

# Brent Health Matters Community Fund 2021

## Application Guidance

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## A. Everything you need to know

### 1. Introduction and how to contact us

We welcome your interest in grant funding for Brent based community projects. The council and NHS partners want to fund community driven projects, which can draw on the knowledge, skills and ability of local people to make a difference in the community.

If you have any questions, please contact [brenthealthmatters@brent.gov.uk](mailto:brenthealthmatters@brent.gov.uk)

### 2. How do I apply for grant funding?

- Applications can be made by completing the word application form
- Refer to this guidance handbook when completing the application form and gathering supporting documents
- An organisation or individual can make one application to this fund.
- Individuals and organisations may team up with other individuals and organisations to apply

### 3. Who can apply?

- Individuals living or working in Brent
- Constituted non-profit making voluntary and community organisations with evidence of appropriate governance and policies, quality assurance and effective financial management.
- Organisations able to comply with the council's standard terms and conditions of grant aid

### 4. What is the Brent Health Matters (BHM) Community Fund?

The BHM programme has been established by the Council and NHS partners, working in partnership with communities, to promote health and wellbeing and reduce health inequalities across the borough. The programme successfully bid for a share of funding from the Ministry of Housing, Communities and Local Government, with an award of £733,333. A share of this award, £250,000, has been allocated to fund community led projects that meet the priorities of the BHM programme. The London Borough of Brent will administer, distribute and monitor the funds to successful bids.

### 5. What are the criteria for funding?

Funding for projects that meet at least one of the following priority outcomes of the BHM programme:

- Raise the number and level of engagement with faith, voluntary and community organisations covering a wide range of groups
- Reduce impacts of Covid-19 in the community

- Raise uptake of vaccinations and health screenings
- Increase awareness of both statutory and community support services, including mental health and primary care services.
- Increase the number of people registered with a GP
- Increase referrals to support services
- Support the path towards reducing the long term health conditions

Projects that target and benefit disadvantaged groups will be given priority. The following list indicates possible groups you may want to consider targeting, however the fund is open to considering any other suggestions.

- Young people
- Elderly people
- Black, Asian and Minority Ethnicity Background (BAME) groups
- Digitally excluded
- Disabled people
- Isolated people
- Those bereaved by Covid-19
- Homeless people
- People living in overcrowded housing
- Unemployed
- Those on low incomes
- English is not their first language

#### 6. What won't this programme fund?

- Projects which include funding to support religious, political purposes, or individual causes.
- Requests for on-going commitment such as salaries, rent and annual running costs will not be considered.
- Projects where the application is submitted without the supporting documentation required

#### 7. How will I find out my application has not been successful?

All applications will receive a letter explaining whether their application was successful or not. Where an application is unsuccessful, the reasons for this will be included in the letter. Further sources of support will also be highlighted.

If a project demonstrates good potential to meet the BHM priorities, individuals and organisations may be asked to refine and resubmit applications.

#### 8. Which projects and organisations are most likely to receive funding?

- Projects benefitting Brent residents

- Projects which align with but do not duplicate other services or projects in the borough
- Those with the best alignment to the BHM programme priorities set out in section 5
- The best quality projects from the applications received
- Projects which show how they are able to target and reach local people
- Projects which take into account equality and diversity issues
- Projects with clear outcomes and a clear approach to measuring success
- Projects which offer value for money and quality assurance
- Organisations which have other sources of revenue funding and a good track record of delivery
- Organisations which work well in partnership, networking and liaising with local agencies
- Organisations which have good financial management and meet financial assessment criteria
- Organisations must have a Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy if working with children or vulnerable adults

#### 9. Financial Assessment

- Funding is not available towards equipment which has already been acquired or events/activities which have already begun
- Financial assessment of accounts submitted looks to ensure awareness of the need for a diverse funding base, working capital and unrestricted reserves

#### 10. What is the assessment process?

- We check that all paperwork has been received and is correctly completed, and request further details if appropriate.
- We will remove applications which do not meet the key criteria. Applications may be signposted to or shared with other grants funds operated by the Council or local organisations e.g. Neighbourhood Community Infrastructure Levy (NCIL), Voluntary Sector Initiative Fund (VSIF) or National Lottery Grants (CVS Brent).
- An evaluation panel meets to review and score the applications
- The reports are agreed by delegated lead officer in consultation with the lead member
- We will notify applicants of the result

#### 11. How long will it take to process my application?

- We expect to confirm decisions on a fortnightly to monthly basis, subject to month-by-month review on funds available.

