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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 initiatives that will improve health and wellbeing in communities across Aberdeen, either geographical communities or communities of interest.

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.

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

Applications which are community led and initiatives which seek to address health inequalities will be particularly welcome.

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

Case studies of successful projects can be viewed on our Health Improvement Fund Facebook page – [please click here to view](#).

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)

√ 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)
- Utilities/running costs
- Costs for basic living expenses (e.g., costs to top up food bank supplies, heating vouchers)

### **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](#)
- Hard Copy available on the Health Improvement Fund website – [click here](#)

We would encourage all applicants to contact us for support/advice prior to submitting an application:

- Email - [HealthImprovement@aberdeencity.gov.uk](mailto:HealthImprovement@aberdeencity.gov.uk)
- Phone 01224 045 735 (Chris Smillie) or 01224 069 421 (Suzi Thomson)

Key points that **must** be addressed when completing applications are presented in the table on the following page (page 5-11).

## 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 via [HealthImprovement@aberdeencity.gov.uk](mailto:HealthImprovement@aberdeencity.gov.uk)

Section (Question)	Key Point
General guidance	<b>Every</b> section of the application form <b>must</b> be complete, giving as much information as you can.
<b>CONTACT DETAILS</b>	
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.
<b>ELIGIBILITY CRITERIA</b>	
Prior to completing your application, please read this guidance document to ensure your project meets the Health Improvement Fund principles.	
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 identify all of the public health and wellbeing related commitments of the Aberdeen City Health and Social Care Partnership your project supports.  Please note your project <b>must</b> support <b>at least one</b> .
Which best describes the organisation you are applying on the behalf of?	Please identify which statement best describes your organisation.
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 <u>only</u> .  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  If you are not a statutory body, please leave this blank or input N/A.
Who are the main target group for your proposed project?	Please identify the main target group of your project.
In no more than 3 sentences, please briefly describe your project.	Please very briefly let us know what your project will entail.  For example, "A peer support group for Dads", "Building a sensory garden in the local park"

<b>YOUR PROJECT</b>	
Project Idea/Name	Please state the name of your project/idea.
In which geographical location will your project take place?	Specifically which neighbourhood will your project take place?  For example, Northfield, Hilton, Kincorth etc.
	Please identify which locality your project will take place.  For example, Central, North, South or Citywide.
Please highlight which priorities of the Aberdeen City locality plans your project aligns with.	<p><b><u>Central, South and North Locality Projects</u></b> Please identify which priorities of the Locality Plans your project meets.</p> <p>You can view the Locality Plans on the following website - <a href="#">by clicking here</a></p> <p><b><u>Citywide Projects</u></b> Please identify which Stretch Outcomes of the Local Outcome Improvement Plan (LOIP) your project meets.</p> <p>You can view the Local Outcome Improvement Plan (LOIP) – <a href="#">by click here</a></p>
<p>Project Details.</p> <p>Please provide an overview of the proposed project and how this will be implemented.</p>	<p>Please provide a detailed description of what the funding will be used for.</p> <p>Explain how you will recruit people to take part in your project and where this will take place. For example, existing group, advertising, and marketing.</p>
<p>Project Need.</p> <p>Please let us know how you have identified the need for this project.</p> <p>E.g., survey with a lunch club to identify a need for transport to and from group.</p>	<p>Please briefly explain how you know this project is needed.</p> <p>For example, any data/statistics you have used to come up with the idea, informal conversations with target group.</p>
	<p>Briefly explain if you have carried out a survey or any scoping work in relation to your target group.</p> <p>For example, any surveys, focus groups or informal conversations you have undertaken with target group.</p>

