

Community Health Development (CHD) Grants Guidance Notes

Grants from £5,000 - £15,000

The Community Health Development (CHD) Grants are funded by the Living Well Service, Public Health, Bradford Council and aims to award up to 10 small groups / organisations who are passionate about **reducing health inequalities, promoting health and wellbeing and representing the voice of defined community of interest groups** across the Bradford District.

Communities of interest groups to be supported (including but not limited to) are:

- Asylum seekers and refugees
- South Asian community, men & women over 50 years
- Black community, such as those who identify themselves as African
- Black community, such as those who identify themselves as Caribbean, Dominican etc.
- Eastern European communities, such as those from Roma
- Gypsy & Traveller community
- LGBTQ+ community
- Communities experiencing poverty and/or unemployment
- Carers
- Care experienced young adults / care leavers

The grant process will ensure that the CHD grant recipients reflect a fair spread across the above community of interest groups i.e. equitable distribution or proportionate to the size / complexity of achieving community voice. As such, **grant applicants may only represent a maximum of two of the groups listed above** per organisation.

We would like to ensure that the grant programme addresses wider determinants of health with a **key focus on the communities of interest**. The **golden thread** across the grant delivery will be to **reach out to marginalised groups and less heard voices**. Applicants are welcome to partner with other organisations working with their specific community of interest to create a joint bid.

If a number of strong applications are received for one of the groups, applicants may be invited to collaborate.

Recipients of the CHD Grants are intended to provide a voice for small grassroot organisations passionate about improving health in their community to:

- 1.) Promote the Living Well Service and support healthier lifestyles:** increase awareness and promotion of **Living Well offers** to underserved communities across the district with the aim of making it easier for people to have the knowledge and skills to increase physical activity levels, enabling healthier food choices and reduce smoking as well as improving mental well-being.
- 2.) Reduce health inequalities:** gather insight from our communities that can help to inform the development of services to promote health and reduce inequalities, ensuring that a range of voices and perspectives are heard, particularly from those seldom reached. To support local communities to access Core20PLUS5 funding. Develop and deliver activities to:
 - improve health and wellbeing

- improve access to healthcare and build social networks to support inclusion health groups
- support people to obtain, process and understand health information
- Improve health literacy needed to make appropriate decisions

3.) Development of community health groups: support the development of community health improvement groups and **Living Well Community Champion** volunteers by offering local volunteering opportunities, enhance the offer for community based health promotion activities.

4.) Work in partnership with local voluntary and community organisations: achieve Living Well objectives across diverse communities, either geographically or through communities of interest groups, such as communities of different ethnicities, ages, genders, and with a range of health and social needs.

Service Requirements

Grant recipients will:

- be responsible for motivating and inspiring their community to engage in recognising health inequality and coming together to collectively improve their health and wellbeing through creating a movement to normalising the pursuit of health promoting behaviours and activities within their community
- utilise their access to existing groups and activities within their specified community to build relationships, gather information and form a collective voice for their community on:
 - health needs of the community which are not currently being met by services
 - health literacy skills in their community, including where additional knowledge is being sought on lifestyle changes or knowledge that would be beneficial on specific conditions or services e.g. type 2 diabetes, sickle cell, low mood
 - barriers being identified by their community to accessing the universal Living Well resources and other health care services
 - Develop Living Well Community Champions
- Be an advocate and promoter of Living Well using the brand
- Be part of the Living Well partnership:
 - train and upskill staff, volunteers & Community Champions in health improvement skills using training offered by the Living Well academy (online and face to face training on Health Awareness, Level 1 and Level 2 training)
- proactively support public health and NHS partners with access to their community including provision of health improvement opportunities in their specified community such as:
 - encouraging uptake of Living Well service offers and promotions designed to support people to improve their lifestyle behaviours including but not limited to taking up free activities such as:
 - simple health improvement courses, information sessions on specific conditions of concern
 - participation in Living Well sponsored community activities e.g. city runs, play in parks events etc.
 - Living Well services such as weight management, smoking cessation
 - support health partners with the promotion and dissemination of information relating to health promotions activities to include screening programmes and vaccinations

How much money is available?

Grants from £5,000 to £15,000 are available. The funding must be spent by **31st March 2024**. The money is available for projects across the Bradford District. A full breakdown of costs with written estimates is required as part of the application process.

Who can apply?

The grants scheme is available to community groups, registered charities, voluntary and community organisations and social enterprises based in or working across Bradford District with:

- A constitution/governing document
- A management committee / board of directors
- An organisational bank account
- Key policies in place i.e. Health & Safety, Safeguarding, Equality and Diversity

The scheme will not fund:

- Any activity or project which does not have **community health development** as the primary focus
- Any project that does not support **at least one** of the listed community of interest groups and **at the most two** of the listed community of interest groups
- Existing activities
- On-going running costs of your organisation
- Any shortfall in funding for an existing project or a project where another funder has withdrawn funding
- Endowments/loan repayments
- Retrospective applications
- Solely staff wages and/or disproportionate costs of staff salaries and management costs
- Management costs higher than 10% of the project cost
- Political activities
- Activities that have direct financial benefit to the organisation's members
- Any project that receives funding for the same project from another funding source
- More than one application per group/organisation per round of grants

Outcomes

- Increased participation from underserved population/communities in health improvement activities
- Improved access to the **Living Well Service** for underserved populations and or localities
- People will have more local health and wellbeing opportunities to get involved with
- People will feel more in control of their well-being.
- Increase in local volunteering opportunities – development of **Living Well Community Champions**
- Increase in local and culturally appropriate health promotion activities

Application process

You must fill in all sections of the application form, please ensure you do not go over the word count limit in each section.