#### 12. How are grant payments made?

- Grants are paid as one lump sum

### 13. How much can individuals and organisations bid for?

- Individuals can bid for up to £1000 (higher threshold £2000)
- Organisations can bid for up to £15,000 (higher threshold £25,000)
- Individuals and organisations applying for the higher threshold must demonstrate how they will deliver significant impact in a single ward or impact across multiple wards.

### 14. Will there be opportunities to work in partnership with other individuals and organisations?

When bids demonstrate opportunities to deliver a project in partnership with other individuals and/or organisations, we will contact the bidders to recommend a partnership approach. All successful bidders will also be encouraged to work in partnership with the Council, NHS partners and other successful bidders to share learnings.

### 15. Will there be any monitoring requirements?

Individuals and very small organisations will need to provide simple reporting to show progress. This could be as simple as a baseline survey at the start of the project and then a survey at the end of the project. Large organisations will need to provide quarterly updates on progress including information requested. Both small and large organisations will need to provide budget sheets at agreed dates.

## Specific guidelines for completing the form

1. What are your contact details?

**Why?** *The council needs to establish the office or address for the individual or organisations to contact with any questions about the application. The project needs to be Brent based and benefitting Brent residents.*

2. Organisation details/does your organisation have a constitution or set of rules/does your organisation have a separate bank account?

**Why?** *The council needs to establish the registered office or address for the organisation to contact with any questions about the application and the project needs to be Brent based and benefitting Brent residents. Furthermore, organisations must have a constitution to receive grant funding. Having a separate bank account also helps organisations manage their finances well when they receive grant payment.*

3. Does your organisation have the following policies and procedures in place?

**Why?** *The council needs evidence of commitment to certain policies and procedures*

4. Insurance

**Why?** *Insurance cover is required for certain activities.*

5. Please indicate if you have submitted any of the following documents with this application form

**Why?** *To help ensure you provide the right documents to support your application form.*

6. Other organisations' details

**Why?** *The council needs the contact details and key information of all organisations that will be involved in the project, to contact the organisation about the application. The project needs to be Brent based and benefitting Brent residents.*

7. Members of organisation/s

**Why?** *The council needs to confirm that organisations have a constituted management committee (with at least three members for smaller organisations and more members for larger organisations) to be able to provide the grant to the organisation. You need to provide the name and addresses of the members to help confirm this.*

8. If your funding request relates to the provision of services for young children, or vulnerable persons, please complete this section.

**Why?** *The council has to check any potential impact of criminal convictions for those involved in the project.*

9. Have you previously received funding from Brent Council? Please tell us about all previous council funding you have received in the last three financial years by completing the table below.

**Why?** *The Council needs to know any previous investments made to you or your organisation, to help understand how effective previous investment has been on benefitting the community.*

10. Please provide 2 references

**Why?** *The Council may contact your referees to determine if it will be suitable to award the grant to you.*

11. Project name and start/end date

**Why?** *The Council needs to know the duration of the project to help understand when the project will be delivered and when the community will benefit from this. The BHM grant can fund up to 12 months, therefore for projects longer than 12 months, applicants must outline the additional sources of funding that has or will be secured to fund the additional duration (under question 19).*

[Continued specific guidelines for completing the forms](#)

12. Project Summary

**Why?** *A simple summary will help us familiarise ourselves with the project before reading further information.*

13. Please indicate which group of residents will benefit from your project

**Why?** *The BHM programme and therefore BHM grant fund aims to improve outcomes for groups with the most need, and groups that the Council and NHS partners have not been able to engage with. Therefore the Council and NHS need to know which group/s will benefit from the project. This could be one of the groups listed in the form, or any other suitable group you suggest.*

14. Please indicate which of the following outcomes your project intends to achieve

**Why?** *The Council is looking for innovative community-led projects that align with the priorities of the BHM programme. Therefore projects that intend to achieve at least one of the seven listed priority outcomes of the BHM programme will be considered.*

15. How will you achieve the outcomes ticked above?

**Why?** *To understand how activities will generate the outcomes the project intends to achieve.*

16. Support from Council and NHS partners

**Why?** *The Council and NHS partners understand that some projects may need their support to meet the outcomes of the project. Therefore this section gives you the opportunity to outline what support will be required, so that the Council and NHS partners can comment on this request.*

