



## Guidance Notes

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### Overview

Applications will be considered from organisations across Forth Valley which support and connect communities to respond to Covid-19. Applications must address one or preferably both of the Health Promotion Service priorities - Health Inequalities and Mental Health and Wellbeing. Health inequalities are the unjust and avoidable differences in people's health across the population and between specific population groups. Further information on these can be found by clicking on the links below:

- **Health Inequalities:**  
[http://www.healthscotland.scot/media/1184/tackling-inequalities-leaflet-the-right-to-health\\_apr2016\\_english.pdf](http://www.healthscotland.scot/media/1184/tackling-inequalities-leaflet-the-right-to-health_apr2016_english.pdf)
- **Mental Health and Wellbeing:**  
[http://www.healthscotland.scot/media/1626/inequalities-briefing-10\\_mental-health\\_english\\_nov\\_2017.pdf](http://www.healthscotland.scot/media/1626/inequalities-briefing-10_mental-health_english_nov_2017.pdf)

You can also find out more about the organisations that we have awarded grants to and the activities they carried out by following this [link](#).

### How much money can be applied for?

There are limited funds available and funding will support many groups across the Forth Valley area, so please be realistic about what you need. Funding decisions will be made by the Health Promotion Service.

- Grants can be applied for up to a maximum of **£500**.
- To apply for a grant, groups must have a bank account in the name of the group with two signatories on all payments.

### Guidance notes

If you require any specific support with your application, we would encourage you to contact us prior to applying for the grant at: [fv.hpgrants@nhs.scot](mailto:fv.hpgrants@nhs.scot).

Applications can be made by completing the application form (word document) and emailing it to [fv.hpgrants@nhs.scot](mailto:fv.hpgrants@nhs.scot) or by submitting an online application [here](#).

**Note:** You may wish to gather your information on a document prior to applying online, as no save option is available.

Payment will be made by B.A.C.S. to an organisation bank account and cannot be paid to a personal bank account.

Successful applicants will be required to submit an invoice on your organisation's headed paper. Financial records must be kept detailing all expenditure and you may be asked to provide receipts.

## Inclusion criteria

### Grants can be used for:

- A range of health and wellbeing activities in response to Covid-19 and must address a reduction in health inequalities and/or improve mental health and wellbeing.
- Piloting new ideas and initiatives or adapting previous activities.
- Development and training of employees, volunteers or clients directly relating to the work of the programme
- Equipment which directly relates to the work of the activity
- Previous applicants must demonstrate how they plan to build on previous activities to create sustainable projects

Find out more information on what activities have been funded previously by viewing our case studies [here](#).

## Exclusion criteria

### Please note that the grant **CANNOT** be used for:

- The sole benefit of one individual.
- Activities promoting religious or political beliefs.
- Private companies or sole traders.
- Purchasing food for an event or food bank, unless it is tied directly to a health improvement activity.

## Timescale

The Health Promotion Service will consider applications every 2 weeks. Applicants will be informed of the outcome within three weeks of their application.

## Activity Review

As a condition of your grant award, you are required to provide feedback on how the grant has been used and what difference this has made to your service users or community. A member of the grants team will support you to review your activity and your feedback will be collated into a case study. We will then showcase your valuable work on our website and social media platforms. You can review the previous case studies [here](#).

In any publicity associated with the project, the support of NHS Forth Valley, Health Promotion Service must be acknowledged. For Facebook and twitter publicity, please use @NHSForthValley and mention the '**Health Promotion Service**' in your tweet/post.

## **Data Protection Act 2018**

The information you provide on the grant application form shall be kept in a secure, electronic filing system and not shared with any other parties. We may use the information for anonymised statistical data reporting. Where appropriate, we may share your information with other Health Promotion colleagues, so that they can inform you of relevant programmes/activities that may be of interest to your organisation. If you are happy for us to do so please tick the relevant box in the grants application form.

## **Organisations/groups who are limited companies with charitable status**

To apply for the Covid-19 response grant the following criteria must be met.

- The company must have:
  - an up-to-date governing document with an asset lock
  - Non-distribution of profit clause
  - A verifiable company number
  - A verifiable Charity number
  - A bank account in the company name with two unrelated signatories
- The company must not:
  - Arrange remuneration for trustees, committee members or directors