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**Delivery Strand Application Guidance – Small Awards**

*Helping communities in Greenwich to live healthier lives.*

This document sets out the application questions for Small awards on the Delivery strand of the Greenwich Healthier Communities Fund with guidance information to help you apply. Application questions are written in **black** and guidance information is written in **purple.**

Grants are available between £5,001 and £20,000. If you want to apply for a different amount of funding, refer to the programme prospectus [here](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH) to see what other awards are available.

**This is guidance, NOT the application form. To apply for funding, you must complete the application form through our online portal. Click** [***here***](https://www.surveymonkey.com/r/T7SK5XK) **to apply.**  
  
We suggest you read this application guidance before completing the application form as your application may be rejected if you do not provide all the information required for us to make an assessment.

**If you have any questions or need support filling out this form, please contact Groundwork London via phone on 07525 703 358 or 020 7239 1286, or email at** [GreenwichHealthierCommunities@groundwork.org.uk](mailto:GreenwichHealthierCommunities@groundwork.org.uk).

If you require bespoke support that is not already available via Groundwork London or the Royal Borough of Greenwich to be able to apply for this grant, our **Accessibility Pot** can cover up to £2,000 per applicant for specific assistance required to help you complete the application form. You can find more information about the Accessibility Pot in the prospectus [here](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH).

**Organisations can only have one current grant on any strand of the Fund at one time.** If you have a current grant on the Fund and you wish to apply for another, you must have submitted your final report by the time applications for that strand close.

There are two application deadlines a year for Small awards. You can find a timetable of when these deadlines are in the programme prospectus. Click [here](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH) to read.

**Before completing your application form, please make sure you are able to meet the following requirements, if successful:**

* Your group/organisation must have an organisational bank account with at least two signatories or be in a partnership arrangement whereby the lead partner has an organisational bank account with at least two signatories.
* You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, and an up-to-date Safeguarding Policy, if you are working with Children, Young People and Vulnerable Adults. You may be asked for copies of the relevant documentation at the funding agreement stage.

Some questions in this application form have a maximum word limit. While you are not required to use the full word limit, we expect the length of your answers to be proportional to the amount of funding you are requesting.

You can save your application form and return to it later. **Make sure you save your application regularly by clicking *'Save & Finish Later'.*** This will take you back to the home page and email you a copy of the form. You will need to click on the application form link in the email to open your form again.

Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of the online system. Any work that you have not saved by then will be lost.  
  
**You must use Microsoft Edge, Internet Explorer, Google Chrome or Mozilla Firefox, as other web browsers do not fully support the application portal.**

**If you have any questions or need support filling out this form, please contact Groundwork London via phone on 07525 703 358 or 020 7239 1286, or email at GreenwichHealthierCommunities@groundwork.org.uk.**

**Section 1 – About you**

1. **Group/Organisation Name**

**Please give the name of the group/organisation leading the project. This should be the group/organisation responsible for this application and answering any questions we may have.**

**If you are multiple groups/organisations working in partnership, this should be the lead group/organisation for the project, who will be our main point of contact for the project.**

**Please note: Partnerships or collaborative applications are eligible and encouraged. In such cases, the lead applicant must be an eligible constituted group/organisation, though delivery partners can include non-constituted groups and individuals.**

1. **Main contact**

**Provide the details listed below for the person who is responsible for this application and answering any questions that we may have. They should be connected to the group/organisation stated above (e.g. staff member).**

**The given address must be the registered office address for the group/organisation stated above.**

* First name:
* Last name:
* Address and Post code:
* Contact telephone number:
* E-mail:
* Where did you find out about the Greenwich Healthier Communities Fund?

1. **Secondary Contact**

**This person must be different from the main contact above, it could be a colleague, trustee or partner, for example.**

**If you are multiple groups/organisations working in partnership, please give the details for the lead contact at one of the partnership groups/organisations.**

* + First name:
  + Last name:
  + Contact telephone number:
  + E-mail

1. **Type of Group**
   1. **Please select the option below which best fits the lead group/organisation.** 
      * Educational Establishment
      * Religious Organisation
      * Registered Charity
      * Company Limited by Guarantee
      * Community Interest Company (CIC)
      * Social Enterprise
      * Constituted Community Organisation
      * Friends of Group
      * Tenants and Residents Association

**If more than one is applicable, please choose the option that your organisation identifies most closely with.**

**We include Non-Governmental Organisations (NGOs) within the categories listed above.**

**Companies limited by shares, Local Authorities, GP practices and NHS Trusts, or organisations controlled by any of those organisations, are not eligible to apply.**

