



## **Application Guidance: COVID-19 Information Grants**

Has the community you work with been disproportionately affected by the coronavirus pandemic?  
Could your organisation act as a trusted source of public health information for them?

City and Hackney Public Health Team has provided funding to ensure that messages around the ongoing coronavirus pandemic are reaching all of Hackney's communities and those in the City of London. Grants to voluntary and community sector organisations working with diverse communities in these two areas will be distributed by Hackney Giving on behalf of Public Health. Grants will be in two streams:

- Messenger grants of up to £10,000. Messenger grant holders will disseminate information to their communities.
- Contact Point grants of up to £20,000. In addition to Messenger grant activities, Contact Point grant holders will work more closely with the Public Health team to identify and feed back issues arising in the community (such as misinformation circulating).

The following guidance explains the programme background and structure, including more details on what is required for Messenger and Contact Point grants. Please read it carefully before you begin your application and see the eligibility checklist and list of supporting documents required to confirm that your organisation can apply for funding.

### **Background to the COVID-19 Information Grants Programme**

The COVID-19 Information Grants programme is an opportunity for the voluntary and community sector to support Public Health and the national test and trace system to ensure as many communities as possible can engage with the process. Voluntary and community sector organisations are trusted by the communities they serve and can reach people who otherwise may not receive the messages sent by centralised schemes.

It is also an opportunity to build relationships between the Public Health Team and a network of community organisations who are working with communities most impacted by COVID-19. Public Health wants to understand more about local needs and the role community organisations play and also to establish and develop a process of two-way communication between the Public Health Team and voluntary and community sector organisations in order to ensure better access to services for community members.

### **Funding distribution**

The total to be distributed is £600,000.

If the whole amount is not distributed in the first round, there will be a second round.

## Maximum grants

The maximum grant for each strand and each round is shown in Table 1:

**Table 1: funding distribution**

	First round	Second round
<b>Messenger Grants</b>	£10,000	£7,500
<b>Contact Point Grants</b>	£20,000	£15,000

## Delivery period

First round projects should last for 12 months, starting in October 2020.

Second round projects should last for 9 months, starting in January 2021.

## Target groups

The programme seeks to target people who have been disproportionately affected by the COVID-19 pandemic.

Public Health England has published disparities in the risks and outcomes of Covid-19 and this information has been used to develop the priority groups for this funding. The selection of priority groups is based on the evidence of who is most affected nationally and locally. We are focusing on groups who are most likely to be exposed to the virus and/or most likely to be severely impacted if they develop the virus and we will use the same evidence to inform our review of the applications.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/908434/Disparities\\_in\\_the\\_risk\\_and\\_outcomes\\_of\\_COVID\\_August\\_2020\\_update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf)

You will need to identify which community you work with, as well as the specific target group your project aims to support. You can pick more than one community and target group.

The list of communities to pick from is:

- Asian or Asian British - you can state which specific community
- Black or Black British - you can state which specific community
- Mixed or multiple background - you can state which specific community
- Charedi
- White - you can state which specific community
- Other ethnic group - you can state which specific community
- All ethnicities

The list of target groups is shown in Table 2:

**Table 2 - target groups**

<b>Relevant factors</b>	<b>Target group</b>
Age	Children and Young People
	Working Aged Adults
	Aged 60+
	Aged 80+
Disability/Autism	Autism
	Learning disability
	Mobility
	Sensory
	Visual
Households/families	Living in temporary accommodation
	Multi-generational
	Street homeless
	Single parent families
	Workless families
Long-term conditions	Long term health condition, e.g. diabetes, obesity
	People with mental health difficulties
	Migrant and refugees
	No Recourse to Public Funds (NRPF)
	Speak English not well or not at all
Occupation	Family carers
	Front line workers whose work brings them in contact with members of the public
	Smoking
	Other communities who are disproportionately affected by Covid-19, or have barriers to accessing information.

## Programme framework

The following sections give details on what is required for each strand of funding. All projects must include providing a representative to attend training and act as a Community Champion throughout the lifetime of the grant.

### Messenger Grants: up to £10,000

The purpose of Messenger Grants is to make sure accurate and up to date information about the pandemic is reaching communities and to pass on any concerns or circulating misinformation back to Public Health in order that they can respond.

There is a menu of activities that you can pick from when designing your project. Providing a representative to attend training and act as a Community Champion is mandatory (that is, all projects must include this element). Further details on this mandatory element are shown in Table 3.

**Table 3 - mandatory project elements**

<b>Activity</b>	<b>What VCS organisations should provide</b>
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<p><b>Supporting volunteers or staff who have been trained to become expert community reps, known as Community Champions.</b></p> <p><b>You can nominate existing staff or volunteers from your organisation or host a new volunteer provided by Volunteer Centre Hackney.</b></p>	<p>Support a volunteer who has been trained to be a Test and Trace community expert, known as a Community Champion.</p> <p>Volunteers will also be trained to give information to support residents with other needs.</p> <p>Volunteers could do call-arounds, help with social media and other forms of communication.</p> <p>Your Community Champion will need to participate in the Community Champion forum, hosted by Volunteer Centre Hackney, to keep their knowledge up to date.</p>
<p><b>Participating in regular grant-holders' forums with Public Health to agree improvements and next steps</b></p>	<p>Input to regular forums with feedback on what is working well/not so well - and ideas for improving the materials and the system, as well as providing soft intelligence about what's happening on the ground (e.g. if people you work with are not understanding the new social distance message and so ignoring it, etc.)</p>

In addition, you may select other activities from the list in Table 4. This list is not exhaustive: if you have other ideas on how to communicate information effectively and in a manner that is trusted by the community members you work with, you can add further elements to your project.

