

# Keighley Community Health Grants Applicant Guidance

How to make your application stronger

April 2021



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### About this guidance

This guidance will help you to decide whether the Keighley Community Health Grant is right for you. It includes information about the types of projects that is designed to support, as well as the criteria that will be used to assess applications. The guidance also provides information that will help you to complete the application form.

**Part one:** Explores what the grant can be used for and whether your organisation is eligible.

**Part two:** Provides information about the grant opportunity and the different options that can be applied for.

**Part three:** Provides information about how to apply and assessment process.

**Part four:** Provides information about the application and how to answer.

**Part five:** Provides information about grantee support offered from Power to Change.

## Get in touch

If you have questions at any point during your application process, you can get in touch with Leeds Community Foundation for free advice and guidance.



### Email us

You can email us at:  
[grants@leedscf.org.uk](mailto:grants@leedscf.org.uk)

Call Leeds Community Foundation via:  
0113 242 2426

## Introduction

### What is Keighley Community Health Grant?

**Give Bradford and Power to Change have come together with the aim of creating a community led health offer in Keighley. We aim to improve health outcomes for people in Keighley by supporting community groups and community businesses to engage with social prescribing.**

**We want to provide funding and support to community organisations and community businesses, so that they can meet the health and wellbeing needs of people in Keighley, and to strengthen their capacity to engage**

**We seek to be a genuinely inclusive organisation by advancing equality and diversity through our policies and practices. We encourage and welcome applications from people from all backgrounds who are looking to make a real difference to the lives of their local communities.**

**with local GPs and health service commissioners. Over a period of 3 years, we are hoping to support the development of a strong community health infrastructure in Keighley, and to ensure that community infrastructure is at the heart of the health system in Keighley and Airedale.**

**We are hoping to invest in and develop community led health solutions, and support them to be in a position to commissioned by the main-stream Health Service in the future.**

#### Who can apply?

Community groups, charities, social enterprises, community businesses or other organisations from the third sector that: Have a constitution or other relevant governance document

- Have a management committee/board of directors/trustees of at least three unrelated people.
- Have a bank account under the name of the group with at least two unrelated signatories (if your organisation doesn't have its own bank account, but does meet all of the other criteria, please contact us to discuss how we can work around this)
- Are supporting people living in Keighley and the Airedale Community Partnership Area
- Previous round 1/2020 Kick Start grant recipients whose current spending and reporting is on track (as per agreed timelines with Leeds Community Foundation) and who can demonstrate the added value of continued funding in terms of health and wellbeing outcomes and embedding work within the local infrastructure can apply for a Development grant of up to 12 months. (£15,000 maximum)

## Part One | What are the grants for?

### What is social prescribing? Are you a community business?

#### What do we mean by social prescribing?

Social prescribing is a way for NHS agencies to refer people to local services which can meet their needs. There are many people who end up at GP surgeries with issues that are social, not medical. By giving people time, focusing on 'what matters to me' and taking a holistic approach to people's health and wellbeing, social prescribing connects people to community groups and other services for practical and emotional support. This also helps to reduce the pressure on local GP surgeries.

To make social prescribing work, we need to support existing community groups to be accessible and sustainable, and help people to start new groups, working collaboratively with all local partners.

Social prescribing works for a wide range of people, including people:

- with one or more long-term conditions.
- who need support with their mental health.
- who are lonely or isolated.
- who have complex social needs which affect their wellbeing.

When social prescribing works well, people can be easily referred from a wide range of local agencies, including general practice, pharmacies, multi-disciplinary teams, hospital discharge teams, allied health professionals, fire service, police, job centres, social care services, housing associations and voluntary, community and social enterprise organisations.

**Power to Change is an independent trust, whose funding is used to strengthen community businesses across England. No one understands a community better than the people who live there. Community businesses revive local assets, protect the services people rely on, and address local needs. They play a huge role in addressing health inequalities and supporting people to improve their health and stay well. Power to Change has joined with GiveBradford to support the Keighley Community Health Grants.**

There are four key features of a community business. If your organisation can say yes to all the questions below, then you are a community business:

#### Are you locally rooted?

You must be able to demonstrate that your organisation is rooted in a particular geographic place and responds to its needs.

