

# Guidance on completing the Healthy Activities

## Expression of Interest 2019/20



Please make sure that you have read these guidance notes before you begin to complete the application form.

These guidance notes provide details of the programme and information on how to apply for the following grants:

**Healthy Activities** grants of up to £60,000 (minimum bid £5,000) for projects which address one of the following priority issues:

- Workforce health
- Supporting families to manage childhood illnesses closer to home
- Navigating health and social care for homeless people and rough sleepers
- Supporting recovery following a life-changing illness or injury

Priority briefings are available for more detail on these issues.

## **1. Introduction**

These guidance notes are designed to support you when completing the Healthy Activities expression of interest 2019/20.

Please read these notes in conjunction with 'Guidance on Healthier City and Hackney Fund grants programme 2019/20' which provides further details on the grants programme including the grants available, the assessment process for the grant applications and what happens after you have submitted the application form.

We use an online system to manage the grants programme and applications should be submitted using this webform. Please see the webform guidance notes for further information about the online system and completing the webform.

These guidance notes and links to the application forms for each funding stream are available here: [www.hackney.gov.uk/healthier-city-and-hackney-fund](http://www.hackney.gov.uk/healthier-city-and-hackney-fund).

## **2. Projects we want to fund through the Healthy Activities grant**

This funding stream targets the following local health priorities:

- (1) Workforce health
- (2) Supporting families to manage childhood illnesses closer to home
- (3) Navigating health and social care for homeless people and rough sleepers
- (4) Supporting recovery following a life-changing illness or injury

The core focus of your project should be on helping local communities to minimise the health harms of your selected issue in Hackney and/or the City of London. The priority issue briefings give further detail about the communities and age groups with the highest prevalence, and we will fund the projects that are likely to have the greatest impact on the demographics most affected. We are funding preventative measures, so we predominantly want projects that work with people **before** the behaviours or issues have set in.

We would like the grants program to develop local insight, new ways of working, new partnerships and will use the findings to continuously develop our existing services. Due to increasing budget constraints it is unlikely we will be able to commission projects after funding finishes and you will need to consider how to support people when the fund finishes. We will not extend grant-funding for these projects beyond the time limit of the scheme.

Please be aware that bids will be funded on their merit with no particular allocation given to any priority area.

## **3. Themes**

We are looking for solutions that are aligned with the four key themes of the fund and you will need to say which of these your project/service addresses:

- **Integrated services**
- **Involving and listening to patients**
- **Building independence**
- **Confident and Informed Users**

#### **4. General guidance on completing the Healthy Activities expression of interest form**

When completing the forms, please make sure that you answer all of the questions. It is important that you include all of the information that is required in your application form - otherwise your application may not be considered. Your submission will only be assessed on the information that you provide in the application form and if shortlisted you will be invited to present at the pitch panels.

#### **Detailed guidance on completing the Healthy Activities expression of interest 2019/20**

These guidance notes follow the structure of the application form.

### **Eligibility Checklist**

The first section of the expression of interest form is the Eligibility Checklist.

The Eligibility Checklist is not scored but if you are unable to tick yes (or not applicable) to all the boxes, you are not eligible to apply. The online form will not allow you to progress to the application questions unless you have met the eligibility requirements.

If your application is shortlisted after the second stage application you will be required to submit policy documents outlined in this checklist before a final recommendation for grant funding is made:

- Your set of rules, Constitution, Memorandum & Articles of Associations or other governing documents.
- Up to date annual accounts that are independently examined or audited.
- Equality & Diversity Policy
- Health & Safety Policy
- Employers Liability/ Public Indemnity Insurance
- Safeguarding Children Policy and/or Safeguarding Adults at Risk Policy (if applicable)
- The number of staff, volunteers and trustees working with children and young people and/or vulnerable adults with Disclosure and Barring Service (DBS) certificates (previously CRB checks) along with the name, certificate number, issue date and the date that the certificate was seen by your organisation. You will not be required to provide the actual DBS certificates.

