



Health and Well-Being Funding 2023 Public Health, Hertfordshire County Council Administered by St Albans City & District Council Criteria and Guidance

It is important that you read these notes before starting your application.

The health and well-being funding is provided by Public Health Hertfordshire County Council and administered by St Albans City and District Council.

The overriding criteria for this funding is that the projects and activities are focussed on improving health and well-being outcomes. This includes considering health inequalities and how these can be addressed. Projects can focus on leading a healthy and physically active lifestyle, mental health or other health and well-being related work. The project should also show an awareness of St Albans City and District Healthy Hub <https://www.stalbans.gov.uk/healthy-hub>.

Applications are also considered on how well they support the wider St Albans City and District Council priorities including those set out in the [St Albans City and District Equality, Diversity and Inclusion Strategy](#).

Everything you need to know about applying for the health and well-being funding 2023 can be found in this document or links provided.

Amount of funding:

Health and well-being funding 2023 is a total of £30,000. Groups can apply for grants between £2,000 and £5,000.

The health and well-being funding opens on Wednesday 8 February. The last date for receipt of applications is Wednesday 8 March.

What can be funded:

- Health Projects and activities – this includes a focus on an aspect of health inequalities, leading a healthy and physically active lifestyle, mental health or other health and well-being related work.
- If the project is focussing on health inequalities it is important to indicate the health inequality being addressed for a specific target group in a particular geographic area
- Projects and activities can be time limited (e.g. over a school holiday) or can run over a longer period (e.g. once a week)
- Projects can be for a small number of vulnerable people or a bigger group. The important thing is to evidence the difference it will make to beneficiaries
- Service users/ beneficiaries should be involved in the planning and design of the project wherever possible

Who can apply:

- Constituted Voluntary and Community Sector Organisations (organisations do not have to be registered charities)
- Social Enterprise Organisations/ Community Interest Companies (Company Limited by Guarantee model)
- Others who can demonstrate they are working with community groups

Who cannot apply:

- Groups who do not have a full year's accounts available
- Private companies and individuals
- Community groups who do not have a constitution, bank account and management committee/ trustees
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities and Schools, (this includes Parent Teacher Associations making applications for projects that will only benefit a particular school community)
- Organisations whose purpose is to give out funding to other groups, the grant must be used by the applying organisation
- Organisations operating outside St Albans City and District and who do not serve the needs of those living, working, or studying in the district

We will consider applications that:

- Meet the funding criteria
- Demonstrate how they support the priorities in the St Albans City and District Council Equality, Diversity and Inclusion Strategy, particularly those relating to health and well-being
- Have specific, realistic and deliverable outcomes which will meet an identified evidenced need
- Can demonstrate that service users have been involved in making the application or if not applicable, that service users' needs have been fully considered
- Are fixed term projects (to be completed by March 2024)
- Provide value for money
- Have a demonstrable impact for the residents of the District
- Have a clear strategy for sustaining the activity after the initial period
- Request funding between £2,000 and £5,000.

What cannot be funded:

- Applications for funding which replaces or duplicates existing funding
- Contributions towards large general fundraising appeals e.g. £2,000 towards a £50,000 project. The application should be specific
- Commercial ventures
- Retrospective funding (i.e. grants for projects/ activities that have already happened)
- Services/activities that promote one particular faith or religious belief (the fund could support a faith group that is delivering something that is inclusive and open to all)
- Applications that support the furtherance of any one political party
- If your organisation is national/ county wide or operates outside the District, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District.

Application Process

It is important that you read these notes before starting your application.

