Living with Covid Grants Programme
Application guidance

Is your organisation a voluntary and community sector (VCS) group continuing to work with people most affected by the coronavirus pandemic in Hackney and/or the City of London? Two types of grants are available:

- **"Community Champion Network" grants up to £3,000** for participation in the public health Community Champion network for sharing information and insights (open only to organisations who held a previous Covid-19 Information or Vaccine Outreach grant and which have a Community Champion – further details on eligibility are below).

- **"Outreach: Living with Covid" grants up to £10,000** for work to increase awareness of Covid-safe behaviours, and to increase vaccination uptake in the areas of Hackney with the lowest vaccination rates.

Please read this guidance and eligibility criteria carefully before you begin your application.

Is this the right funding for you?

The Covid pandemic is not over and the numbers of people infected in the City and Hackney are still high. It is very important that residents know how to keep safe, including where to get vaccinated, and where to access services and wider support. Recognising that VCS organisations are trusted by their communities, the City and Hackney Public Health team wants to fund organisations to provide important public health messages in a way that people will listen to and understand. This programme builds on the success of earlier rounds of funding distributed through Hackney Giving and feedback and insight from organisations previously funded has been incorporated into the programme design.

Funding is available at two levels: up to £3,000 for Community Champion Network grants and up to £10,000 for Outreach grants. **All Outreach grants include the Community Champion Network element, so an organisation or partnership cannot hold both grants.** Please apply for one or the other, depending on which fits best for your organisation, and keeping in mind the different eligibility requirements.

The total available for distribution is £160,000. We anticipate approximately £100,000 for Community Champion Network grants (around 33 grants) and £60,000 for Outreach grants (6-10 grants, depending on size) but this proportion is not fixed. Delivery of both types of project will last for six months.

Community Champion Network grants – up to £3,000

Funding is offered to allow VCS organisations which already have (or have had) one or more Community Champion to continue to participate in forums, share local insight and disseminate public health information among the communities they support. This is in order to:

1. Continue to build trust and partnership working between statutory services (Public Health and the NHS) and VCS organisations.
2. Increase community awareness of a range of public health issues, including how to live safely with Covid-19, Covid-19 vaccinations, local Long Covid services and how to access antiviral treatment.
3. Strengthen partnerships between VCS organisations.

Project Activities

Grantholders will be expected to:

- Attend a 2-hour Living with Covid training course (including topics such as Covid-19 vaccination, Long Covid and how to keep safe), held online in July 2022, hosted by the Public Health Team. This is to give you confidence that the information that you give out is up to date and accurate.

- Participate in the Community Champions' monthly forum (online).

- Support their Community Champion (whether a member of staff or volunteer) to pass on important public health information. This could be done in a variety of ways, e.g. sharing health messages in WhatsApp groups or newsletters, when talking to service users and/or wider networks or as part of other activities.

- Provide insight from local communities back to the Public Health team, via forum meetings or other appropriate means.

Outreach: Living with Covid grants – up to £10,000

Outreach projects must include the Community Champion Network element (that is, you must deliver the activities described above). They are bigger grants; the additional funding is for work to achieve the following outcomes:

1. People in the areas with the lowest vaccine uptake are closer to being fully vaccinated against Covid-19. Achieving this outcome will include working with people who have had one or two doses to complete the course as well as working with people who have not taken the vaccination at all.
2. People are more aware of Covid safe behaviours and have greater access to local Covid services, e.g. Long Covid services.
3. Residents disproportionately impacted by the Covid pandemic have greater access to wider public health information and wellbeing support.

There are two areas in Hackney with particularly low uptake of Covid-19 vaccinations. These are:
- Hoxton East and Shoreditch/Hoxton West wards (south Hackney).
- Springfield/Cazenove/Stamford Hill West/Woodberry Down wards (north Hackney).

Project activities should be focused on people in these areas.

