



Herts Valleys Clinical Commissioning Group (HVCCG) Community Opportunities Small Grants Process 2020

Please note:

- Organisations can apply for one grant only, of £10k maximum
- All work must relate to West Herts area

Small Grants relaunch

- The original process was suspended in March because of the pandemic
- Following substantial engagement with the sector and partners, we are now in position to relaunch it
- Completed forms must be returned to tim.anfilogoff@nhs.net by midnight on Friday 24 July 2020

Please note the following conditions have changed:

1. Any voluntary organisation or not for profit can apply but may make **only one** application
2. Maximum grant will be £10k (though the full £10k will *not* be reduced if match-funders can add to the project, so long as you tell us about the match)
3. The project has to be related to helping you either to:
 - a) deliver pre-existing services in a Covid-proofed way following the easing of lockdown or
 - b) in creating new types of support specifically for people whose health and wellbeing has been particularly badly affected by the

crisis and the lockdown. You need to explain this in your application

4. Applicants who have applied before can re-send information from last time (appropriately amended)
5. There are just six questions to answer, adapted from last time. Previous applicants will be able to use most of the answers they used before, but must adapt them to show how the request for funding relates to 3.a) and/or b) above

Principles

1. Bidders must tell us if they are being funded/seeking funding from HCF or a District Council or other body and for what. We will not fund bids for the *same* project but may well fund bids for a *different* project even if bidders are funded by others. We expect bidders to be open with us as we are trying to spread resources fairly during this crisis to meet emerging needs
2. Match funding and/or other evidence of joint working will increase chances of success
3. There can only be one bid per organisation
4. £10k is the maximum size of any bid (this will help to ensure the funding helps more organisations) but it will not be reduced on the basis of match funding
5. Every bid must specify the Herts Valley locality to be served
6. Every bid must specifically identify at least one category listed in the criteria that applies to the application
7. Every bid must evidence how the project will be conducted safely in terms of Covid-19 guidance

Process

Where funding is oversubscribed or more information is sought, bidders may be interviewed remotely or asked to provide more detail by email

Your bid is most likely to be successful if it shows:

- Clearly defined needs and demonstrable outcomes
- Plans to work in partnership with other organisations to maximise impact and build community resilience

- How it reflects the criteria closely and relevant geographical, demographic and deprivation factors

Timescales

- The deadline for bids is 24 July 2020
- Grants will be awarded during August 2020
- Money should be spent between August and March 2021
- If for any reason the money can't be spent as per any successful bid, providers should make contact with the CCG to negotiate alternative use of the money or how to return it
- Evaluation measures will be agreed with commissioners at the point of award, but it will be helpful to mention if you have monitoring tools/process already identified
- There will be a grant agreement setting out your responsibilities based on the bid unless an existing contract with HCC/HVCCG can be amended

Safeguarding in Employment

All Staff employed in the performance of the Services must have the right to work in the UK.

All Staff will require Disclosure and Barring Service (DBS) checks

Bidding organisations will no doubt appreciate that DBS checks are essential and that there is a substantial lead-time awaiting the results. Furthermore, there is a cost implication that will need to be addressed.

Eligibility

- Registered charities, constituted community groups and other charitable and not for profit organisations including CICs.
- Services must be provided in West Hertfordshire and be able to show how their project benefits residents in Herts Valleys.
- Organisations must be able to provide the following:
 - o A copy of their governing document
 - o A copy of their most recent accounts

- o A list of current trustees/management committee members (at least two of whom must be independent/unrelated)
- o Copies of their equality policy and relevant safeguarding policies

If any of these requirements present you with a problem, we suggest that either a) you seek to create a partnership with an organisation that can do this or b) you speak with your local CVS about how to put relevant arrangements in place

The Deadline for Submission is midnight on Friday 24 July 2020

You must complete and respond to all questions in this small grant application and return it to tim.anfilogoff@nhs.net

If anything is unclear, please contact Tim Anfilogoff, Head of Community Resilience at HVCCG tim.anfilogoff@nhs.net or Kim.Ho@Hertfordshire.gov.uk

