

**General Guidance Notes for
Networks Involving Communities in Health Improvement (NICHI)
Small Grants Funding 2016 – 2017**

‘Understanding Health Matters’

CLOSING DATE: TUESDAY 19th JULY 2016 at 12 NOON

**INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED
FOLLOWING THIS TIME WILL NOT BE CONSIDERED.**

**NB: All Projects must be completed by 28th February 2017 (all
evaluation forms must be submitted with full spend accounted for
by 15th March 2017).**

**Please read these guidance notes carefully before considering
making an application under any of the advised themes covered by
this programme.**

Electronic or faxed applications will not be accepted.

Background to NICHI & Funding Programme

The Networks Involving Communities in Health Improvement (NICHI) Project is an initiative funded by the Public Health Agency (PHA) and delivered by four Community Networks in the Northern area. The project’s aim is to promote and support effective community involvement in health and social wellbeing improvement. The Networks involved in implementing NICHI are:

- *South Antrim Community Network (SACN)*
- *North Antrim Community Network (NACN)*
- *Cookstown and Western Shores Area Network (CWSAN)*
- *Causeway Rural and Urban Network (CRUN)*

Since 2009, NICHI consulted with over 500 community and voluntary groups in the Northern area as part of a mapping exercise to identify needs, priorities and capacity to address health and wellbeing issues. The project has also developed an infrastructure, in the form of a Health Alliance, through which to support those groups with an interest in health and social wellbeing improvement.

In 2016/17, as part of the community support programme, NICHI has been successful in securing funding from PHA to implement a Small Grants Scheme which will fund a range of initiatives to improve health and social wellbeing and/or reduce health inequalities in local communities.

Proposals will be considered for projects that promote health literacy within communities, with particular focus to ensure people are better informed to make healthier choices and increase the understanding of issues contributing to poor health and wellbeing.

NICHI particularly welcomes proposals which target the top 30% most disadvantaged Super Output Areas in the PHA Northern locality area.

What is Health Literacy?

Health literacy is a key determinant of health and is defined as 'linked to literacy and entails people's knowledge, motivation and competences to access, understand, appraise and apply health information in order to make judgements and take decisions in everyday life concerning health care, disease presentation and health promotion to maintain or improve quality of life during the life course' (Health Literacy: The Solid Facts, WHO Europe 2013).

Higher levels of health literacy can result in a number of positive outcomes including

- Access to good health related information
- Empowering citizens to make better health choices
- Contributing to less risk taking behaviour
- Promote better self-management and less hospitalisation

Aims of the NICHI Small Grants Scheme 2016/17

The NICHI small grants scheme, through Public Health Agency funding, is committed to supporting a wide range of organisations that can effectively make a contribution to reducing health inequalities and promoting the long term health and social wellbeing of the population.

The aims of the funding available are:

- To encourage local communities to take a pro-active role in making better health choices
- To increase understanding of the issues contributing to poor health and wellbeing within communities
- To support local voluntary and community organisations to deliver a range of innovative initiatives which can promote health literacy within communities
- To support local voluntary and community organisations which target the top 30% most disadvantaged Super Output Areas within the Northern Locality area.

What is available?

Grants up to £1000 can be applied for per project/initiative. **Please note that grant monies will not be paid directly to the applying group, rather NICHI will make payment to your project providers on submission of appropriate invoices.** The only exception to this will be where invoices are not available for certain payments made in connection with the project, e.g. for purchase of food items. In these circumstances, groups must retain their proof of purchase and submit to the NICHI project for reimbursement.

Who can apply?

- Any community or voluntary organisation based within the geographical locations of Antrim, Carrickfergus, Newtownabbey, Ballymena, Ballymoney, Larne, Moyle, Cookstown, Magherafelt or Coleraine (Northern Area Locality).
- Organisations do not have to be constituted but should be able to show evidence of being an active group.
- **These grants are available for 'one-off' non recurrent projects, e.g. seeding grants.** Please note your local NICHI Officer can provide support and guidance on alternative funding options should you require recurrent funding.
- Applications may only be offered part funding dependent on assessment / criteria / availability of resources / scale of project within a realistic timescale.

