

Your Voice Fund

Healthwatch Northumberland is committed to gathering the views of people from all sections of our community and making sure that health and social care services are made better for everyone.

We recognise that there are some people whose experience and views we do not hear enough. In particular:

- People with learning disabilities
- People from the LGBTQ+ communities
- Young people
- Black and minority ethnic communities
- People living in Northumberland through asylum or refugee resettlement programmes

We have a small amount of funding available for community groups in Northumberland to help us engage with and make a difference to the lives of people in these circumstances.

We want to support projects that will:

Gather people's views and experiences of health and social care services in Northumberland

Or

Respond to views you have already gathered, deliver an activity, create a resource or run a promotional campaign about a health and care issue in Northumberland

The projects we fund must involve people from one of the identified groups in the planning and delivery.

The **total funding pot available is £5,000** and we expect to fund 5 or 6 projects of different scales from this. **The maximum £1,000**

Our role is to share what we hear with services providers and decision makers to help make services better. We will support the projects we fund to maximise the

impact of people's voices. It is essential that the projects we fund share their work with us. Any resources created will be used by both Healthwatch Northumberland and the funded organisation.

Work must be **completed within six months**.

Unfortunately, we do not accept proposals for:

- Any political party activity
- Individuals
- Capital expenditure
- Religious activities (although the grant can fund work to gather experiences of health or social care by members of religious groups)
- Commercial ventures
- Activities that have already taken place
- Contributions to a general appeal or to your group's on-going/regular activities
- Lobbying activities
- VAT, where your organisation is VAT registered
- Any activity that may cause potential damage to the reputation of Healthwatch Northumberland or Healthwatch England

The application process

Please send us the information we need (see below) by **3 December 2019**. We encourage you to contact us to discuss your project idea before you apply.

When we receive your proposal, it will be reviewed by our staff team and Board members. We may contact you to discuss your project idea if we want to hear more about it.

We only have limited funds available and will fund the projects we think best meet the aims of the fund, are likely to be delivered well, will help make a difference and represent value for money.

Our decisions will be final. You can expect to hear the outcome of your application by 6 January 2020.

About your project

We need some basic information about your group and your project idea. Please:

1. Provide your organisation name, address and website if applicable
2. Details of the main contact person for the project, phone numbers and e-mail address
3. Tell us about your organisation (350 words) This must include:

- a. Your background and aims
 - b. Your recent experience of working with the group the project will help
 - c. The type of organisation you are (i.e. community group registered charity, etc.
Please provide charity/company number if applicable)
4. Tell us about your project idea. Cover the following areas (500 words):
- a. What you want to do
 - b. Why you think it is important
 - c. What difference you expect it will make
 - d. How the people you help will be involved in designing and delivering this project
 - e. How many people you expect to be involved in your project
5. Tell us about your experience of delivering similar projects (300 words).
6. Provide details of your project costs, how much funding you would like from us and whether you have any other funding for the project

You can use whatever method you think best to tell us this information.

Please contact Derry Nugent on 03332 408468 or email derryn@healthwatchnorthumberland.co.uk with your application information or if you have any questions or want to talk about your project idea.

If your project is funded

If we give you a grant there are some terms and conditions you will need to accept. Please review the terms and conditions of the grant below to make sure you can meet them.

These must be accepted by a senior member of your organisation who can enter contracts on your behalf before you can begin your project.

Payments

You will need to give us your bank details. 80% of your grant will be paid when the terms and conditions of the grant have been accepted. The final 20% will be released on the successful completion of the project.

Ongoing support

You will be responsible for the successful delivery of your project. We can support you by connecting you with other organisations who might be able to help you to deliver your project and to discuss any problems that may occur.

Evidence of successful completion

You must provide us with evidence that you have successfully completed your project. We want to know what you have heard from the people you have involved.

This could be by sharing the resources you have created or a report of your findings from the research and engagement you have completed. We will work with you to share your work to maximise your impact. We will also ask you for feedback about this approach to funding.

