

**WALTHAM FOREST WellComm**

Funded by:



**HEALTH AND SOCIAL CARE  
GRANT SCHEME  
2010 / 2011**

Guidelines for  
completing the application form

**Administered by Age Concern Waltham Forest**

Registered in England and Wales:

Charity Reg. No. 1048212

Company Limited by Guarantee Reg. No. 2334459

## **Process following receipt of your application**

When your application has been received, the grant officer will first assess the application. Groups / organisation may be asked for further information on the proposed service / project, their group / organisation and their budget or a visit may be arranged.

After the Partnership Officer has make the initial assessment, the grant application, together with supporting documents and any additional information will be presented to the Health & Social Care Grants Panel for discussion and decision. The Grants Panel's decision is final.

All applicants will be notified as soon as a decision has been made. Occasionally, the Grants Panel may delay decision until further information is obtained, in which case, the Partnership Officer will contact the applicant concerned following the Grants Panel Meeting.

## **Guidelines for completing the Health & Social Care Grant application form**

**Section A** **About your Organisation / Group** – in this section, we are looking for information on contact details of the organisation, how it is formed and constituted and its structure.

<b>Question 1–7</b>	Please provide details of your organisation and provide a contact person with regards to this application.
<b>Question 8</b>	Please provide month and year that your group established.
<b>Question 9</b>	Please give us proposed date for the start and finish of the project applied for.
<b>Question 10</b>	You do not need to be a registered charity to qualify for this grant, but if you are a registered charity, please give us the registration number.
<b>Question 11</b>	Please note that they could be contacted but we would not do that unless it is absolutely necessary.
<b>Question 12</b>	Please let us know whether you are part of a national or other group and your relationship with this group. If you are part of a national group, we would need to know how you operate locally in terms of financial arrangement and decision making process.
<b>Question 13</b>	Please let us know your group's activities for the last 12 months. Please tell us where and how often these activities took place and the average number of older adult participants in these activities. If your group does not serve older adults specifically, please just provide information on the activities that your group organised for older adults.
<b>Question 14</b>	We understand that not all groups need to have audited accounts, so please provide a statement of income and expenditure if you do not have audited accounts.
<b>Question 15</b>	If your group recruits staff and volunteers, please let us know whether you are registered with the Criminal Record Bureau. If you are not registered, please let us know how you obtain police-check. If it is done through another organisation, please specify which organisation.
<b>Question 16</b>	Special needs can be a disability, vulnerability or illness
<b>Question 17</b>	Please let us know the total number of volunteers you have working for your group and not just the volunteers for the proposed service / project.

<b>Question 18</b>	If you run activities for the public, you have to be sure you have adequate insurance cover for the participants. If you do not have public liabilities insurance but the meeting facility have insurance cover for your activity, please state this. If you do not have adequate insurance cover, the cost of getting such cover can be included in your grant applications.
<b>Question 19</b>	If you employ staff, please let us know how many staff members you have and how many of them are full time or part time.
<b>Question 20</b>	If you employ more than one member of staff, please let us know the management structure of your organisation.
<b>Question 21</b>	If you have employees, please give details of the employer's liability and indemnity insurance cover for your staff members.

**Section B** **Your proposed service / activity** – in this section, we look for information on what the service / activity/equipment that you want this grant to fund; how, when and where it will be run and how you proposed to evaluate the outcomes of the proposed service / activity.

<b>Question 1</b>	Please list the grant priority / priorities that the proposed service/ activities would meet (grant priorities are listed on page 2 of this guideline).
<b>Question 2</b>	<p>Please describe the service / activity that you wish to provide, giving as much details as possible, you should tell us:</p> <ol style="list-style-type: none"> <li>1. The name of the service / activity, if applicable.</li> <li>2. The content of the service / activity.</li> <li>3. The time that the service / activity will take place; giving details whether it will be a one off or periodic events.</li> <li>4. If you are organising workshops, please let us know the proposed topics, how many sessions and frequency.</li> <li>5. The venue for the proposed service / activity to take place.</li> </ol>
<b>Question 3</b>	We need to know why you think the service / activity/equipment is needed. This has to be based on real evidence. What is the demand for it? How was it communicated to you, e.g. meetings, evaluations, local research? If it is an activity that you have organised before or is still running but it needs extra support, tell us about the participation rate and feedback from participants.

