

## Small Grants Application Criteria and Guidance



**Healthwatch Waltham Forest**

Waltham Forest Resource Hub (Central) | 1 Russell Road | E10 7ES  
Tel 020 3078 9990 | [info@healthwatchwalthamforest.co.uk](mailto:info@healthwatchwalthamforest.co.uk)

[www.healthwatchwalthamforest.co.uk](http://www.healthwatchwalthamforest.co.uk)

Company No 8395175 | Charity No 1154603 | Registered in England

## A. Who and why we are funding?

Would you like to get to know your service users better? Do you need to review what health and social care priority areas and services are important to your community? Do you need to reinvigorate your relationship with your beneficiaries and increase participation in your services? Do you want to ensure the voices of your community are heard by those who can make changes?

Healthwatch Waltham Forest is welcoming applications from voluntary organisations and community groups based in Waltham Forest who are interested in running involvement activities, such as a focus group. The activity should aim to gather the views and experiences of your community. We are looking to empower you to work with your service users and explore your own key topics within health and social care.

We are especially interested to receive applications that may gather experiences of Social Care services and healthcare provided in a community setting. We are looking for a portfolio of complementary projects. This means that preferably we are looking to award applications that cover different topic areas.

Healthwatch priority areas include;

- Contenance services
- Direct payments and/or personal budgets
- District nursing
- Domiciliary Care (paid carers who come into your home)
- Equipment provision and adaptations to the home
- Health visiting
- Rapid response team
- Respite care
- Social services assessment and/or review
- Stroke rehabilitation
  
- We will also consider topics of your own choosing

## The 6 Functions of Healthwatch

1. Gathering the views and experiences of Waltham Forest patients and public
2. Making those views known to providers and commissioners
3. Promoting and supporting the involvement of people in the commissioning and provision of local care services and how they are scrutinised
4. Recommending investigation or special review of services via Healthwatch England or directly to the Care Quality Commission (CQC)
5. Providing information and signposting about access to services and support for making informed choices including independent advocacy support to make an NHS complaint
6. Making the views and experiences of people known to Healthwatch England, providing a steer to help it carry out its role as national champion

## B. Outcomes

As per the 6 Functions of Healthwatch we would like your main outcome to be that you have gathered the views and experiences of a particular group of people who access social care and health services. They may use those services directly or care for those that do.

You should outline in the application what activity you plan to carry out, how you intend to recruit participants and the intended numbers, what you want to find out, how you will capture the findings and how you intend to use those findings. Some basic budget planning will be required.

Healthwatch Waltham Forest will work with successful applicants to help ensure the voices captured can be shared widely with relevant partners.

Examples of involvement activities involve;

- A focus group of 15 older people to find out about their experience of district nursing with a hot meal provided.
- A series of telephone interviews surveying 50 service users with diabetes to see what support they access for their long term condition. With a prize draw for participants.
- A more informal event such as a coffee morning, or arts & crafts session, with the aim of asking people to share case studies about how they are using personal budgets.

## C. Event guidance

Your events should be relaxed, lively spaces for a group to openly answer questions and discuss how they feel about a particular aspect of health and social care in Waltham Forest. Delegates should respect confidentially and agree a code of conduct at the beginning.

You should have at least one person facilitating, another to take notes and a third person to act as general event support. You may wish to consider using some of your budget to hire a professional facilitator to help design and/or host the event. You may record what people say using various methods; flipchart notes, post-its, video or audio recording. You might like to take photos for promotional purposes but remember to have consent forms signed.

Remember if you are working with vulnerable communities your staff or volunteers will need to have a Disclosure Baring Service Check (DBS - formally known as CRB check)

*Incentives and expenses;* We recommend you always supply drinks and refreshments. Even better is a full meal at the start of the event. You should set aside some budget to

pay for travel expenses. When advertising you should promote that you will provide interpreters and an incentives. Incentives should not be given in cash but could range from shopping vouchers to a cooked meal.

*Venue*; the venue must be in Waltham Forest and accessible for all abilities, in a location that is easy to travel to. Not to be held in private residential settings.

*Focus groups*; should have 6-20 delegates attend each session. They should last between 1 to 2 hours. It is recommended you have a short list of questions that you wish to ask the group to give some structure to the discussion.

#### **D. How much and when?**

Awards will be made for amounts between £500 and £1,000. We would like to fund between 5-10 local organisations.

- Applications open on the 28<sup>th</sup> September
- Deadline for applications is 6pm on the 25<sup>th</sup> October
- A decision will be announced by email on 28<sup>th</sup> October
- The successful applicants and their work will be promoted in our November e-bulletin, website and social media
- Activity should take place between 9<sup>th</sup> November 2015 and 12<sup>th</sup> February 2016
- The successful applicants will be provided with a 1 hour guidance session from Healthwatch, a checklist to help you plan the session and reporting templates
- We would like the findings to be written up into a report and shared with Healthwatch, and the delegates, by the 18<sup>th</sup> March 2016

#### **E. Terms & Conditions**

- In return for funding we expect all costs to be accounted for and evidenced using the budget template and photocopies of receipts provided.
- We will consider applications from registered charities and community groups.
- We expect deadlines to be adhered to and activity planned out in advance to avoid any delays.
- Where there are any problems with planned delivery please contact us immediately.
- You must supply the notes and/or transcript of the focus group discussions to Healthwatch Waltham Forest who will add the comments anonymously to our secure database.
- We will provide templates to capture monitoring data (Report template, delegate demographics and budget).
- You must attend a briefing session before commencing the event.
- You will be expected to sign a grant agreement.

- Funding will be provided in two instalments. 50% at the time of award and 50% on submission of monitoring data and write up.
- Funding will not be paid into personal accounts. If you do not have a bank account for your community group then please arrange for a partner organisation to become your holding organisation.

## **F. How to apply**

If you would like an initial conversation regarding your intended application and activity please call Healthwatch Waltham Forest for advice.

Bid writing support is available through organisations such as Voluntary Action Waltham Forest <http://www.voluntaryaction.net/services/fundraising-advice>

Please submit the application form by 6pm on 25th October, or before, to Rebecca Waters via email [Rebecca.waters@healthwatchwalthamforest.co.uk](mailto:Rebecca.waters@healthwatchwalthamforest.co.uk) or post to Healthwatch Waltham Forest, Waltham Forest Resource Hub, 1 Russell Road, Leyton, E10 7ES.