**If your organisation type is not listed here but you think you are still eligible to apply for the Delivery Strand, please get in touch with us to discuss this.**

**If this is a partnership or collaborative application, select the organisation type for the lead applicant completing this form.**

* 1. **If you are a Company/Charity, what is your Company/Charity Registration Number?**

**If this is a partnership or collaborative application, answer for the lead applicant completing this form.**

1. **Do you have an Organisation/Group bank account? [Yes/No]**

**Please note that the lead group/organisation must have an organisational bank account with at least two signatories to be eligible for funding through this programme.**

1. **Tell us about your group(s)/organization(s)**
   1. **Summarise the aims of your group(s)/organisation(s). What services do you provide and who do they aim to support (i.e. certain demographics, identities or communities)? [200 words max]**

**We are interested in working with groups/organisations that support those that are disproportionally affected by health inequalities in Greenwich.**

* 1. **Is your group/organisation equity-led? [Yes/No]**

**By equity-led we mean that your group/organisation is run by and for the communities you aim to support (i.e. your staff, senior management and trustees identify as these communities).**

**If this is a partnership or collaborative application, answer as the lead applicant completing this form.**

* 1. **Please explain your answer [200 words max.]**

**Please provide an answer to this question even if you have answered ‘No’ to question 6b. Tell us why your organisation or partnership is well-placed to deliver this project.**

**Section 2 - About Your Project**

1. **What is the name of your project?**

**This should be a very brief description of what you are looking for funding for, such as “Expansion of healthy eating Charlton project.”**

1. **In which ward(s) do you intend to deliver this project? [Tick box]**

**Select all wards that apply. Do not select all wards unless you intend to deliver activity in those locations.**

1. **What is the funding request for? [500 words max.]**

**Provide a detailed description of your project idea and what you will use the funding for. Tell us the key information about your project:**

* **Who will it support and why? (i.e. target demographics)**
* **When will the activities take place and how frequently?**
* **Where will the activities take place? Include the full address and state whether the location is confirmed or not.**
* **Have you checked if this service already exists in the borough?**
* **How will you measure the project’s success?**
* **If this is a pilot project, what are your plans for the future?**
* **If this is a continuation, what have you learnt from previous delivery?**

**To get an understanding of eligible costs, please read the prospectus** [**here**](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH)**.**

1. **The Fund is looking to support work that aligns with the Greenwich Health and Wellbeing Strategy, which sets out the mental and physical health and wellbeing priorities for the next five years. You can read the strategy** [**here.**](https://www.royalgreenwich.gov.uk/downloads/file/6311/health_and_wellbeing_strategy_2023_to_2028)

**Select all of the priorities that your work most closely aligns with from the list below: [Tick box]**

* Start well
* Be well
* Feel well
* Stay well
* Age well

**Do not select all of the priorities unless you work clearly aligns with each of them.**

1. **Beneficiaries**
   1. **How many people in Greenwich will be directly impacted by your project?**

**Explain how this number was calculated.  
E.g. “10 = We have 10 volunteers that need first aid training.”**

* 1. **Who does your project aim to support? [200 words max]**

**For example, certain demographics, identities or communities. We are interested in funding projects that support those that are disproportionally affected by health inequalities in Greenwich.**

1. **How will your request enable you to prevent and/or respond to health inequalities in Greenwich? [300 words max.]**

**Tell us how your project will prevent/respond to the key health and wellbeing issues facing your project’s target beneficiaries.**

**You should provide evidence to explain why this service is needed by the people you aim to support. You may wish to consider:**

* **Local Data:** statistics specific to your community, ward, or Greenwich.
* **Community Surveys:** feedback from local residents that demonstrate the demand for your project.
* **External Support:** from local healthcare professionals, public health experts, or community leaders who recognise the importance of your project.
* **Research Evidence:** studies or articles providing evidence-based support for the significance of your project.
* **Community Engagement:** evidence gathered from community members who are actively involved in shaping and contributing to your project.
* **Future Impact:** Provide projections on how your project will contribute to reducing health inequality in the future.