1. Read the Funding Criteria section

Ensure your project meets the criteria



4. Complete the application form

Download the application form <https://www.stalbans.gov.uk/grants> ↓

5. Create a budget document



**6. Send the following to SADC to
healthinequality@stalbens.gov.uk
by midnight on Wednesday 8 March**

- ☐ Final completed Application Form
- ☐ Budget plan
- ☐ A copy of your organisation's constitution
- ☐ Organisation's bank statements for the last 3 months
- ☐ Audited/certified accounts for most recent financial year (including the following)
 - Income and expenditure account (also known as profit and loss account)
 - Balance sheet for your last financial year
 - Notes to the financial statements
- ☐ Safeguarding children/adults at risk policies
- ☐ Health and Safety Policy
- ☐ Risk assessment example
- ☐ Environmental Policy
- ☐ Equality Policy

Application Form questions

Please note maximum word count for each section indicated on the application form.

Lead Contact This should be someone who is familiar with your organisation and able to answer questions.

Position in Organisation Please put the position of the lead contact, e.g. Coordinator, Fundraiser, Treasurer etc.

Question 1 This is the name of the project, not your organisation

Question 2 Make sure you answer all questions in this section to demonstrate the planning that has gone into designing your project.

a A brief one line description that sums up your project.

b A brief summary about what health or well-being issues your proposed project will focus on and how you plan to address them

c. Your proposed project must meet at least one of these health-related aspects

Question 3 Give a description of the steps you plan to take to get your project ready and when you will do each one (a time-plan). E.g. recruiting project workers, hiring a hall, finding volunteers, buying equipment, devising publicity, printing flyers, finding partner organisations, finding trainers (bullets points or a table work well here). Please ensure a start and completion date are included.

Question 4 Will your project continue after the monitoring period? If so, how will this be funded? Has anything been secured already to ensure the project can continue e.g. funding for room hire and staff costs?

Question 5 Give a description and examples of any previous experience your organisation has in running activities/ projects like the one you have described in your application? Please provide examples of any pilot projects or similar projects that have been carried out.

Question 6 You might be requesting just a proportion of the project costs. For example, the full cost of your project, 'Project X' may be £9,700 but you are asking for £4,800. Please put the *total* cost here (i.e. £9,700)

Question 7a This is the amount you are asking for from Health and well-being Funding, for example, £4,800. *Please make sure your submitted budget has the*

same figure and it is clear how much you are asking for from SADC and how much you are expecting to raise from other sources (if needed)

Question 7b We need to know here if you have any other funding applications in process for the *same* items/services you are detailing in this application. For example, you are applying to this fund for £4,800 for Project X but you are also applying to 'WegiveGrants' for £4,800 for Project X. Please detail which other Trusts/ Foundations or local authorities you have applied to, provide details of the amount requested and when you will hear if your application has been successful.

Question 8a Is your project dependent on securing funding from any other sources as well as the health and well-being fund? For example, if your project costs a total of £9,700 and it cannot run without you raising £9,700 then you should indicate that here.

Question 8b If you have applied for additional funding elsewhere, give details of whom you have applied to, how much and when you expect to find out if you have been successful.

Question 9a. Please explain how you know people in your community need or want your project/activities and what evidence you have collected to demonstrate this. In this section you need to demonstrate evidence of need, for example:

- Are you unique in the area? If you aren't, what is special about your group, its services and members?
- Local statistics or research that supports the need for your type of service. (Make use of the St Albans City and District Council Community Profiles and Ward Profiles and Census data.)
- Numbers of people on your waiting list
- Number of referrals you receive per week/month
- Questionnaires to see if there is a need for your service in the area
- Other forms of evidence that your community needs or wants your service

Question 9b. How have your service users/ beneficiaries been involved in making this application? How have they shaped the proposed project? Have they helped to write the application?

Question 10. Be clear about who your target audience is. ‘Area of residence’ may differ from where you plan to hold the project or activity. E.g. you may plan to run an activity in the city centre targeted at people living in Sopwell. *Please note- your project must directly benefit residents of St Albans City and District.*

Question 11 The numbers of people you hope to reach. This should be specific, realistic and measurable. Indicate the number of direct and indirect beneficiaries

Question 12 If you know the profile of some of your beneficiaries it can help us understand who will be most impacted by this fund. Tick to show who will be impacted by your project. Where possible, provide details of the approximate number or percentage of the beneficiaries in each category that will benefit from your service.

