
Humber, Coast and Vale Green Social Prescribing

Grant Guidance Document

Grant Policy and Frequently Asked Questions

Grant Policy

1. Purpose

This policy document outlines the Humber, Coast and Vale Green Social Prescribing Programme Grant processes, ensuring all applying organisations understand the programme aims, have access to the information they need to make an application and understand how a final decision will be made.

2. Programme aims

Green Social Prescribing (GSP) helps connect people with the outdoors and nature, bringing with it a huge range of mental and physical health benefits. The Humber, Coast and Vale Green Social Prescribing Programme launched on 1st April 2021 and is one of 7 ‘test and learn’ sites across England looking at how to embed GSP into communities in order to:

- Improve mental health outcomes.
- Reduce health inequalities.
- Reduce demand on the health and social care system.
- Develop best practice in making green social activities more resilient and accessible.

The programme is being delivered by the Lead Provider, HEY Smile Foundation, on behalf of the Humber, Coast and Vale Health and Care Partnership and runs until March 2023.

We are looking to fund projects that ***‘improve people’s mental and physical wellbeing through activities that occur outdoors and in nature’***.

Activities need to ensure they:

- Are working in, or serving, one of Humber, Coast and Vale’s six ‘Places’:
 - North East Lincolnshire
 - North Lincolnshire
 - Hull
 - East Yorkshire
 - Vale of York

- North Yorkshire
- Focus on supporting adults (18+).
- Take place in the outdoors / nature.
- Support the mental and physical wellbeing of individuals taking part.
- Link with local healthcare systems such as Social Prescribing.
- Are prepared to receive referrals from healthcare partners as part of the wider Humber, Coast and Vale Green Social Prescribing programme of works.
- Can demonstrate how their activity will be monitored and evaluated.

Activity proposals can also include an itemised budget to help improve:

- Access to training for their volunteers / staff in order to deliver safe and engaging activities.
- Systems to support the planning of activities and measure impact.
- Equipment to enable inclusive activities.

Project proposals should also demonstrate:

- A commitment to learning and development.
- A clear understanding of the project's legacy.
- They are open and accessible.
- They help to prevent admission to NHS facilities through early or alternative interventions to clinical need.
- They seek to remove health inequalities and disparity in health outcomes, with a focus on diversity in the population.

Through this fund we are looking for organisations and groups to enhance their existing offer, or develop new and innovative activities, to facilitate an increase in safe referrals from healthcare systems such as Social Prescribing.

As a 'Test and Learn' site we also encourage applicants to consider how activities could:

- Be more engaging.
- Increase capacity.
- Implement systems to capture learning and impact.

3. Eligible organisations

Applications from the following types of organisations are eligible to apply:

- Registered Charities.
- Constituted Community and Voluntary Organisations.
- A Constituted Group or Club (a group that has a set of rules describing its purpose and how it's run).
- A Not-for-Profit Company or Community Interest Company (see notes**).
- A business with social objectives that reinvest all profit into these objectives.
- A Community Benefit Society.

- Charitable Incorporated Organisations.
- Faith Groups.
- Parish and Town Councils leading a community-led idea.

Statutory organisations may support a partnership proposal, but the lead accountable organisation must meet the eligibility organisations criteria above.

These organisations must have in place:

- A Management Committee, Board of Trustees or Board of Directors with at least three unrelated people as members.
- A written constitution or set of rules that demonstrates the purpose and management of the organisation.
- A bank account in the name of the organisation with at least two unrelated cheque signatories.

4. Exclusions

Grants will not normally be awarded to the following projects or organisations:

- Organisations operating outside or not serving the stated area of benefit.
- Previously funded organisations with overdue end of grant forms.
- Public bodies requesting funds to carry out their statutory obligations.
- The promotion of religion or political causes.
- Retrospective funding – projects that have started or already completed.
- Organisations with more than 12 months of reserves.
- General large appeals, sponsored and fundraising events that do not offer a substantial difference to the area of benefit.
- Consultation fees not associated to direct delivery (including professional bid writer fees).
- Projects that duplicate an existing service.
- One-off events without long term benefit.
- Items that will be removed from the area of benefit (without our prior consent).

5. Application process

Funding opportunities will be published and promoted within appropriate networks. Level of funding will be made clear within each funding round and projects will be required to start within two months of the payment of the grant.

