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# NEIGHBOURHOOD HEALTH

# HEALTH IMPROVEMENT FUND

**GUIDANCE FOR APPLICANTS**

**What will the Neighbourhood Health: Health Improvement Fund support?**

The Health Improvement Fund is available for new or initiatives that will improve health and wellbeing in communities across Aberdeen, either geographical communities or communities of interest.

Up to £5,000 is available to put your idea into action.

We are looking for projects that:

* Are community led and inspire community members to get involved
* Meet local need and reflect local circumstances
* Join people together
* Can show improvements in health and wellbeing

Projects must also link with public health and wellbeing related commitments of the Aberdeen City Health and Social Care Partnership (ACHSCP) by supporting at least one of the following:

* Improve public health and wellbeing.
* Promote and support people to self-manage their health in a way that is suitable for them.
* Empower people to overcome the wider determinants of health.
* Enable and empower people of all ages with disabilities and/or complex care needs to maintain their health.
* Empower people to remain safely at home. .
* Reduce the harmful impact of alcohol, drugs, tobacco, obesity and poor oral health.
* Value and support unpaid carers.

**What types of projects have been funded in the past?**

Here are a few examples of projects we have funded across Aberdeen in recent years.

* Cove and Altens woodland walk project, involved the upgrade of a woodland path, making it accessible all year round. It is now used regularly by a range of people including dog walkers, families and joggers.
* Printfield community project used yoga to help women experiencing panic attacks and anxiety to better self-manage. The project, named ‘Inside Out’, led to better general wellbeing and increased social connections for those taking part.
* Airyhall library organised mindfulness taster sessions in such a way as to identify and break-down barriers to accessing activities that reduce stress. As a result, participants gained increased awareness of and connections with organisations, activities and opportunities to reduce stress whilst barriers of fear, finance, knowledge and logistics were overcome.
* Danestone community centre organised toe-tapping Sunday tea parties reducing loneliness and isolation amongst older people. Sundays were identified as the loneliest day for many.
* The Miscarriage Information Support Service (MISS) was set up in recognition

of the lack of support locally for those who have experienced a miscarriage. They now hold a monthly support group with people across Aberdeen benefitting from the service.

* Garage community baking project delivered basic bread-making and baking sessions with those at risk of social isolation. Participants’ confidence increased, they engaged more socially and learnt new practical skills as a result of attending.
* Tor-na-Dee care home increased resident’s trips to the outdoors with their hen ‘hoose’ project. It gives residents with prior knowledge of hen care a chance to share their skills. It also provides a light-hearted focus for those visiting friends or relatives.

**Who can apply?**

We **can** accept applications from:

√ Voluntary or community organisations

√ Registered charities

√ Constituted groups or clubs

√ Community interest groups (CIG)

√ Social enterprises

√ Statutory bodies e.g. NHS, Aberdeen City Council (including community councils)

√ Schools

√ Housing Associations

√ Individuals who are aligned to an organisation or part of a constituted body

(Individual people may submit applications for a community project. If successful, for monies to be released you **must** have a host bank account. We will **not** pay monies into a personal bank account).

√ Any other not for profit health and care providers.

We **cannot** accept applications from:

**X** Projects that cover the whole of Grampian – applications must support people living and working in Aberdeen and projects must take place within Aberdeen City boundaries.

**What can the money be spent on?**

Here are some examples of what we can and can’t fund. This list is not exhaustive; if you are unsure, please contact us.

**Yes**

* Training costs
* Building and environment improvements
* Equipment
* One-off events

**No**

* Ongoing staff costs (e.g., salaries. However, we would fund training costs and sessional costs such as a Zumba tutor for 6 sessions)
* Utilities/running costs

**How to apply?**

You **must** complete the Neighbourhood Health: Health Improvement Fund application form. Applications are available in both hard and electronic copy and can be accessed:

* Online Application – [click here](https://consultation.aberdeencity.gov.uk/aberdeen-city-health-and-social-care-partnership/health-improvement-fund-application-22-23)
* Hard Copy - [Click here](https://www.aberdeencityhscp.scot/our-innovations/the-health-improvement-fund/)
* Email - [*localityplanning@aberdeencity.gov.uk*](mailto:localityplanning@aberdeencity.gov.uk)
* Phone 07876818928 (Chris Smillie) or 07977399534 (Suzanne Thomson)

Key points that **must** be addressed when completing applications are presented in the table on the following page (page 5-7).

**Application Form – Guidance for each question**

The table below has been created to support your answer the questions within the application form. If you require further assistance or clarification, please get in touch – [LocalityPlanning@aberdeencity.gov.uk](mailto:LocalityPlanning@aberdeencity.gov.uk)