<p>Project Benefits.</p> <p>Please explain what benefits you will expect to see.</p> <p>Please explain how you will identify that these benefits have occurred.</p>	<p>What benefits do you expect to see as a result of this project?</p> <p>For example, increased physical activity, improved mental health.</p> <p>What evaluation will you undertake to know these benefits have occurred?</p> <p>For example, focus groups, surveys, word of mouth.</p>
<p>How many people (approximately) will benefit from this project?</p>	<p>Please state how many people are expected to benefit.</p> <p>For example, 20.</p>
<p>Partnership Working.</p> <p>Partnership working is highly recommended to ensure efficient use of resources.</p>	<p>Please state who else will be working on the project with you and what their role will be within the project.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• a will be providing volunteer support.</li> <li>• b will be providing support to build planters.</li> </ul>
<p>Start date and duration of project.</p>	<p>When do you expect the project to begin?</p> <p>For example, November.</p>
	<p>How long do you expect the project to run for?</p> <p>For example, 12 months.</p>
<p><b>PROJECT COSTS</b></p>	
<p>How much are you bidding for?</p>	<p>Please state the exact amount you are bidding for.</p>
<p>What will you spend your funding on? Please give a breakdown of the cost of your project.</p>	<p>It is important that <b>all</b> projected costs are listed.</p> <p>Please ensure that costs are broken down as much as possible and that there are <b>no</b> ‘miscellaneous’ costs.</p> <p>Please see “What can the money be spent on?” above for guidance on what can and cannot be funded.</p> <p>For example, 2x planters = £x, 4x gardening gloves = £x</p>
<p>How do you plan to continue the work when the funding stops?</p>	<p>Please state how you plan to sustain the project when the funding stops.</p> <p>For example, fundraising, source other funding streams, income generation.</p>

**ADDITIONAL INFORMATION**

Please note the information provided within this section will not impact the outcome of your application.

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.	Please briefly tell us where you heard about this funding. It will help us to promote the fund in the future!  For example, social media, ACVO newsletter.
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).	Please indicate yes or no.  In a bid to increase the number of successful applicants, with your permission, we may pass your application to another local funder. For example, ACVO Communities Mental Health and Wellbeing fund.
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 <a href="#">by clicking here</a>



## Decision Making

All applications will be assessed by an Advisory Group including representatives of the Third Sector Interface, the Health and Social Care Partnerships, Trustee and a patient/carer representative.

All applications will be assessed using the Grading matrix below, we have provided this for guidance and transparency to support the success of your application.

Application	Unmet	Met	Excellent
Project detail	Activities are not clear or are not appropriate, or do not fit with the areas identified in guidance. There is no clear rationale as to what they have applied for. It is not clear what the impact of the funding will be.	Activities are clear and appropriate and fit with the funding aims. There is a clear rationale for what they have applied for. It is clear what the overall impact of the funding will be.	As Met, plus: A detailed breakdown has been provided.
Monitoring and evaluation	Outputs/outcomes are unclear and methods have not been provided or are not appropriate.	Outputs/outcomes are defined and they have provided reasonable monitoring methods.	As met, plus: There is a clear articulation of Theory of Change and/or monitoring approaches are carefully considered within capacity and the rationale for the choice of method is articulated.
Evidence of need	It is not clear what the need for this funding is.	There is some evidence of general need on a broader scale.	There is specific evidence of need, and intended beneficiary engagement.
Financial Information	Insufficient information or breakdown has been provided. Costs are not in line with guidance. Doesn't appear to be good value for money.	Appropriate breakdown of costs. Expenditure is in line with guidance and appears to be appropriate and of good value. It is clear what we are funding.	As Met, plus: A fully itemised financial breakdown has been provided

## Frequently Asked Questions

### 1) What happens next and how are decisions made?

The decision-making panel will read applications and score each using the marking criteria. A meeting will be held with the decision-making group to discuss the scoring and allocate funds.

The panel comprises of local community members (via the Locality Empowerment Groups and PNP), as well as public and third sector partners.

### 2) Can a proportion of the bid be funded?

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

### 3) 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 – [HealthImprovement@aberdeencity.gov.uk](mailto:HealthImprovement@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.

### 4) Is there support to complete the application?

Yes.

- Email - [HealthImprovement@aberdeencity.gov.uk](mailto:HealthImprovement@aberdeencity.gov.uk)
- Phone 01224 045 735 (Chris Smillie) or 01224 069 421 (Suzi Thomson)

### 5) 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.

## **6) Is there a system for reporting?**

Yes, applicants will be expected to complete an interim and final project report. The interim report will be held at 6 months, with the final report due at the latest 12 months or when the project is finished.

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

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

Please note your project may be asked to attend a showcase event.

## **7) Is there a timeframe in which the project must start?**

Yes, all projects must start within 3 months of receipt of monies.

## **8) 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.