Applications must be submitted before the stated deadline. If you would like to have a chat about your project idea before completing an application you can speak to Anthony Hurd, Programme Manager (Green Social Prescribing), on 07874 865284. Applications can be made as follows:

- Applying organisations can register on www.beecan.org and submit their application using the online form within the published deadline. For accessibility requests or queries, please contact GreenSP@heysmilefoundation.org.
- Alternatively, an electronic version of the application form is available in Word format, alongside copies of the Grant Guidance document, Grant Policy and Frequently Asked Questions. This can be requested by emailing GreenSP@heysmilefoundation.org or downloaded [here](#).
- Submitted applications will receive an initial assessment to ensure the proposal and applying organisation meets the funding criteria. Organisations may be contacted to clarify any initial queries before going to the assessment panel.
- Governing documents, accounts, safeguarding policy, equal opportunities policy and insurance documents that cover the proposed activities will be requested as part of the application process.
- If within policy, and initial queries have received a response, eligible applications alongside summary notes will be presented to the Independent Grant Panel.
- The Independent Grant Panel will follow scoring guidelines and be encouraged to provide constructive responses for both successful and unsuccessful proposals.
- Before a final decision is made the panel, at their discretion, may request further information and / or invite groups to present their projects.
- Final outcome of the assessment process will be recorded and provided in writing e.g. via a Beecan notification, email or letter.
- Due to the funding source and timescales there are no appeal processes but we welcome conversations to improve experience.

6. Funding support and guidance

- The applying organisation may use the provided contact details to raise specific questions to support project planning. Before doing so we encourage reading the full grant guidance documents.
- Applying organisations can register on www.beecan.org and submit their application using the online form within the published deadline. To do this organisations will need to register and ensure their organisation profile is fully completed. If required information is missing we will advise before progressing your application further. If you need support to register your organisation please email GreenSP@heysmilefoundation.org.
- If any accessibility issues are encountered, please do not hesitate to contact the programme lead to discuss IT support and if required alternative arrangements.
- We may facilitate workshops to help encourage programme awareness and answer raised questions. These will be promoted and recorded for wider public access.

7. Independent Grant Panel

- Members of the Independent Grant Panel will represent the community within the area of benefit and provide additional knowledge and experience to ensure proposals meet the aims of the programme.
- If a proposal involves a specialist intervention, we will co-opt external advisors to support the decision making process.
- Decisions are made by reaching a consensus. However if a vote is required, the Chair of the meeting will have casting vote (if a majority cannot be reached).
- In some cases the Independent Grant Panel can only make a recommendation if internal governance and / or external funder requires oversight and endorsement. Therefore timescales to award funds may change but notice will be given.
- In the event that an organisation needs to withdraw their application after the panel decision has been made, the Chair, in consultation with members and governance structure, can agree to award the grant to another applicant.

8. Notifying applicants of decisions

- All applicants will be notified of the panel decision within two weeks of the Independent Grant Panel meeting.
- All applicants will receive feedback explaining the main reasons why they were successful or unsuccessful.
- If appropriate, and with permission, projects ideas may be signposted to alternative funding opportunities.
- Successful applicants will need to agree and sign the provided Grant Terms & Conditions and complete a payment form. Both documents will need to be completed and returned before payment via BACs or Cheque can be made.
- Successful applicants are required to record any grant awarded within their annual accounts as restricted, acknowledging the source and grant programme name.

9. Grant Acknowledgement & Project Evaluation

- The programme encourages applicants to implement a service evaluation and project monitoring.
- It is also a requirement that successful applications will follow provided PR and logo guidelines when promoting their projects. A case study may be requested mid-way through the project to highlight the impact of the project from the view of a service user, client or beneficiary.
- Programme leads and representatives may carry out visits of the projects it has funded.
- If a project is not progressing satisfactory, or there is an under-spend at the end of the project, then these monies must be returned unless a revised project budget and timeframe have been agreed in writing before the end of the grant period.

10. Feedback and Complaints Procedure

- We welcome feedback from all applicants on our application process and we are continually looking at ways to make improvements to ensure that the process is efficient and effective, but also supports applicants through the process.
- Feedback surveys will be circulated as part of our monitoring process of successful applications. Unsuccessful applications will also receive a letter or link to an online survey.
- In the event that an applicant is not satisfied with their experience, and wish to make a formal complaint in writing, our Complaints Procedure can be requested by contacting the programme lead via email.

For more information about submitting an application or any other information contained in the document, please contact the Green Social Prescribing Team via GreenSP@heysmilefoundation.org

Notes

*CICs are entitled to pay share dividends of up to 50% of their income so this ensures that this income would be raised through trading and not grant funding.

