



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

CHCP Foundation's small grants programme gives local voluntary and community organisations and/or other not-for-profit organisations the opportunity 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 £2,500** maximum to carry out activities, projects or one-off events requiring an element of sponsorship.

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

To apply for a CHCP Foundation small grant or donation your group must meet the following eligibility criteria:

- Be a Not for Profit Organisation, Community or Voluntary Group
- 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 an annual income of less than £30K
- Work for the benefit of the local community (Hull, East Riding of Yorkshire, Knowsley and St Helens).
- Led by volunteers and/or non-profit-making
- Your small grant request should not be for more than £2,500 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 do not generally 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.

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 need 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 questions about the CHCP Foundation Small Grants programme please email [chcp.foundation@nhs.net](mailto:chcp.foundation@nhs.net) or phone **01482 976901**.