

Havering Community Chest Small Grants Programme

Community Chest Application Guidance 2023/2024

This guidance provides information about our Community Chest grants for 2023/24. To make an application for this grant, please click on the following link; [Community Chest Application](#) or you can access using the QR code (see last page of document). For questions on the process, please contact communitychest@havering.gov.uk,

If you need support in putting your application together, please contact Kim Smith Kim.Smith@havering.gov.uk or Shelley Hart shelley.hart@haveringvc.org.uk

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Introduction

The vision of the Havering Partnership is to pool our collective resources to create person centred, seamless care and support designed around the needs of local people throughout their life course, with a strong focus on prevention, addressing inequalities and the wider determinants of health by:

1. Developing joined up support and services that prevent people becoming ill – this covers a whole range of activities aimed at building more resilient communities and better 'health literacy' which are largely undertaken by non-health partners, including school readiness, employment, housing etc.
2. Ensuring that when people do need advice it is easy to access and seamless between different agencies – joining up services between the NHS and voluntary sector to enable a swift and comprehensive response.
3. Ensuring that services for people who are ill are high quality and can be accessed without delay.

The Havering Place based Partnership (a partnership of health, care and community and voluntary sector organisations) working closely with the London Borough of Havering is committed to supporting the Voluntary, Community, Faith and Social Enterprise Sector (VCFSE) to deliver services and activities that encourage engagement of residents to support their health & wellbeing.

This programme is running for 2023/2024 to support small to medium-sized charities, organisations, community groups, and social enterprises (VCFSEs) to deliver activities for community members around specific needs that have been identified across the borough. These needs are directly linked to health inequalities that have been recognised in areas of the borough.

This guidance will provide an overview of the Community Chest grants, as well as how to apply.

Grant programme summary

Fund Name	Funding amounts	Who is this fund for?	What is this fund for?	When to apply
Community Chest	<p>£500 - £2,000</p> <p>£2,000 - £5,000</p> <p>£5,000 - £10,000</p> <p><i>More information on what can be funded within these increments is detailed later in this pack. These are guided thresholds.</i></p>	<p>Small charities, organisations, community, faith groups, and social enterprises (VCFSEs) with an annual income under £60,000 per year with reserves at no more than 1.25 of their reserves policy</p> <p>Medium charities, organisations, community, faith groups, and social enterprises (VCFSEs) with an annual income of under £250,000 per year with reserves at no more than 1.25 of their reserves policy</p> <p>Structured groups of community residents, or community associations</p>	<p>Activities undertaken by VCFSEs/ community groups for beneficiaries</p> <p>Training, system improvements, materials to undertake activities</p> <p>Core staff and programme costs will not be funded</p>	<p>Applications open on 15th December 2023.</p> <p>The final opportunity to apply is 31st January 2024 for awards made in the 2023/24 financial year.</p>

Who can apply

Applications are accepted from any constituted voluntary, community or recreational group working within Havering Place based Partnership (a partnership of health, care and community and voluntary sector organisations), working with London Borough of Havering. These are typically the following organisations:

- Registered charity or Charitable Incorporated Organisation (CIO)
- Charitable company or Social Enterprise (companies must have asset locks, be wholly not-for-profit and without share capital)
- Community Interest Company (CIC)
- Company limited by guarantee (companies must have asset locks, be wholly not-for-profit and without share capital)
- Cooperative and Community Benefit Society
- **For Community Chest applications, we accept applications from structured groups of local residents** who have formed for a specific purpose. They may be an established group who have been meeting for a number of years or a group who have recently formed for a one-off event or purpose.
 - These community groups may wish to be supported by a larger charity, organisation, or social enterprise to structure and deliver their activities, where capacity is limited to do so informally
 - We welcome applications that foster partnership and collaborative working in this way
 - If you need to talk to us about how you could set this up, please contact us (details on first page of this 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 held in the name of the organisation, or a nominated bank account which the funding can be paid into.
- Have an appropriate level of insurance coverage for their project and activities.
- Have appropriate safeguarding policies and procedures for their project activities.
- 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 at least 80% of the people benefiting from the project will be Havering residents.

When to apply

The deadline to apply for a grant is 31st January 2024. Applications open on 15th December can be made any time during this period (deadline may be extended depending on number of bids received).

Applications to be submitted by	Start Date of Projects	Applicants notified of outcome by*
Tuesday 31 st January 2024 at 5:30pm	Projects to start as soon practicable	At the latest, end of February 2024*

*indicative

You will not be able to submit your application after the closing date. Please ensure that you have given yourself enough time to gather all of your relevant documents to submit your application, and factor in time for potential technical problems. If your application is missing documentation that is required and not submitted on request, your application may not be able to be considered. Please read the list of documents required, carefully and ensure all required documents are submitted.

If you need support with gathering these documents, please contact Kim Smith Kim.Smith@haverimgov.uk or Shelley Hart shelley.hart@haveringvc.org.uk.

Key information

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

Community Chest Grants Programme Aims & Priorities in Havering

The Grants Programme focuses on providing support to residents of Havering who are most at risk of health inequalities.

Funding themes and population groups in need have been identified through a priority setting process, which took into account population needs of residents going through community engagement processes in Havering. These engagement functions include social prescribing, health and wellbeing support, and local area coordination (see below for more information on what these functions are).

How this funding links to community engagement across Havering

The aim of this fund is to support the existing community engagement services in Havering to refer residents onto activities taking place 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 systems, VCFSEs, and community groups.

Some of the community engagement functions that we are working with in Havering 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.
- **Local area coordination** - local area coordinators work with Havering 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 local area coordinators are, do not worry. Havering encourages applicants even if you have had no exposure to these groups.

