



DERBYSHIRE VOLUNTARY ACTION HEALTH AND WELLBEING GRANT

GUIDANCE FOR APPLICANTS

PLEASE READ THIS GUIDANCE BEFORE BEGINNING
YOUR APPLICATION

Introduction

In the financial year 2022-2023, NHS Derby and Derbyshire Clinical Commissioning Group and Derbyshire County Council Public Health have made available four different funding pots to Derbyshire Voluntary Action, which it will administer as a single 'Health and Wellbeing Grant' for Chesterfield, North East Derbyshire and Bolsover.

The purpose of the Health and Wellbeing Grant is to support new or existing not-for-profit voluntary and community groups/organisations whose work strengthens the local community and improves the health and wellbeing of their beneficiaries. The partners are keen that this grant should support groups to recover from the challenges of the Covid-19 pandemic and help them to get up and running again over the coming summer and autumn. They particularly want to support small groups – social clubs, friendship groups, self-help groups, lunch clubs, activity groups and groups that provide support and information.

What type of costs will the fund support?

There are two elements to the funding available.

	What?	Where?	How Much?
<p>1. Core costs</p> <p><i>Costs incurred year-in/year-out in the general day-to-day running of the group.</i></p>	<p>Examples could include:</p> <ul style="list-style-type: none"> • Room hire • Postage • Printing • Advertising • Insurance • Transport • Volunteer/Staff Training • Volunteer expenses • Small pieces of equipment 	<p>Bolsover</p> <p>Chesterfield</p> <p>North East Derbyshire</p>	<p>Up to £500</p>
<p>2. Project and activity costs</p> <p><i>Additional one-off costs which are <u>over and above</u> the group's general running costs. This expenditure relates to a particular project or activity the group would like to run in the next 12 months.</i></p>	<p>Examples could include:</p> <ul style="list-style-type: none"> • Sessional worker to lead a workshop • Materials or resources needed for a new activity • Costs associated with a special event 	<p>Bolsover</p> <p>Chesterfield</p> <p>North East Derbyshire</p>	<p>Up to £1,000 in each area</p>

Applications, up to the maximum amounts stipulated above, are welcomed for just one of the two elements, or for a combination of both core and project related funding.

Groups applying for the Health and Wellbeing Grant must be based in Chesterfield, North East Derbyshire or Bolsover OR the beneficiaries of the activities to be funded must be residents of Chesterfield, North East Derbyshire and Bolsover.

Bear in mind, the grants panel will look less favourably on applications where:

- There is no evidence that the applicant has made any effort to estimate the costs accurately.

- That any grant awarded will not be spent within 12 months.

In addition:

- We will not make awards retrospectively – you cannot apply for funding to pay for something that has already taken place or has been paid for.
- We rarely pay professional fees such as solicitors or accountants, if your application includes this kind of element, please get in touch to discuss.
- We don't usually make a grant that would be a small contribution towards a large project if our contribution would not make a clear difference to the delivery of the project.
- We prioritise applications from Groups that support health and wellbeing inequalities.

Covid-19

Community groups are welcome to apply for the additional costs they may incur as a result of adapting their work to comply with Covid-19 regulations and guidance. Examples of such costs could include: a Zoom subscription to allow the group to continue online; extra room hire costs due to running multiple sessions for smaller numbers of people; having to use a larger venue to have the extra space needed for social distancing; cleaning resources and Personal Protective Equipment to enable a group to run safely.

Village Halls and Community Venues are welcome to apply for running costs attributed to the coronavirus pandemic, such as extra cleaning materials, signage or extra hours for caretaker/cleaner; however, this is capped at £500 per application.

We understand that the current situation with regard to the Roadmap out of Lockdown is fluid and evolves week by week. This creates uncertainty and places additional demands on group leaders and volunteers.

If you would like support or advice around planning and putting on activities safely, please don't hesitate to get in touch with us (email: kim@dva.org.uk).

Who can apply?

To apply for this fund your group must fit these criteria:

- Be a non-profit making voluntary sector organisation or community group that is based in and/or runs activities in Bolsover, Chesterfield or North East Derbyshire;
- Have a management committee;

- Have a bank account in the name of the organisation;
- Have a constitution or other form of governing document;
- Be able to demonstrate a need for financial assistance and provide copies of the latest signed accounts – if you are a new group and do not have a set of accounts then we will accept your latest financial statement.

In the case of a newly established group, you must be able to show that you have plans to put the things mentioned above in place.

We want to encourage applications from **voluntary and community groups** as this is what all the funds are intended to support. However, we understand that for some projects such as community playgrounds, a play area or an annual village celebration then it may be more appropriate for a community venue, residents' association or Parish Council to be the applicant.

