**General Guidance Notes for Those Applying For**

**Healthy Places – The Glens District Electoral Area**

**Grants Funding**

**2019-2020**

**CLOSING DATE: Wednesday 8th January 2020 at 12 noon**

**INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED FOLLOWING THIS TIME WILL NOT BE CONSIDERED.**

**NB: All Projects must be completed by 31st March 2020 (all evaluation forms must be submitted with full spend accounted for by 10th April 2020).**

Please read these guidance notes carefully before considering making an application under any of the advised themes covered by this programme.

**Introduction**

The Public Health Agency (PHA) has identified funding to improve the health and wellbeing of individuals in The Glens DEA through the *‘Healthy Places’* pilot programme. A series of stakeholder engagement events have identified key emerging issues which are detailed in The Glens Report.

Northern Area Community Network have been commissioned by the Public Health Agency to support the implementation of a local action plan, for Healthy Places through the facilitation of a small grants programme to address the emerging issues in the Glens Engagement Report and as such, are inviting community and voluntary sector organisations to apply for small grants. Please see link to plan here:

****

The Grants will support a range of strategic themes and priorities including:

* *‘Making Life Better’* (Public health framework) priorities
* *‘Programme for Government’,* Outcomes 3 & 4
* *‘Health and Wellbeing 2026 - Delivering Together’*
* *‘Systems, Not Structures – Changing Health and Social Care’*
* *Protect Life 2 – A Strategy for Suicide Prevention in the north of Ireland*

**Priorities[[1]](#footnote-1)**

* **Transport and access to services**
* **Social Isolation**
* **Mental Health**

**Background to Funding Programme**

*‘Healthy Places’* is a cross-cutting demonstration programme which aims to improve health, reduce inequalities, and improve wellbeing and wider social outcomes, by adding value by working strategically across Northern Ireland government departments and agencies. Working with local government and specific communities to empower and support communities to be safe, thriving, connected and confident places. This is based on the principle that in order to move our society forward, we need to have *‘Confident, Caring, Capable’* people, and we need to work together to co-produce solutions to improve outcomes.

The Glens Engagement Report was shaped by stakeholder events in the Spring of 2019, which identifies summary themes and emerging issues as key to securing the health improvements for the local area.

There are limited resources available, therefore, applications will be assessed on the extent to which they address the emerging issues within the Engagement Plan within a specific timeframe and on their potential to meet funding aims.

**Eligibility Criteria**

* Grants ranging from £2,500 - £5,000 **(non-constituted and constituted non-profit taking Community / Voluntary Sector groups).**
* You must be a non-profit taking group from the *Community/Voluntary Sector*
* **Northern Area Community Network** will pay for direct invoices/items needed per application giving no financial management under the provider/applicant.
* You can spend the funding before the deadline of 31st March 2020, allowing for submission of all evaluation returns by April 2020.
* Your project fits within the advised themes.
* Your project will run within the Glens DEA.
* It is expected, and will be a condition of the grant that a level of good governance is observed in the running of the group.
* Provide relevant background / qualifications / knowledge and experience for trainers / tutors or facilitators
* Applicants may be offered part funding dependent on assessment and availability of resources

**Assessment Criteria**

Applications for both awards will be assessed using the following criteria:

* Extent to which the application meets funding aims:
  + Projects that encourage communities to be proactive in the delivery of the emerging issues with the Engagement Plan
  + Applicants MUST evidence which priority issue/topic of the plan they are seeking to address.
  + Projects that address the determinants of poor health and reduce health inequalities
  + Projects which can be delivered within the specified timeframe with realistic achievable aims, objectives and outputs
  + Projects which have the potential to be scaled up
  + Projects which are delivered within The Glens District Electoral Area
  + Where there is evidence of collaboration with other delivery partners in the area
  + Projects that clearly outline how the project will be monitored and evaluated to measure the impact and ability to meet the action plan
  + Projects that contribute to models of good practice and evidence of effectiveness
  + Value for money / Reasonableness of costs
  + Applications must include quotes for all elements of the proposal e.g. venue hire, refreshments, workshop facilitators, trainers etc. Applications without quotes will not be considered.

**What we won’t fund:**

Examples of what we do not fund include:

* Counselling (note: can fund CBT life-skills programmes, not CBT therapy).
* One-off sessions in schools.
* Building costs.
* Retrospective applications.
* Work carried out prior to the approval of the funding.
* Loan repayments.
* Bank Charges
* Complementary therapies that are not approved by the PHA. Details can be found within the PHA quality standards for services promoting mental and emotional wellbeing and suicide prevention <http://bit.ly/MHstandards>
* Activities that do not fit within the advised themes.
* Core running costs such as heat, light and recurrent activities.
* Unreasonable costs e.g. when commissioning external services excessivefacilitation fees will not be funded.
* Videography (e.g. DVD’s, films, etc.), apps and leaflets unless there is evidence of effectiveness of content of the leaflets (excluding promotional materials around the project)
* Applications from individuals.
* Endowments.
* Applications in which equipment/resources/materials costs constitute more than 50%.
* Activities promoting political or religious beliefs (does not preclude faith-based community groups applying for activities related to the aims of the scheme).
* Donations (to individuals, groups or charities).
* Affiliation or membership fees.
* **Existing** staff costs where funding is currently being received from another funder.
* Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. N.B.

A maximum £5/person for light refreshments and £10/person for evening meals is considered reasonable. The room hire rate should be considered carefully, using community halls where appropriate. Gratuitous hospitality or alcoholic beverages will not be covered.

*Note – behaviour change on short term interventions on alcohol, diet, physical activity, sexual behaviour and smoking are proven to be effective over a 6-12 week period.*

**Making an Application:**

* Applications will be assessed using the criteria as stated previously.
* Applications must be completed using the **Northern Area Community Network** Application Form.
* No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form.
* All required accompanying documentation as advised must be supplied with the application to be considered complete. Without this the application will be deemed ineligible and will not be considered for funding. It is the responsibility of the applicant to ensure that they have fully completed the application to this end please refer to and complete the checklist on the application form before submission.

**Additional Information**

It is anticipated that assessment of applications will be completed and Letters of Offer issued by 23rd January 2020**.**

What happens once your application has been received?

1. Your application will be reviewed by Northern Area Community Network for eligibility to process for assessment.
2. If eligible, the application will proceed to assessment
3. If you are successful a Letter of Offer will be submitted to your group outlining how to proceed with your activities.
4. If application is deemed ineligible to process onto assessment stage or is unsuccessful upon assessment, a letter will be issued by Northern Area Community Network outlining details and offering guidance if applicable *(unsuccessful applicants will have 2 weeks to ask for further feedback, which will be placed in writing from Northern Area Community Network).*
5. Northern Area Community Networkendeavours to respond to applications within 2 weeks.

The Letter of Offer / Agreement to successful applicants will include a number of binding conditions, which will effectively operate as a contract, under which the project/initiative should be operated.

**Authorised Signatures**

Please ensure two duly recognised officers in your organisation sign the application form and that the declaration is signed, electronic signatures are acceptable. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful.

**Forward completed applications to:**

**Northern Area Community Network**

**Old School House, 25 Mill Street, Cushendall, BT44 0RR**

**Closing date Wednesday 8th January 2020 at 12noon.**

[**grants@nacn.org**](mailto:grants@nacn.org)

Electronic applications WILL BE accepted with a request for original signature

1. Please see page 10 of the ‘Healthy Places: The Glens Engagement’ report for a full list of issues discussed. [↑](#footnote-ref-1)