to produce a copy of your most recent group bank statement or annual accounts.
- Your group must be affiliated to the Telford and Wrekin Council for Voluntary Service. (Affiliation forms are available from CVS on 291350. Affiliation costs £6.00 per year)
- Your group must have the appropriate insurance to cover any equipment or activity funded with the grant money.
- Quotations for any equipment you would like this grant to fund must be included with the application form.

Conditions of the Grant

- The maximum amount which can be offered is £2,000
- Applicants will know about the outcome within 2 months of returning the completed application.



- Measures (agreed on application) against chosen outcomes are collected, collated and given to Bally Kaur: Community Engagement Health Promotion Practitioner, every six months.
- Any grant awarded will be paid by cheque in the group's name.
- Grants **will not** be awarded for equipment already purchased.
- Any grant awarded **must** be spent for the purpose it was given.
- Receipts will be required and need to be submitted to the CVS. Receipts for equipment required after 3 months. Receipts/proof for running coats required after 12 months.
- Groups working with children and young people or vulnerable adults must have a child/ vulnerable adult's protection policy.
- Any group that employs staff must have grievance and disciplinary procedures.

Can we apply for a grant more than once?

Groups may make only one application to the Community Health Grant in any 6 months. A further bid may be made to a subsequent round provided that the bid is different to any previous bid.

Generally, those groups which had not had funding before will be given priority over those that have.

It is considered bad practice to allow a group to become too dependent on any source of grant funding to cover normal running costs and therefore funding for the same activity or project or for general running costs for more than one year is exceptional.

Are there any things that are excluded from the funding?

The Community Health Grant can fund a wide range of projects and activities. Below are some examples of things that meet the aims of the grant.

What we can fund	What we cannot fund
Publicity materials-leaflets, signage, advertising materials etc	Trips out
Quality certification	Debts
Start up money	Computers
Equipment	Annual insurance
Transport to funded activities	Any retrospective or prepaid activities

How are decisions made?

The procedure for allocating funding comprises two stages:

- Stage 1 The fund administrator will check to ensure that all parts of the application have been completed, signed where appropriate and have the supporting documentation required in order to be considered. Applications submitted 5 working days before the panel meetings can be considered at panel.
- Stage 2 The Grants Panel then meets and considers only those Application Forms which have passed stage 1.



At the panel stage the following questions will be asked:

- Does the bid offer value for money?
- Does the bid meet the relevant criteria?
- Are there any relevant factors to be take account of?
- Have applicants received funding previously via the Community Health Grants Scheme or not?

The panel may, at their discretion, decide to part fund a bid or apply conditions to be met before the grant can be given. The decision of the panel will be final.

Applicants are encouraged to submit applications well ahead of the deadlines where possible, to allow the fund administrator sufficient time to prepare all cases thoroughly.

Where deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate).

Please write clearly in black ink or ballpoint pen in all of the spaces provided or complete on line. Wherever possible, please obtain and attach quotations to this application, in relation to the proposed purchase of goods or services.

