



Community Health Champion Grants Guidance Document and Application Criteria

What are Community Health Champion Grants?

The Community Health Champions project aims to improve the health and wellbeing of communities across Stoke-on-Trent through a network of volunteer champions. They share clear and accurate health information and feed back on the issues important to their communities.

Grants of up to £2,500 are available for Community Health Champions from Voluntary, Community and Social Enterprise (VCSE) sector organisations to engage with and support the Community Health Champions project for at least one year.

The grant funding can be used flexibly to build capacity to allow time to engage in the project and to enable innovative ways of working with the organisation's beneficiaries to help share positive health messaging.

Organisations are required to ensure they have staff or volunteers committed to supporting the work of the Community Health Champions project:

- engaging in the project's events and training programme;
- promoting the project in the community they represent;
- sharing the key health messages;
- providing regular feedback about priorities and issues experienced in their community.

This guidance should be read alongside 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 (registered charity, social enterprise, unregistered charity, faith group or community group) that is based in or operates in Stoke-on-Trent and have annual accounts available for inspection.
- Provide services or support for the residents of Stoke-on-Trent.
- Have staff and/or volunteers registered as Community Health Champions

- Not already be in receipt of a current, live 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.

What will the funding pay for?

We are looking for innovative ways to engage with Stoke on Trent communities so, if you feel your organisation has something special to bring to the Community Health Champions network, we are keen to hear your ideas.

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 £2,500.

How do I apply?

You simply need to complete the application form online www.chc.vast.org.uk. If you require additional support to complete an application, please contact us at 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:	Provides support or services within Stoke-on-Trent.
	Is not already be in receipt of a current, live grant from the Community Health Champions Project
	Has a bank account that has two signatories who are not related nor live at the same address.
	Represents 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.
	Is committed to supporting and promoting the Community Health Champions project and the positive health messages it provides.
	Has staff and/or volunteers registered as Champions and engaged with the project.

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 next steps. 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 by 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 be required to supply simple monthly monitoring information which will outline your activities supporting the project and any challenges or issues raised by your community.

You will be required to attend at least 50% of the project's networking sessions and events and to attend a minimum of two training sessions from the Community Health Champions training programme. In addition, you will be required to provide two case studies reflecting the work of your organisation on the project.

Payment of the Grant

50% of the grant will be paid when your grant is approved. The final 50% will be paid at the end of the period when VAST has received all satisfactory monitoring information and the terms of the grant offer have been fulfilled.

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