



GRANTS FOR HEALTHIER EATING AND NUTRITION PROJECTS IN HULL

Notes to help you to complete your application form

1. General notes – please read before completing your application

NHS Hull has a fund for individual grants of up to £4K to support healthier eating and nutrition projects in local communities. Voluntary / community groups, schools, small businesses, charities, agencies or other organisations that provide a health benefit to the residents of Hull may apply for grants from this fund.

We would welcome applications from projects that have an aim to improve nutrition, examples of these could include, delivery of healthier cooking sessions, setting up a food co-op, kitchen equipment for community centres where cooking sessions are taking place, promotion of healthier eating in workplaces, cafes etc.

A copy of the application received must be signed in ink.

The grants panel consist of members of the Hull Food and Nutrition Development Group, which has representatives from NHS Hull, Hull City Council and City Healthcare Partnership.

For details of support and advice available to help with completing your application, please see page 4.

PLEASE NOTE THAT APPLICATIONS MUST:

- **Use THIS FORM to answer all questions (you may attach extra sheets if you run out of space).**
- **Arrive no later than 5pm on the closing date**

OTHERWISE THE PANEL WILL NOT CONSIDER YOUR APPLICATION

Groups Applying Need to Provide The Following:-

1. Copy of rules or constitution.

Small groups may not have formal constitutions, but we expect every group applying to put in writing at least the following information:

- Name of group
- Aims or purpose of the group
- Who can be members
- How you make decisions
- How you account for your money
- If you have a committee, how they are selected
- Your written rules should also be signed and dated to indicate that the group members have adopted the document.
- Dissolution clause to show how any surplus monies will be managed if the group is dissolved.

2. Annual statement of accounts

All groups should make a statement of accounts each year.

Small Businesses are defined as having 20 employees or less and must be a registered business.

2. Notes to help you with completing your application form

Q2. Person completing this form

Position held – e.g. secretary, committee member, etc.

Data Protection – Any personal details you provide on this form will be used only for the purposes of administering this application for a Small Grant. They are only disclosed to the members of the Grants Panel, and may be used to contact you in connection with this application. NHS Hull (formerly the Hull Teaching Primary Care Trust) is the data controller responsible for this information.

Q6. How the group / organisation will use the grant

Grants will not be given for:

- Applications mainly benefiting an individual;
- Applications mainly for profit;
- Applications that are deemed to be mainstream funding;
- contributions to capital projects (e.g. building work);
- contribution to the salary of a paid employee (but grants can be made for payments to sessional workers e.g. trainers / speakers).
- previous activities or events that have already taken place or money already spent or committed

Q7. How much money is the group/ organisation applying for?

Applications are accepted up to the maximum of £4K but details of how the money will be spent should also be listed.

Q10. How will the project benefit the health of the community?

Projects must be able to demonstrate that they will improve the nutrition of people living in Hull, include details of how this will be measured. Projects with built in sustainability and meeting the main criteria will take preference over short term projects.

If your application is successful:

- We will aim to inform you by letter within 2 weeks of the panel's decision;
- We will aim to make payments within the next 4 weeks after this. Please note: due to recent changes in procedure we are no longer issuing cheques. Instead, the money will now be paid directly into your bank account. You will be asked to provide bank details.
- Any publicity for any activity funded by this scheme should acknowledge the support of NHS Hull.
- We will require a report within 6 months on how the money was used to the benefit the group / community including the numbers taking part and knowledge/behaviour change.
- If for any reason the money allocated has not been spent within 6 months, the panel reserves the right to reclaim the unspent monies.

- If a project is subject to the need to obtain any separate permission including Criminal Records Bureau (CRB) checks then the grant is specifically made subject to these being obtained.

a) If your application is unsuccessful:

- We will aim to inform you by letter within 2 weeks of the panel's decision, giving the reasons the application failed.
- If you are not happy with the decision, you may contact Joanne Arro to discuss this informally, see contacts below.
- If you are still not satisfied, you may appeal against the decision in writing. Your appeal must be received by Joanne Arro at The Maltings within 21 days of the date of the decision letter.
- The panel will meet again as soon as possible to consider your appeal, and a final decision will then be made. You will be notified in writing of the panel's decision.

b) If the panel defers its decision or makes a conditional offer:

- This is usually because it needs extra information, or because evidence of accounts or the group's constitution were not received;
- A member of the panel will contact you for more information, or ask you to supply further documents;
- A decision will be made approximately 4 weeks after its first meeting;
- You will be informed of the outcome in writing.

