



Supporting our NHS and improving the health and wellbeing of people across Fife

Community Grants Guidance



September 2024

Fife Health Charity's Community Grants

Fife Health Charity's Community Grants programme has been developed to help us in our aim to improve the health and wellbeing of people across Fife. Over the next five years we plan to make funding available annually to enable charities working in communities across Fife to help improve people's mental wellbeing. In the first year of this programme we are specifically looking to fund work that supports children and young people. We hope that this guidance will help people to learn more about our aim for this grants programme, what is involved and how to submit an application.

Who can apply

Our 2024 Community Grants programme is open to organisations that are:

- charities registered with OSCR the Scottish Charity Regulator;
- working with young people (ages 0-25) and/or families with children in this age range;
- delivering work and operating in Fife; and
- able to provide a bank statement in their organisation's name.

All applications must be submitted by **9am on Monday 4 November 2024**. Late applications will not be considered.

About Fife Health Charity

Fife Health Charity is one of 16 NHS Charities across Scotland. We are a grant-making charity and the legally linked charity partner of NHS Fife. Our trustees are responsible for all donations made to wards, services and hospitals within NHS Fife. They ensure that all donations and charity funds are used to benefit the people NHS Fife is here to support across the whole of the Kingdom of Fife.

In our new strategy 'Making a positive difference across Fife: 2024-29' we set out our intention to provide grants that focus on early intervention and prevention beyond our historic approach of only funding within NHS Fife. One of the ways we will do this is through our Community Grants programme. More information about our 2024 programme can be found below. This includes the programme outcomes, timeline, eligibility criteria, restrictions and reporting requirements as well as advice on how to complete your application.

2024 Community Grants – Supporting Children and Young People

Outcomes

The outcomes we want from this programme are:

- Improved mental wellbeing
- Increased support for children and young people

These outcomes are important to us because we know that by improving mental wellbeing in children and young people, through supporting early intervention and preventative activities, this can have a positive longer-term benefit on their overall health. Ultimately, this can help reduce the need for hospital admissions and therefore contribute towards reducing pressure on NHS services.

Applying for funding

Charities can put forward applications for new or existing projects which focus on improving mental wellbeing for children and young people aged 0-25 and/or families. This can include work focused specifically on mental wellbeing or physical activities with a focus on improving mental wellbeing for young people and families.

This grants programme will be delivered over 15 months, with an initial 2-month launch and application period allowing for up to 12 months of delivery and a further 1-month to provide an end-of-project report.

How much can you apply for?

- Charities can apply for grants up to £5,000
- We encourage, where possible, that you include a 10% overhead cost within the application, up to the grant amount limit.

We will fund projects in full up to the maximum grant amount. Where you are seeking match funding, we will only provide funding where all other funding has been secured and our criteria are met.

What will we fund?	What won't we fund?
Projects and activities using physical activity, arts, nature, hobbies, talking-therapies or similar to improve mental wellbeing	Projects or activities not related to improving mental wellbeing
One-off events linked to your existing work that will contribute to long-term outcomes	Projects or activities not working with children and young people and/or families
Materials and small items of equipment that are essential to support your project/activities	Projects or activities (in full or part) that have been carried out before the application is approved
Staffing costs directly related to delivering your project/activity	Capital refurbishments
Costs for supporting volunteers	Items purchased for individual benefit (i.e. any equipment or materials which would be gifted to individuals as opposed to loaned for use during the project).
Venue hire costs	Any equipment or materials not related to the project or activities supported by this grant
Overhead costs of your organisation up to 10% of the project costs to support the project delivery (and within overall grant limit of £5,000)	Unrelated staffing or overhead costs or overhead costs related to delivery outside of Fife
	Projects or activities taking place outside of Fife
	Projects or activities where delivery will take longer than 12 months
	Activities relating to the purchase or consumption of alcohol or drugs
	Organisations that cannot provide the documentation we require (see supporting documents)

Submitting your application

The application form is available for download on our website.

Prior to completing the application form, please refer to this document to ensure you are eligible to apply. Once completed you can submit the application form, and all required supporting documents, to fife.healthcharitycommunitygrants@nhs.scot. If you have any questions about the application process please email us at this address as well.

Applications must be received by the deadline of 9am on Monday 4 November 2024.

Supporting documents

All applications must be submitted with a copy of your charity's most recent annual audited or independently examined accounts, showing that your charity is solvent.

You must also possess the following documents, in your charity's name, which must be provided if requested:

- A safeguarding policy
- A health and safety policy
- Proof of insurance including public liability
- Proof of employer's liability and all relevant employability registration (if applicable)

If you do not provide these then your application will not be taken forward.

After you apply

We will assess all applications over a six-week period and our intention is to respond to all applicants by the middle of December. Successful applicants will receive their grant funding in January 2025 to enable delivery to take place up to 31 December 2025.

Reporting requirements

Fife Health Charity is committed to being a relational grant-maker and will collect impact reporting to better understand the difference we make with our funding. To do this effectively we will require one written report submitted once your project has been delivered and submitted within one month of completion. The report will not need to be lengthy but we will want to find out about:

- What you did and how this made a difference
- Who benefitted
- What you learned from the project

If possible, we would also love to visit the projects funded in order to see the work in action and learn more about what difference it is making to the lives of the people involved. This includes both the beneficiaries as well as staff and volunteers involved in delivery.

Advice on completing your application

When completing your application form we will be looking for some specific details in each question. Below you will find some detailed guidance on what information we would like you to focus on.

