

## Community Chest - Small Grants Application guidance

Many people living in Hackney and the City of London experience barriers to accessing the health provision and financial support that they are entitled to. We are inviting applications from not-for-profit groups who can help to reduce these barriers.

**£25,000 is available, for 10 projects.**

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

### Programme details

Hackney Giving and City and Hackney's NHS and local authorities are working together to pilot a small grants programme for voluntary and community sector organisations working in Hackney and/or the City of London. The NHS recognises that not-for-profit organisations have access to, and are trusted by, communities in a way that the statutory sector often is not. This programme will test an approach of funding voluntary and community sector organisations to work with communities to help them to access support services. It will be evaluated in summer 2023 and may lead to further, similar, programmes in future.

[Read more](#) about the Community Chest pilots.

### Programme aim and activities

Funding will be awarded for work towards the following outcome:

- Increasing access to health services and financial support for people living in Hackney and the City who experience barriers to provision.

You can decide what activities you will do to contribute to this outcome. You will need to describe what you will do in the application form.

## **How could this outcome be delivered?**

You can decide what activities you will do as part of your project to contribute to the outcome stated above. You will need to describe what you will do in the application form. Activities could include, but are not limited to:

- Signposting and supporting residents to access local health and wellbeing services including NHS provision as well community-based support.
- Inviting NHS practitioners to talk to people about health and wellbeing topics.
- Providing advice on financial support (e.g. benefits) and supporting residents to complete forms and paperwork.
- Providing advice to inform people of the services they can access.
- Providing digital skills training to residents with low levels of digital literacy.
- Connecting residents with advice on energy saving options or training volunteers and/ or staff to provide this advice.

## **Priority communities**

This funding is to support communities who experience health inequalities, including but not limited to:

- People with language and/or cultural barriers.
- People from ethnically diverse communities.
- People with lower literacy levels.
- People who have a learning disability.
- People impacted by the digital divide.
- Disabled people, including people with a visual or hearing impairment.
- Asylum seekers and refugees.
- Any other groups where an unmet need is evident or identified.

## **Funding available**

We will award 10 grants of £2,500. The total available for distribution is £25,000.

## **Project start and end dates**

The earliest that projects can begin is 7 August 2023. Projects should be complete by 31 January 2024.

It's up to you how long your project lasts during this delivery period, depending on what you want to do with the funding.

## **Eligibility and repeat applications**

To be eligible for a grant, your organisation must:

- Work in Hackney and/or the City.
- Have a formal constitution or governing document.
- Be constituted to be not-for-profit.
- Have had a turnover of under £300,000 in its last financial year.
- 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.
- Not be for the benefit of a single individual.

Applications are welcome from all eligible organisations.

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.

## **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.

## **Payment and reporting**

The grant will be paid in a single instalment, on receipt of a signed grant agreement.

Grant-holders will need to submit a final report part within two weeks of the end of the project. The report template will be shared when the grant is offered. Failure to complete project reporting will impact on the outcome of future grant applications to Hackney Giving.

A member of the Hackney Giving team may also request to visit your project.

## 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 directly to individuals.

## 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 send your completed application form in .docx format via email to [applications@hackneygiving.org.uk](mailto: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 an email. Be sure to answer all questions including those with tick boxes.

## Completing the application form

### Section A – Eligibility checklist

Please check the eligibility criteria for the funding. You must be able to answer yes to each one.

**Question A7:** Financial surplus means the organisation's balance overall must be positive, not whether the organisation was in surplus or deficit in the last financial year.

## Section B – About your organisation

This section gives us context about your organisation.

**Question B8:** This is your opportunity to tell us about how the leadership of your organisation is embedded in the community you support. Tell us if your trustees or board have lived experience of the issues facing your community. For example, if your organisation works with older people, tell us if there are older people within your management committee, board or trustees. Or, if your organisation works with children, perhaps their parents are part of the management structure, or maybe the children influence the design of services via surveys or a steering group. If your organisation supports a community with a shared heritage, you can choose to tell us whether your trustees are part of that community.

## Section C – About your project

This is where you tell us what your project will do with funding.

**Question C1:** Here please tell us briefly which community or communities your project will support. In this question, there is no need to tell us about their needs, just who they are. For example:

- “Older people living in Clapton.”
- “Orthodox Jewish families in Hackney.”
- “African heritage and Caribbean heritage people in Hoxton.”
- “Turkish and Kurdish people across Hackney.”
- “LGBTQ+ people.”
- “Families of young people who come to our after school club.”

**Question C2:** Please describe your project in one sentence. For example:

- “Weekly computer club for 20 weeks for 13-16 year olds in Hoxton, to learn skills and encourage teamwork.”
- “Day trip to the seaside for 25 older people and their carers via a fully accessible coach.”
- “Monthly coffee mornings for 12 months to engage people living with mental ill health and support them with healthcare.”

Please note that these examples are not relevant to the context of the Community Chest but give you an idea of the kinds of detail to include.

**Question C3:** Please let us know why the people you work with don’t access health and financial support. These reasons are what we mean by the “barriers”.

**Question C4:** Here, tell us what activities you will do if your project is funded. Please include details of where your service will run and how frequently you will do the activity as well as any other relevant information, so that we can see that your project is well-planned and deliverable. It should be clear that your planned activities will help people to access health services and/ or financial support, and help to mitigate the barriers described in question C3.

## **Section D – Project budget**

We will make 10 grants of £2,500. Please make sure your budget adds up correctly, and totals £2,500.

There is no need to use all the rows in the table; please use whichever rows are suitable for your project.

## **Supporting documentation**

Please attach your organisation's most recent set of accounts or financial statement approved at your AGM with your application.

If your organisation has not applied to Hackney Giving before, please also attach:

- Your organisation's constitution.
- Proof of the bank account that you will use to receive any grant from Hackney Giving (e.g. bank statement, paying in book).
- Your organisation's equal opportunities policy.
- Your organisation's safeguarding policy/ policies.

## **Help available to prepare your application**

Hackney CVS is running several 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.

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@hcv.org.uk/bookings/>

## **Data sharing**

As part of the management of this programme, applications and programme monitoring will be shared with North East London Health and Care Partnership and with selected representatives of the voluntary and community sector in their capacity as grants panel members.

## **Application deadline and decision-making timescale**

Applications must be received by **11am, 6 July 2023**. In the interests of fairness, late applications cannot be considered.

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.