4. If you need help with this application, please contact

Joanne Arro, Public Health Lead

NHS Hull, The Maltings, Silvester Street, Hull, HU1 3HA

Tel: 01482 344807

Email: joanne.arro@hullpct.nhs.uk

**GRANTS FOR HEALTHIER EATING AND NUTRITION
PROJECTS**

APPLICATION FORM

**IMPORTANT: Before you fill in this form, please read the guidance notes attached.
Please answer all the questions.**

1. a) Name of the group / organisation applying

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b) Main activities of the group / organisation

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2. Person completing this form:

a) Name

b) Address

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c) Tel no. Mobile no.

d) Email address (if any)

e) Position held

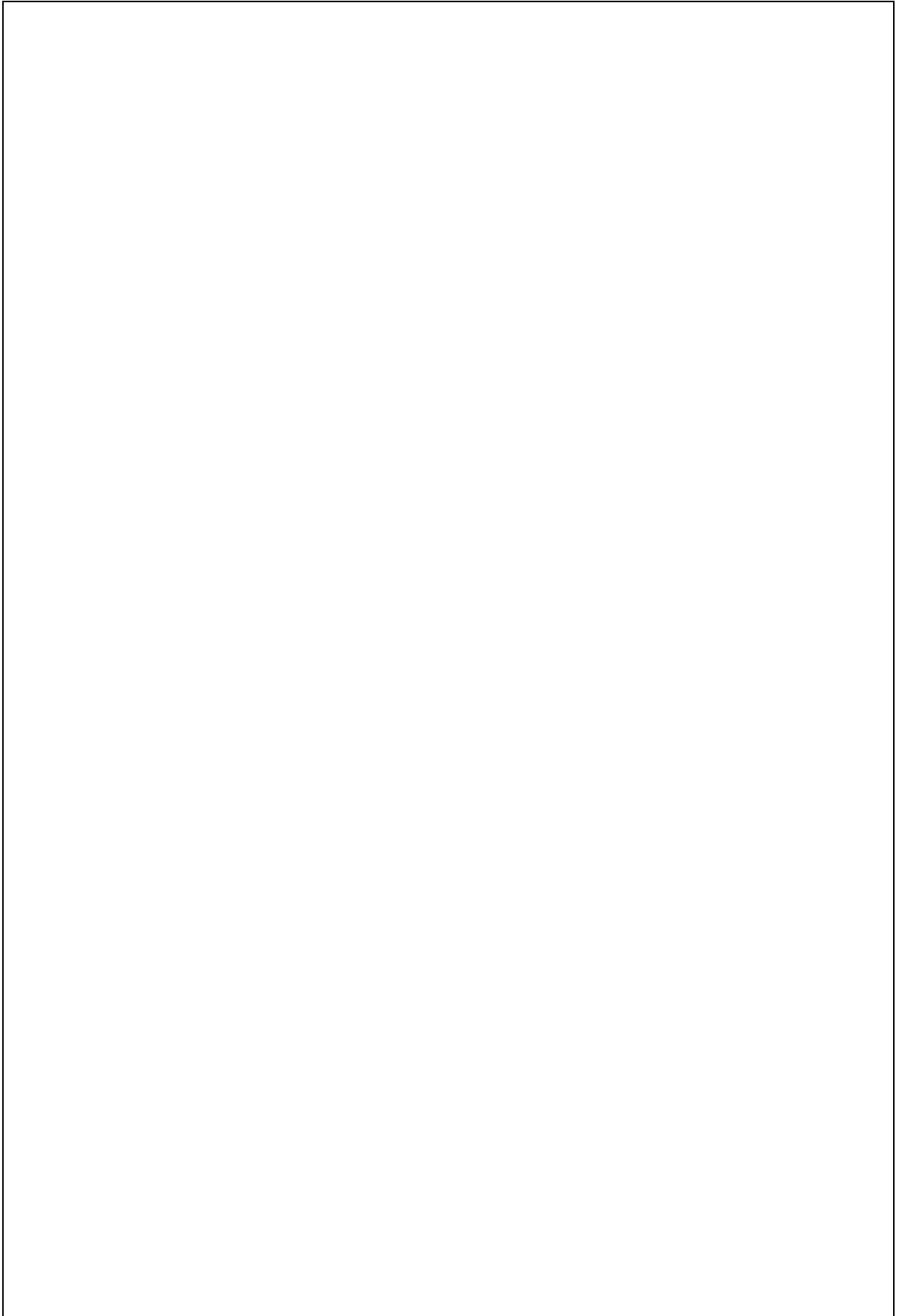
3. Your group / organisation's aims and main activities:
(Please continue on a separate sheet if you need more space)

4. Who benefits from your group / organisation's activities?
(Please continue on a separate sheet if you need more space)

5. Have you undertaken any consultation with the local community about the project / activity?
If yes, who did you consult, why and what were the results of that consultation?
(Please continue on a separate sheet if you need more space)

Yes No

6. How will the group / organisation use the grant?
(Please continue on a separate sheet if you need more space)



7. How much money is the group / organisation applying for?

a) Total £.

