



## City Health Care Partnership Foundation (CHCP Foundation) Small Grant Guidance Note

The aim of the CHCP Foundation small grants programme is to provide an opportunity for local voluntary and community organisations and/or other not-for-profit organisations to contribute towards the health and wellbeing of people living in the communities in which CHCP CIC operates. The programme will provide grants or donations of **up to £1,000** maximum to carry out activities, projects or one-off events requiring an element of sponsorship.

### Who can apply for a Small Grant/Donation?

In order to apply for a CHCP Foundation small grant or donation 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 community in which CHCP CIC operates (this being Hull, East Riding of Yorkshire, Knowsley, St Helens and Leigh).
- Needs to be led by volunteers
- Your small grant request should not be for more than £1000 and should meet the CHCP Foundation health and wellbeing 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.

**We will not fund 100% of project costs** – the contribution towards total costs you require should be specified in Section 3 of the application, including how much other money has been secured and specifically the CHCP Foundation award would be used for.

If an organisation is applying for funding to cover the cost of sports kit, CHCP Foundation will contribute a maximum of £250.

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

### How the Grants will be managed

- We will have 3 rounds of grants/donations per financial year in March, July and November
- Applications for the existing grant rounds will need to be in by **5pm on the 1<sup>st</sup> day** of March, July or 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) or telephone **01482 976901**.