**City Health Care Partnership Foundation (CHCP Foundation) Green Health Grants Guidance Notes**

The aim of the CHCP Foundation Green Health Grants programme is to provide an opportunity for local voluntary and community organisations to contribute towards the conservation, protection and improvement of the environment whilst benefiting the health and wellbeing of our local populations. The programme will provide three rounds of grants or donations (in March, July and November) of **up to £10,000** maximum to carry out activities, projects or one-off events requiring an element of sponsorship.

Green Health Grants will be awarded to projects that aim to achieve one or more of the following objectives, whilst also showing how these will lead to improvements in health and wellbeing in our communities:

* Reduce waste
* Reduction in use of plastics
* Reduction in C02 emissions (eg sustainable/green travel projects)
* Education projects for young people to encourage greener behaviour
* Wildlife preservation/protection projects
* Using less water – projects to preserve or reuse water

**Who can apply for a Green Health Grant?**

In order to apply for a CHCP Foundation Green Health Grant you must meet the following eligibility criteria:

* Be a Not for Profit Organisation, Community or Voluntary Group
* The group or organisation needs to have been in existence for at least one year
* Have a written set of rules, governing document or constitution (copies should be submitted with your application as we can only process applications that have all their supporting documentation; if this is not received before the deadline your application will not be considered)
* Have a bank account in the name of the group/organisation for payments to be made into
* Have an annual income of less than £30K
* Work for the benefit of the local environment and community in which CHCP CIC operates (this being Hull, East Riding of Yorkshire, Knowsley, St Helens and Wigan or Leigh).
* Needs to be led by volunteers
* Your Green Health Grant request should not be for more than £10,000 and should meet the CHCP Foundation objectives as specified in 2.4 of the application form
* The timeframe for applications being submitted needs to be appropriate to the delivery timeframe for the project or event.  As a general rule we would expect successful applicants to spend the award within 4 months of receipt.

Any grant awarded and payment made is deemed inclusive of VAT where applicable.

**How the Green Health Grants will be managed**

* We will have three rounds of Green Health Grants in March, July and November
* Applications for the existing grant rounds will need to be in by **5pm** on 1 March/1 July/1 November and groups/organisations will be notified by the last day of these months on the outcome of their application.
* Decisions will be made by the City Health Care Partnership Foundation Panel on meeting the criteria and resource available.
* The Panel is made up from the Trustees of the City Health Care Partnership Foundation.
* Groups will only be allowed to receive one award in a 24 month period

**What do we require from you?**

* A completed application form with all relevant supporting documents enclosed as per Section 4 of the application form

**PLEASE ENSURE ALL SECTIONS ARE COMPLETED AND SUPPLY APPROPRIATE SUPPORTING DOCUMENTATION. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING DEFERRED OR REJECTED.**

* The opportunity, if successful, to publish the activity or event
* After the event/activity return a monitoring form on what difference the contribution has made to your group or community

If you have any queries regarding the CHCP Foundation Small Grants programme then please e-mail: [**chcp.foundation@nhs.net**](mailto:chcp.foundation@nhs.net)ortelephone **01482 976901**.