

Bristol Community Health – Grants Fund

Guidance for applicants – applying for between £1,000 and £5,000

Supporting community-led approaches to self-care

Bristol Community Health is a Community Interest Company and not-for-profit social enterprise providing NHS community healthcare services to people in Bristol and beyond. We are guided by our vision, mission and values and operate for the good of the communities we serve. We don't make profit for shareholders and any surpluses we do make are reinvested back into our services.

This Grant Fund is aiming to enhance our work by supporting some of the smaller, grass-roots charities and social enterprises that we know are doing great work enabling the people of Bristol to lead healthier lives.

Please read this guidance carefully, to make sure you make the best application possible.

Who will benefit from this grant fund?

We are specifically aiming for the fund to include groups and organisations that are investing in community led interventions that will support self-care and help people to manage their own independence. We would welcome proposals that will help to tackle inequalities experienced by particularly groups. Some examples of what we mean by this are below, but it isn't an exhaustive list.

- Children and young people – e.g. obesity/weight management programmes.
- Adults of working age – e.g. support to increase people's confidence in managing their long-term condition; supporting homeless people to register for health services.
- Older people – e.g. tackling isolation to improve people's ability to focus physical and mental health; exercise programmes that maintain or increase mobility.
- Offenders – e.g. creating opportunities for recently released ex-offenders to volunteer and be physically active

Who can apply?

Checklist - if you can't answer "yes" to every question below you aren't eligible to apply.

Your organisation is a Registered Charity <u>or</u> Community Interest Company.
Your organisation has two or more trustees or directors who are not related to each other and who don't live at the same address.
You are not a branch of a larger charity, or if you are, you have control of your own budget.
Your organisation's address has a BS postcode.
Your organisation has a bank account in its own name with two or more signatories who are not related to each other and who don't live at the same address.

If your organisation is a company limited by guarantee, you are eligible to apply

What can you apply for?

- You can apply for between £1,000 and £5,000 but please note we anticipate making very few grants at the upper end of this range. There is a separate form and guidance for grants between £250 and £500.
- The grants are for up to twelve months (we anticipate grants will start in January 2019).
- We can fund staff salaries, project activities, running costs, equipment and small-scale refurbishment.

We can't fund:

- Activities that can't clearly demonstrate how they will help people to look after their own health more effectively.
- Contributions to large funding appeals - we want our grants to make a measurable difference.
- Un-constituted groups, sole-traders or for-profit businesses.
- Religious activity, although we can fund religious organisations if their project benefits the wider community and **doesn't include** religious content.
- Political activities.

Making your application

The application will be made via a simple online form.

Please note that you won't be able to save the information in the form as you go along - you will need to complete and submit at one session. We advise therefore that you draft your questions in Word and then cut-and-paste into the form. The 'question by question guidance' below tells you all the questions you'll need to answer.

With your application, you will need to submit:

- A copy of your latest organisational bank statement that clearly shows the name of the organisation, the date of the statement and the account details. This will be used to verify the account before we make any payments to you, so it's very important that it can be read clearly.
- A brief and simple breakdown showing how you plan to spend the grant. See 'Section 5 guidance' below for an example of how to do this.

Your additional documents need to be emailed to bchgrants@gmail.com. The name of your documents should include your organisation's name and the subject, e.g. 'OurCommunityOrganisation-BCH Grant Breakdown'.

Tips for completing the form

- Make sure you answer all the questions.
- Make sure you email all required documentation.
- Keep it simple and clear.
- Please don't use jargon or, if you do, explain it.
- Make sure your budget adds up to the amount you are applying for.

Timings

Fund opens for applications	17 th September
Fund closes	21 st October
Application results communicated	W/C 26 th November
Grant payments made	Early January 2019

Applications must be submitted by 5pm 21st October 2018. Any applications received after that date will not be considered.

Question-by-question guidance

1) Contact details

This section is for the name and contact details of your organisation. Please make sure the name on the form matches the name on your governing document, and on your bank account. If you commonly use another name or an acronym, tell us here.

We also request the name and contact details for two people, a main contact (the person completing the form) and an alternative. Please make sure that at least one of these people will be easily contactable during the month after the deadline, just in case we need to clarify anything.

