



Coronavirus Response Fund

Equitable Vaccine Uptake Round 2 – Application Guidance

We are inviting further applications for Equitable Vaccine Uptake Round 2 grants for projects to provide information and practical support to communities in order to increase COVID-19 vaccination uptake. Voluntary and Community Sector (VCS) organisations of any size working with people most affected by the coronavirus pandemic in Hackney and/or the City of London are welcome to apply.

Grants of up to £10,000 are available for single organisations or up to £20,000 for organisations delivering in partnership. We envisage being able to make a further 2-3 grants. Please read the guidance below fully before completing the application form.

Application deadline: 11am, 26 October 2021

Is this the right funding for you?

Purpose of the grant:

Equitable Vaccine Uptake Round 2 is a second round of funding to support the increased uptake of COVID-19 vaccines in City and Hackney. The October deadline shown above is an additional application period for Round 2.

Please note: Round 2 is set up differently from Round 1 to reflect the change in circumstances and funding model.

The programme aims to reduce vaccine inequity in the City and Hackney via a community-led approach. VCS organisations will undertake outreach, helping to increase uptake of both first and second COVID-19 vaccine doses, as well as promoting equitable uptake of booster jabs in eligible cohorts as that programme is rolled out. People who are not registered with a GP are eligible for vaccination, and outreach should include both people who are registered with a GP and those who are not registered with a GP.

Programme objectives

Through this programme, the North East London Clinical Commissioning Group and the City and Hackney Public Health team wants to work with the Voluntary and Community Sector to:

- increase communities' trust and knowledge towards vaccination and increase intention to accept vaccination.
- understand the needs, values and beliefs of target groups. This insight will be used to inform any further vaccine related activities.
- understand the short, medium and long-term impacts via evaluation.
- understand barriers to vaccine uptake and reduce/ remove issues preventing residents from being vaccinated.

Activities

Delivery will be in partnership with the City and Hackney Public Health Team, the North East London Clinical Commissioning Group, City and Hackney Primary Care Networks and other NHS providers.

All projects must:

- **undertake on-street outreach to promote vaccination via sign-up or walk-in to existing local vaccination centres (John Scott Health Centre and Bocking Street Clinic) or community pharmacies**
- **support one or more vaccination events taking place at an existing vaccination facility, a community centre or on the mobile vaccination unit.**

In addition, your project must include these elements:

- Provide vaccination information to communities in order to increase trust and knowledge towards vaccination and increase intention to accept vaccination.
- Undertake evaluation activities with communities.
- Feed back to the City and Hackney Public Health Team on the barriers to vaccine uptake.

Support for vaccination events

Delivery of support for vaccination events should have the following three stages:

- 1 **Pre-engagement.** Working with communities before vaccination events. Activities could include:
 - leaflet drops
 - contacting people individually
 - communicating with the clinic and booking appointments.
- 2 **On-the-day support of a clinic /event.** Clinics and events needing support could take place on the mobile vaccine unit, at an existing walk in clinic or at a pop up clinic in a community space. Your organisation will need to have representatives available on the day providing information and advice as well as talking to passers-by.
- 3 **Post-clinic follow-up.** Keeping in touch with people who have attended clinics, and reminding them about their second doses.

The application form and interview will cover how you plan to deliver the activities listed above.

Target groups:

This funding is to support communities most affected by the coronavirus pandemic, and those where vaccination uptake is lower. We are also keen to support communities that have been underrepresented in previous grants rounds. These communities include:

- Bangladeshi
- Black African
- Black Caribbean
- Chinese
- Disabled people
- Eastern European
- Gypsy, Roma and Traveller communities
- Indian
- LGBTQ+ communities
- Muslim
- Orthodox Jewish
- Pakistani
- Pregnant women and their families
- South American (both Spanish and Portuguese speaking)
- Turkish and Kurdish

Additionally, Round 2 has a particular focus on **adults aged 18-25** and we aim to make at least two grants specifically targeting this cohort. This aim covers the round as a whole, not just applications made during the extended deadline period.

Please note: VSCE groups may be asked to work with multiple communities in particular geographies where uptake is low.

Eligibility

To be eligible for a COVID-19 Information and Support Small 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 at least two people on its Board of Trustees or Management Committee
- 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

Funding available

You may apply for up to £10,000 if your organisation will work independently or up to £20,000 if you are delivering in partnership with other organisations. The total available for distribution across both application periods is £100,000.

Project start and end dates

Projects should start from **8 November 2021** and go on till **31 March 2022**.

How to apply

Application process

This round has a two stage application process: there is a short application form and there will be a 30 minute online (zoom) interview, taking place between **1 November and 3 November 2021**.

Application form

The application form is in Microsoft Word format. A plain text version that is compatible with screen readers is available on request. **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.

Please send your completed application form in .docx format via email to applications@hackneygiving.org.uk along with the supporting documentation detailed below. We are unable to accept postal copies of the form on this occasion.

Please meet the application deadline (shown at the end of this document). In the interests of fairness, late applications cannot be considered.

Interview

Shortlisted applicants will be invited to an online interview. This will allow a grants panel to hear more about your proposed project and gives you the opportunity to elaborate on the project outline given in the application form.

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
- Proof 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.

Running a funded project

Outreach health and safety considerations

This programme involves on-street outreach. For safety reasons, outreach workers should work in pairs or in larger groups and your delivery plan should incorporate sufficient staff or volunteers to enable this to happen. Funded groups will be invited to attend a briefing by London Borough of Hackney early on in the delivery of the project, to learn about its approach to on-street outreach and keeping staff and volunteers safe.

Reporting requirements for funded projects

You will need to send us an interim report part way through and then a final report at the end.

Further information: please read this carefully

Source of funding

Funding for this programme has been provided by City and Hackney Public Health Team, North East London Clinical Commissioning Group and the Ministry of Housing, Communities and Local Government (MHCLG). Your project may be funded by one or more of these sources. Funding is being distributed on behalf of these organisations by Hackney Giving.

Excluded activities

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

This is an extension to the previously advertised application period, not a new round of funding: if you have already applied to Equitable Vaccine Uptake Round 2 in September 2021, please do not reapply. Apart from this exception, applications are welcome from all eligible organisations including those who have applied to Hackney Giving before.

Your proposed project should be additional to any work previously funded. This can include increasing your organisation's capacity so that you can do more of an activity that is already running or extending an activity that would otherwise finish.

And finally...

Application deadline

Applications must be received by **11am, 26 October 2021**.

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

Decision-making timescale

We expect to be able to let you know the outcome within two weeks of the application deadline.

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