What can be funded?

Grants up to £1000 will be awarded as one-off monies to fund innovative initiatives that will promote health literacy within communities, with particular focus to ensure people are better informed to make healthier choices and increase the understanding of a wide range of issues contributing to poor health and wellbeing (e.g. physical activity, drug / alcohol, obesity, smoking etc.).

Proposals which target the top 30% most disadvantaged Super Output Areas in the PHA Northern locality area will be prioritised for funding. Within the overarching aim of the grants scheme, a wide range of health and social wellbeing issues may be addressed and considered for funding.

The types of initiative that will be considered for funding include educational / awareness programmes, training / capacity building opportunities, events, activities and resource development. NICH will welcome proposals for other creative and innovative types of project provided they meet the overall aims and criteria of the grants scheme.

Eligibility criteria:

In order to proceed to scoring by the grants assessment panel, applications will be screened to ensure they meet the following criteria: *(Failure to do so will result in your submission not being considered)*

- Promote health literacy to encourage local communities to take a pro-active role in making better health choices must be the primary goal of all proposed projects
- Project must run within the Northern Trust Locality (within the geographical locations of Antrim, Carrickfergus, Newtownabbey, Ballymena, Ballymoney, Larne, Moyle, Cookstown, Magherafelt or Coleraine).
- Applicant organisation must be a non-profit taking group from the Community / Voluntary Sector
- Proposals must be for *new* projects which are in addition to the group's usual operations.
- Groups that have applied to the grant scheme in previous years are eligible to re-apply; however, proposals must be for *new* projects or be able to demonstrate development from previous years' activities.

- Only 1 application for funding can be accepted from a group/organisation under this grants scheme.
- **All projects must be completed before the end of this financial year, i.e. by the 28th February 2017, allowing for submission of all evaluation returns by 15th March 2017.**

The Local Community Network will pay directly for invoices/items needed per application giving no financial management needed under the provider/applicant. This would suit particularly small groups with limited governance.

Please note: Performance management of previous awards funded through this programme will be taken into account.

What we do not fund:

Examples of what **we do not fund** include:

- Salaries
- Counselling
- Building costs
- Retrospective applications and activities
- Work carried out prior to the approval of the funding
- Loan repayments
- Bank Charges
- Activities that do not fit within the advised themes
- Capital costs such as large items of equipment
- Core running costs such as heat, light and recurrent activities
- Existing staff costs where funding is currently being received from another funder
- Membership fees
- Insurance
- Unreasonable costs e.g. when commissioning external services **excessive** facilitation fees / counselling fees will not be funded
- Existing activities

Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. **Gratuitous hospitality or alcoholic beverages will not be covered.**

Projects whose primary goal is in improving mental health and wellbeing and /or prevent suicide will not be considered as the Community Networks operate a separate grants scheme to fund such initiatives.

Assessment criteria:

Eligible applications will proceed to assessment and will be scored on the following criteria:

- The extent to which the proposal meets the aims of the funding scheme (outlined on pages 2/3/4).
- The extent to which the project addresses the promotion of health literacy.
- The extent to which the proposal demonstrates a community development approach.
- The extent to which the proposal demonstrates local need.
- The group's capacity to organise, deliver and evaluate the project.
- Whether there are realistic and achievable aims, objectives and measurable outcomes, as well as the means of assessing that these have been met.
- The extent to which the project is cost effective and demonstrates value for money

Please note that extra scoring will be awarded to projects that target areas of high deprivation (defined as top 30% most disadvantaged Super Output Areas in the Northern Locality on www.ninis.nisra.gov.uk).

