Small Community Grants Guidance
Application, Assessment, Reporting and Form Guidance
Please read the following guidance documents carefully, before applying for funding.

Application Process

How much money is available?
Organisations may apply for grant between £100 and £3000.

What is the grant for?
The aim of the grant is to support local organisation to provide Healthwatch Newham (HWN) with feedback from the applicant's communities about their experience of health and social care services in Newham. This can include experiences of what is working well and the challenges they face, gaps or barriers to services. The research should also prove useful to the applicant as it should help them better understand their local communities and improve their services. At the end of the project grant recipients will be required to summarise your findings in a report. See below for details.

HWN will present the report and findings to the relevant commissioners or providers. For example, this could be the Health and Wellbeing Board or Newham Council Adult Social Care commissioners. HWN will work in partnership with organisations to do this and invite them to be part of this.

Programme Deadlines
This is a rolling programme and we will be accepting applications until March 2019 or until funds last. All projects must be completed and reports submitted to HWN by 31 March 2019.

Who Can Apply
To be eligible to apply, organisations must:
- be a new or existing social or community organisation, i.e. not-for-profit
- be connected with and meeting the needs of local communities in Newham
- be formally constituted
- have a bank account requiring two signatories

Applications from organisations that have a financial deficit will not be considered.

What we will not fund
HWN will not fund:
- Expenditure or activities that have already taken place
- Projects that have no community or charitable element
- Projects that are purely for the advancement of religion or politics

HWN does not make grants to individuals.

How to apply
To apply please complete an application from and return it to HWN. You can download the form from our website at: **healthwatchnewham.co.uk/community-grants**

To return your completed application form or if you have any questions please contact us at **leonardo.greco@healthwatchnewham.co.uk** | 020 3828 8246**.**

Assessment and Payments Guidance

The Assessment Process

Once an application is submitted, we will email the applicant back to confirm recipient of the application. We will then review the application and get back to the applicant within 6 working weeks with a response. We may contact the applicant in the meantime should we have any questions on the application.

Payment Structure

Successful projects will receive a contract letter **to sign**, which, once received will trigger the first payment. Payments will be made in two stages and allocations will be in accordance with the grant's size.

Monitoring and Reporting Guidance

Monitoring

HWN will deliver mid-way monitoring reviews which may be conducted by phone or in person. Reviews will be agreed individual projects on a one to one basis.

Final Research Report

At the end of the research project funded organisations will be required to submit a written report, detailing their research, findings and recommendations.

As projects are funded by money from Newham Council, we need to ensure the report provides details of the work completed and how this will benefit local people. In addition, we want to provide reports to the NHS and Newham Council that show, with good evidence, why change is needed. We find that presenting the information in a structured report, provides clarity on what changes are needed and why.

Below is a summary of the sections that should be included in a final report. The size of the report will be appropriate to the relative size of the project.

- Introduction
- Key recommendations
- Methodology
- Findings
- Full Recommendations and Good Practice
- Acknowledgements
- Annexe

You can find full details around each section in the Small Community Grants Research Report Template.

Application Form Guidance

Organisation Details
- Details of the organisation applying for the grant.

Main Contact
- Contact details of the main person responsible for the application and delivery of the project.

The organisation Background
- (Maximum 300 words) please provide a brief summary of the aims and objectives of your organisation.

The Project
- **Project dates:** the date on which you intend to start your community research project and the date that community research activities will end. Also insert the date by which the report will be supplied to HWN.
- **Number of Beneficiaries:** Number of people/community members the project will reach.
- **Number of volunteers:** Number of volunteers that will be directly involved with the project.

Delivery
- **Project Description:** (Maximum 200 words) Please describe what the project will deliver and where.

  > *For example: a project that researches access to breastfeeding services in the borough, may involve organising 5 focus groups and delivering questionnaires to the local community. The focus groups will be delivered in 5 different locations including Community Centre A, Children Centre B, Local Church C, Health Clinic D and Community Group E. The focus groups will discuss with local mothers available services, ease of access and discuss the type of services user would find most useful.*

- **The community:** (Maximum 200 words) briefly describe the community your project will reach.

  > *This could include the type of ethnic community or if the community live in a deprived area.*
  > *For example: mothers with newly born babies or children up to the age of 3 in Newham, who are in the x-y age bracket, from Beckton ward which has high levels of deprivation and includes mothers from the Black community.*

- **Method:** (Maximum 200 words) please describe the methodology you will use to deliver the research.

  > *This should include the number of participants at each focus group and in the surveys, how they will be selected, how the data will be collected and analysed.*

- **How you will use the report:**
  HWN will present the report and findings to health and social care commissioners and providers for their response to your recommendations. Please explain how you may be able to use the report within your organisation, for example to improve or develop your services, or to share the findings with other community organisations.

- **Why do you think there is a need for your project?** (Maximum 200 words) please provide evidence information, such as feedback that you have received to date from your community or your clients, local and national data or research to demonstrate the need for the project. If the idea of the project developed from feedback by your community, please provide an indication of the how the feedback

was received and when the feedback was received. For example, 'focus group with 20 people in May 2017' or 'feedback from 30 comments forms collected during March to June 2017'.

Project Budget

Provide an itemised project budget with a breakdown of costs which should add up to the total you are requesting from HWN.

We are aware that some of the costs you will include in your budget will be estimates, as the price may vary a little once you start the project. You should however provide the details. For example:

Item	Breakdown	Total
(example) Venue Hire	10 session of 1 hour each @ £20/hr	£200
Refreshments (tea, coffee)	10 session @ £5/session	£50
Surveys' postage and return	2nd class stamps @ 56p each x 100 surveys x 2 (send & return)	£112

Total amount requested from HWN	£362

Please note, if funding is agreed, we will require a **signed** agreement and will arrange a payment structure based on the above information

If you have any questions about any part of this document please contact us at **leonardo.greco@healthwatchnewham.co.uk** | 020 3828 8246**.**