#### Will you be accountable to local community?

Whether through a community share offer, membership, legal structure or regular community consultation, you will give local people real, ongoing decision making power to shape the business.

#### Will you be trading for the benefit of the local community?

You are or you aspire to be a business with a clear trading model, selling services or products to people in your local area, with profits used to deliver local benefit. All or part of your income comes from activities like running community transport or selling the produce you grow. If you have not yet begun trading but you have plans to do so and can explain how and when you expect to begin trading, this may be sufficient to meet the criteria.

#### Will your business have broad community impact?

Your organisation will benefit the community as a whole, and you can clearly evidence the positive social impact that your activities have on the broader community. It will be inclusive, and give opportunities for people with different abilities and backgrounds to get involved.

## Part Two | What can you apply for?

### Size of Grant

There are two levels of grant. Funding can support pilot projects and start-up costs, or contribute to expanding or developing your current trading or enterprising activity.

- **Kick Start grants (£500 – £4,000 for one year):** for organisations with an idea that supports people to meet people's health and wellbeing needs, but who need support to develop the idea into a full business plan. The Kick Start funding can be used to carry out research, set up a pilot or feasibility study, access expertise or consultancy, or any other activity that helps to develop your idea further.
- **Development grants (£4,001 – £15,000 per year, up to two years):** available for services/activities that support people's health and wellbeing. If you apply for this, we would expect you to have a clear plan, showing how the development investment will support you to grow. The service must be capable of being delivered on a sustainable basis e.g. through being contracted to deliver services or individuals paying for the service directly through personal budgets or self-funding.

Development grant recipients will be required to access the networking and training opportunities available through the Keighley Community Health programme as a condition of the grant. These opportunities will be designed to help you engage with local NHS providers, building an infrastructure to support social prescribing in Keighley and Airedale. Previous Kick Start Grant recipients can apply for a one year Development grant if you are on track with your spend and project reporting as outlined above.

If you are already a Development Grant recipient from Round 1 2020, you are **not** eligible to apply for another grant.

### What can the fund support?

Grants can be used to fund a wide range of activities: we have deliberately not been restrictive. The key things your application needs to demonstrate are:

- How will your activities improve the health and wellbeing of people in Keighley?
- How will this grant support your organisation to engage with local NHS providers?

### Additional Support

We are working with Airedale Community Partnership, which includes the Modality GP super practice and the WACA federation, who operate local primary care. This will allow grantees to link and connect to their local primary care providers and GP surgeries. One of the main reasons to create this fund is to promote integration of health and community: the involvement of local Keighley GPs shows their commitment to community based solutions to make Keighley a healthier town.

## Part Two | What can you apply for?

### Exclusions

Grants will not be awarded to or for:

- Existing Development Grant holders from Round 1 cannot apply for another grant.
- For-profit organisations – applicants which are not charities will need to have a clear asset lock in their governing document
- Groups who are unincorporated (not on companies house) or not registered as charities (with charity commission) are not eligible to apply for the Development Grant
- Statutory organisations (e.g. schools and hospitals)
- Overseas organisations
- Retrospective funding (activity and costs that have already taken place)
- Grant-making to other organisations and/or individuals
- Activity targeted at a particular group (ethnic, gender, religious etc.) without a good justification for this
- Activity that promotes a particular political or religious point of view
- Activity primarily for the benefit of animals
- Individuals



## Part Three | Applying for a grant

### The application process

#### When can you apply?

The fund opens on 19 April 2021 and the deadline to apply is 19 May 2021 at 12 noon. Funding will be awarded in May 2021.

There is a briefing event on Thursday 22nd April 2021 at 10am. This will give you a chance to hear more about the fund and ask questions. For more information, or to book your place, please visit the [Eventbrite page here](#).

