

SCVO Vision 2030 Community Grants – Covid-19 Vaccination Support Guidance Notes

1. Introduction

(i) Background

Work is now underway to deliver Covid-19 vaccinations across the country in what is being called the biggest immunisation programme in history. Staff and volunteers from the NHS, local authority and voluntary sector are all involved in a combined effort to bring closer the end of the current pandemic through protecting our population from the virus. A call is now going out across Sandwell to ensure that every person in our borough has the opportunity to benefit from this vaccination.

We know from experience that take up of seasonal flu vaccinations in Sandwell is often lower than other areas and that several challenges get in the way of residents accessing vaccinations. We also know that our local Voluntary and Community Sector (VCS) is excellently placed to help with the vaccination effort – in fact, the involvement of VCS organisations will be absolutely essential to ensuring that everyone in Sandwell understands the opportunity that vaccination presents and can take up the offer.

We know many VCS organisations are already doing what they can to encourage, inform and support residents accessing vaccinations and others are making plans to do so. We are particularly looking to engage our faith and community leaders, who are able to reach those in our communities who are more vulnerable to Covid-19.

A new strand of the current 'Vision 2030 Community Grants' programme has been created, which will enable applications to be made for **SMALL** grants that can meet expenses (which are not already being met by existing funding) for future planned activities.

(ii) Purpose

To support activities that encourage, inform or enable Sandwell residents who may face barriers to accessing the vaccination or may be vaccine-hesitant to take up the vaccination opportunity.

(iii) Grant Amounts

- There is no minimum/maximum amount of grant ... but **PLEASE NOTE:**
- Support will be made available on the basis of your planned activity and associated expenses. A grant panel will assess the viability of your proposals submitted within an application form.

(iv) Eligibility

Eligibility to receive funding under the 'SCVO Vision 2030 Community Grants' programme is limited to voluntary, community and not-for-profit/charitable organisations that fit within the definition of the Voluntary and Community Sector as detailed in [Appendix 1](#).

Cont ...

(v) Target Group

Activities should be targeted at all Sandwell residents who are invited, or will be invited, to receive the Covid-19 vaccination. (This also extends to individuals who may be considered as 'not ordinarily resident in the UK' – please refer to [UK Government guidance](#).)

(vi) Activity Content

Activities that will meet the purpose of the fund might vary widely, recognising the diversity and differing needs and challenges of our local population. Proposals might include, for example:-

- Proactive calling or writing to service users or local community members encouraging take-up of the vaccine, or doing this in the course of current activities;
- Culturally appropriate messaging or sharing information about vaccinations in different languages;
- Practical help to support people accessing the vaccination programme;
- Focus groups and consultation with local communities to ensure that issues and fears about the vaccine or Covid-19 can be fed back.

All creative ideas that will prove effective at engaging and supporting residents around vaccinations will be considered.

The Sandwell Public Health team remains on hand, as ever, to support with information, guidance and resources for your organisation, staff and volunteers. Please contact **Katie Deeley** - Katie_Deeley@sandwell.gov.uk - for further information.

(vii) Outputs

When you finish your support activity you will tell us:

- The number of Sandwell residents / households that your activity(ies) has (have) reached;
- The nature of such engagement e.g. letters, leaflet drops, digital etc.

2. Grant Timeline and Process

- The Vision 2030 Covid-19 Vaccination Support Grant Programme will be delivered on a rolling basis until such time as the vaccination programme is concluded or the funding is wholly allocated, whichever is the sooner;
- You may apply for more than one Vaccination Support Grant but we may ask you to have concluded any previously funded activity and reported on its outcomes;
- Applications may be made at any time and deadlines/assessment dates will be posted on SCVO's website - www.scvo.info - on a rolling basis until all funding is allocated;
- Following grant approval, all funded activity and associated reporting should be concluded within a timeframe that is relevant to proposed delivery.

Process

- Applications can be submitted to SCVO at any time (within timeframe outlined above);
- Applications will be assessed by Grant Panel;
- Applicants will be advised of outcome, and feedback will given if unsuccessful;
- We will ask you to provide relevant bank details, so that grant payment can be made (see Grant Conditions);
- SCVO will provide you with a 'feedback form' so that your group/organisation can report accordingly.