1. **Set out the three main risks to your project and how you plan to reduce the chances of them affecting your work. [300 words max]**

**We do not expect you to write more than three risks. These should be the main risks to your project’s success and explain how you plan to mitigate against them affecting your project.**

1. **What will the legacy of this funding be for your organisation/partnership and its ability to prevent/respond to health inequalities in Greenwich? [500 words max.]**

**You should consider the long-term development and sustainability of your organisation/partnership as well as the short-term impact of your activities.**

**If successful, how do you hope to continue your project after this funding? How will you continue to deliver work that addresses health inequalities in the borough?**

**Section 3: Project Plan**

1. **When do you plan to complete your project by?**

**This can be approximate at this stage. We suggest that all grant money is spent no later than 12 months after your grant has been awarded.**

1. **When will you deliver the key project activities?**

**You must provide a clear project plan, setting out the activities and tasks needed to deliver your project and when they will take place.**

**You must upload your project plan to the application form via the portal. You can use your own document or the template document on the Fund website,** [**here**](https://www.groundwork.org.uk/london/greenwich-healthier-communities-fund-grants/delivery-strand-greenwich-healthier-communities-fund/delivery-strand-grants-awarded/)**.**

**Make sure you think about all aspects of your project, i.e. planning, marketing, recruitment, delivery, monitoring etc.**

**Section 4 - Budget**

1. **How much funding are you requesting?**

**Grants between £5,001 and £20,000 are available for Small awards. Only apply for what you need in order to deliver this project successfully.**

1. **How do you intent to spend your grant?**

**You must upload your project budget to the application form via the portal. You can use your own document or the template document on the Fund website,** [**here**](https://www.groundwork.org.uk/london/greenwich-healthier-communities-fund-grants/delivery-strand-greenwich-healthier-communities-fund/delivery-strand-grants-awarded/)**.**

**Ensure that you breakdown how you have calculated costs, e.g. staff costs = Workshop facilitator for 5 sessions @ £125 per session, £625.**

**Make sure you are including all costs associated with your project, e.g. staff, expenses, venue hire, equipment, marketing, etc.**

**All staff must be paid at least** [**London Living Wage**](https://www.livingwage.org.uk/news/real-living-wage-increases-%C2%A31260-uk-and-%C2%A31385-london)**.**

1. **Do you have any match funding or in-kind support for this project?**

**Match funding is where some funding for your project is provided by another source.**

**In-kind support is goods or services provided for free or at a reduced or discounted cost, or volunteer time**

**Whilst you don’t need to have any match funding or in-kind support for your project, it would be helpful to know if any is in place. Please set out any match funding you have, including the amount, the source of funding, what it will be used for and whether or not it is secured.**

**Please set out any in-kind support you have, including the value (in £), the source of the in-kind support, what the in-kind support is, estimated number of hours if relevant and whether or not it is secured.**

**Where giving a value to volunteer time, please use the** [**London Living Wage**](https://www.livingwage.org.uk/news/real-living-wage-increases-%C2%A31260-uk-and-%C2%A31385-london) **to calculate this, unless another higher rate is more suitable.**

1. **Grants will be paid 50% on award, with 25% paid once mid-project reporting is received and the final 25% in arrears on completion of all final reporting requirements.**

**On exception, we can facilitate alternative payment structures if required. If this is necessary for your project, please set out your desired payment structure below and provide robust reasoning as to why it is necessary.**

**If you are not requesting an alternative payment structure, leave this question blank.**

**This will need to be reviewed and approved by the decision-making panel. We cannot pay 100% of the grant money upfront under any circumstances.**

**Section 5 – Additional Information**

1. **Outline any permissions/policies/permits you may need to deliver this project and state whether they are secured, requested or not-requested.**

**You will need to provide proof of permissions before any grant monies are paid, if you are successful. This may include landowner permission.**

1. **Upload any supporting documentation to support your application here.**

**No documents are essential, but they may help provide the decision-making panel with background information not included already in your application.**

**If you wish to provide links to online resources, videos, websites, audio, or social media, please provide them in the text box.  
  
If you are uploading a file, it must be a MS Word file, MS Excel file, MS PowerPoint file, PDF, or jpeg.**

**You may also wish to consider:**

* **Community Engagement:** evidence of community engagement and support
* **Partnership Agreements:** written confirmation of your agreement between partners, this may be a contract, email or letter, including roles and responsibilities.
* **Endorsements:** emails or letters of support from stakeholders, community members, partners etc.
* **Evaluation Plan:** your plan for evaluating the impact of capacity-building activities
* **Community Needs Assessment:** evidence that identifies healthinequalities and priority areas for intervention in Greenwich
* **Testimonials:** success stories, case studies, or testimonials that illustrate the impact of previous initiatives
* **Policies/Permissions:** evidence you have the necessary permissions to deliver your project.