#### How do you apply for a grant?

To apply you need to complete an online application form. There will be different form for Kickstart and Development, with both available on the website from 19th April 2021.

You will also need to submit a copy of the organisation's governance document, accounts less than 18 months old and a list of names of management committee/board members.

Copies of safeguarding policy documents will be requested if applicable. These are uploaded through the online application form.

We expect this programme to be highly oversubscribed so we strongly recommend you also seek alternative sources of funding for your project to avoid disappointment.

If you're successful, you'll also need to sign a funding agreement document and provide a signed copy of your organisation's most recent bank statement.

To start filling in the online form, follow the link at the end of this document. We strongly suggest you submit your application at your earliest opportunity. **Incomplete applications will not be considered.** Only ONE application per applicant will be considered.

#### What happens after you've applied?

We will acknowledge the receipt of your application. We will then assess your application and may need to contact you and your referee during this time. If your application is shortlisted, it will then be submitted to an awards panel for further consideration. We'll tell you their decision as soon as possible after they've met.

If you are successful, the grant letter/e-mail will include any additional conditions set by the panel and/or the grant payment and a grant funding agreement you will need to sign. The grant must be spent within 12 months of the date of our letter confirming the grant. You must also complete an end of grant report telling us how the grant has been spent and what was

achieved. The deadline for doing so will be specified in your offer letter. Please note that failure to provide appropriate monitoring information will exclude your organisation from applying to future grants schemes. If your bid is not successful, we will let you know the reasons for declining it. Please note we have limited funding available and we are not able to fund every application we receive, no matter how deserving the project is. The decisions made by the grants panel are final.

#### Publicity

If your application is successful, you will be required to credit support from Power to Change and GiveBradford on all materials related to the funded work. Successful projects will be required to be available for a potential visit from funders.

#### To apply

You can apply using the 'Apply Now' buttons on the Keighley Community Health Grants webpage: <https://leedscf.org.uk/keighley-community-health-grants>

If you require more information about this fund please contact: Leeds Community Foundation: 0113 242 2426 or email: [grants@leedscf.org.uk](mailto:grants@leedscf.org.uk).

## Part Four | Application guidance

Question	Guidance
<b>Organisation name and address details</b>	Please enter the business address from which your organisation operates. Very small organisations without a regular location can put the address of a committee member. This does not have to be the same as your contact address.
<b>Main contact</b>	These are the details that will be used for correspondence. If your contact address is different to your organisational address, you can enter it here. Please ensure you enter a correct email address, as we will use this to communicate decisions.
<b>Organisation start date</b>	Please enter the month and year your organisation was founded. If you have changed your legal structure, please enter the date that the original organisation was set up, not the date your newer structure came into effect.
<b>What type of organisation are you?</b>	You can select more than one option. Charities, companies limited by guarantee and CIOs will need to enter their registration number. If you select 'other', you will be asked for more information. If you are an unregistered community group with a constitution, please select 'unincorporated club or association'.
<b>Are you part of a larger regional or national organisation?</b> <b>If yes, please name organisation.</b>	Please tick the box if you are the local branch of a larger organisation. We would expect a local branch applying for our funding to be managed locally with its own accounting and committee. Do not tick the box if your organisation is a member of an umbrella body but is fully independent from it.
<b>Income over the last accounting year</b>	Please enter your total income for your most recent full financial year. Please do not subtract expenditure to show surplus as this is about assessing the size of your organisation, not its financial stability. If your organisation is new, enter '0'.
<b>Staffing and Volunteers</b> <b>Management Committee</b>	Let us know how many people work for your organisation part time, full time, as volunteers and as board or committee members. Please count each person only once i.e. do not count trustees or management committee members again as volunteers or directors again as staff.