17. Project delivery area please indicate which of the geographic areas listed below will be targeted by your project

**Why?** *The Council needs to understand the areas that will benefit from your project, so that grant funds can be distributed across areas of high need. If your area comes under the 'other' category, the project must target and demonstrate ability to realise benefits for 'priority' groups.*

#### 18. Project delivery timescales, milestones and key activities

**Why?** *This simple 'project plan' will show to what extent you have planned and organised the project. The Council and NHS partners also need to know when all activities are expected to take place.*

#### 19. Project funding, costings and value for money

**Why?** *The council needs to know how much funding is sought and that it is within the maximum allowed. The council also needs to understand the level of investment from other sources of funding is towards activities within a larger project.*

#### 20. Extent of impact

**Why?** *The council and NHS wants to understand how its investment will benefit local people both those benefiting from the project and those delivering them. The council also assesses on a case-by-case basis whether the number of people supported by the investment offers reasonable value for money.*

#### 21. Monitoring

**Why?** *During project delivery, the Council and NHS would like to know what activities have been delivered and how this has impacted groups in Brent. Read Section A part 15 of this handbook for details of reporting requirements.*

#### 22. Project need and community consultation - Outline evidence that shows there is a need for your project in your target area, and how you have consulted with the target group/s or proposed target group/s of your project to know there is a need for your project.

**Why?** *The council is looking for evidence that there is a need for the project. An explanation of user consultation, data collection will be accepted as an answer.*

#### 23. Accessibility - Explain how you will ensure that your activities are accessible to local people and do not discriminate on the basis of a protected characteristic set out in the Equality Act 2010?

**Why?** *There is a requirement under the Equality Act to ensure equality of access to services for a number of the protected characteristics. Thinking about the protected characteristics helps to ensure that activities are accessible. The law also addresses discrimination making sure that no one is treated differently on the grounds of one of the protected characteristics.*

#### 24. Project sustainability

**Why?** *The Council and NHS welcomes projects that have a medium and longer term impact on the community if possible. This is because one-off activities may not be sufficient to achieve the impact and outcomes required to achieve certain priority outcomes.*



25. Any other information

**Why?** *This is your opportunity to provide any other relevant information.*

26. Agreement

**Why?** *Signing the document shows that the information provided is accurate to the best of your knowledge and is an indication that the trustees of the organisation are both aware of and support the application being made. By signing, you also agree to meet the grant conditions and for details of your application to be shared with CVS Brent or other partners if required.*

## B. Documents to submit for all Grants (organisations only)

Table 1: Documents to submit for all Grants (organisations only)

Document	Why
Constitution / Memorandum & Article of Association/Trust Deed	Evidence organisation is constituted and organisational aims and objectives
Where your constitution requires it, a copy of your most recent Annual Report	Evidence of recent achievements and organisational position
Where your constitution requires it, a copy of minutes of your last AGM meeting	Evidence of active governance
A signed copy of organisation's latest accounts Independently audited if turnover above £500k Certified if under turnover under £500k A signed copy of the cash flow forecast, projected balance sheet and business plan if a new organisation (12-18 months) and applying for up to £5,000.	Evidence of financial management and picture of financial position. The council will look to see accounts break event and there is an understanding of the need for a diverse funding base, working capital and unrestricted reserves.
A copy of your Equal Opportunities Policy	Evidence of commitment to equalities
A copy of your Health and Safety Policy	Evidence of commitment to and procedure for adhering to Health and Safety legal requirements
Evidence of relevant insurance <ul style="list-style-type: none"> <li>• Employer's liability, indemnity insurance</li> <li>• Public liability (third party) indemnity insurance</li> </ul> If applicable: <ul style="list-style-type: none"> <li>• Property and Equipment Insurance against fire, theft, loss, damage</li> <li>• Professional indemnity if required</li> </ul> Evidence of vehicle insurance if vehicles are owned	
A copy of your Safeguarding Children policy (if applicable)	Evidence of adherence to legal requirements when working with the public
A copy of your Safeguarding Vulnerable Adults policy (if applicable)	Evidence of commitment to and procedure for adhering to relevant legal requirements when working directly with children
Quotes for any equipment you are seeking funding for	Evidence that the organisation is committed to high quality services and in the case of quality standards evidence that the procedures in place are robust. This helps to verify the cost of equipment and ensure value for money.