Healthwatch Northumberland – Terms and Conditions

The terms set out in this agreement are between Healthwatch Northumberland and the organisation in receipt of funding from Healthwatch Northumberland.

1. Basic agreement

1.1 The grant awarded must only be used for the purposes set out in your application and contained within the grant offer letter.

1.2 The project must adhere to any conditions set out in the grant offer email.

1.3 The project must be located within Northumberland and/or focused on services delivered within Northumberland. For organisations which work with groups across different places and outside of Northumberland, at least 90% of the people benefitting from the project must be residents of Northumberland.

1.4 The project must be completed within the designated time period as set out in the grant offer email.

1.5 The organisation receiving the grant must inform Healthwatch Northumberland if it receives funding from another source for the project specified. The Healthwatch Northumberland grant will not pay for expenses that have already been paid for or agreed to be paid by another source.

1.6 Similarly, the fund will not cover any costs claimed retrospectively prior to the beginning of the designated time period set in your application and confirmed in the grant offer email.

1.7 Any changes to the budget or design of the project must be discussed with Healthwatch Northumberland and agreed in writing before implementation.

1.8 The funded organisation will keep clear audit trails to support any grant related expenditure for six years. These must be available to Healthwatch Northumberland on demand. Where the organisation is not able to keep this information, it must be passed onto Healthwatch Northumberland for safe keeping until the six years has elapsed.

1.9 In the event of any underspend of the grant, Healthwatch Northumberland may require the unspent amount to be repaid in full.

1.10 The grant is made on the understanding that the project has the appropriate policies, procedures and insurance in place. Failure to have these in place may result in withdrawal of funding.

2. Publicity agreement

2.1 All publicity relating to the project must include the Healthwatch Northumberland logo, including the final report, any findings which are disseminated or any resources that are created.

2.2 Copies of all publicity material must be retained by the project and made available to Healthwatch Northumberland.

2.3 Healthwatch Northumberland has the right to use information on all activities funded through the scheme in future publicity material in order to promote the scheme.

3. Intellectual Property

3.1 Healthwatch Northumberland will own the intellectual property. This is to ensure that it has no restriction on how it uses the results of the project or how it acquires related evidence in the future.

4. Support and completion

4.1 Organisations funded by the grant are required to participate in a set up meeting with Healthwatch Northumberland when regularity of contact and support will be agreed.

4.2 The funded project will be expected to share the information they have gathered with Healthwatch Northumberland so that Healthwatch Northumberland can share

with service providers and commissioners (Healthwatch Northumberland will respect patient and service user confidentiality unless explicitly waived).

4.3 The project will share and draft resources with Healthwatch Northumberland and seek agreement before they are published or circulated.

4.4 The project will submit a brief report evidencing the completion of the project. Failure to do this will result in Healthwatch Northumberland not releasing the final payment and potentially lead to cancellation of the grant.

5. Termination of grant

5.1 If the funded organisation breaches any terms of this Agreement, or is found to have made any false statements the application process, Healthwatch Northumberland may withdraw or vary the grant award, refuse to pay the grant, vary the amount payable, or require repayment of all or part of the sums paid. This will be formally noted in writing to the organisation in receipt of the grant.

5.2 The terms of this Agreement may be varied only by the written agreement of Healthwatch Northumberland. If any change of use is affected without seeking the prior consent of Healthwatch Northumberland the grant may be withdrawn.

6. Legal duties

6.1 The project shall comply with any legal obligations that may be relevant to the research such as planning, licensing, employment, safeguarding, health and safety, insurance and equal opportunities legislation.

7. Equal opportunities

7.1 Healthwatch Northumberland is committed to equal opportunities both in the provision of services and as an employer. The project shall ensure that it promotes equality of opportunities to all sections of the community in its research, its internal practices and in its dealing with any partners.

8. Payment and payment schedule

8.1 The initial payment will usually be paid on award of the grant and the final payment on completion of the project. If there are any mitigating circumstances that mean this payment schedule may need to be altered, please outline them within the application.