Question 13 What will the impact of your project be? What changes will the project/ activities make to people’s lives? What will they gain from being involved in the project? If applicable, please refer to volunteers as well.

Example:

EXAMPLE	
Change 1	Reduced isolation for service users
What will you <u>do</u> to achieve this?	Signpost people to the befriending service
<u>How</u> will you measure it?	Service users will fill out a questionnaire asking them if using the service made them feel less isolated

Question 14 List the other organisations you will work with to support your project delivery. How will you link up with them so they can support/ promote your project?

Question 15 In this section you should give details of how people will find out about your project. Do you have a plan to attract new members/clients? Are you in touch with any other organisations who will advertise your project? You should use this section to demonstrate how your publicity will reach the people you have listed in your answer to question 10.

Question 16 In this section you should explain what you do to protect the people who use your service from harm (training, DBS checks etc.) and also what you do if someone makes an allegation or disclosure of abuse. As part of the application process, you will be required to submit a copy of your Safeguarding Adults at Risk policy and/your Safeguarding Children Policy. If you are not sure whether you have

the right Safeguarding policies and procedures in place, further information can be found:

Child Safeguarding Policy - www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/

Safeguarding Information -

<https://knowhownonprofit.org/organisation/operations/safeguarding>

Question 17 We would like to know here what measures you have in place to ensure equal access to your services and what you do to make sure that you don't discriminate. As part of the application process, you will be required to submit a copy of your Equal Opportunities Policy. If you do not have one or are unsure if it is up to date, further information can be found at:

<https://knowhownonprofit.org/organisation/operations/policies-and-procedures>

Question 18 St Albans City and District Council is committed to reducing climate change. Explain here how you have considered the environment impact of your project and what you will do to minimise the impact. As part of the application process, you will be required to submit a copy of your Environmental Policy. A sample environmental policy can be found [here](#), although there are many more available online.

Question 19 This is your opportunity to tell us anything that you have not mentioned on the application form that you think will support your application. Please keep to the word limit and do not repeat anything you have already mentioned. Note: you do not need to complete this section.

Budget

This must be a separate document. It needs to list all the individual costs associated with the project and you must total the costs. Projects need to demonstrate value for money. **Note: In some cases, grants may only be awarded for part of the requested amount. Please cost up your project, rather than trying to make your project fit the grant amount.**

Project worker costs should be broken down, (i.e. support worker £9.50 per hour x 12 hours per month x 6 months).

If your organisation is contributing to the project or you have negotiated free support or items, you can itemise this and show the value alongside the description. Please show the cost to the project as £0. (e.g. 100 Volunteer Hours' worth £1,200, 1 day hall Hire worth £200.)



How to apply

Complete the health and well-being funding application form which is available in electronic format from:

St Albans City & District Council- www.stalbans.gov.uk/grants

The completed application form, constitution, project budget, accounts and other policy documents must be emailed to healthinequality@stalbans.gov.uk by midnight on Wednesday 8 March 2023.

Applications received after this deadline will NOT be considered.

In the subject box include: the name of your organisation and the words 'Final Application Health and Well-Being Funding 2023'.

Paper copies will only be accepted in very exceptional circumstances with prior agreement.

Timetable

Health and Well-being Funding 2023 open	Wednesday 8 February 2023
Closing date for application forms	Midnight Wednesday 8 March 2023
Scoring of application forms and policy/finance checks carried out. Ensure the person you have put down as your lead contact can respond to emails regarding the grant application between 8 March and 15 March.	
Notification of Grants awarded	By Monday 20 March 2023

Data Protection. We expect organisations to be General Data Protection Regulation (GDPR) compliant. You must not include names or personal details of your beneficiaries in your application without consent. Please be particularly aware of this if you are adding in testimonials or survey results. For further guidance on being GDPR compliant see: <https://ico.org.uk/for-organisations/charity/>

Monitoring. Organisations will be required to report on the agreed outcomes via monitoring reports.