



## HEALTH AND WELLBEING PARTNERSHIP HEALTH GRANTS 2015/2016

### GUIDANCE NOTES

The Health and Wellbeing Partnership Health Grants 2015/16 is aimed at supporting local community and voluntary groups in Hertsmere to improve health and wellbeing for those that live, work and visit the area. This year the funding for these grants comes from the Public Health Fund and Herts Healthy Homes Local Initiatives Project Fund. These notes will help you fill in your application form so please read them carefully. Applications may be rejected if incorrect information is supplied.

#### Completing the application form

- Please complete ALL sections of the form - leave no sections blank.
- When making your application, remember the partnership will only consider requests for specific sums. General appeals for funding towards your general running costs, or situations where the partnership is left to determine the implied amount of the grant, are not normally considered.
- Your organisation must have its own bank account which requires two signatures. Payments will not be made to individuals.
- Projects can request up to circa limit c. £3000.
- Your organisation must, in making this application, be capable of demonstrating that it provides a social or other service that is clearly beneficial to Hertsmere residents and matches one or more of the partnerships objectives. Applications will be prioritised from those organisations who can clearly demonstrate this.
- Your organisation must be a member of the local, free to join, CVS, Community Action Hertsmere. To register, visit [www.communityactionhertsmere.org](http://www.communityactionhertsmere.org) or call 0208 207 4504 (Membership is currently free).

#### Hertsmere Health and Wellbeing aims in the Community Strategy are:

- To promote healthy weight and increase physical activity.
- To improve mental health and emotional wellbeing.
- To create a healthy culture across all services, all communities and all workplaces.

#### Hertsmere Health and Wellbeing strategy aims are:

- To increase physical activity and healthy eating
- To improve mental health and wellbeing
- To reduce alcohol and drug related harm
- To increase numbers of people giving up smoking
- To reduce hip fractures and excess winter deaths

#### Herts Healthy Homes aims are:

- To identify and address risks to persons in within the home
- To deliver health prevention measures within the home environment
- To address other environmental and social factors which have the potential to affect health and wellbeing

## Conditions of grant

- Your organisation must acknowledge the support of Hertsmere Together and Herts Healthy Homes in its promotional material.
- If you are applying to other funding organisations for match or part funding, the partnership may make any grant awarded conditional on the success of these other applications.
- All applicants working with children or vulnerable adults will be required to provide evidence that there are current disclosure and barring service (DBS) checks in place. Relevant child and/or vulnerable adult protection policies will also need to be provided.
- Your organisation must use the grant within the same financial year it was awarded.
- The partnership reserves the right to publish information relating to types and numbers of applications received along with names and the amounts awarded to successful applicants.
- All successful applicants should take photographs and keep evidence of the success of the project. You will be required to submit an update/evaluation report within 3 months of the funding being received. Additional controls may be put in place and the Council may request receipts/invoices/other proof of spend so ensure that records are maintained.

## Why some requests are rejected?

If your request is rejected it will be for one of the following reasons:

- The application did not adequately address one or more of the objectives.
- Insufficient need was demonstrated.
- Insufficient information was provided.
- The application was invalid, for example applicant is a profit-making organisation.
- The application was considered to be for on-going revenue funding, i.e. wages

## Remember to...

- Complete the application fully, leaving no parts blank.
- If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks and provide a copy of your Equalities Policy.

## Contact Information

Please send your completed application form along with any supporting documents to [enquiries@communityactionhertsmere.org](mailto:enquiries@communityactionhertsmere.org)

The deadline for applications is **Friday 2<sup>nd</sup> October 2015**.

If you have any queries please contact **0208 207 4504** or [\*\*enquiries@communityactionhertsmere.org\*\*](mailto:enquiries@communityactionhertsmere.org)