

## Community Grants 2019-2020

### Guidance and Application Form

NHS Wandsworth Clinical Commissioning Group is inviting grant applications from small, developing organisations within the Wandsworth voluntary and community sector to help them participate in and engage with the local NHS.

#### 1. What is the Wandsworth Community Grants Scheme?

The Wandsworth Community Grants Scheme aims to support closer working relationships between small, developing, voluntary and community organisations and Wandsworth NHS Clinical Commissioning Group. Through the grant programme, including workshops and networking events, voluntary and community organisations will learn about the local NHS and develop an understanding of how their own organisation fits and contributes. We encourage potential applicants to create a new project which can be supported by a grant of up to £2,500.

#### 2. Choose to address one of two themes or both:

You can apply for funding to deliver a project which responds directly to **either** or **both** of the following themes:

- **Reducing social isolation in our community.**

We are keen to hear from small community and voluntary organisations who have a new idea for reducing social isolation in Wandsworth. Applications will need to describe a **specific** group of people they will help and include a clear description of the activities that will address loneliness and help people to feel a sense of connection with others. We encourage applications for projects that seek to **test / pilot a new idea** and will generate the learning

needed to create a sustainable project which can be taken forward beyond the life of the grant funding.

- **Reducing barriers to healthcare access.**

We are interested in supporting projects that will work with people who experience barriers when accessing healthcare for example people with sensory and/or physical impairments, cultural or social barriers or those who may not speak English as their first language.

Applications will need to include a **clear description** of the barriers they are seeking to address and the **specific** groups of people they will work with. You will need to include in your application how the project will support this specific group to access healthcare. Projects that describe working with all communities are unlikely to be successful.

### **3. What we do not fund:**

Projects must not be a continuation of work and events already in place nor will we fund one off activities or single events.

### **4. What we are looking for:**

Applications must include a consideration of how the projects will be taken forward after the grant funding ends. Priority will be given to groups who have not been previously involved in the scheme. Groups that received a grant last year will not be eligible for further funding for the same project, but we will be happy to consider new projects from those organisations

All projects must be completed by June 2020.

### **5. Being a recipient of one of our grants, we expect you to:**

- Join our Thinking Partners group and attend at least two meetings whilst you are receiving funding from us.

Thinking Partners focus on equality and diversity issues and are made up of CCG staff and representatives from community groups and organisations. A Thinking Partner is a person with experience and understanding of issues relevant to the community demographic they identify with (for example Lesbian, Gay, Bisexual or Transgender).

- Come to our AGM

Every year Wandsworth Clinical Commissioning Group holds an Annual General Meeting (18th September 2020) in public to present their work. We'd like you to share news about progress with your project at this event.

- Attend grant scheme networking events and workshops

We will hold three workshops throughout the year (before or after Thinking Partners meetings) to support those receiving grants to learn from each other and to share best practice approaches to ensure their projects are successful.

**Please note: the first networking event is scheduled for Wednesday 10<sup>th</sup> July 09:30am – 13:30pm. Please hold this date as you will be required to attend if successful.**

As we come to work more closely, there will be more opportunities to get involved with our work.

#### **6. On completion of your project:**

- You will have provided a report (template will be provided) describing the successes, what did not work, lessons learned and how your organisation benefited from taking part.
- You will have a greater understanding of the NHS and how your organisation can work with us.
- You will be familiar with the way Healthwatch and the Voluntary Sector Coordination Project in Wandsworth work, have engaged with the voluntary sector forum and be aware of how you can get help to grow and develop your organisation.
- You will present your project at our annual networking event and / or AGM, including how it has informed your organisation and the ways it has either or both 1. promoted better access to healthcare for your community or 2. Reduced social isolation.
- You will have taken part in Wandsworth NHS Clinical Commissioning Group activities as described in above.

## 7. Application process:

1. Applicants should complete the application form attached.
2. Completed applications must be received by **Friday 14<sup>th</sup> June 2019 at 5pm** and must be emailed to:

**naomi.good@swlondon.nhs.uk**  
Naomi Good  
Patient and Public Engagement Manager  
Wandsworth NHS Clinical Commissioning Group

3. Projects will be selected based on; the relationships and reach the organisation has with people whose voices are least heard, how closely the project addresses the chosen theme/s and the organisations commitment to developing a relationship with the local NHS. We invite creative and new ideas for projects that engage, support and empower local people. Reminder: The project must be new and not a continuation of work already in place. Single events will only be supported in the context of wider project activity.
4. Successful applicants will be notified on **Friday 28<sup>th</sup> June 2019**.

## 8. How we will support you

Community groups interested in making an application can get support prior to applying by:

Simply sending an email with the heading: **Wandsworth Community Grant Scheme**

**Guidance** to **naomi.good@swlondon.nhs.uk** and signing up to one of two NHS

Community Grant Application Advice Surgeries on either **Tuesday 4<sup>th</sup> June or Thursday**

**6<sup>th</sup> June**.

### **Conflicts of interest**

The Community Grants Scheme is managed by Wandsworth NHS Clinical Commissioning Group.

To ensure independence and transparency, no member of the CCG can be involved in submitting applications for the project. Any conflicts of interest must be declared before project submission.

