

# **NHS Grampian Charity**

## **Community Grants Programme Application Guidance**

### **Notes**

#### **Funding**

The Community Grants Programme aims to support Grampian's community organisations and local charities to develop projects that improve the health and wellbeing of the people of Grampian.

The outcomes the funding aims to achieve are:

- People have a better healthcare experience
- People have better clinical outcomes
- People are better able to manage their own health
- People have an improvement in their mental or physical health

Grants of up to £10,000 are available.

Applications which are community-based initiatives which seek to address health inequalities will be particularly welcome.

The Community Grants Programme is open to applications from charities, community organisation, educational and statutory bodies in Grampian.

Only one application can be submitted per organisation. Our funding is non-recurring and therefore we are unable to fund projects that have previously been supported by NHS Grampian Charity.

Up to a maximum of 15% of your application can be for overheads or running costs of that specific project. By this we mean things like management or admin costs, rent, utilities, resources, and marketing materials.

#### **Timescales**

- The funding round opens on Tuesday 31<sup>st</sup> October 2023
- Information session takes place on Tuesday 28<sup>th</sup> November, 10am – 11am
- The closing date for applications is Wednesday 13<sup>th</sup> December 2023 at 12pm
- The outcome of applications will be announced w/b 5<sup>th</sup> February 2024

#### **Terms & Conditions**

All projects must start within three months of the award being made, and they must be completed within a 12 month period.

80% of funding will be awarded directly to the organisation by NHS Grampian Charity on receipt of the signed award agreement. The final 20% will be paid following the receipt of a satisfactory interim report.

Funding can only be used for what has been agreed in the application. You must contact us in the first instance with any requirement to make changes to your project, as outlined in your application.

A short interim report is due six months from the award date, and a year-end report 12 months from the award date. Failure to provide reports in a timely manner may result in us requesting the return of your grant or your final payment being withheld.

Evidence of expenditure will be required, and any unspent funds to be returned in a timely manner or approval for their change of use agreed.

Funding may only be used to benefit people within Grampian.

Funding cannot be used for the purchase of alcohol.

The NHS Grampian Charity logo must be displayed on any documentation or promotional material related to your project. NHS Grampian Charity has the right to include this grant award in our own publicity and social media.

**The following information corresponds numerically with the application form.**

**Please ensure all information is fully completed, and only provide information that is being requested. Applications that do not have every section completed will not be progressed.**

**1. Your details**

Please provide details of the main contact person for this project. The main contact should be someone who knows the project in detail and is available for us to speak to if we have questions about the project.

**2. Details of your organisation**

Please provide your organisation's legal name and registered postal address.

The second contact person for the project should be a senior member of your organisation.

Please provide a brief description of your organisation, the type of organisation, your charity number, and the date your organisation was established.

Types of organisations that can apply:

- Voluntary or community organisation
- Not-for-profit company
- Registered charity (unincorporated)
- Charitable Incorporated Organisation (CIO or SCIO)
- Community Interest Company (CIC)
- Faith-based group
- School
- Statutory body
- College or University

### 3. Summary of your project

**Please tell us the name of your project** – This should be simple and to the point.

**Please tell us what you plan to do** – This should be a lay summary, and should include as much specific details as you can (e.g. numbers, timescales, activities and people involved).

**Why do you want to undertake this activity?** – Please explain what evidence you have that this project is needed.

**How have you involved participants or beneficiaries in the development of this activity?** – Please provide details of how you have engaged participants. We want to know how many people you have spoken to, and how you'll continue to involve them in the development of the project.

**How do you plan to learn from the project to shape future work?** – What information will you gather, and how will you share that and use it to inform future projects?

**Is this something new or are you continuing something you have done previously?** – Please tell us the background to how this project started or is starting. What have you delivered and learnt previously from this project?

**What experience does your organisation have to deliver this project?** – Please tell us about your knowledge and experience in this area of work. You may want to include information about the evaluation/impact of similar programmes your organisation has delivered.

### 4. Details of your project

Please tell us how many people will be directly involved in delivering this work, and the intended start and end dates. All projects must start within three months of the grant being awarded and be completed in a 12 month period.