2) About your organisation

What type of organisation are you?	Tick the relevant box/es to indicate the type of organisation.
Registration and/or incorporation number	
When did your organisation start?	Tell us your official start date - the date on your governing document (for example, Memorandum and Articles or Constitution)
How many Trustees or Directors	You must have a minimum of two, who are not related

does your organisation have?	or living at the same address.
What is the purpose and main activities of your organisation? Who do you support? Where do you operate?	Use this space to summarise what your organisation does and why. Where do you operate, who benefits from what you do? Why is your organisation needed? What impact do you have on people's lives, and on the wider community? (150 word limit)
How do you help people look after their own health more effectively?	Please use specific examples. (150 word limit)

3) Your grant request

What will this grant fund? What will happen, where and when?	Use this space to describe the specific things you'll do with a grant. What will happen, how often, where will it take place? Who will lead and manage the project to make sure it's a success? (200 word limit)
How will this help people to feel more confident about looking after their own health more effectively?	We want each grant to make a positive difference to people's lives so that in future they will be able to look after their own health more effectively. Please explain here how what you are proposing to do will have this effect. (200 word limit)
How will you recognise and record these positive changes in the beneficiaries' ability to look after their own health?	At the end of your project we will ask you to send us a short report on what happened and what the positive outcomes were. Tell us what impacts you will look to capture and how you'll record this. We'll welcome photos and creative methods as well as written feedback from your beneficiaries. (150 word limit)
How will you publicise your activity?	Tell us here how you will make sure that your activities will be visible to those who could benefit. (150 word limit)
How will you make sure the funded activity is accessible to those who could benefit?	We want everything we fund to be accessible to all members of the community who could benefit. Please tell us about how you'll ensure this will happen. (150 word limit)
When will the funded activity start and finish?	Please give your best estimate of when the funded work will start and finish. The earliest start is likely to be January 2019. We will only fund projects that are planned to last up to 12 months. If you are applying for one-off costs (for example, buying a new sports kit), please just tell us when you expect to make the purchase.

4) Beneficiaries and volunteers

How many people will benefit?	Please give us your best guess here of how many people will benefit directly from the grant. We aren't
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	necessarily looking for the projects that will involve most people, but for the projects that will have most impact.
Who will benefit? (tick all that apply)	Tick the box/es that describe the people who will benefit from your project.
How many volunteers will help to deliver your project?	Please tell us how many volunteers will be directly involved in delivering your project. (50 word limit)
How will these volunteers help your project?	Tell us here about the things your volunteers will do to support your project, for example, running events, befriending participants, managing your publicity. (100 word limit)
If your organisation would benefit from input from BCH staff volunteering, please tell us how?	It is possible that BCH staff could be encouraged to volunteer in community organisations as part of our investment in the community. Please tell us if there are specific things that your organisation seeks volunteers for. Please note that this is not related to your grant application or any grant awards. (100 word count)

5) Finance

How much are you requesting?	You can apply for between £1,000 and £5,000. Please round up to the nearest £.										
<p>Please email a short breakdown of what the grant will cover.</p> <p>The name of your file should include your organisation's name and the subject, e.g. 'OurCommunityOrganisation-BCH Grant Breakdown'</p>	<p>Keep it simple. For example</p> <table border="1"> <tr> <td>Room Hire</td> <td>£210</td> </tr> <tr> <td>Volunteer expenses</td> <td>£240</td> </tr> <tr> <td>Craft materials</td> <td>£268</td> </tr> <tr> <td>Refreshments</td> <td>£120</td> </tr> <tr> <td>Total</td> <td>£838</td> </tr> </table>	Room Hire	£210	Volunteer expenses	£240	Craft materials	£268	Refreshments	£120	Total	£838
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If you are applying for any other funding towards the same activities, please tell us how much and when do you expect to hear from the other funders.	<p>We are happy to receive applications for part-funding a project, but we will expect our contribution to make a real difference and that all of the funding needed for the project will be obtained soon.</p> <p>If you are applying for part of the cost of your project please tell us:</p> <ul style="list-style-type: none"> • What is the total cost? • Who else you have applied to and when you expect to hear? • What are the implications of the other funding not coming through? <p>(100 word count)</p>										
What was your organisation's total income in the last financial year?	Please take this from your last set of accounts										

How much does your organisation currently have in unrestricted reserves?	This is any money you have in reserve that is available for your Trustees or Directors to put to any use they wish.
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6) Declaration

This section states what you'll be required to do if a grant is awarded. Please make sure you have read each part and indicated your response as 'yes' or 'no'.

By 'formal permission' we mean that your committee, trustees or directors have been consulted about this application and have agreed to it being made.

The type and level of insurance you need will depend on what you do. If you are applying to run anything that will involve members of the public and that you haven't run before, it may be worth your while to check if your organisation needs extra insurance. If so, you can include the cost in your application.

We are aware that it isn't always appropriate for you to take or share images of the people you support. We won't ask you to do so if this will cause any issues for your beneficiaries.