Guidance Notes
Community Health Champions Microgrants – facilitated by WF CVS

The Community Health Champions Health and Wellbeing Microgrants programme is funded by LBWF Public Health via North East London ICB and facilitated by WF CVS on behalf of the Community Health Champions Programme.

The Fund supports small, community-led projects that improve health and wellbeing across Waltham Forest and aims to enable local groups and individuals to design and deliver small-scale, impactful activities rooted in local community.

Final date for submission is Sunday 9th August

1. About the Fund

The Community Health Champion Microgrant provides small grants to support resident-led and community-led projects that help reduce health inequalities in Waltham Forest.

Total fund: £15,000

Grant amounts:

- **Up to £1,000** – residents, individuals, informal groups
- **Up to £2,000** – constituted groups (charities, CICs)

2. What the Fund Supports

Projects must be health-focused and address at least one of the following health priorities:

- Mental health
- Healthy weight, nutrition & physical activity
- Healthy ageing

We encourage applications for activities that support the following target groups however, this is not a compulsory list:

- Adults
- Men
- Disabled residents
- People with long-term conditions
- LGBTQI+ communities
- Residents whose first language is not English
- Romanian residents

Eligible activities include but not limited to:

- Activities or workshops focused around nutrition
- Physical activity – such as dance or movement activities
- Mental wellbeing support
- Ageing-well activities and workshops

Examples of previously funded activities:

- **Monthly mindfulness walking and photography sessions for men**, designed to support mental wellbeing, physical activity, and social connection.
- **Fortnightly peer-led diabetes support group** with a focus on nutrition, shared learning, and practical lifestyle support.
- **Monthly dance sessions for parents and children on low or no income**, incorporating fun movement and providing fruit to promote healthy eating.

Funding can be used for:	We cannot fund
Venue hire	Activities completed prior to funding
Materials	Activities for commercial or personal gain
Accessibility support	Schools or businesses applying independently
Outreach and promotion	Religious/political promotion
Staffing/facilitators and volunteer expenses	Profit-making ventures
Insurance	Multiple applications
Food and refreshments	Part-funded projects unless additional funding has already been secured

3. Eligibility criteria

Eligible organisations	Ineligible organisations
Voluntary or community organisations	Organisations that are aimed at generating profits for private distribution
Registered charities	Sole traders
Constituted groups	Organisations not working in the London Borough of Waltham Forest
Community interest companies (CIC) and Social Entreprises	
Individual residents of Waltham Forest applying for up to £1000	

Please note: Individual residents may apply for grants of up to £1,000. Applications for grants above £1,000 must be submitted by an eligible organisation.

Projects must:

- Take place in Waltham Forest

- Be accessible
- Provide clear community benefit
- Demonstrate value for money
- Be delivered within the funding period

4. Application Process and Scoring Criteria

How to make an application:

To submit an application, you can either apply using the link below:

Link to form **Application Form Community Health Champions Micro-grant – Fill out form**

Or download the application form from the council website and return it as a **Word document to** connectingcommunities@walthamforest.gov.uk

Scoring Criteria

Applications will be assessed against the fund aims and eligibility criteria listed below by a panel comprising residents, Community Health Champions and Communities Team representatives. Waltham Forest CVS (WF CVS) supports and facilitates the grant process but does not assess, score or make decisions on grant applications.

Criteria	You application should:	Weighting %
Your Project / Activities Summary and relevance to Health Priorities	Align with at least one Community Health Champions health priority: mental health, healthy weight, nutrition and physical activity, or healthy ageing. Clearly describe how your planned activities will improve health outcomes. Show rationale for why this project matters to your community.	**25**
Target Participants & Inclusion	Show that the project responds to a clear community need. It aims to reach targeted groups such as adults, men, disabled residents, people with long-term conditions, LGBTQI+ communities, residents whose first language is not English or Romanian residents or underserved communities Activities will be inclusive and accessible (e.g., physical access, language support, free/low cost, familiar venues, culturally appropriate).	**30**
Impact & Outcomes	Demonstrates clear, realistic, measurable outcomes Describes expected positive changes for participants	**25**

	A practical approach to assessing impact (e.g., short surveys, attendance records, verbal feedback, behaviour or confidence changes).	
Project Delivery & Feasibility	Describes how the project is deliverable between September 2026 and February 2027 The plan is realistic and achievable Budget and resources are appropriate Facilitators are trained/experienced (where relevant) You have considered venue, risk, scheduling, and participant engagement	**20**

The weighting (%) highlights the value of each criteria but this will only be used during the scoring of the shortlisted applications.

5. Reporting Requirements

All successful project leads will be asked to share information via a monthly evaluation short and end-of-project report summarising activities, outcomes, and lessons learned during delivery. This may include:

- Number of attendees
- The impact that your activity has had on participants health and wellbeing
- Examples of how your project has helped participants learn more, feel more confident, or make changes in their behaviour?

You will also be asked to share a brief end of project case study or story that highlights the impact of your activity.