<b>Question 4</b>	We need to know what you want to achieve with the service / activity. Please be as specific as possible, giving outcomes that can be measure, general outcomes such as “healthier” or “increase life expectancy” is difficult to measure. You may find it useful to look at your project aims to decide on your outcomes.
<b>Question 5</b>	The grant is for adults living in Waltham Forest so your proposed service / activity/equipment must benefit this group of residents. However, your proposed service / project/equipment may benefit a more specific group within the adult population, such as, race / gender / disability / age, so please be specific.
<b>Question 6</b>	Please tell us if this a joint venture or whether your group will seek to work in partnership with others in the service / activity.
<b>Question 7</b>	Please tell us how do you know whether you have achieved the outcomes listed in question 4, what methods or measures would you use? For example, if one of your outcome is to increase participation in your activities, then your measure may be the attendance record, membership register etc..
<b>Question 8</b>	Please tell us what method you will use to find out whether participants are happy with the service / activity? Will evaluation take the form of questionnaires, feedbacks sessions and any complaints? We would expect to see these in the evaluation report.
<b>Question 9</b>	This will help us to assess how the service / activity will be managed. Please tell us the relevant knowledge, experience and expertise of the Management Committee members, staff and volunteers in organising and managing the proposed service / activity.
<b>Question 10</b>	How do you promote equal opportunities in your organisation / group? Although you may be a single race, gender or issue organisation / group, there will still be other diversity issues that you need to be sensitive to, such as older adults who cannot leave their homes, how do you reach out to them? Older adults who cannot speak English, how can they be included in the activity and not feel isolated? Would you consider cross culture activity to promote greater understanding between communities?

**Section C Policies** – These policies are part of the process to ensure legal compliance, quality of services and they also offer protection to the users, staff and volunteers. ACWF is happy to help with draft copy of policy for your organisation to consider.

<b>Question 1 – 9</b>	As part of the process to ensure quality of services and implementation of equal opportunities, your group will be required to have these policies. It may be that you do not have all of these policies at present, and it won't affect the decision on your application. However, if a grant is awarded, you will be required to develop these policies during the grant period.
<b>Question 10</b>	It is important that the users of your service are aware of the policies, please let us know how do you publicise these policies, for example, do you store them in a folder accessible to users, in the form of leaflets given to users, on your websi

**Section D Financial Information** – We need to know how much it will cost to run the proposed service / activity or purchase equipment. Please note that it is not always possible to vary items of expenditure after it has been approved or to award extra grant to cover for shortfalls, so please be thorough and based your calculation on previous expenditure, if in doubt, ask for quotations or advice.

The budget is divided into 2 sections; a section on running costs and a section on income; please complete as applicable.

<b><u>Running Costs:</u></b>	These costs should relate to the proposed service / activity only. Please note that you may be asked how these figures are calculated, so please be sure your estimates are realistic and relevant.
<b>Staff costs</b>	This includes permanent staff and sessional staff members. Please show how the total amount is worked out by stating the hourly pay and working hours.
<b>Volunteers costs</b>	Please state the rates that volunteers are being paid for out-of-pocket expenditure and how many volunteers will be recruited for the service / activity.
<b>Rent</b>	Please specify the period and frequency of events and rent charged per session / hour.
<b>Capital items</b>	This grant can pay for capital expenditure such as computers or equipment, please get at least 2 quotes for these items and enclose copies of the quotes with this application.
<b>Total budget for proposed service / activities</b>	If the total budget is more than the maximum that this grant scheme can award, please give details in the income section on other sources of income, such as funding applications to other bodies, fees charged or other means of raising fund.

<p><b>Amount of grant applied for 2010/11</b></p>	<p>After you have worked out how much it would cost to run the proposed service / activity, please let us know how much you are applying for under this grant scheme, either the whole sum or part of it. The maximum amount for this grant is £2,500 but, in exceptional circumstances, the Grants Panel may award a higher amount.</p> <p>As part of the process, we need to assess whether the budget is realistic for the proposed service / activity, so please be realistic and be ready to answer questions on it. Once the grant has been approved based on this budget, you may or may not be able to change some of the items of expenditure, so please think about this carefully.</p>

**Section E: Signed undertaking**

Last section!! The undertaking that the information provided is correct. This must be signed by an Officer of the Management Committee such as the Chair or Treasurer.