|  |  |
| --- | --- |
| **Section**  **(Question)** | **Key Point** |
| General guidance | **Every** section of the application form **must** be complete, giving as much information as you can. |
| **ELIGIBILITY** | |
|  | Prior to completing your application, please read this guidance document to ensure your project meets the Health Improvement Fund principles. |
| If you are a statutory body applying to the fund, please tell us how you have identified this local need and how you will work with the local community to deliver your project. | Please note this question is for statutory bodies only. If you are not a statutory body, please leave this blank or input N/A.  Please briefly explain how you have identified the need for this project and who was involved? Did it include the target audience? e.g., Survey of parents asking for a parent-toddler group. |
| **CONTACT DETAILS** | |
| Contact Information | Please give one main contact person for your project. The main contact should be someone who can talk in detail about the project. |
| **YOUR PROJECT** | |
| Project Idea/Name | Please state the name of your project/idea. |
| Projects must link with the public health and wellbeing related commitments of the Aberdeen City Health and Social Care Partnership, which of the following does your project support (please select all that apply)? | Projects must link with the public health and wellbeing related commitments of the ACHSCP.  Please tick all that apply to your project. Please note that your project **must** support at least one item from the list. |
| Which locality will your project take place? | Please state the community or geographic area/s the project is to cover.  E.g., Peterculter, substance misuse recovery group etc. Note the funding is available for people who live or work in Aberdeen and must take place in Aberdeen. |
| Please highlight which areas of the Aberdeen City locality plans your project aligns with. | Does this project connect to a Priority, Community Idea or Improvement project? You can view the Locality Plans on the following website - [by clicking here](https://communityplanningaberdeen.org.uk/locality-plans-north-south-and-central/) |
| What service/activities will you be providing and how will you do this? | Please provide a detailed description of what the funding will be used for. Explain how you will recruit people to take part in your project e.g., Existing group, advertising, and marketing. |
| How many people (approximately) will benefit from this project? | Please state how many people are expected to benefit and who they are.  E.g., 20 older people attending a lunch club. |
| What Partners or other Organisations will you be working with to deliver this project? | Please state who else will be working on the project with you.  E.g., any organisations providing additional support to the project. |
| Briefly explain how you know this project is needed and if you have carried out any type of formal/informal consultation with the community. | It is important that you involve your community in the design, development and delivery of activities you are planning, so please tell us how you have done this, stating the people who have been involved. This may include community centres, community groups, professionals e.g., nurse, teacher, social worker. It is important that you show how you are using existing community strengths and partnerships. |
| What benefits do you expect to see as a result of your project in relation to your target population and how will you evaluate this? | Please briefly explain what differences you expect to see e.g., participants becoming more physically active, staff or volunteers more knowledgeable/confident due to attending training.  How you will show the impact of your project on health and wellbeing both short-term (e.g., How many participants, how many sessions, etc) and long-term (e.g., Feedback from participants, reduced alcohol intake, regaining employment). |
| When do you expect the project to start and how long will this run for? | Please state when the project is expected to start and how long it will run for.  E.g., July and for 12 months. |
| **PROJECT COSTS** | |
| How much are you bidding for? | Give details of how much you are bidding for up to a maximum of £5,000. |
| What will you spend your funding on? Please give a breakdown of the cost of your project. | It is important that **all** projected costs are listed. Please ensure that costs are broken down as much as possible and that there are **no** ‘miscellaneous’ costs. Please see “What can the money be spent on?” above for guidance on what can and cannot be funded. |
| How do you plan to continue the work when the funding stops? | Please state how you plan to sustain the project when the funding stops. e.g., fundraising, source other funding streams, income generation. |
| **ADDITIONAL INFORMATION** | |
| Have you applied for any other funding? If yes, where from and is it confirmed? | Please state any other funding sources that you are applying to, have received funding from or are reliant on for this project to go ahead. |
| Please tell us how you heard about the funding i.e., website, social media, support worker etc. | Please briefly tell us where you heard about this funding. It will help us to promote the fund in the future! |
| If your bid to the Health Improvement Fund is unsuccessful, do you give us permission to pass this application on to other funds which may be better suited e.g. Community Mental Health and Wellbeing Fund (ACVO). | In a bid to increase the number of successful applicants, with your permission, we may pass your application to another funder. |
| Has your associated organisation signed up to the Tobacco Free Generation charter? | This question will not affect the outcome of your application, this is for our records.  You can view the charter [by clicking here](https://www.ashscotland.org.uk/what-you-can-do/scotlands-charter-for-a-tobacco-free-generation/#:~:text=Scotland's%20Charter%20for%20a%20Tobacco%2Dfree%20Generation%20is%20an%20initiative,and%20wellbeing%20by%20addressing%20smoking.) |

**Frequently Asked Questions**

1. **What happens next and how are decisions made?**

The decision-making panel will meet every 6-8 weeks at the Priority Neighbourhood Partnership (PNP) meeting, where the Health Improvement Fund applications have become a standing agenda item. The panel comprises of local community members (via the Locality Empowerment Groups and PNP), public and third sector partners that will consider the applications received. The group will score all the applications using the essential criteria which will help them reach a decision.

# Can a proportion of the bid be funded?

Yes - the local decision-making panel can decide to grant a proportion of the amount requested.

# Can I apply as an individual?

Yes - you can apply as an individual or as an informal group to support a community project. However, we will **not** pay monies into a personal bank account. There may be organisations that would be willing to host monies on your behalf. For support to identify possible hosts please contact - [localityplanning@aberdeencity.gov.uk](mailto:localityplanning@aberdeencity.gov.uk)

Alternatively, you may wish to consider becoming a constituted group. For further information and support to become a constituted group contact Sandy Mathers, Development Officer at Aberdeen Council of Voluntary Organisations (ACVO) on [sandy.mathers@acvo.org.uk](mailto:sandy.mathers@acvo.org.uk) or call 01224 686075.

# Is there support to complete the application?

Yes - support can be accessed by emailing: [localityplanning@aberdeencity.gov.uk](mailto:localityplanning@aberdeencity.gov.uk)

# Can an organisation complete more than one application?

An organisation can only be a main bidder for one application; however they can be named as a partner in additional applications.

# Is there a system for reporting?

# Yes - applicants will be expected to complete an evaluation form and may be invited to attend an event to showcase projects at a later date. Please note evaluation guidance and support will be available.

# A member of staff from Aberdeen Health and Social Care Partnership may visit funded projects to find out how you are getting on.

# Applicants who do not fulfill the evaluation requirements for their funded project will not be eligible to make future bids to the Fund.

# What happens if the project is unable to go ahead?

If you are not able to go ahead with the project as agreed, you will be asked to return the monies. Please arrange to make contact as soon as possible if you are concerned you will be unable to go ahead with the project.