You do not have to submit these documents at the time you make your application. However, you will need to complete a declaration at the end of your Stage 2 application to confirm

these documents are in place and up-to-date. Please ensure you have these documents in place before you apply

**Please use the self-assessment template available on the [‘Grants FAQs and key documents’](#) page of the Hackney Council website to carry out a review of your policies and procedures to ensure they are current and meet the minimum legal requirements prior to application. If you are successful after the second stage application, you should ensure that any necessary updates or amendments to your policies are made prior to submitting the documents to us.**

Please note that Hackney Council do not take responsibility for the policies and procedures submitted, they remain the property of your organisation and it is your responsibility to ensure they are up-to-date and meet the current minimum standards required.

If you have recently been awarded funding by Hackney Council you will not need to resubmit most of these documents.

### **Notes on specific eligibility questions**

#### **a) Does your group operate on an entirely not-for-profit basis?**

Organisations applying to the programme must be not-for-profit organisations which are value-driven and principally reinvest their surpluses to further social, environmental or cultural objectives. Voluntary organisations or third sector organisations include community groups, faith and equality groups, charities, Community Interest Companies (CICs), social enterprises, co-operatives, mutuals and housing associations. Please note that private businesses and individuals are not eligible to apply for grant funding from this programme.

Social Enterprises and CICs are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are re-invested into the organisation
- Executive Directors operate in a voluntary capacity and not as paid shareholders
- As an indicator of the above, there should be a ‘no profit distribution’ and/or ‘asset lock’ clause in the governing documentation.

Please see ‘Guidance on the Healthier City and Hackney Fund grants programme 2019/20’ for further information on organisations which can apply to the Healthier City and Hackney Fund grants programme and what the programme cannot fund.

#### **b) Does your group have a 'set of rules', e.g. a constitution, memorandum and articles of association, or set of guiding principles?**

If your governing document does not include the original signatures due to having been amended or updated, the Chair of the Management Committee will need to sign and date the last page as a true record. You will also need to attach a signed copy of the minutes of the

Annual General Meeting that made the amendments. If you cannot find the minutes of the meeting or are not sure which document to use and the organisation is a registered charity or a company, then the Charity Commission (for charities) or Companies House (for companies) should be able to provide you with a copy.

**c) Does your group have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals), in the name of the organisation applying?**

**d) Does your group have an Equality and Diversity policy in place?**

**e) Does your group have a Health and Safety Policy, including details of first aid cover for the pilot you will undertake to test your idea?**

**f) Financial Accounts**

To be eligible for funding an organisation must be able to submit the most recent set of annual accounts (which should be no older than two years before the current financial year).

For organisations that have been in existence for less than 15 months, or who have an annual income of £10,000 or less, you must be able to provide a 12 month financial projection for the period in which the grant will be spent. You will also be asked to provide your most recent bank statement in the organisation's name.

**g) Employers Liability and Public Liability Insurance**

The Council requires all grant recipients to have appropriate employers liability and public indemnity insurance. If you do not have both of these in place at the time of your application, you will be required to arrange them for your project if your application is successful. This is a condition of the grant award.

**h) The majority of its beneficiaries resident in the City of London and/or London Borough of Hackney?**

The Healthier City and Hackney Fund grants programme will only fund projects where at least 80% of beneficiaries of the project are residents in the London Borough of Hackney and/or the City of London. We will expect you to monitor where the beneficiaries are from (unless you can demonstrate why this will not be possible). Projects funded under the Healthy Activities 'Workforce health' priority will be exempt from this requirement.

i) This round of the Grants Programme is for the year 2019/20. Your project's start date must not be earlier than the 1<sup>st</sup> May 2019 and the end date must not be later than the 30<sup>th</sup> April 2020.

## **Additional application checklist - for projects working with children and young people and/or adults at risk**

All applications for projects which will work with children, young people and/or adults at risk must have the following safeguarding processes in place:

- Safeguarding Children and/or Safeguarding Adults at Risk Policy
- Disclosure and Barring Service (DBS) certificates for staff and volunteers working with children, young people and/or adults at risk.

Projects which include community events must have a Safeguarding Children and Safeguarding Adults at Risk policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

If your project doesn't work with children and/or at risk adults, you may answer not applicable to these questions.

**j) Does your organisation have a Safeguarding Children policy in place?** This is required for all projects working with any children or young people.

