



Community Health Champions Partner Grants Guidance Document and Application Criteria

What are Community Health Champions Partner Grants?

Grants of up to £5,000 are available for registered charities or social enterprises working in Stoke-on-Trent to enable them to take part in the Community Health Champions project for at least one year. Organisations will be required to commit to supporting the work of the Community Health Champions project and have at least two members of staff or volunteers from their organisation trained as Community Health Champions and active throughout the period. The organisations will be required to commit to the promotion of the project in the community they represent and commit to sharing the key health messages as well as providing regular feedback about issues being experienced in the community to VAST.

This guidance should be read alongside the relevant the application form. You can also email questions to the Community Health Champions team at: CHC@vast.org.uk.

Who can apply?

In order to apply for funding, you must:

- Be a not-for-profit organisation that is based in Staffordshire or Stoke-on-Trent and have annual accounts available for inspection.
- Provide services for the residents of Stoke-on-Trent.
- Not already be in receipt of a grant from the Community Health Champions project.
- Have a bank account that has two signatories who are not related nor live at the same address.
- Represent a specific community within Stoke-on-Trent. The community does not need to be a geographical community, it could be a community of interest or a cultural or faith community.
- Be committed to supporting and promoting the Community Health Champions project and the positive health messages it provides.
- Commit to at least two people from your organisation fully completing community Health Champion training and remaining fully active as a Community Health Champion for one year.

If you require additional support to complete an application, please contact us at CHC@vast.org.uk.

What will the funding pay for?

The funding can be used to cover any costs that your organisation may incur in relation to participation in the project or can be used to cover the core running costs of your organisation in order to free up capacity for you to participate in the project.

How much can I apply for?

When applying, you need to work out how much you are applying for and include VAT costs if applicable. The maximum amount you can apply for is £5,000.

How do I apply?

You simply need to complete the application form online www.chc.vast.org.uk. If you are unable to complete the online form please e-mail CHC@vast.org.uk

How will we assess your application?

Initially we will assess whether your application is eligible – this means we will confirm that your group meets the criteria.

Eligibility	The organisation operates within Stoke-on-Trent.
	Not already be in receipt of monies from the Community Health Champions Project
	Have a bank account that has two signatories who are not related nor live at the same address
	Agree to have at least two people from the group being trained as a Community Health Champion and being active for one year
	Represent a specific community within Stoke-on-Trent. The community does not need to be a geographical community, it could be a community of interest or a cultural or faith community.
	Be committed to supporting and promoting the Community Health Champions project and the positive health messages it provides
	Offer provision of services for the residents of Stoke-on-Trent

If you meet the criteria your application will be taken to the next grant panel meeting for consideration.

What happens if we make you an offer of a grant?

If you are successful, we will contact you by email to inform you of the amount, the terms of the offer and the methods of monitoring and evaluation. You will be asked to confirm agreement to the terms of the funding. We will monitor the project to ensure funding is spent in line with the terms of the agreement.

What happens if your application is unsuccessful?

If your application is unsuccessful, we will contact you via email and feedback will be given on request. The panel's decision is final and the feedback is not to be used as grounds for challenge. You may be able to review your application and resubmit your request in future funding rounds.

Monitoring and Evaluation

You will need to supply the following information monthly:

- Number of Community Health Champions active in your organisation
- Number of people Community Health Champions have engaged with
- How you have shared the messages of the project

In addition, you will be required to provide a case study at the six month and twelve month point reflecting the work of your organisation on the project.

Payment of the Grant

75% of the grant will be paid when your grant is approved. The final 25% will be paid at the end of the project when all monitoring information has been received.

Data Protection and Freedom of Information

Data Protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse the grant funding and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring the funding and evaluating the Fund's processes and impacts. These organisations may include universities, external evaluators, Stoke-on-Trent City Council, and other groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in the Community Health Champions project. The funding to provide these funds is provided from public funds therefore there is a duty to protect these funds and for that reason we

may also share information with government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any grant we award to you and fraud is identified, we will provide details to the police and fraud prevention agencies, to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Conflict of Interests

Where there is a conflict of interest, whereby the group/organisation is closely related to or associated with either VAST or an officer of Stoke-on-Trent City Council or serving Local Councillor/MP, this must be declared on the application form. No application will be accepted if it is deemed that these rules have been breached.

Help and advice

For any help and advice with regards to the fund please email: CHC@vast.org.uk