

Healthy Sandwell Micro-Grant Fund

Guidance Notes

1. Introduction

(i) Purpose of the Fund

The purpose of the Healthy Sandwell Micro-Grant Fund is to enable local voluntary, community and not-for-profit/charitable organisations to deliver an Engagement Activity that includes a short, health-related promotion of the service(s) available from Healthy Sandwell, including NHS Health Checks. These services include:

- **Alcohol services:** to support those people who are struggling with how much they are drinking;
- **Drug services:** support and advice on drugs, helping you decide what you need to do to change your drug use or if you are concerned about someone else's drug use;
- **Get Active:** tailored support for all ages, families and individuals to get more active, eating better and maintain a healthy weight for good;
- **Healthy Eating:** support to help you, your family and friends eat well and feel great;
- **Healthy Weight:** FREE support for all ages, families and individuals to get more active, eating better and maintain a healthy weight for good;
- **Stop Smoking:** FREE help and support to help more smokers quit;
- **Wellbeing:** support to help people feel better within themselves including...improving confidence, dealing with stress, relaxation techniques and more;
- **NHS Health Checks:** a national screening programme for 40-74 year olds to check aspects of your health that could lead to conditions like heart disease, diabetes and stroke.

(ii) Target Group

We are looking for each Engagement Activity to **attract a minimum number of people at an equivalent of approx. £10 per person** (living and/or working in Sandwell and between the ages of 25 and 74). So, for example, a grant of £250 would need a minimum number of 25 attendees (in the target age range); a grant of £500 would need a minimum of 50 attendees (in the target age range).

Your activity might, for example, be directed towards children (e.g. a Teddy Bears' picnic) but would need to include their parents/grandparents/carers in order to be eligible for this fund.

(iii) Activity Content

Each Engagement Activity **must** contain a health-related promotion of the services available from Healthy Sandwell, together with the NHS Health Check programme. However, the event itself doesn't, necessarily, need to be directly health-related. So, for example, you might be applying for funding to cover the cost of travel for a day trip somewhere, but within the overall day trip you need to be promoting one (or more) of the above services in order to be eligible for funding.

(iv) Outputs

When you finish your Engagement Activity you will tell us:

- Number of people attending (in the 25 – 74 years age range);
- Healthy Sandwell service(s) promoted;
- Number of people signing up for the NHS Health Check programme;

- Short report with details of what happened during the engagement activity, including what went well (feedback from those taking part) and anything that you might do differently if you were to run a similar event in the future.

2. Grant Timeline and Process

- The Healthy Sandwell Micro-Grant programme will be delivered on a rolling basis until 31st March 2017 or the funding is wholly allocated, whichever is the sooner.
- Applications can be for less than £500 but you can only submit one application per Engagement Activity.
- You may apply for more than one Micro-Grant but it must be for a distinctly different Engagement Activity that engages a different beneficiary group or delivers a different health-related promotion. The Grant Panel would wish to distribute the available funds as widely as possible and will take into consideration the number of different applicants when considering awards.
- Application deadlines and assessment dates will be posted on SCVO's website: www.scvo.info on a rolling basis until all funding is allocated.
- All funded activity and associated reporting must be concluded by within 6 months of micro-grant approval.

Process

- Applications submitted to SCVO (within timeframe outlined above);
- Applications assessed by Grant Panel;
- Applicants advised of outcome;
- Successful applicants will be asked to make contact with Healthy Sandwell in order to agree an appropriate method for delivery of health-related promotion – either by attendance of a Healthy Sandwell team member or suitable promotional materials;
- Once promotion method is agreed applicant will advise SCVO, together with providing relevant Bank details, so that grant payment can be made;
- SCVO will provide 'feedback form' so that applicant organisation can report accordingly.

3. Grant Conditions

- Relevant Engagement Activity **MUST** include the promotion of one (or more) of the services available from Healthy Sandwell **plus** the NHS Health Check programme;
- Organisations in receipt of funding will be required to submit a short 'Engagement Activity Feedback Report' as outlined in section 1.iv above;
- Grant funding must only be used for the proposed Engagement Activity applied for – if you want/need to change any part of the proposal, you must contact us and tell us:
 - What you want to change
 - Why you want to change it
 - Any difference in the number of people engaged
- Before making any changes you must wait for us to agree them in writing;
- You will have the right kind of insurance in place for your proposed activity;
- You will let us talk about your Engagement Activity in our publicity if we want to do this;
- You cannot use the grant money for any activity that takes place **BEFORE** your application is approved;
- If you are publicising your activity you should mention who has helped with your funding;
- Your Engagement Activity must be a legal activity;
- The grant will be paid into a bank account that is in the name of your organisation (we will ask for this once your grant has been approved and you've been in contact with Healthy Sandwell – see application process below) – if that is not the case we will need to agree a suitable alternative (at our discretion) **BEFORE** your activity takes place;

- Whilst we may not directly ask for evidence of your grant spending, you will need to keep receipts for activity expenditure in order to show good money management practice.
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4. Notes on Completing the Application Form

(i) General Advice on Completing the Application

- Please read through the application form and these guidance notes before you begin so that you answer the questions as fully as possible.
- **Do not exceed the word count** on the questions as the words that are beyond the limit will be discounted. There is no minimum word count, but the more relevant information you can provide to the panel the better they will understand your organisation and proposal.
- Do not assume that the Grant Panel knows your organisation, even if your organisation has received funding from SCVO or Sandwell Council in the past.
- Please complete all questions and sections within the application form.

If you require any assistance with making your application, please contact SCVO on 0121 525 1127 or email Stuart Ashmore at stuart@scvo.info

(ii) Eligibility

Eligibility to receive Healthy Sandwell Micro-Grants is limited to local voluntary, community and not-for-profit/charitable organisations that fit within Sandwell Council's definition of the Third Sector and that are currently actively delivering services to residents in Sandwell.

Further details and information on this definition can be accessed on the Sandwell Council website at: <http://tinyurl.com/vcsdefinition>