**k) Does your organisation have a Safeguarding Adults at Risk Policy?** This is required for all projects working directly with adults at risk.

An adult at risk is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness. An adult at risk is or may be unable to take care of him or herself, or is unable to protect him or herself from significant harm or serious exploitation. An adult at risk may be a person who:

- Has a physical or sensory disability
- Is physically frail or has a chronic illness
- Has a mental illness or dementia
- Has a learning disability
- Is old and frail
- Misuses drugs and/or alcohol
- Has social or emotional problems
- Exhibits challenging behaviour

**l) Does your organisation have an OFSTED registration number?**

An OFSTED registration number is required for all projects providing childcare for children under 8 years of age for more than two hours a day. Refer to [www.gov.uk/register-childminder-childcare-provider](http://www.gov.uk/register-childminder-childcare-provider) for further information.

**m) Does your organisation have Disclosure and Barring Service (DBS) (previously CRB) certificates for staff working with children and young people or adults at risk?**

This is a legal requirement for all projects working with either of these groups. If your application is successful and you progress to Stage 2 of the application process, you will need to submit the number of staff and volunteers with DBS certificates, their names, certificate number and date, and the date the certificate was seen by your organisation, in order to have your grant recommendation approved.

## Your Organisation and Grant Application

This section asks for basic contact details and some information about your organisation and your application. This section is not scored.

**At the start of your application, you will be asked to indicate which of the priority health issues your project or service relates to.** We are predominantly interested in projects that address one of the priority issues, but will consider exceptional bids that focus on more than one.

**1.1 Organisation's name** – Please enter the legal name of your organisation, as written in your organisation's constitution or other governing document.

**1.2 Also known as** – If there is any other name (including any abbreviation) that you, your service users or Hackney Council ever use for your organisation, please type it here.

**1.3 Project contact details** – The main contact is the name of the person we can contact for further information. The position of the main contact in your organisation could be Project Manager, Project Coordinator, Chair, or a committee member. You will also need to provide the organisation's address, the email address and telephone number for the main contact of this grant application. All applications must have an email address so that the Council can contact you regarding your application. From a drop down menu you will also need to state the ward where your organisation is based in Hackney or the City of London. If your organisation is not based in Hackney or the City of London, please select 'Not in Hackney'. Further information about the wards in Hackney can be found here: [hackney.gov.uk/your-ward](https://hackney.gov.uk/your-ward).

Please provide the details of an additional contact person if we can't get in touch with the main contact. For larger organisations this maybe the person who will deliver the project.

**1.4 Legal Status of your organisation** – Please tell us the type of organisation you are. If you are a registered charity or a company limited by guarantee, please tell us your charity or company number. If your group is neither a registered charity, company, Community Interest Company, Industrial & Provident Society or other type of legal entity, you should tick 'Community organisation/ club/ society/ group'. Please see 'Guidance on the Healthier City and Hackney Fund grants programme 2018/19' for further information on the organisations which can apply to the Grants Programme and what the Grants Programme cannot fund.

**1.5 Branch organisation** – please tell us if your organisation is a branch of or related to larger organisation. If your organisation is related to a larger organisation, please give an explanation of the relationship.

**1.6 Annual Income** – Please tell us your organisation’s gross income for your last financial year. This is simply the total of monies received as recorded in the statement of accounts from all excluding the receipt of any endowment, loans and proceeds from the sale of investments or fixed assets.

**1.7 Staff numbers** – tell us about the people involved in your organisation including the number of management committee members, volunteers, number of volunteers that will be delivering this project/activity, number of paid staff (full-time) and number of paid staff (part time).

## Project Description

This section is about your project idea, why it is needed and how you will manage and deliver the activities. Assessors will be reviewing a considerable number of applications and our only source of information will be what you include in your application.

**2.1 Project summary-** Please give an overview of the aims and health and wellbeing impact of the concept. This should tell us what you plan to do and how you expect the project to impact the health and wellbeing of residents.

This summary will be used in key public documents such as the Cabinet report that recommends funding for successful applications. **(Maximum 35 words)**

**2.2 Project description** – This should give the assessors a clear idea of what the project will entail, what the activities will be, what you will measure and what are the indicators of success. Please ensure that your description is as clear and concise as possible. You can use this section to demonstrate your experience of similar projects.