These wards are shown in the maps below. Areas shown in orange are those with the lowest vaccination rates (showing first dose rates up to 12 May 2022). The darker the orange shading, the lower the vaccination rate. These maps can also be found online at:
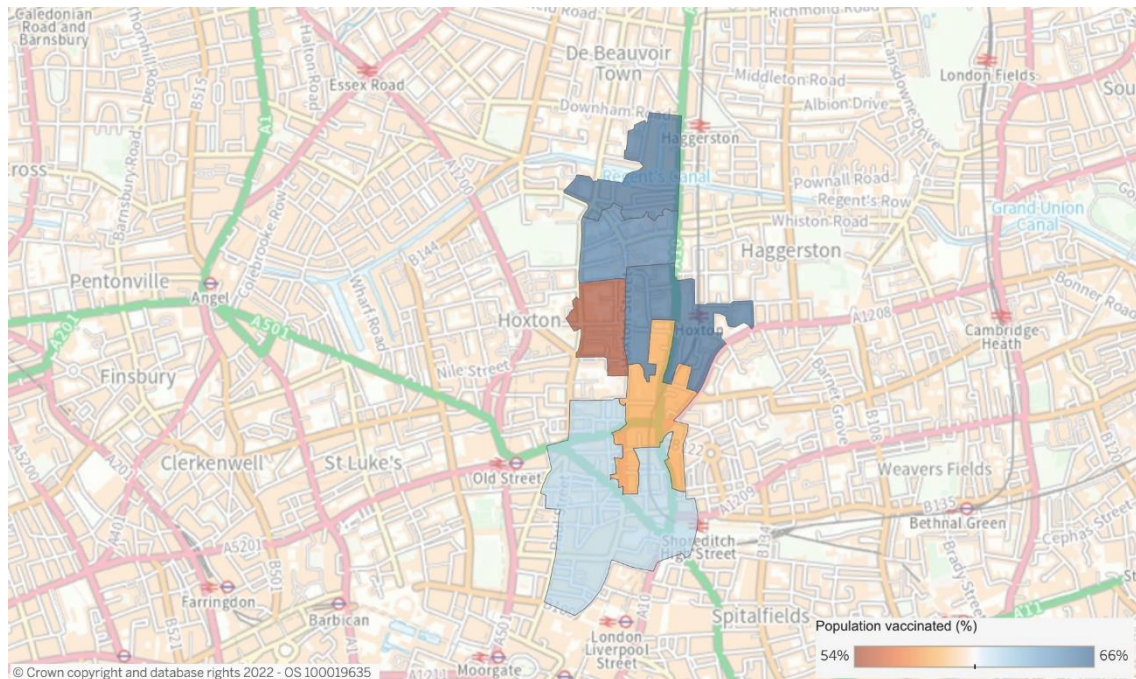https://drive.google.com/drive/folders/1Rdao9nodsRR-eI_WvKOmLGXa6DmLPGMX?usp=sharing

If you cannot access the information in this visual format, please call Sarah on 07494 800727 or email sarah@hackneygiving.org.uk for a verbal description of the areas.
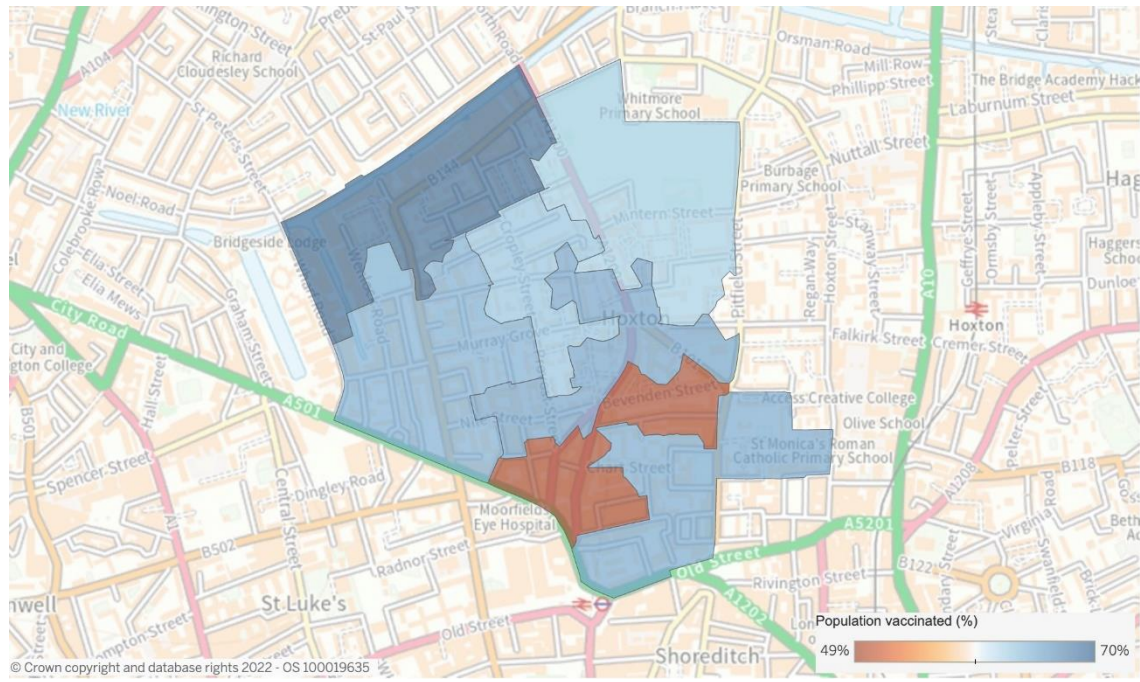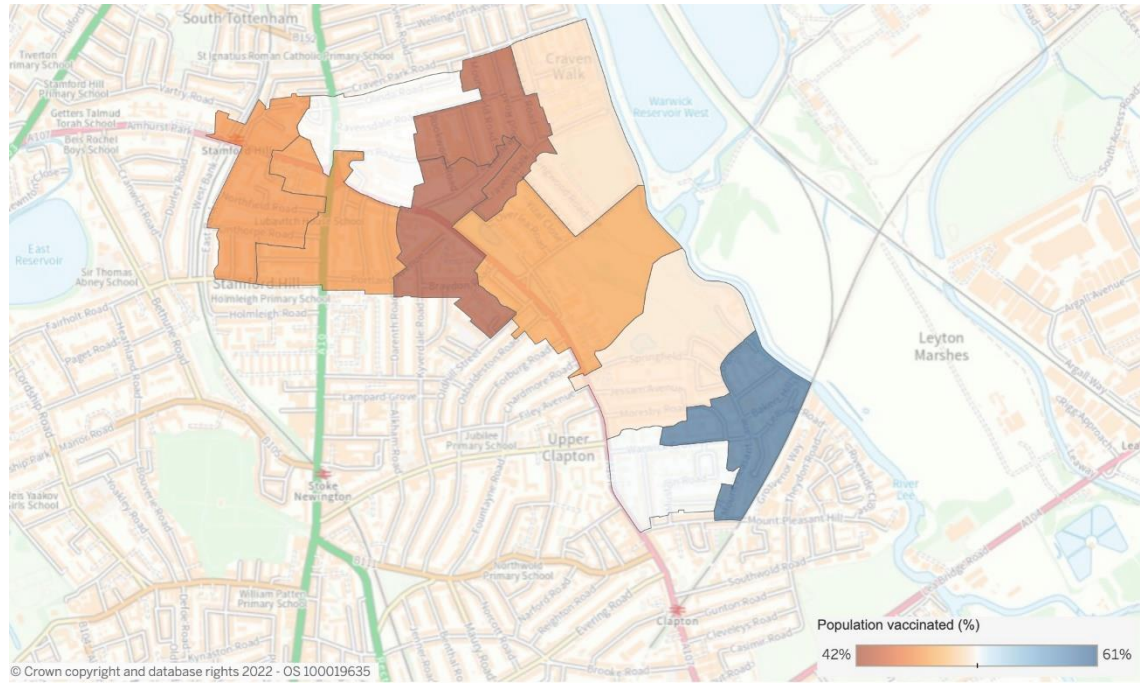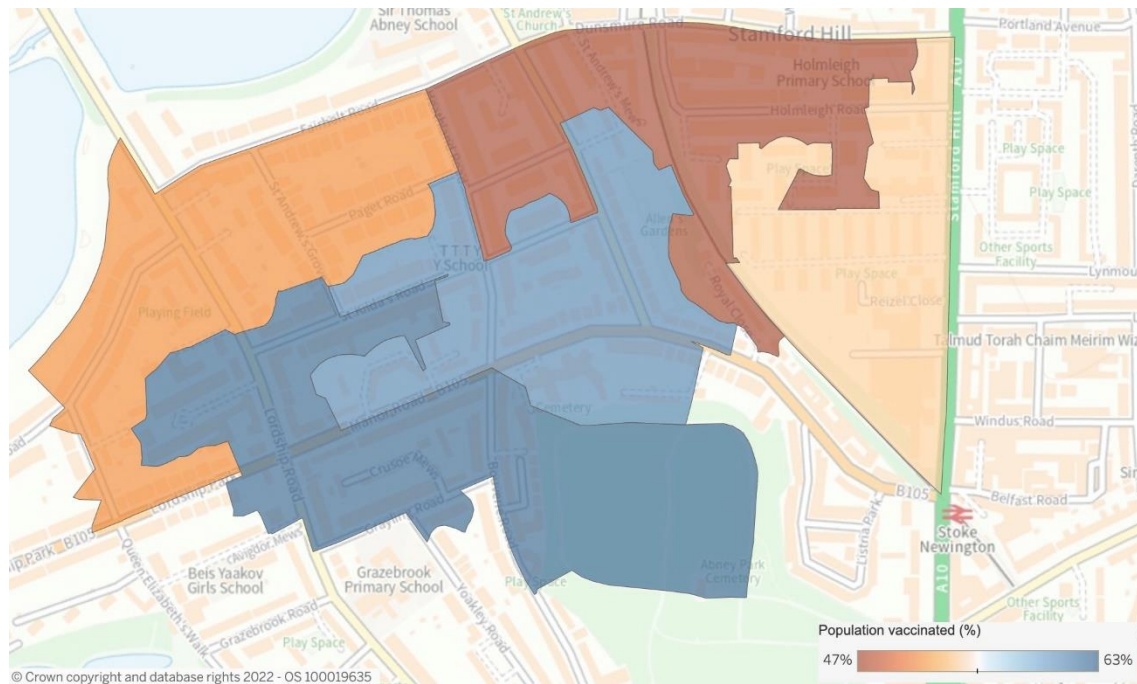
Cazenove:
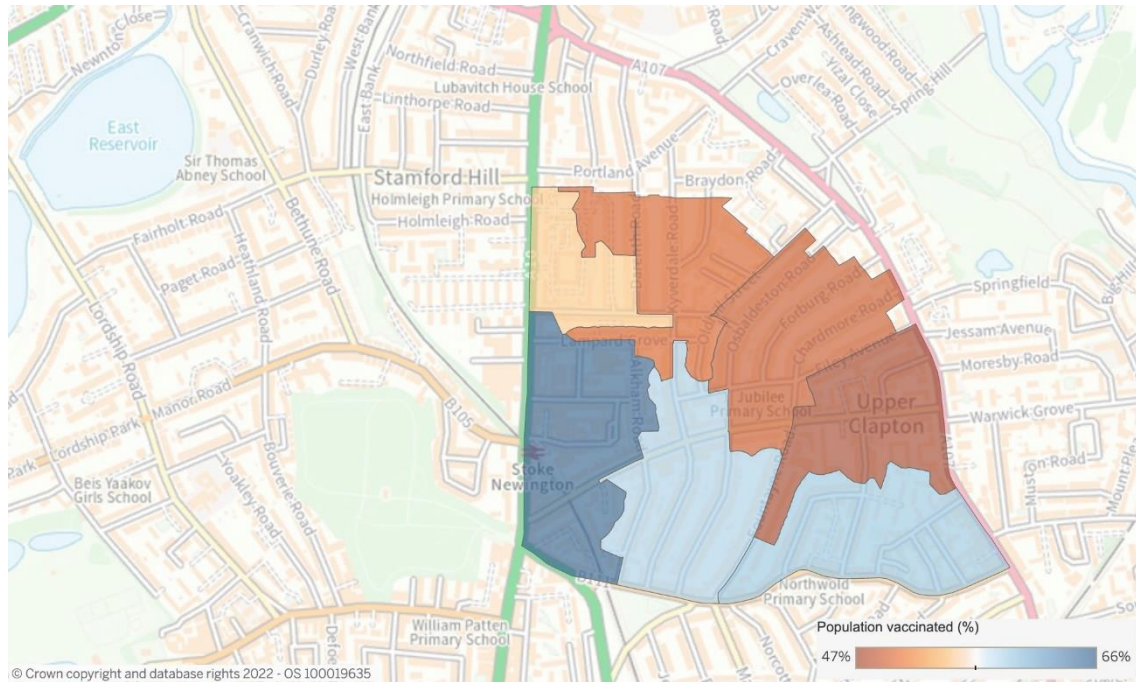
Hoxton East and Shoreditch:

Hoxton West:
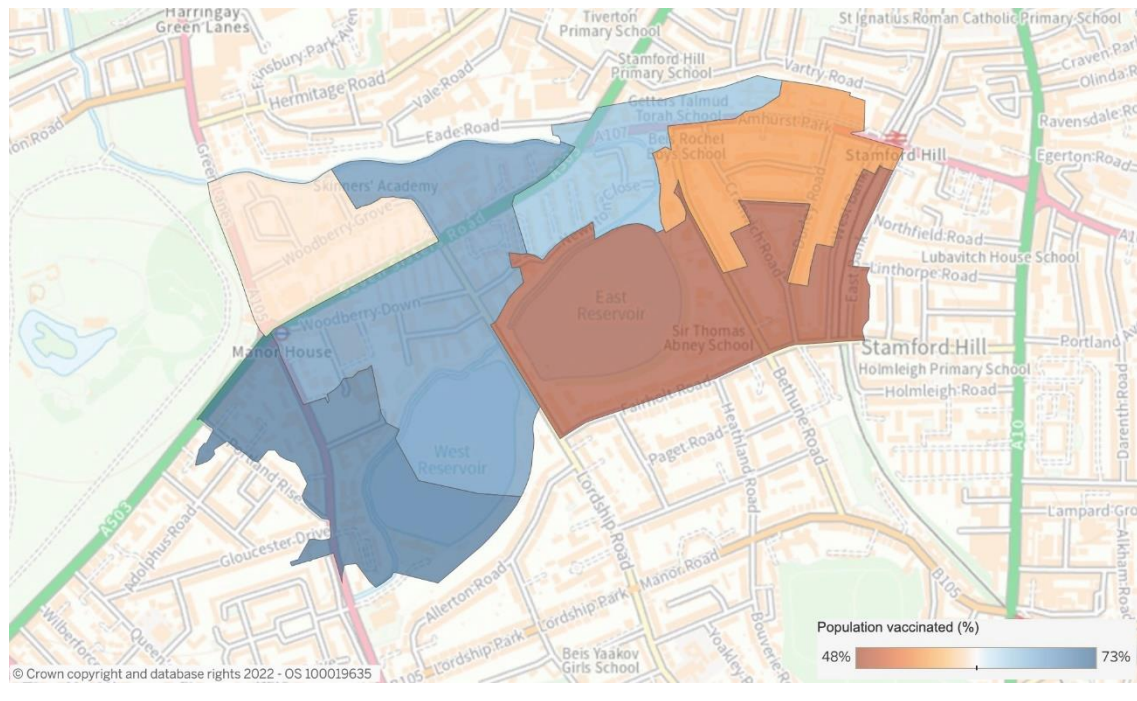

Springfield:

Stamford Hill West:

Woodberry Down:

Further data on vaccination rates can be found at
https://docs.google.com/presentation/d/1xGnou6Ru9cVFppCZQqZSZnHLx7CjBaI_/edit?usp=sharing&ouid=108324859324574796552&rtpof=true&sd=true

For support in interpreting these data, please email jessica.veltman@hackney.gov.uk .

All Outreach projects must undertake work to move people living in these areas towards full vaccination. It is up to you how much of the highlighted geographical areas your project will cover. Depending on the circumstances, localised support in a small area within these wards may be most appropriate.

Project Activities

We know that many people are tired of hearing about Covid and the Covid-19 vaccine and that sharing this information with wider health messaging may work best. Therefore, the activities you deliver need not be wholly focused on Covid and the Covid-19 vaccine.

You can decide what activities you will include in your project. Work could include, for example:
- Holding or attending events to provide information so that people can make informed choices.
- Practical, one to one support such as booking appointments or accompanying people to health services.
- Activities to build trust and counter misinformation that is circulating.
- Providing an advice line.
- Working together with ward councillors, GP surgeries, Tenants' and Residents' Associations (TRAs) and other grant-funded organisations to support their work in providing information about vaccination opportunities in the local area.

This list is not exhaustive and other ideas are welcome – please describe activities in your proposal. Please note that it is expected that activities will be spread across the delivery period, offering ongoing support to the community. Provision of a single event is unlikely to be funded.

Please note: increasing vaccination uptake in these areas is a key priority for the NHS and for Public Health – projects funded by these grants are part of a bigger scheme of work in the low uptake areas. Your project should complement other provision happening locally. Grant-holders are expected to work collaboratively with other agencies working in the same area, such as GP practices, other NHS services, Tenants' and Residents' Associations (TRAs), Housing Officers, Schools and Children's Centres and ward councillors.

Within the application form please describe any existing links you have with other partners. The Public Health team has contacts in other Council departments and to NHS partners as well as to GP practices, TRAs and councillors and will support grantholders to establish and foster partnerships. Please note that as part of delivering joined up activities, you may be requested to attend meetings with other providers.

Previous involvement in the Community Champions programme

Outreach grants are open to organisations that already have one or more Community Champion as well as to those that do not. If you do not already have a Community Champion at your organisation, you will be required to nominate one or more Community Champions to participate in the network.

Becoming a Community Champion involves:
- Attending the Making Every Contact Count (MECC) training.
- Attending the monthly Community Champion online forum.
- Sharing information with networks.
- Sharing local insight either within forums, peer support sessions or one to one communications.

Populations with low vaccine uptake

These grants are intended to support a very localised approach to increasing vaccine uptake in the geographical areas where uptake is particularly low. However, vaccine uptake is also lower among particular groups and communities and you may wish to consider this when planning your project in the areas described above.

- By ethnicity, rates are particularly low among 'White-Other', Black African and Black Caribbean communities.

- By age, rates are the lowest in those under 17 years old.

- Nationally and locally, vaccination rates are low for pregnant women and health inclusion groups (health inclusion groups include any population group that is socially excluded. This can include people who experience homelessness, drug and alcohol dependence, vulnerable migrants, Gypsy, Roma and Traveller communities, sex workers, people in contact with the justice system and victims of modern slavery, but can also include other socially excluded groups).

Eligibility

To be eligible for a Community Vaccine Champions grant, your organisation must:

- Work in Hackney and/or the City of London.

- 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.