Section 1: Contact Details. It is very important that this section is filled in accurately, as these are the details we will use to contact you.

Section 2: Information about your organisation / group. This helps us to understand the size and nature of your organisation. We need a commitment that you have / will develop all the policies, procedures and insurances relevant to the running of your organisation. It is your responsibility to meet all legal and liability requirements relating to the service you are proposing to provide.

Section 3: About the project you are proposing. Please provide as much information as you can about what you are proposing (include a time plan for the implementation of the proposal and a schedule of delivery). Remember, this is the only information the grants assessment panel will have about your project, so please clearly and concisely provide as much detail as possible.

Section 4: Equal Opportunities. We need to know how you will make sure that those who could benefit from the project the most will know about it and be able to get involved. You need to have thought about how you'll address any difficulties people may have in finding out about and using/ accessing the project.

Section 5: Project Costs. We need accurate information about the costs of the project you are proposing. You need to include the total cost you are applying for and provide an itemised breakdown. Please provide details of match funding, (*in cash, equipment, in kind, etc.*) if applicable.

Section 6: Declaration. Please make sure the application form is signed by two people from your organisation's management committee / board of trustees / directors. (Chair, Secretary or Treasurer).

Section 7: Checklist: There are a number of additional pieces of information which must be submitted with your application form. Failure to include this information may delay your application or it may mean your application is not considered at all. You must include:

- A copy of your constitution / governing documents
- Most recent annual accounts or statement of income for the last year or months of existence
- Name and contact details of a person/organisation who can be contacted for reference purposes. This is a group/organisation reference not a personal character reference.

Deadline for applications:

Applications with supporting documentation must be submitted by **12 noon, Monday 5th of June 2023** to grants@cnet.org.uk.

What happens next?

The grants will be funded by the Living Well Service, Public Health department of the City of Bradford Metropolitan District Council and will be administered by Bradford & District Community Empowerment Network Ltd (CNet).

All applications will be considered by an assessment panel and we aim to notify you of a decision within four weeks of the closing date. Please note there is no appeals process and all decisions are final.

Monitoring & Evaluation

Grant recipients are required to:

- remain in regular communication with the Living Well community development team and may be requested to join meetings to maintain relationships and communication flows at regular intervals throughout the grant duration.
- develop a delivery plan with clear timescales
- support activities if requested such as presenting their findings and sharing their experiences at workshops or similar events.
- provide a written report at mid-point of delivery and at the end of the project, summarising key activities undertaken, key findings identified and at least one case study

Proof of payment, i.e. copy of receipted invoices for all spending will be required for audit purposes.

All financial and evaluation monitoring **must** be submitted to CNet by **Monday 15 April 2024**.

Payment Process

If your application is successful you will be sent a Vendor Registration form to complete, payment will then be made by Public Health, Bradford Council.

Available support

Support for completing the application and for advice on policies and procedures, constitutions, set of rules etc. is available from:-

Community Action Bradford & District (CABAD) Development Officers

Ashraf Miah, Bradford East - Ashraf@cabad.org.uk 07415 307542

Chris Barker, Keighley and Ilkley – Chrisb@cabad.org.uk 07422 966140

Chris Hancox, Shipley/Bingley - Chrish@cabad.org.uk 07539 684668

Kirsty Gregory, Bradford West – Kirsty@cabad.org.uk 07933 987006

Lincoln Oakley, Bradford South – Lincolno@cabad.org.uk 07422 575852

Specialist support is available around marketing and communications, developing your trading, governance, looking for funding opportunities, volunteering and safeguarding.

Living Well Community Engagement & Development Staff

Samina Fayyaz, Community Engagement and Development Worker, Bradford West – Samina.Fayyaz@bradford.gov.uk

Mark Burnside, Community Engagement and Development Worker, Shipley priority areas: Windhill / Wrose, Bradford East priority areas: Thorpe Edge / Ravenscliffe / Idle – Mark.burnside@bradford.gov.uk 07582 109691

Amarjit Birdi, Community Engagement and Development Worker, Bradford East priority areas: Bradford Moor, Bowling and Barkerend and Little Horton – Amarjit.birdi@bradford.gov.uk 07977 814170

Mohammed Mahboob, Community Engagement and Development Worker, Shipley & Bradford West – Mohammed.mahboob@bradford.gov.uk

Application forms and guidance documents are available to download at www.cnet.org.uk/projects/grants or can be requested by email.

For more information and/or clarification of any of the above points please contact:

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