## Part Four | Application guidance

<p><b>Please list any partner organisations who are involved in the application, if relevant.</b></p>	<p>Simply list the names of any partners involved in this application. You do not need to explain how they will be involved as this should be clear in the main body of your application. Please only include those directly involved in delivering the project.</p>
<p><b>Please describe the charitable aims and objectives of your organisation and the services you provide to support the community.</b></p>	<p>Please explain what your overall organisation wants to achieve in terms of helping local people. You do not have to copy the Aims section from your governing document if it is more appropriate to write in your own words. Briefly describe what services your organisation delivers, or plans to deliver.</p>
<p><b>If your organisation is a <u>community business</u>, it should also generate trading income so it can be more sustainable. How does/will your organisation do this? If you are a community group, do you have plans to make your work sustainable in other ways?</b></p>	<p>A key aim of this fund is that your project will become financially sustainable in the longer term. If you are a community business or social enterprise, we expect that you will do this by generating income. This might be by trading goods or services, having services commissioned or another form of contract delivery. Other types of organisation may generate income or become sustainable in other ways e.g. using volunteers and free resources to keep running costs minimal. To find out more about what we mean by community business visit <a href="https://www.powertochange.org.uk/get-support/">https://www.powertochange.org.uk/get-support/</a></p>
<p><b>Project name</b></p>	<p>Please enter a name for the specific piece of work you are seeking funding for in this application.</p>
<p><b>Project/funding start date</b> <b>Project/funding end date</b></p>	<p>Tell us when you will begin to use the funding. This should be the date you begin working on the project with this funding, which may be before frontline delivery. Please note that we cannot fund work which has already taken place so this should be no earlier than May 2020.</p> <p>Tell us when you will have finished spending the grant. This should be after all the money has been spent and you are ready to report on your project.</p> <p>Kick Start grants: project start and end dates should be no more than 12 months apart</p> <p>Development grants: project start and end dates should be no more than 24 months (2 years) apart. If your project is 12 months or less, the maximum request is £15,000.</p>

## Part Four | Application guidance

<p><b>Which area of Keighley do most of the people who benefit come from?</b></p> <p><b>Please provide a full postcode which represents the area most of your beneficiaries will come from.</b></p> <p><b>Which local authority will the activity take place in?</b></p>	<p>This will help us to understand the community you work with, and ensure we support a balanced range of projects. Please provide a full postcode e.g. BD21 3PA. This should represent the area where your beneficiaries live, even if this is different to where your organisation is based. We appreciate you may work with people from a broad area so please try to represent a typical client.</p>
<p><b>Please provide a one sentence summary of your project</b></p>	<p>This should be a brief summary of what you are seeking funding for.</p>
<p><b>What health or wellbeing needs will your project address?</b></p> <p><b>What health-related disadvantages affect the people you support in Keighley?</b></p>	<p>Please describe the needs your project will address, and how you have identified those. Please describe why the people you work with need support with their health. Do your clients face barriers or disadvantages that affect their health or wellbeing? Community businesses are accountable in some way to the local community,</p> <p>What evidence is there that your project is needed and that people will want to access it? Have you carried out formal or informal consultation? Please tell us if your organisation is run by or accountable to the people it works with and supports.</p>
<p><b>What would you like to do with your grant? Please describe your project and tell us specifically what activities will take place.</b></p>	<p>Please explain what activity you intend to carry out with the grant and how it will tackle the needs described in the previous question. This may involve, for example, delivering a certain number of sessions and producing particular documentation, conducting market research, purchasing equipment, or developing new trading activity to increase sustainability of your organisation. Please make it clear exactly what you will deliver in order to achieve the outcomes described in the next question.</p>
<p><b>What difference do you hope to make in the lives of the people you support? Please describe the health and/or wellbeing outcomes you hope to achieve for people in Keighley.</b></p>	<p>What will be different because of your project? How many people will you help and in what way will their health or wellbeing improve? Please tell us what positive changes this grant will make for the people you support, the wider community and/or your organisation. What information will you collect to measure these? Please describe whether your proposal targets a particular group of people or a wide range of the community. Community businesses tend to have multiple benefits for their communities, so a service or activity may support a particular group while the organisation as a whole is open to the broad range of the local community.</p>