Question C11 of the application form contains a table where you will need to provide details of which activity categories you will deliver against, together with a description of what you will do. Each row in the "activity category" column has a dropdown list to pick from, which you can access by clicking on the three dots.

If this dropdown list does not work on your device, please make it clear which activity category your activity relates to.

**Table 4 - optional project elements**

<b>Activity category</b>	<b>What VCS organisations could provide</b>
<p><b>Adapt written materials</b></p>	<p>Develop materials that can help people in your community understand the messages regarding the Test and Trace programme. We want you to use language that will best convey the information to people in your community. This could include writing information for your newsletters, writing content for your website or making a video in your language or however you think information can best reach the people that you work with.</p>
<p><b>Disseminating Government written information (available in 60 languages)</b></p>	<p>Put information on website</p> <p>Send out in newsletters – email and post</p>

<p><b>alongside your adapted materials</b></p>	<p>Mail out fliers – making clear it has come from you, a trusted source, alongside your own adapted written materials</p> <p>Email out fliers, information about testing points etc, alongside your own adapted written materials</p> <p>Keep service users up to date through newsletters and emails</p> <p>Where providing face to face services disseminate fliers directly to people or their homes alongside your own adapted written materials</p>
<p><b>Promote and disseminate through social media</b></p>	<p>Regular tweets</p> <p>Updates on Facebook</p> <p>Other social media used regularly</p>
<p><b>Talk to people</b></p>	<p>Where you are supporting vulnerable residents through phone calls, you could let them know that you are a Messenger for the Test and Trace programme, talk them through the process, and send a leaflet if appropriate.</p> <p>If meeting people face to face, take time to explain the details of the programme to them, and answer any question and concerns as far as you can.</p>
<p><b>Film an interview</b></p>	<p>Organisations can ask for support from Public Health comms to film an interview with a community organisation officer or leader to help promote the Test and Trace programme in their community</p>
<p><b>Other ideas for promoting accurate and accessible information</b></p>	<p>Do you have other ideas about how you can support your service users to understand scheme, and respond to their concerns? We are keen to hear from you, but please check out your idea before applying.</p>
<p><b>Feedback any issues or ideas for improvement to Hackney CVS</b></p>	<p>Hackney CVS will collate issues and feedback, take to Public Health (either directly or through the forums) and publish the responses</p>

**Contact Point Grants: up to £20,000**

Contact Point Grants are designed to facilitate a two-way process of communication between Public Health and VCS organisations.

Organisations that receive Contact Point Grants will need to include services that would be delivered through a Messenger Grant project, as well as additional activities. You will need to deliver the mandatory project elements of a Messenger Grant and you can choose which of the optional Messenger Grant activities you will deliver. You will also need to deliver the additional activities listed in Table 5.

**Table 5 - Contact Point activities**

<b>Activity</b>	<b>What you will need to do</b>
<b>Be a contact point for questions within a community</b>	<p>Be a contact point for clarification of questions relating to Test and Trace, signpost or escalate if unsure.</p> <p>Provide information on using home test kits, accessing test centres and what to do if you receive a positive test result.</p> <p>As a trusted source of information in your community, provide information from about what contact tracers will and will not ask you. Provide information on signposting to help residents if they think they have been scammed.</p>
<b>Host specific forums or equivalent for your community members to be able to raise concerns</b>	<p>Organise forums or equivalent activity for your community members to be able to hear accurate and accessible information about the scheme</p>
<b>Write short reports collating issues and feedback about both the messaging and the system.</b>	<p>These will need to be brought to the regular forums</p>

## **Reporting requirements**

An interim monitoring report will be required half way through delivery, followed by a final report plus case study within three months of the end of your project.

## Eligibility

To be eligible for a COVID-19 Information Grant, your organisation must:

- Work in Hackney and/ or the City of London with Hackney and/or City of London residents
- Have a formal constitution or governing document
- Be constituted to be not-for-profit
- Have been operating for at least one financial year
- Have had a turnover of less than £1,000,000 in its last financial year or provide significant services to people most affected by COVID
- Not be in overall financial deficit
- Have a bank account, requiring at least two signatories
- Be able to declare that all bank account signatories are unrelated (by blood or marriage) and living at separate addresses

Your proposal must:

- Be for a project operating in Hackney and/ or the City of London
- Not be for the benefit of a single individual

## Exclusions

Hackney Giving will not fund:

- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded; applications may be for ongoing provision
- Services which are a statutory responsibility (i.e. are the responsibility of the Council, Government or Health Authorities)
- Projects that have no community or charitable element
- Projects that are purely for the advancement of religion or politics

Hackney Giving does not make grants to individuals.

## Repeat applications

You may apply to Hackney Giving if you have applied before.

## Application process

Please send your completed application form in PDF format via email to [info@hackneygiving.org.uk](mailto:info@hackneygiving.org.uk).

Please send electronic copies of the supporting documentation. We are unable to accept postal copies of the form on this occasion.

**Please note:** If you have any technical difficulty with the form, in the first instance please contact us for advice. If you are short of time and cannot contact us to resolve the issue, please submit your answers to the questions in a plain text email. Be sure to answer all questions including those with tick boxes.

## **Supporting documentation**

Please attach electronic copies of the following documents with your application:

- Your organisation's constitution
- Your organisation's most recent set of accounts or financial statement approved at your AGM
- A recent bank statement showing details of the bank account that you will use to receive any grant from Hackney Giving
- Your organisation's equal opportunities policy
- Your organisation's safeguarding policy/ policies.

## **Deadline**

Applications must be received by **9am Monday 26<sup>th</sup> October**

In the interests of fairness, late applications cannot be considered.

## **Decision-making timescale**

We expect to be able to let you know the outcome by **Wednesday 18<sup>th</sup> November**

We will let all applicants know the outcome of their application.