We will also consider **applications from individuals on an exceptional basis**. Please contact us if you are an individual who has a project in mind as we want you to receive the support you need. If your proposed project is not suitable for this particular grant we will be able to advise you on alternative forms of funding and support.

The applicant must have **appropriate and adequate insurance** for the group or activity, as well as the relevant policies associated with running the group or activity. If a third party has said they will insure your project, we will need to see written confirmation of this before any award can be agreed.

Who can't apply?

Mental Health Groups should seek **core** funding from the Derbyshire Peer Support and Recovery Service (Rethink). However, they can apply to this fund for project and activity costs, as defined on page 2.

Issues that we want to address through this fund

We are interested in applications that can demonstrate that they will:

- strengthen the local community and help it to recover from the impacts of the Covid-19 pandemic;
- benefit the health of people of all ages, in particular children and families and/or older people;
- promote good mental health and emotional wellbeing.

Projects could help to develop and promote: -

- ✓ social connections
- ✓ a sense of belonging
- ✓ a sense of purpose
- ✓ reduction in stress and anxiety
- ✓ improved mental wellbeing
- ✓ play, exercise and physical activity
- ✓ healthy eating



We want to embed the Five Ways to Wellbeing into all the community work we support. These are: Give; Take Notice; Connect; Keep Learning; Be Active.

As a group receiving funding from us, we ask you to pledge to raise awareness of the Five Ways to Wellbeing.

You can find more information on the Five Ways to Wellbeing here:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/mental-health-and-wellbeing/five-ways-to-wellbeing/five-ways-to-wellbeing.aspx>

<https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/five-steps-to-mental-wellbeing/>

On the application form we ask you to give us a short description on how you will incorporate one or more of the 5 Ways to Wellbeing into the activity the grant will fund - and also how you will promote it to your participants or beneficiaries. This could be something as simple as sharing some posts about it on social media, using the logo on your publicity leaflet or talking about it with your group members.

How to apply

Please visit the Derbyshire Voluntary Action website <https://dva.org.uk/#>

to download an electronic copy of the application form. Alternatively, a paper copy can be sent to you by post - contact our Finance and Grants Administrator, Kim Grant – kim@dva.org.uk / 07546 023161.

The form and guidelines can be made available in large print or on audio.

Please don't hesitate to ask if you would like advice about whether you / your group is eligible for a grant, or if you would like support in completing the form – you can email kim@dva.org.uk or call 07546 023161 / 01246 555908.

You can apply at any time – there are no deadlines for applications.

The grants panel is made up of staff and trustees from Derbyshire Voluntary Action; staff from Derbyshire County Council Public Health; and representatives of Bolsover, Chesterfield and North East Derbyshire Locality Health Partnerships.

The panel will aim to review your application and reach a decision within 20 working days of receipt. Kim will contact you by email as soon as possible after the decision has been reached.

Conditions that apply

Please be aware that: -

- Your contact details may be shared with stakeholders (NHS Derby and Derbyshire Clinical Commissioning Group and Derbyshire County Council Public Health and members of the grants panel);
- Derbyshire Voluntary Action reserves the right to request further information, not specified on the application form;
- All successful applicants are required to return an End of Grant Evaluation Form
 - failure to complete and return this may mean that your group will have to repay the grant
 - failure to complete and return an evaluation, without good reason, will mean your group is not be eligible to apply in the future;
- the applicant must have all consents required for the grant project to proceed;
- the applicant shall maintain full and proper insurance policies relevant to the grant activity and shall provide evidence of such insurance on request;
- the giving of this grant may be publicised by Derbyshire Voluntary Action and other stakeholders;

- When publicising your group or activity please let people know that you have been supported by a grant from Derbyshire Voluntary Action by quoting our name or displaying our logo on publicity materials;

If, during the course of your planned project/activities you find that you would like to spend the grant differently then you must contact Derbyshire Voluntary Action (kim@dva.org.uk), to seek approval before going ahead.

How often can I apply?

You can send in a maximum of two applications between April 2022 and February 2023, as long as your applications are for demonstrably different projects or pieces of work.

Priority will be given to **new applicants** and those that can demonstrate a current and pressing need for the funding.

Application forms can be sent to us by:

EMAIL: - You can send your application by email with your constitution, accounts, insurance and any quotes or supplementary information as attachments. Please send to kim@dva.org.uk

POST: Kim Grant, Derbyshire Voluntary Action, 3rd Floor, Dents Chambers, 81 New Square, Chesterfield S40 1AH

Mark the envelope 'Health and Wellbeing Grant Application' and please ensure that you use the correct postage.