## Part Four | Application guidance

<p><b>Do you have plans to engage with local NHS services and Social Prescribing? How will your project complement these?</b></p>	<p>Tell us how you will work with local health services as part of the funded project. For example, will you take referrals from GPs through social-prescribing, help services reach vulnerable people or provide an effective alternative to mainstream services? Please tell us if you already have relationships with these services or, if not, how you plan to establish them.</p>
<p><b>How do you see this project progressing after this funding comes to an end? How will this funding help your organisation in the longer term? Will further funding be needed to support your next steps?</b></p>	<p>Please tell us what you plan to do after you have finished delivering this grant. Will the funded work continue, or will the next stage be different? Tell us if you expect the project to be sustainable by the end of the grant, or if further funding will be needed. If your organisation is a community business, it should be aiming to increase trading income and moving toward sustainability. How will the activities your organisation provides be funded in the future?</p>
<p><b>Which category best describes the impact your project will have?</b></p> <p><b>Primary issue</b></p>	<p>This is used for Leeds Community Foundation's own data, to help us analyse what we fund and the difference it makes. It will not be used to decide who is funded.</p>
<p><b>Number of people benefiting directly</b></p> <p><b>Number of people benefiting in total</b></p> <p><b>Primary beneficiary</b></p>	<p>People are only benefiting directly if your project will interact with them to provide them with support or help. The number benefiting in total can include others who will benefit, for example children of clients or people accessing an improved service.</p> <p>Primary beneficiary is used by Leeds Community Foundation is analysing our overall funding and will not be used to decide who is funded without consulting the detailed information given above.</p>
<p><b>Ethnicity</b></p> <p><b>Age groups</b></p>	<p>We understand your project may be open to all, but please try to choose a specific primary group unless it will be extremely varied. This is used by Leeds Community Foundation to understand who our funding helps, it will not be used to decide who is funded without consulting the detailed information provided above.</p>
<p><b>What is the total cost of the project?</b></p>	<p>This will be the value of this application, plus any other match funding or contribution for the same work. Please do not include the financial value of in-kind contributions or volunteering.</p>

## Part Four | Application guidance

<p><b>How much money are you applying to us for?</b></p>	<p>Kick Start grants: this should be between £500 and £4,000 to be spent within 12 months of starting the project</p> <p>Development grants: this should be between £4,001 and £15,000 per year, for up to 2 years. The maximum grant is £15,000 for project under 12 months and £30,000 for longer projects.</p>
<p><b>Please give brief details of any funding raised so far, including any contribution from your organisation, if relevant.</b></p>	<p>If the total cost of the project is higher than the grant you are requesting, do you already have other money to use for the project? This may be other external funding or your organisation's own contribution. Please include any conditions attached to other grant funding for the project.</p>
<p><b>If this application is successful, will you need to find further funding for this specific project? If yes, how much?</b></p>	<p>If the full amount you are requesting is awarded, will you need to raise more money before you can deliver the project as stated in your application?</p>
<p><b>Revenue costs</b></p>	<p>Also called running costs. Include ongoing expenses such as staffing or activity materials. Please provide a clear breakdown, for example: Support Worker X hours per week for X weeks at £X per hour = £XXXX; Rent £X per month for X months = £XXX etc.</p>
<p><b>Capital costs</b></p>	<p>This covers larger, one-off purchases of physical items such as heavy equipment or kitchen improvements. Please make it clear how much each individual item costs.</p>
<p><b>Bank details</b></p>	<p>This is the account the grant will be paid into and must be for an organisation, not an individual. Applicants must require at least two signatories for transactions and they cannot be closely related or living at the same address.</p>
<p><b>Referee</b></p>	<p>This is not needed if you have applied to us before. This should be someone fully separate to your organisation and not a trustee, staff member, director or volunteer. They should be familiar with your work and you should speak to them about being your referee. We will contact them with basic questions about what they have seen of your work or plans. Examples include staff you have worked with from a local school, charity or NHS service.</p>