6. Conditions of Grant

Successful applicants are required to provide the following:

Public liability insurance
Safeguarding policy
Risk assessment
An up-to-date bank statement (dated within the last 3 months)
Provide updates on your project and an end of project report
Take part in at least one project closure and future planning meeting with WFCVS

The Community Health Champions Network

Successful grantees will also be required to sign up to the Community Health Champion (CHC) Network. The Network connects residents and community organisations across Waltham Forest to improve health and wellbeing, reduce inequalities, and support prevention through community-led engagement, training and information sharing.

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Further information can be found here: **Community Health Champions | London Borough of Waltham Forest**

This opportunity is also open to unsuccessful applicants.

8. Key Dates

Key Dates

Activity	Date
Applications Open	6 July 2026
Application Support Session	Thursday 9 July and Wednesday 15 July 15 12pm to 1pm **Join the Q&A session on Microsoft Teams**
Applications Deadline	9 August 2026
Successful applicants announced	End August 2026
Projects delivery period	End September 2026 – End February

If you have any queries about eligibility or making an application, please email us at connectingcommunities@walthamforest.gov.uk

Applicant Details

1. Name of applicant or organisation:
2. Name of main contact (if different from above):
3. Email:
4. Phone:
5. Address:

6. Application type (tick one):

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[ ] Individual	**[ ] Constituted Group**
[ ] Informal Group	**[ ] CIC**
[ ] Constituted Group	**[ ] Charity**
[ ] Social Enterprise	

Summary of your project/activities

7. **Project name:**

8. **Which area of Waltham Forest will the activity be delivered in? (tick all that apply):**

[ ]	**North** – *including Chingford, Highams Park, North Chingford, Chingford Hatch, Chingford Mount*
[ ]	**Central** – *including Walthamstow, Blackhorse Lane, Walthamstow Village, Wood Street, Higham Hill, St James Street, Markhouse Village*
[ ]	**South** – *including Leyton, Leytonstone, Lea Bridge, Bakers Arms, Low Hall, Whipps Cross*
[ ]	**All areas**

9. **Which health priority does your project address? (tick one):**

[ ]	**Mental Health**
[ ]	**Healthy weight, nutrition & physical activity**
[ ]	**Healthy Ageing**

10. Please provide an overview of your project/activity (max 250 words).
This should include what the project will do, the frequency of the activity, how it addresses your chosen health priority and why the project/activity is important for the community it is intended to support.

Target Participants & Inclusion

11. Describe who your project is designed to support and how the activities will be tailored towards the health needs. Include estimated number of attendees location, language, cost, physical accessibility, outreach) and how you intend to reach them. (Max 250 words)

12. What are the positive changes you expect participants to experience. *Describe the outcomes you aim to achieve and how you will measure them (e.g., surveys, attendance data, feedback,*

behaviour change). Outcomes are the change you want to see happen for the residents you are working with.

Project Delivery & Feasibility (Max 250 words)

13. Please provide an overview of how your project will be delivered. *Include: Planned/estimated start date and overall timeline - Session frequency and session length - Who will deliver the project (organisation or facilitator details and their qualifications where appropriate - How you plan to promote the project to participants. (Max 250 words)*

14. Please enter the total funding amount that you are requesting. The maximum you can request is up to **£1,000 for individuals** and informal groups, **or up to £2,000** for constituted groups (charities, CICs and social enterprises).

Total amount requested	**£**

15. Please list the main costs for your project (e.g., venue hire, materials, facilitators, accessibility support, refreshments). Where possible, include unit costs, quantities, and totals.

Item Description	Frequency/Quantity	Total Cost (£)
Example – venue hire	*6 x £50ph*	*£300*

16. **Do you require additional funding to deliver the project? (tick one):**

[ ] Yes **[ ]** No

17. If Yes, have you secured any part or match funding? (tick one):

[ ] Yes **[ ]** No

18. If yes, please provide details of the part or match funding

Section 5 – Eligibility Checklist

19. **Please tick each box below to confirm your project eligibility.** *Your project must meet all criteria to be eligible. Some requirements may vary depending on the type of project or applicant (for example, individuals or informal groups may not need all documents listed).*

[ ] The activity will be free for participants
[ ] The activity has not already taken place (we cannot fund activities that have already happened)
[ ] All activity will take place within Waltham Forest
[ ] I/we have, or will provide before any funding is released, appropriate public liability insurance, a safeguarding policy, and a risk assessment
[ ] I/we have a bank account in the name of the individual, group or organisation named in this application

Section 6 – Declaration

By submitting this application, I confirm that the information provided is accurate, that I have read the guidance notes, and that any funding will be used for the project described. I agree to provide feedback and a short report if funding is awarded.

20. Full name:
21. Position / role (if applying on behalf of a group):
22. Signature:
23. Date:

Submitting your application

Please return your completed form as a Word document to **connectingcommunities@walthamforest.gov.uk** by the closing date set out in the Guidance Notes.

Applications are assessed by the Community Health Champions panel consisting of residents and communities team officers. WF CVS supports the process but does not make funding decisions.

If you have a question, query or complaint about the application process, please email connectingcommunities@walthamforest.gov.uk and clearly outline your concern.

Complaints and Appeals

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Complaints and appeals relating to funding decisions will be managed by the LBWF Communities Team. Appeals must be submitted in writing to: **connectingcommunities@walthamforest.gov.uk** within 10 working days of notification.