### 5. About your beneficiaries

Tell us how many direct beneficiaries you plan to work with, a description of those groups, and where the project will be delivered. Please tell us which area your work will mainly take place in. If your project covers more than one area, tell us where most of it will take place. Please also tell us where within

the area you will be running your project, e.g. Forres, Peterhead, Banchory, etc.

## **6. Outcomes**

Please tick just **one** of NHS Grampian's Funding Priorities. Choose the one that you feel your project best aligns with.

Please tell us how your project will meet that funding priority by providing three indicators that you will measure to evidence your project has been successful in meeting the funding priority.

Please provide information on how you will evaluate your project, what methods you will use, and when you will undertake this work.

## **7. Sustainability**

Grants are awarded for defined projects, and funding is non-recurring. How will the needs of those who have benefitted from your project be supported on its completion?

## **8. Costs**

Grants of up to £10,000 are available.

A complete breakdown of all projected costs should be included which evidences the viability of the project. Overheads are expected to be a maximum of 15% of the project costs.

Let us know if the project is being jointly funded by another source and, if so, please provide details of who the funder is, the amount, and if the funding has been confirmed/received. Please also provide us with details of any previously received funding from NHS Grampian Charity.

## **9. Closing Date**

The closing date is **Wednesday 13<sup>th</sup> December at 12pm.**

Please send completed applications to [gram.charities@nhs.scot](mailto:gram.charities@nhs.scot)

## Decision Making

All applications will be assessed by an Advisory Group including representatives of the Third Sector, NHS Grampian, and Health & Social Care Partnerships.

Shortlisted applications will then be reviewed by a Public & Patient Involvement and Engagement group.

Final decisions will be made by NHS Grampian Charity Committee on Friday 26<sup>th</sup> January 2024.

## Grading

All applications will be assessed using the Grading Matrix below. We have provided this for guidance and transparency to support the success of your application.

Application section	Unmet (0)	Met (1)	Excellent (2)
<b>Project detail</b>	Activities are not clear or are not appropriate, or do not fit with the areas identified in the guidance. There is no clear rationale as to what they have applied for.  Not all questions have been addressed.  It is not clear what the impact of the funding will be.	Activities are clear and appropriate and fit with the funding aims. There is clear rationale for what they have applied for.  All questions have been well addressed.  It is clear what the overall impact of the funding will be and the reasons for undertaking the project.	As Met, plus:  A clear and detailed breakdown has been provided.  The impact of the project is significant for people experiencing health inequalities.
<b>Beneficiaries</b>	Information is not clear or is not appropriate, or does not fit with what is being asked in the guidance.  The application is not clear	Information is clear and comprehensive.  All questions have been well addressed.  It is clear how the project will	As Met, plus:  A clear and detailed breakdown has been provided.  A very comprehensive approach to

	<p>about who the beneficiaries are or how they will access the project.</p> <p>Not all questions have been addressed.</p>	engage beneficiaries.	involving beneficiaries is being proposed.
<b>Outcomes, monitoring and evaluation</b>	<p>The outcome indicators are unclear and do not relate well to the funding priority.</p> <p>Evaluation methods are not appropriate; timescales are unclear; there is a lack of information or timescales.</p>	<p>Outcome indicators are clearly defined and relate well to the chosen funding priority.</p> <p>Evaluation methods are achievable, and will provide a good indication or impact of the project.</p>	<p>As Met, plus:</p> <p>There is a clear articulation of Theory of Change and/or monitoring approaches are carefully considered with capacity and the rationale for the choice of method is articulated.</p>
<b>Financial information</b>	<p>Insufficient information or breakdown has been provided.</p> <p>Costs are not in line with guidance.</p> <p>Doesn't appear to be good value for money.</p>	<p>Appropriate breakdown of costs.</p> <p>Expenditure is in line with guidance and appears to be appropriate and of good value.</p> <p>It is clear what we are funding.</p>	<p>As Met, plus:</p> <p>A full itemised financial breakdown has been provided.</p>