

## Community Chest Grants – Guidance Notes

### Introduction and purpose

As part of **Waltham Forest Council's** commitment to improving the health of those in the borough, we want to ensure that everyone has equal opportunities to lead long and healthy lives.

We recognise that not-for profit organisations have access to, and are trusted by, communities in a way that the statutory sector often is not and therefore they are also well placed to address some key health inequalities we have in Waltham Forest.

Waltham Forest Council, working closely together with the Waltham Forest Place based Partnership, a partnership of health, care and community and voluntary sector organisations, are committed to enhancing social prescribing approaches and supporting the voluntary and community sector to deliver services and activities which improve the health and wellbeing of the residents and advance access to services for the communities that are currently underserved.

**Community Chest Grants programme** welcomes applications from community groups active in Waltham Forest to deliver projects designed to tackle the key health inequalities across the Borough.

Community groups can apply for **up to £9,999** from **a total pot of £70,000** to deliver targeted projects that tackle health inequalities and promote positive health and wellbeing for local communities. There must be an emphasis on one or more of our programme priorities: **cost of living crisis, digital exclusion, mental health and loneliness, health access and literacy and learning disabilities.**

In January 2022, Waltham Forest Council commissioned Professor Sir Michael Marmot's team at the UCL Institute of Health Equity (Marmot Team) to assess health inequalities in the borough and propose a practical set of recommendations to address them. This programme is responding to a recommendation from the Marmot Team's research that states: '*Review social prescribing offer to ensure it is addressing the social determinants of health, including referrals to food and fuel security support and financial, legal, housing and debt advice.*'

This programme will test an approach of funding voluntary and community sector organisations and faith groups to work with communities to help them to access support services and strengthen the local social prescribing offer. The programme will be evaluated in the summer of 2023 and may lead to further similar programmes in the future.

If you are interested in applying from this programme, please complete the application form and return to [social.prescribing@walthamforest.gov.uk](mailto:social.prescribing@walthamforest.gov.uk) by **5.30pm on Friday 17<sup>th</sup> March 2023.**

### Key dates

Friday 24 <sup>th</sup> February	Grants launch Applications can be submitted
Friday 17 <sup>th</sup> March	Application deadline
Friday 31 <sup>st</sup> March*	Outcome of grant applications communicated

*\*Dates are subject to change*

## Key information

- While you can submit an application at any time, applications will only be reviewed after the closing date
- You will be notified by email if your application is approved or unsuccessful.

We are running these “How to Apply” sessions:

- **Online** information session on grant applications on **1<sup>st</sup> March from 11-1pm**
- **Live** information session on grants application at the Leytonstone Library, Church Lane, E11 1HG on **2<sup>nd</sup> March from 12-2pm**
- **Live** information session on grants application at the Lloyd Park Centre, Winns Avenue Entrance, Lloyd Park, Walthamstow, London, E17 5JW on **9<sup>th</sup> March from 12.30-2.30pm**
- We will host an information session at the start of the grant for all awarded projects.

## Programme priorities – process of setting up

Community Chest focuses on providing support to residents of Waltham Forest who are most at risk of health inequalities.

Funding priorities and targeted local communities in need have been identified through a priority-setting process, which looked at the needs of residents who have already been engaging with the community linking services, such as with social prescribers, health and wellbeing coaches and health and wellbeing link workers.

The aim of this fund is to support the existing community linking services in Waltham Forest to refer residents onto activities in the community. This fund is for organisations who don't typically access council or NHS funding. It aims to build collaborative working between the below services and VCSFEs and community groups.

Some of the existing community linking services in Waltham Forest include:

- **Social prescribing and health & wellbeing coaches**- Social prescribing is when health professionals in the NHS refer patients to support in the community, in order to improve their health and wellbeing through activities that will address their needs. E.g. a social prescriber might refer someone who is isolated onto a face-to-face befriending service offered by a community group.
- **Health and wellbeing link workers (HWLs)** – HWLs work with Waltham Forest residents to guide them through and connect them with community resources and services that support their overall wellbeing and empowerment.

If you do not know what social prescribers, health & wellbeing coaches or health and wellbeing link workers are, do not worry. We encourage applying even if you have never heard of, worked with or associated with any of these services.

We also want charities, organisations, community groups, social enterprises (VCFSEs) and community groups that are funded to be able to accept residents who self-refer onto activities that are being delivered by your VCFSE/ community group.