In addition: to be eligible for a Community Champion Network grant, your organisation must:

- Have previously been a grantholder on one of the following Hackney Giving programmes: Covid-19 Information Grants, Covid-19 Information Small Grants and/ or Community-led Outreach Grants, Vaccine Uptake

AND

- Have a Community Champion at your organisation (a member of staff or volunteer) who has been engaged in the Community Champions programme managed by Volunteer Centre Hackney. If you no longer have a Community Champion at your organisation, you will need to nominate a minimum of one new Community Champion. New Community Champions will be given an induction and training.

If you are unsure whether your organisation has been a grantholder on one of the programmes listed above, please email sarah@hackneygiving.org.uk to confirm.

Partnership working between organisations (including unconstituted groups)

Applications from consortia/ partnerships are welcome. The lead partner (which will accept the grant and manage the funding) must be a constituted group. Delivery partner organisations can be constituted or unconstituted. A project can have only one lead partner but there can be more than one delivery partner.

The lead partner should be the organisation making the application and should be eligible according to the criteria above. All delivery partners should be not-for-profit groups.

Project duration and earliest start date

All projects are required to be delivered for six months. At the earliest, projects may begin from 14 July 2022.

How to apply

Application process

The application form is in Microsoft Word format. A plain text version that is compatible with screen readers is available on request. Please note that there is a separate form for Community Champion Network only applications and for Outreach applications.

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.

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

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 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.

If you have not previously received a grant through Hackney Giving, please also include:

- Your organisation's constitution.
- Your organisation's equal opportunities policy.
- Your organisation's safeguarding policy/ policies.

Help available to prepare your application

Hackney CVS is running online "How to Apply" sessions. Please see the Hackney Giving website for details. These workshops will explain the programme in more detail and cover how to complete an application as well as giving you an opportunity to hear from the Public Health team about existing vaccination rates and support they can offer to funded projects.

In addition, Hackney CVS Organisational Development specialists can give you one to one support on completing an application. To book a one to one support session, please go to: https://outlook.office365.com/owa/calendar/HackneyCVS@hcvs.org.uk/bookings/

Running a funded project

Welcome meeting

A welcome meeting will be held in July 2022, which will include training with up to date information about the vaccination programme. All funded organisations are expected to attend this meeting.

Keeping up to date

The purpose of the Community Champions network is to keep two-way communication open between the NHS and Public Health team and the Voluntary and Community Sector. The regular Community Champion forum meetings are the key means of achieving this and this is why they are a mandatory element of the programme. Peer support sessions are also offered to Community Champions.

Support from Public Health

The Public Health Team is on-hand to support you to deliver a successful project. Their support includes:

- Training to increase your knowledge about the Covid-19 vaccine, Long Covid and other services, and additional training and support as required.
- Regular Public Health updates via monthly Community Champion forums and weekly newsletters and a commitment to answer questions and respond to feedback in a timely manner.
- Sharing vaccination uptake data and intelligence.
- Sourcing and sharing a range of relevant communications materials in different formats and languages.
- Support with developing partnerships with other agencies working to increase vaccine uptake in the priority areas (e.g. GP practices, housing officers, Children's Centres etc).

Reporting requirements for funded projects

You will need to send us a brief written 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 the Department for Levelling Up, Housing and Communities to City and Hackney Public Health Team and is being distributed on its behalf 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

Applications are welcome from all eligible organisations. Please note that for Community Champion Network funding, there is a requirement to have already held a Covid-19 Information Grant, Covid-19 Information Small Grant or Community-led Outreach Grants, Vaccine Uptake.

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, extending an activity that would otherwise finish or restarting provision that has ended, as well as proposing a wholly new activity.

Data sharing

As part of the management of this programme, applications and monitoring information will be shared with colleagues from London Borough of Hackney and Volunteer Centre Hackney. Applications will also be shared with selected representatives of the Voluntary and Community Sector in their capacity as grants panel members.

And finally…

Application deadline

Applications must be received by **11am, 14 June 2022**.

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 four weeks of the application deadline.

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