Or on Teams, Zoom, Webex, Skype or if all else fails telephone: 07900 161673

APPLICATION FORM STARTS HERE

1. FULL CRITERIA

The following is the list of areas we are seeking bids (please tick at least one category):

- Mental health, prevention and support
- Bereavement support
- Carer support
- IT for people who are digitally disadvantaged

- Relaunching services to fit socially distanced/hybrid working and/or addressing health inequalities
- Physical wellbeing including 'frailty', long term conditions and health inequalities
- Financial insecurity, food insecurity, housing insecurity, poverty

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2. Geography

Please indicate which area/s your project relates to (tick all that apply)

- Dacorum Hertsmere St Albans and Harpenden
Watford and Three Rivers Whole Herts Valleys area

Grant Application Form

Please complete all sections of this application form. The maximum length of a response is different for each question. Please do check each question.

The score for each question will be solely based upon the response to each individual question. There will be no cross reference to other questions if subjects overlap.

Organisation Name: [What is the full legal name of your organisation, as shown on your registration/governing document?]	
Main or registered address of your organisation, including postcode:	
Telephone no. (day):	
email address:	
web address (if you have one):	
Principal contact: Who is the main contact for this application?]	
Position within the organisation:	
email address (if different from above):	
mobile number:	
Bank account (Sort code and account number)	
Insurance Please note that HVCCG requires a minimum <u>for each and every occurrence and not in the aggregate</u> of: £5,000,000: Employer's Liability Insurance for this contract. £5,000,000: Public Liability Insurance cover for this contract.	Yes/No If 'No' please provide details: Yes/No If 'No' please provide details:

<p>CRIMINAL RECORDS CHECKS (CRC) OR DISCLOSURE AND BARRING SERVICE (DBS) AND SAFEGUARDING – COMPLIANCE</p> <p>Please confirm that you will comply with this mandatory requirement and that your organisation will be responsible for all DBS checks.</p>	<p style="text-align: right;">7</p> <p>Yes/No If 'No' please provide details:</p>
<p>Confirmation/Commitment of policy/procedure</p> <p>Data protection and GDPR</p> <p>Safeguarding</p> <p>Equalities</p>	<p>Yes/No If 'No' please provide details:</p> <p>Yes/No If 'No' please provide details:</p> <p>Yes/No If 'No' please provide details:</p>
<p>One reference from a local community stakeholder (local charity, faith group, social worker, GP, or similar).</p>	

<p>Proposal Name: [10 words maximum]</p>	
<p>Brief description: [Describe what's going to be done and why. Who will it help and how – 200 words maximum.]</p>	
<p>How much are you applying for?</p>	<p>£</p>

Question 1: What did your organisation, group or partnership do prior to Covid? What was the impact of Covid on you and your clients? What issues are you hoping to address via this application?

Your response to this question is limited to 200 words

Please enter your response here

Question 2: How would you address any safeguarding issues if they arose?

Your response to this question is limited to 100 words

Please enter your response here

Question 3: How do you ensure your project will reach people facing disadvantage and health inequalities, especially those caused or exacerbated by the pandemic?

Your response to this question is limited to 100 words.

Please enter your response here:

Question 4: How will your project support people's physical health and/or mental wellbeing and/or reduce social isolation, as lockdown eases but social distancing is still in place?

Your response to this question is limited to 100 words.

Please enter your response here:

Question 5: If you are making use of other community resources or working in partnership as part of this proposal, please tell us a) who are the partners and/or b) detail any match funding from district or county council or other funders so we can discuss your proposal with them. If you are applying for support from Herts Community Foundation, please either discuss with us and them how this could be match-funding, or be clear that this is for a different project.

Your response to this question is limited to 100 words.

Please enter your response here:

Question 6: What will you spend the money on (basic costings)? Over what period do you expect the work be done?

Please enter your response here:

Now please return this form to tim.anfilogoff@nhs.net