This summary will be used in key public documents such as the Cabinet report that recommends funding for successful applications. **(Maximum 300 words).**

**2.3 Why you think this is different from existing services in this area** – Explain why you think your approach is novel, and how it differs from other initiatives in the same service area. Please consider the existing statutory services in the borough, and how this might complement them (if appropriate). We will not use this scheme to fund services that have been decommissioned or recently supported through other means. **(Maximum 200 words).**

**2.4 Please describe who the project is likely to benefit**– Please describe who the intended beneficiaries will be, how you intend to reach them, and any experience you have of working with these particular cohorts (where applicable). Beneficiaries can include volunteers who support the project. **(Maximum 200 words).**

## Project Impact

**3.1 How your project will address the priority issue(s) you have selected** – Please describe clearly why you think your activity will deliver positive indicators of success and how you might measure these.

Outline any evidence or research that supports your approach, if available. If you are targeting a particular demographic please be specific about the prevalence of the priority issue in this population (this may be available in the council's Joint Strategic Needs Assessment, or can be requested from the Public Health team). **(Maximum 400 words)**.

### **3.2 Which of the key themes of the fund will your project help address?**

In order to meet the criteria for the Healthier City and Hackney Grant, all applications must address at least one of the key themes. Please indicate which theme(s) your project will address. If you are shortlisted to complete the second stage application, we will ask how your project will contribute to these themes in more detail.

## **Equality and Access**

**4.1** All grant-funded projects are expected to contribute to at least one of Hackney Council's three equality objectives. Please identify which one or more of the Equality Objectives your project will contribute to. You may tick one, two or three boxes.

Hackney Council's Equality Objectives are to:

- Deliver actions which aim to narrow the gap in outcomes between certain disadvantaged groups and the wider community
- Improve the way we listen to our residents and respond to service users' feedback to improve services
- Foster good relations by building a strong sense of community, neighbourliness and pride

Please see [hackney.gov.uk/equalities-objectives](https://hackney.gov.uk/equalities-objectives) to read more about Hackney Council's Equality Objectives and how the Council is working to achieve them.

## **Declaration**

This section should be ticked by a person authorised to submit funding applications for your organisation. This declaration needs to be made by the Chair, Treasurer or Secretary of the organisation.

This person will be accountable to Hackney Council for this project. It also means that this person is responsible for the project's performance.

## **Review my application**

The final section of the webform is 'Review My Application'. This will show you the whole application form with your answers, giving you a chance to review all of your answers and check for any accidental omissions. When you are satisfied with your application, you may click 'Submit' to submit your application. **Please note that once you have submitted your application, you cannot make any changes to your application.**

Please see the webform guidance for further information about reviewing and modifying your application form and any error messages that may occur when submitted your application form. Please note:

- **We would encourage you to submit your completed expression of interest application form well in advance of the deadline to avoid any technical difficulties incurred due to high traffic, internet or any other technical problems. We often experience high levels of traffic to our website on the morning leading up to application deadlines which can lead to delays in submission. We cannot allow any applications to be submitted beyond the midday deadline. We therefore suggest that you submit your application well in advance, in case you experience any difficulties.**
- **We have set word counts for questions where specified (which are clearly marked on the form), and it is essential that organisations applying for funding abide by these limits to ensure fairness in the application and assessment process. No organisation is permitted to exceed any specified word count, and doing so will risk your application being excluded from the assessment process. All responses must have spaces between separate words to reflect the true word count of your response.**

### **What happens next?**

Your expression of interest application will be scored by a team of assessors recruited from across Hackney Council, City and Hackney Clinical Commissioning Group, City of London Corporation, public sector partners, the Voluntary and Community Sector and Patient and Public Involvement groups. The assessment team will review each submission, and select which to put forward to the presentation or 'pitch' stage.

Representatives from selected submissions will be invited to briefly present ('pitch') their proposal to a panel from the assessment team, and will receive initial feedback.

**N.B. Dates for these pitching sessions are 10th-12th December 2018. Groups who cannot make themselves available on the pitching days will not be able to progress to the next stage of the application process.**