



Guidance Notes

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. 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
- **Mental Health and Wellbeing**
http://www.healthscotland.scot/media/1626/inequalities-briefing-10_mental-health_english_nov_2017.pdf

How much money can be applied for?

There are limited funds available and funding will be spread amongst 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 £500
- To apply for a grant, groups must have a bank account in the name of the group with two signatories on all payments

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We would encourage you to contact us prior to applying for the Covid-19 Response Grant at fv-uhb.hpgrants@nhs.net

Support may be available for the activity when funding has been agreed. 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.
- Employee, volunteer and client development which directly relates to the work of the programme that funding is being sought for.
- Equipment which directly relates to the work of the programme that funding is being sought for.

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 individuals.
- Personal Protective Equipment (that should be provided as a statutory requirement).
- Purchasing food for an event, unless it is tied directly to a health improvement activity. Please contact us to discuss.

Timescale

The Health Promotion Service will consider applications every 2 weeks. Applicants will be informed of the outcome promptly.

Activity Review

A member of the grants team will support you to review your activity and showcase what you have done.

In any publicity associated with the project, the support of NHS Forth Valley, Health Promotion Service must be acknowledged.

Data Protection Act 2018

The information you provide on the grant 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.

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