**CICs are entitled to pay directors and this is often the reason why the CIC model is chosen instead of a registered charity where trustees are normally unable to be paid. As directors can be paid and set the price for a share dividend (without other checks and balances in place) we may need to have information on the salary levels of directors.

List of Supporting Documents required by Applicants

Document	Why do we need it?
Constitution / Memorandum of Articles and Associations / Scheme	Demonstrates that an organisation has some form of rules about how it is governed. Should include election of Chair, Treasurer, Secretary, when and how often meetings held, quorate and dissolution clause.
Management Committee list	We require a list of names and addresses (where possible) identifying Chair, Treasurer, Secretary and cheque signatories. Demonstrates that the organisation has enough trustees to oversee the running of the organisation and whether they are related (especially important with cheque signatories).
Annual Accounts	These can audited /independent examined or an income/expenditure spreadsheet depending on the size of the organisation. Demonstrates the financial position of the organisation regarding income, expenditure, loans liabilities etc...
Bank statement	Demonstrates that the organisation has a bank account in their name and we can check whether overdrawn or running up high balances. Important that it shows account name, sort code and account number clearly.

Safeguarding Policies / Equal Opportunities	Demonstrates how your organisations understand the importance of supporting vulnerable individuals.
Insurance documents to cover proposed activities	Demonstrates insurance in place to safeguard from any risk in outdoor / in-nature activities.

Frequently Asked Questions:

1. How do we access the application form?

To access the application form you will need to either:

- Register your organisation on www.beecan.org and then submit an online application form via the Beecan grant management system. If you require assistance to register on Beecan then please email GreenSP@heysmilefoundation.org.
- Email GreenSP@heysmilefoundation.org for an electronic copy of the application form and supporting guidance documents.
- Download an electronic copy of the application form and supporting guidance documents from GREEN SOCIAL PRESCRIBING PROGRAMME - HEY Smile Foundation.

2. When is the deadline for project proposals?

5pm on Friday 26th November 2021.

3. How much detail do you need about our project?

On your application please give us an outline what your project is and how it will work. While we want to hear about the practicalities of how your project will be delivered, we also want your passion, enthusiasm and creativity to shine through in your proposal.

4. How will applications be assessed?

Each application will first be assessed to ensure it meets the criteria outlined. Applications will then be shortlisted by an Independent Grants Panel.

6. How is this funding being advertised with third sector organisations?

The funding will be advertised via the Green Social Prescribing Newsletter, through our various local VCSE networks across Humber, Coast and Vale, through local partnerships, such Local Nature Partnerships, and via social media.

7. As part of assessing the applications will you be considering geography to ensure all areas receive some share of the overall grant allocation?

Geography will be a key consideration, as set out in the Grant Criteria. We will be looking to fund a minimum of 3 projects in each of our 6 places of: North East Lincolnshire; North Lincolnshire; Hull; East Yorkshire; Vale of York; and North Yorkshire. This will of course depend on the number of applications received.

8. What are innovative projects?

If developing a new project we want you to be ambitious and off with wall – think outside the box and be creative with how you can engage people with the outdoors and nature.

9. Which locations can apply for the funding pots?

Locations that operate in or serve the Humber, Coast and Vale footprint of: North Lincolnshire; North East Lincolnshire; Hull; East Yorkshire; Vale of York; and North Yorkshire.

10. Are there any age limits of the people supported by the projects funded?

As successful projects will be aligned with the wider work of the Humber, Coast and Vale Green Social Prescribing Programme we are looking for projects that support adults (18+).

11. Can this be a one off project idea or does the idea need to be sustainable from the outset?

We haven't put in the criteria whether projects need to be one off or sustainable. We would obviously love projects to be sustainable, but if that's not the case it doesn't discount the application.

12. Over what time period should the project be delivered?

We are looking for projects to be delivered over 1 year, to align with the Humber, Coast and Vale Green Social Prescribing Programme timescales. If the funding available can allow projects to run for longer than 1 year then this is a discussion we are happy to have.

13. What are the spend end dates?

Funding must be spent by the end of March 2023 unless otherwise agreed.

14. With funding being split into different geographical areas, will the successful projects have to cover the entire area or is it ok to just take place in only a part of it?

Through this funding we are looking to support and enhance local Green Social Prescribing opportunities so whether your project takes place across a 'place' or only in one part of it is absolutely fine.

15. I am not sure of my organisation or group is Seed, Blossom or Pollinator?

Ideally we want you to make this decision and tell us why you think your organisation or group fits in to Seed, Blossom or Pollinator using the definitions we have provided. If you are still unsure then you can contact the Green Social Prescribing team for advice via GreenSP@heysmilefoundation.org.