## Programme priorities

1. **Cost of Living support** (including support with Fuel and Food security, Money, Benefit and Debt advice and practical support with coping with stress of cost of Living)

Priority population groups:

- All age groups
- People from Black and Minority Ethnic communities
- Disabled people

Examples of possible funded activities: Food and meal clubs, Money, debt and benefit advice, Face to face Support with form filling, Household items and basic repairs, Advice and Law clinics in the community, Energy saving workshops, Accessible transport, Budgeting sessions

2. **Digital Exclusion**

Priority population groups:

- Older people
- Families on low income
- Refugees and Asylum seekers
- Disabled people

Examples of possible funded activities: Digital access banks (free internet/data), Community hubs and pop-ups, Digital skills training, Maintenance of electronic devices, Digital clubs with access to laptops, wi-fi and support, Scheme to distribute second hand devices, Digital buddies' schemes

3. **Mental Health and Loneliness**

Priority population groups:

- Older people
- Disabled people
- Refugees and Asylum seekers
- Homeless people
- People living in temporary accommodation (e.g. hostels)
- People from Black and Minority Ethnic communities
- LGBTQ+ people

Examples of possible funded activities: Outdoor activities, setting up a peer network, advocacy services, art and creative activities, befriending and buddyng, knit and natter groups

4. **Health Access and Health Literacy**

Priority population groups:

- Disabled people
- Refugees and Asylum seekers
- People from Black and Minority Ethnic Communities (especially related to women's health and male-specific types of cancer)

Examples of possible funded activities: Health literacy sessions in main community languages (Urdu, Punjabi, Arabic, Ukrainian, Romanian), Inviting health professionals to talk to community groups, Women's health awareness and support, information and advice on long-term conditions and cancer in an accessible format and relevant community languages, projects aimed at men to increase routine screening for some cancers.

## 5. Learning Disabilities

### Priority population groups:

- All age groups
- Neurodiverse and autistic people
- LGBTQ+ people
- People from Black and -Minority Ethnic communities
- Families and carers of an adult/young person with learning disability
- People who don't classify as learning disabled, but it is evident they require support

Examples of possible funded activities: Social groups, Services for young people transitioning into adulthood, Setting up a disability forum, Peer advocacy projects, Confidence building activities, Advocacy service, Form filling service, Parent peer support groups.

### Who can apply?

Applications are accepted from any small or medium charity, constituted voluntary, community group working with residents in the London Borough of Waltham Forest.

Eligible organisations	Ineligible organisations
Voluntary or community organisations	Individuals
Registered charities	Sole traders
Constituted groups	Organisations not working in the London Borough of Waltham Forest
Community interest companies (CIC)	Organisations that are aimed at generating profits for private distribution
Social enterprises	

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are reinvested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause and/or an 'asset lock' in the governing document.

Applicants must:

- have a constitution, registration number, or in the case of structured groups of residents, an outline of the group's aims/guiding principles
- have a bank account (this cannot be a personal account), at least two signatories
- have the appropriate liability insurance in place
- small charities, organisations, and social enterprises (VCFSEs) will have an annual income of less than £60,000.
- medium charities, organisations, and social enterprises (VCFSEs) will have an annual income of less than £250,000.
- demonstrate that 100% of the people benefiting from the project will be Waltham Forest residents or users of Waltham Forest health and care services

### What can we fund?

Applications can be submitted for between £1,000 and £9,999 of funding.

## Conditions of grant

1. This grant cannot be used to fund any shortfall in existing service delivery.
2. Funding cannot be used for any back-dated costs encountered before the start of the funded initiative.
3. This is a one-off amount and there is no assurance provided for any additional or continuing funds.
4. A clear audit trail and record of spend must be maintained as agreed in accordance with good financial governance processes.
5. Recipients must have all relevant policies and procedures in place required in order to undertake the project (e.g., safeguarding policy).

## Level of insurance

Recipients must hold the following level of insurance:

- **Employers Liability** – £5,000,000 for any one claim or series of claims arising out of any one occurrence
- **Public Liability** – £5,000,000 for any one claim or series of claims arising out of any one occurrence
- **Professional Indemnity (if applicable\*)** – £2,000,000 for any one claim or series of claims arising out of any one occurrence

*\*Professional Indemnity is only necessary if your project includes provision of training or advice.*

## Reporting requirements

All funded organisations will be asked to monitor and report on their funded activities in a very simple way through a form provided by Waltham Forest. More detail is provided in the application form in section 4 under 'Please tell us how you will monitor and report on the project activities.'

We encourage applicants to collect feedback, gather quotes, photos, videos and other supporting information to illustrate the success and impact of their activities to tell a rich story of the exciting work they have done.

## Application

Applicants must complete the application form and return to

[Social.prescribing@walthamforest.gov.uk](mailto:social.prescribing@walthamforest.gov.uk) by 5.30pm on Friday 17<sup>th</sup> March 2023.

## How will your application be reviewed?

After doing eligibility checks, applications will be reviewed by a group of stakeholders from within the council, NHS and those representing the VCFSE sector. Applications will take into account key considerations such as equalities, how your proposed work fits into the fund priorities, and spread around the borough.

## Key tips

- Ensure you have all the information ready in order to submit your application.
- Read the application guidance carefully before completing your application - it gives an insight into what the team are looking for in your responses to have confidence that your organisation is best placed to undertake the project outlined.
- Tips are included in the application form about the type of information we are looking for.

## Need more help?

- Contact us if you have general questions about the programme and your eligibility
- If you have any questions about the application, please email:  
[social.prescribing@walthamforest.gov.uk](mailto:social.prescribing@walthamforest.gov.uk)