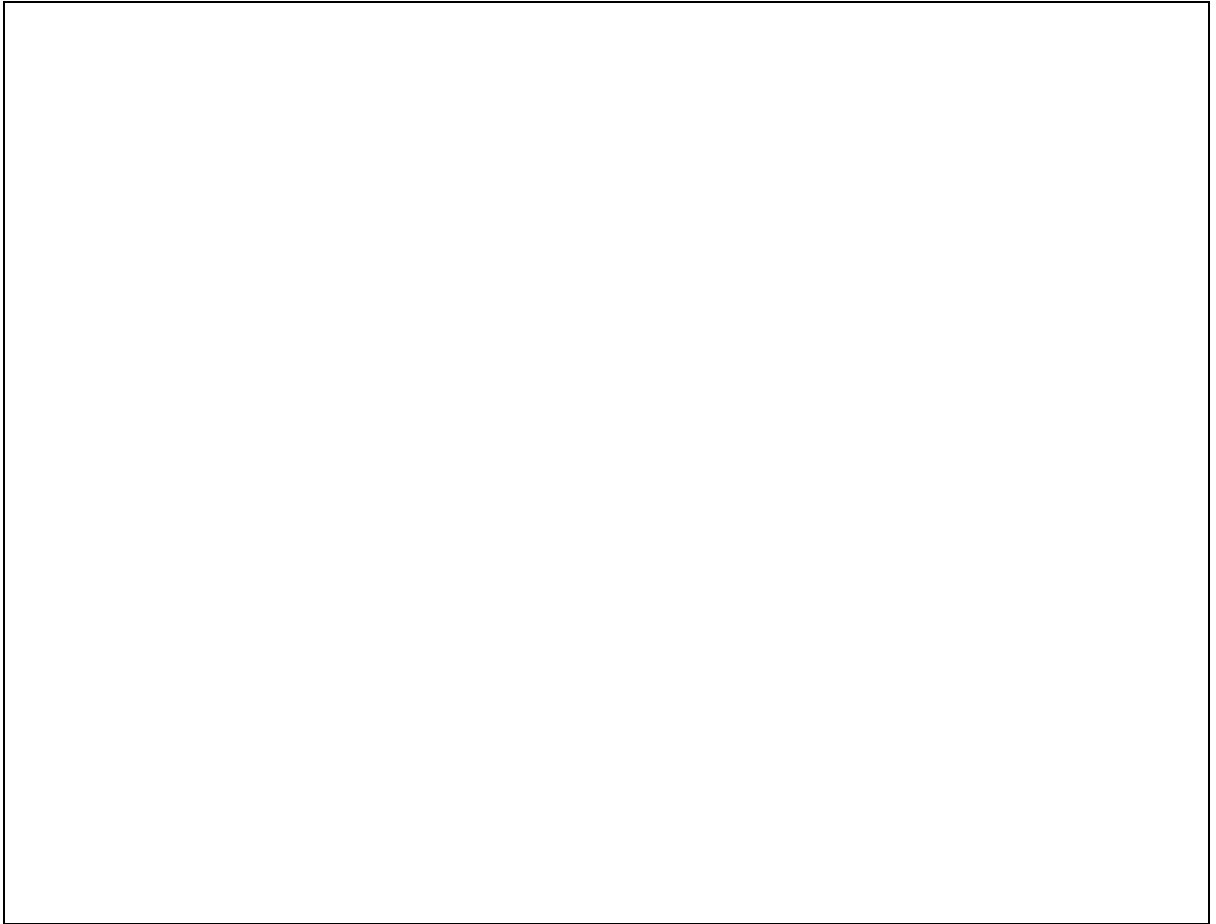
b) Please list the items the money will be spent on, and the cost of each item (please include a breakdown of how all the money will be spent e.g. on equipment, venue hire, transport, etc).
(Please continue on a separate sheet if you need more space)

8. It may be decided only to give a percentage of the funding that you have requested. Please give details of which elements (if any) of your project / activity could still be carried out if this happened.
(Please continue on a separate sheet if you need more space)

Amount given	Project / activities which would be carried out
75% Awarded	
50% Awarded	
25% Awarded	

9. How would the project / activity continue after the Healthier Eating & Nutrition Grant has finished?
(Please continue on a separate sheet if you need more space)

10. How will this project /activity benefit the health of the community, i.e. school community/ local community/workplace community?
(Please continue on a separate sheet if you need more space)



11. How many people are likely to take part in this project / activity?
(Please continue on a separate sheet if you need more space)



12. Has the group /organisation applied to other organisations to fund this project / activity?

Yes No

If yes, where have you applied?

.....
.....
.....

How much did you receive?

If you are still waiting for the outcome, when do you expect to hear?

13. Is this a new activity or are you looking to fund a continued activity?

Yes No

14.

I confirm that all the information given is correct, and understand the process and terms of this grants scheme.

Signature of person completing the form

Position held

Date

PHOTOCOPY THIS APPLICATION FORM AND KEEP A COPY FOR YOUR RECORDS.

Please return completed application forms by 5pm Tuesday 23rd February 2010 to:

Joanne Arro
Public Health Lead
NHS Hull
The Maltings
Silvester Street
Hull
HU1 3HA