Cont ...

3. Grant Conditions

- The relevant activity **MUST** be targeted at ensuring that everyone in Sandwell understands the opportunity that vaccination presents and can take up the offer.
- Organisations in receipt of funding will be required to submit a short 'Vaccination Support Activity Feedback Report' as outlined in Section 1. (vii) above;
- Grant funding must only be used for the proposed Support 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 profile of local residents being supported
- 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 (if required);
- You will let us talk about your support 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 – we will not fund activities retrospectively;
- If you are publicising your activity you should mention who has helped with your funding;
- Your support 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) – if that is not the case we will need to agree a suitable alternative (at our discretion) **BEFORE** your activity takes place;
- We may ask for evidence of your grant spending, so you will need to keep receipts for activity expenditure.

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.
- **Aim to not exceed the word count** on the questions so that your application remains focussed and relevant. 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.

Q1. Describe your proposed Vaccination Support Activity

Detail to include within your response:

- What you want to do;
- Where your activity/activities will take place;
- When your activity/activities will take place;
- Why you think such activity/activities is/are needed;
- How vaccination take-up will be encouraged as a result of your activity/activities.

Cont ...

Q2. Please describe the local community or target group that you support

Detail to include within your response:

- Where is your community/target group located? (its geographical location);
- What is its age profile?
- Cultural demographic – that might offer additional challenges/opportunities;
- Size;
- Anything else that you consider relevant to your supported community/target group.

Q3. How many local residents will your activity reach and how confident are you of positive engagement from those residents?

Detail to include within your response:

- Previous engagement activities that have been 'successful' – including examples and outcomes;
- Why you are confident of being able to reach your proposed target group

Q4. How much money do you need to support your activity and what will you spend it on?

Please provide a summary breakdown under broad headings of expenditure but clearly identifying on what you propose to spend the grant money.

Q5. What other support might you need in order to ensure the 'success' of your activity?

Please detail any additional support that you think might be needed. For example (not an exhaustive list):

- Help with community language translations;
- Guidance on managing your proposed activity;
- Advice/guidance on safe engagement e.g. Covid-safe operating;
- Communication of offer.

To make your application, please contact SCVO for an initial conversation, after which we will provide you with the relevant application form for completion and return.

Please email: grants@scvo.info or call **Liz Webster** on 07923 259821

APPENDIX 1 – Definition of the Voluntary and Community Sector

To be eligible to apply to the SCVO Vision 2030 Community Grants programme, you will need to be one of the following types of organisation:

- **A voluntary organisation/group** (a formal organisation run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A community organisation/group** (a less formally organised body run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A tenants and residents group**
- **A faith group**
- **Most co-operatives and social enterprises** (provided all profits are retained for the benefit of the members or community served)
- **Most sports organisations**

... **and** have one or more of the following structures/forms:

- **Unincorporated groups** (that have a written constitution/set of rules (governing document) that sets out the purpose of the group and how it is managed)
- **Registered charity** (incl. CIO)
- **Company limited by guarantee**
- **Community Interest Company (CIC)** limited by guarantee
- **Community Interest Company (CIC)** limited by shares (with a 100% asset lock clause to ensure that funds or assets can only be transferred to a named organisation or cause with charitable objects aligned to the applicant)
- **Community Benefit Society**
- **Co-operative**

Additionally, organisations need to be able to demonstrate that they:

- operate on the basis of being wholly not-for-profit and/or do not distribute profits/assets for personal or private gain
- have a Board or Management Committee comprising of a minimum of 3 members (ideally unrelated) who give their time in a voluntary (unpaid) capacity. If this Committee is not locally based, the organisation should demonstrate its long-term commitment to Sandwell.
- are actively delivering services in Sandwell or undertaking activities for the benefit of Sandwell Communities.
- principally reinvest any financial surpluses to further social, environmental or cultural objectives that bring a significant community benefit to Sandwell (at least 50% of any financial surpluses need to be reinvested in Sandwell for community benefit).