Being familiar with these is not a requirement for applying to the fund, so please apply even if you have never heard of, worked with or associated with any of these support systems for residents.

We also want charities, organisations, community groups, and 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.

What we can fund

Havering is looking for charities, organisations, community groups, and social enterprises (VCFSEs) that deliver activities in the following areas. These priorities were identified through gathering data and insight from social prescribers, health & wellbeing coaches and local area coordinators about what community activities Havering could benefit from funding with this small grants programme.

- **The Core themes (column 1)** outlines the priority themes that have been selected for this fund.
- **Cohorts and populations in need (column 2)** are population groups that have been identified in need of community support in Havering currently.
- **Example activities (column 3)** that would benefit the community have been identified. However we welcome applications from new and innovative ideas that don't only fit within the example activities.

Core theme:	Cohort/ population groups in need:	Examples of type of activities could include:
<p>Cost of living i.e. housing, food, taxes, health care, energy bills, education, and transportation</p>	<ul style="list-style-type: none"> • All age groups and demographics, but with a particular focus on those with protected characteristics • People with long term health conditions & disabilities • People with negative budgets/ in debt • Families with children 	<ul style="list-style-type: none"> • Advice sessions for residents on how to access relief for increased cost of living (e.g. energy bills, housing bills, cost of food etc.) • Support to residents in navigating and understanding how to manage increased cost of living • Support to people on benefits or housing advice waitlists (e.g supporting with self-checks) • Food distribution (food banks) for residents • Offering warm spaces
<p>Learning difficulties and disabilities</p>	<ul style="list-style-type: none"> • Young children diagnoses (especially autism) • Children transitioning to adulthood • Adult stage diagnoses • People who don't classify as disabled, but still require support 	<ul style="list-style-type: none"> • Support to people with autism • Support to people with Attention Deficient Hyperactivity Disorder (ADHD)

<p>Long term conditions</p>	<ul style="list-style-type: none"> • Children transitioning to adulthood • People in their 30s and 40s 	<ul style="list-style-type: none"> • Support to housebound patients • Art therapy • Accessible sports and yoga
<p>Mental health & isolation</p>	<ul style="list-style-type: none"> • Lesbian, Gay, Bisexual, Transgender, Questioning plus (LGBTQ+) • Elderly • People in their 30s and 40s 	<ul style="list-style-type: none"> • Face to face befriending • Early onset dementia support • Specific activities to age groups identified

Funding increments

The following funding increments have been identified as a guide. If your project cost fits between the funding amounts outlined below, please do not hesitate to apply. As long as reasoning is provided for the scope and timeline of the activity, the amount funded is flexible. The below is provided as guidance for ideas only.

Amount	What could this fund?
<p>£500 - £2,000</p>	<ul style="list-style-type: none"> • A one-off activity for beneficiaries (e.g. a one day workshop or event) • Purchasing of materials to support activity delivery
<p>£2,000 - £5,000</p>	<ul style="list-style-type: none"> • A series of activities delivered over a few months for beneficiaries • Support to a specific cohort or group needing community support

<p>£5,000 - £10,000</p>	<ul style="list-style-type: none"> ● Longer term activity delivery for beneficiaries ● Training/ system improvements/ material purchasing etc. to support your VCFSE or community group to increase capacity. <ul style="list-style-type: none"> ○ Capacity building activities should link directly back to encouraging, learning about and collaborative working with the community engagement functions outlined above (e.g. social prescriber, health & wellbeing coaches, community connectors, and local area coordinators)
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What we encourage from applicants

- Projects that centre the lived experience of residents in the work they are doing
- Projects that are designed and delivered directly with/by community members
- Projects that specifically aim to support the process of community support functions that exist in Havering (e.g. social prescribing, health & wellbeing and local area coordination referrals), even if you have never engaged with these before.

What we can help with

- Advice in the application process by contacting us for a 1-1 chat.
- If you need a physical location to deliver your services, but don't have access to one, we may be able to support this. Please contact our team to discuss this.
- An information session at the start of the grant will be hosted for all awardees.

What we can't fund

- Applications that do not meet the programme eligibility criteria.
- Retrospective applications – when the project has already taken place.
- If you are unsure about any itemised costs you plan to apply for please contact us (see page 1 for contact details).

Monitoring and reporting

All funded organisations will be asked to monitor and report on their funded activities in a very simple way, through a form provided by Havering. More detail on this is provided in the application form guidance in section 2.10 'monitoring outcomes'.

We encourage applicants to 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.

How to apply

- To apply for the community chest grant, please click on the following: [Community Chest Application](#) or access using the QR code below.
- We are happy to accept video, audio or verbal applications if an online application form is not accessible for you.

- If you have any access needs or requirements to submit your application in a different way (examples detailed above), please contact us (see page 1 for contact details).

How will your application be reviewed?

Following completion of eligibility checks, applications will be reviewed by a group of stakeholders from within the NHS, Council, Healthwatch Havering and representatives from community engagement teams. 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.
- Use the questions outlined in the application system and work on your application offline (cut and paste them into a document). You can then add your responses into the application form via the online system.
- 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 online application form about the type of information we are looking for.

Need more help?

- If you need advice on how to prepare grant applications please visit: https://www.havering.gov.uk/download/downloads/id/1166/tips_for_community_groups_for_writing_successful_funding_proposals.pdf
- Contact us if you have general questions about the programme and your eligibility
 - Book a 1-2-1 application session with Kim or Shelley
Contact; Kim Smith Kim.Smith@havering.gov.uk or Shelley Hart shelley.hart@haveringvc.org.uk
- If you have any questions about the application system, please email communitychest@havering.gov.uk

Community Chest Grant Application Form [Community Chest Application](#)

QR Code