Section 1: About you and your charity

- Please make sure to complete all organisational details
- Any application which does not include a Charity Number or a Charity Number which does not show up on OSCR, will be marked as ineligible and rejected
- In order for your application to be eligible for funding you must be able to provide the following information upon request: Annual Audited or Independently Examined Accounts, Safeguarding Policy, Health and Safety Policy, Proof of Insurance and Public Liability. If any of these are not checked your application will be marked as ineligible.
- If you are applying for funding to contribute towards staffing costs you must also check and be able to provide proof of employer's liability insurance and relevant employer's registration.

Section 2: Tell us what you want the funding for and why

- **Question 1.** If applying for existing projects/activities, you must complete the supplementary question and tell us what sources of funding are used. We also want to know when these funds will be exhausted and whether this will delay the start date of the grant and as a result the end date of the grant.
- **Question 4.** Length of Delivery – The length of delivery must be less than 12 months and must conclude by end December 2025.
- **Question 5.** We would recommend trying to be as concise as possible with this question focusing on the project which will be delivered, including relevant activities, purchases and the timeline of the delivery e.g. *Crafty Knits and Chats are a small charity originally formed of a group of local community members looking for a place to bond and chat. Since our inception we have expanded our work to focus on improving mental health, reducing social isolation and building people's confidence through the therapeutic act of knitting and crochet. We have been established since 2017 and following the Covid Pandemic have seen an increase of younger participants in our knitting groups due to our connection with a local school, where we held a knitting workshop for the art and textiles department. We plan to deliver two knit and talk groups, these groups will be aimed at young people aged 12-18 and take place at our local community centre. The groups will take place on Tuesdays and Thursdays at 5pm for 2 hours each*

working with 5-10 people. We currently run one group for which there is growing interest, as we would like to keep things small to help people open up we would like to expand this to two weekly groups as part of this grant. The delivery of the work will begin in January 2023 and will run throughout the academic year as well as school holidays. Each of the participants will be provided with a set of knitting or crochet needles and yarn or wool of their choice. The sessions will be led by a trained coach (a lady who has been involved in the groups as a participant previously), who will facilitate group coaching conversations while being supported by three volunteer knitters from our older women's group, to aid the participants in working through their problems and building their confidence, problem solving and decision making. This grant would support the costs of facilitation for a trained coach on a weekly basis, space hire, 20 knitting starter sets for participants and overhead costs. The groups would run for a full 12 months.

- **Question 6:** We want to know in what ways specifically the work you do will increase support for children and young people to improve mental wellbeing and if you work with communities which are more likely to face health inequalities, e.g. *Our charity primarily supported older people when we began. However due to growing interest from young people, we want to work with young people at our local high school through this project. Throughout our seven years of operating we have seen the positive effects our groups can have on mental health, with 93% of the people participating showing increased levels of confidence, reduced stress levels and a more positive outlook on their life and relationships. The nine young people who are currently participating in our regular groups have already shared feedback to us that they feel more confident in the decisions they are making with regards to their education, family life and friendships, improving their mental wellbeing overall. Our volunteers have also noticed that the involvement of young people has had a positive effect on our older group participants, the intergenerational conversations being had are both eye opening and educational for both age groups. A high proportion of the people who participate in our groups are from areas of multiple deprivation, including poverty and families with addiction, which we know means they are therefore more likely to experience health inequalities.*
- **Question 7.** If your organisation does not work with young people, your application will be ineligible for funding.
- **Question 8.** If the work is targeted towards not just children, young people and families but also potentially families and young people affected by disability, families from migrant backgrounds or older people as the work is intergenerational, please check the other as well as the age group and detail this in the supplementary question.

Section 3: The difference you want to make

- **Question 1.** Increasing support for children and young people and improving people's mental wellbeing are required. If both are not checked the application will be deemed as ineligible.
- **Question 2.** Please include one outcome and up to three outputs and on the respective boxes on the application form (for help in understanding how to set outcomes and

outputs please see [Evaluation Support Scotland](#) for advice and guidance). For outputs we would expect to see deliverables which could include estimates for things like number of sessions delivered, hours of support, instances of support, number of families supported, number of times items were loaned, number of volunteers recruited etc. For Outcomes we would expect to see where you have made a difference to people's lives. Outcomes normally describe how something has changed for example: increased levels of confidence, reduced stress/anxiety, reduced self-isolation, improved mood, perceived improved satisfaction/quality of life. Generally things which would be expressed by individuals when commenting on the activity or their participation.

- **Question 3.** Please specify how you would measure the outputs, for example record keeping of attendance and sessions, purchases made, log of items loaned etc. For outcomes are you likely to issue a survey, collect case studies, take feedback during sessions, comment cards etc.

Section 4: Financial Information

- **Question 1.** The application including overhead costs cannot exceed £5,000 to be eligible.
- **Question 2.** In delivery costs please include all spend associated with the proposed project/activity that you would like to apply for, including any staffing costs, purchases, venue hire, facilitation etc. In the overheads section please make sure to include costs associated with the running of the organisation as relevant to the proposed work, for example, insurance costs for running the work, administrative costs, a portion of office costs, finance and HR support, training etc. If you are a national organisation, please make sure that any overhead costs included are relating to the work being carried out in Fife only.

Please insert rows into the table as needed.

- **Question 3.** If your work is being match funded please fill in the supplementary question.
- **Question 4.** If the delivery of the work is dependant on securing other funding the application will not be eligible for funding as part of this grant programme.

Section 5: Signature and Declaration

- Please carefully read the declaration and make sure you include an electronic signature and date in the relevant boxes. Once this is completed you can submit the application to fife.healthcharitycommunitygrants@nhs.scot.