Support for your application:

There is a wide range of resources available within the Northern area that groups can access to support the promotion health literacy, ensuring people are better informed to make healthier choices and increase the understanding of issues contributing to poor health and wellbeing within their communities. There are also a number of relevant strategies and publications which identify key priorities for action around health and wellbeing. If you would like support to develop a relevant programme, for instance, guidance around good practice or links to relevant training and service providers, please contact the NICHI Project Officer in your Network area.

What your group needs to do:

1. Consider what type of project/initiative you would like to organise within your area that falls within the criteria detailed above. If you are in any doubt about eligibility, please contact the NICHI Officer in your area for clarification.
2. Complete the NICHI Small Grants Scheme 2016/17 application form **in full** and forward to your local Community Network as soon as possible and by no later than the closing date of **TUESDAY 19th JULY 2016 at 12 NOON**. Please do not leave any sections blank and ensure you have included a full breakdown of all costs associated with your project. Electronic or faxed applications will not be accepted
3. Enclose relevant supporting documents with your application – i.e. a copy of your constitution (if constituted), list of current committee members, Child Protection Policy (if the project will involve contact with young people), or Vulnerable Adults Policy (if appropriate). Without the relevant supporting documents, the application will be deemed ineligible and not be considered for funding.
4. If successful in your application, **please ensure you have the necessary support in place to enable the project to commence swiftly and be rolled out within the specified timeframe**. E.g. identify a project coordinator, recruit volunteers, book trainers/facilitators/venues etc.

Authorised Signatures

Please ensure two duly recognised officers in your organisation sign the application form and that the declaration is signed. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful.

Please note: In the case of external trainers/tutors or facilitators delivering sessions as part of your project, groups should ensure they have the relevant background/qualifications/knowledge and experience for this work. If you need further guidance or advice with this, please contact your local NICHI Officer.

What happens once your application has been received?

1. Your application will be reviewed by your **local** Community Network for eligibility to process for assessment.
2. If eligible, the application will proceed to assessment by the scoring panel
3. If you are successful, a Letter of Offer will be submitted to your group outlining how to proceed with your activities.
4. If application is deemed ineligible to process onto assessment stage or is unsuccessful upon assessment, a letter will be issued by the Local Community Network outlining details and offering guidance if applicable
(Please note: unsuccessful applicants will have 2 weeks to ask for further feedback, which will be placed in writing from the local Community Network.)
5. It is anticipated that assessment of applications will be completed and decisions issued by the 15th August 2016.

The Letter of Offer / Agreement to successful applicants will include a number of binding conditions, which will effectively operate as a contract, under which the project/initiative should be operated.

Closing date for applications:

Tuesday 19th July 2016 at 12 noon

Completed applications to be returned to your LOCAL Community Network:

**South Antrim Community Network covering Antrim and Newtownabbey and Mid and East Antrim Borough Councils
(Antrim / Carrick / Newtownabbey groups)**

Pamela Davis (NICHI Project Officer)
Units 6-7, Arches House
38-40 Main Street, Randalstown
Co. Antrim BT41 3AB

**North Antrim Community Network covering Mid and East Antrim
and Causeway Coast and Glens Borough Councils
(Ballymena /Ballymoney/ Larne / Moyle groups)**

Veronica McKinley (NICHI Project Officer)
The Old School House
25 Mill Street
Cushendall
BT44 0RR

**Cookstown & Western Shores Area Network covering Mid Ulster
and Causeway Coast and Glens Borough Council
(Magherafelt / Cookstown / Coleraine groups)**

Ann Marie McStocker (NICHI Project Officer)
The Crieve Centre
2 Hillhead
Stewartstown
BT71 5HY

Support with your application:

For queries about the application form or guidance notes, guidance on good practice in health and wellbeing improvement or support for sourcing suitable project facilitators, contact your local NICHI Project Officer at the relevant Community Network office outlined below:

SACN on 028 9447 8645 or email pamela@southantrimcommunitynetwork.org

NACN on 028 2177 2100 or email: health@nacn.org

CWSAN on 028 7930 0726 or email: anmarie.nichi@live.co.uk