# NHS Wandsworth Clinical Commissioning Group

## Community Grant Programme

### Application Form

Contact details	
Your name:	
Email:	
Telephone number:	
About your Community Group / Organisation:	
Type of organisation / group:	Charity:
	Charitable Incorporated Organisation:
	Not for profit group:
	Community Interest Company:
	Other: (Please describe)
Organisation registration number if any:	
Is your group part of a larger regional or national organisation?	Yes / No If yes, please state which one:
Has your group received funding before from NHS Wandsworth Clinical Commissioning Group, NHS South West London or another NHS body?	Yes / No If yes, please state the year and amount you were given?
Disclosure and Barring Service Certificate numbers for project workers / leaders:	

	<p>If none, please note you will need to undertake this check, for those directly delivering the project, before the project starts.</p> <p>Please tick to confirm you agree to do this.</p> <input type="checkbox"/>
<p><b>Please describe the aims and main activities of your group / organisation:</b></p>	
<p><b>Please describe your experience of working with members / stakeholders and your organisations approach to engaging and involving people:</b></p>	
<p><b>Your Project:</b></p>	
<p><b>Briefly describe the project you wish to receive funding for (250 words max)</b></p> <p><b>Note:</b> This should include a description of the activities, number of sessions / workshops, how you will engage this particular group, how the activities will be delivered and where.</p>	
<p><b>Who will benefit from your project?</b></p> <p><b>Note:</b> Please be specific for example – <i>School pupils aged 14-16 with an Autistic Spectrum Condition living in the Roehampton area.</i> Your project must target a specific group.</p>	
<p><b>How will your project idea address the theme?</b></p>	

<p>(Max 400 words)</p> <p><b>Please tick which of the themes or both you have chosen to address:</b></p> <p><b>Theme 1: Reducing isolation in our community.</b></p> <p><input type="checkbox"/></p> <p><b>Theme 2: Reducing barriers to healthcare access.</b></p> <p><input type="checkbox"/> <b>Both Theme 1 and 2</b></p> <p><input type="checkbox"/></p> <p><b>Note:</b> Please explain the particular experiences of the group you wish to work with and tell us your understanding of their needs. Please include how the activities you intend to deliver address the theme.</p>	
<p><b>What difference do you hope to make through your project?</b></p> <p>(Max 300 words)</p> <p><b>Note:</b> Please describe the change or changes you hope to bring about. What will be different as a result of your project? What will indicate that the project has been successful. How will you measure this? What will you do with the learning and how will you take the project forward?</p>	
<p><b>Please give a brief breakdown of costings:</b></p>	
<p>e.g. Space hire: (Please edit text)</p>	<p>£</p>
<p>e.g. Expenses:</p>	<p>£</p>

e.g. Staffing:	£
e.g. Equipment:	£
e.g. Printing:	£
Other:	£
<b>Total:</b>	<b>£</b>

### You agree to:

I will:	Please Tick
Attend a minimum of two Thinking Partners meetings	
Attend the Wandsworth annual general meeting	
Deliver a presentation about the project, once completed	
Deliver a written report about the project, once completed	
Provide an evaluation of the project	

### Declaration

#### By signing this form, you are confirming:

- You will share the following documents with us to support our governance and assurance processes:
  - Copies of financial record keeping and expenditure
  - A set of rules or a constitution outlining your governance arrangements
  - Date your organisation started
  - Your group / organisation charity number or equivalent
  - Names and addresses of management committee members, with cheque signatories identified.
  - Safeguarding: Child Protection or Vulnerable Adult Policy
  - A conflicts of interest declaration must be completed before the project begins
  - Enhanced Disclosure and Barring Service Certificates for all project leaders
- You are authorised to make an application on behalf of the above organisation.
- The information contained in this application is correct.
- If any of the information changes, I will inform: [naomi.good@swlondon.nhs.uk](mailto:naomi.good@swlondon.nhs.uk)
- You give permission for NHS Wandsworth Clinical Commissioning Group to record the details of my organisation electronically following the General Data Protection Regulations 2018.
- You will attend a minimum of four NHS Wandsworth Clinical Commissioning Group meetings including one to deliver a presentation on the project.



- You will provide updates on the project progress as required.
- You will provide a final report on your project activity and this will include an evaluation including quotes, photographs and receipts as required.

Print Name:	Sign:	Date:

## Pre and Post Project Questionnaire

1. Do you understand the NHS and how healthcare services are commissioned?

Yes / No / Some (Please circle)

Please describe what you understand:

2. Do you understand the Equality Act (2010) and how to prevent discrimination and inequality?

Yes / No / Some (Please circle)

Please describe your understanding:

3. Do you understand how the CCG involves patients and the public in designing local healthcare services?

Yes / No / Some (Please circle)

Please describe your understanding:

4. Do you have ideas for how we can better work with communities you work with in future?

Yes / No / Some (Please circle)

Please describe your understanding:

5. Do you understand how you can work with the Voluntary Sector Coordination project?

Yes / No / Some (Please circle)

Please describe your understanding:

6. Do you understand how you can work with Healthwatch?

Yes / No / Some (Please circle)

Please describe your understanding: