

## **HEALTH AND WELLBEING PARTNERSHIP PUBLIC HEALTH FUND 2013/2014**

### **GUIDANCE NOTES**

These notes will help you fill in your application form so please read them carefully. Applications may be rejected if incorrect information is supplied. If you have any queries please contact the Community Partnerships Officer at Hertsmere Borough Council on 020 8207 7801 or email [rebecca.young@hertsmere.gov.uk](mailto:rebecca.young@hertsmere.gov.uk)

#### **Completing the application form**

- Please complete ALL sections of the form - leave no sections blank.
- When making your application, remember the partnership will only consider requests for specific sums. General appeals for funding towards your general running costs, or situations where the partnership is left to determine the implied amount of the grant, are not normally considered.
- Your organisation must have its own bank account which requires two signatures. Payments will not be made to individuals.
- Projects should normally be requesting in the region of £2,500, but please bear in mind there is £10,000 available in 2013-2014. However, if you are looking for a nominally amount e.g. £500 please contact Rebecca Young to discuss your project.
- Your organisation must, in making this application, be capable of demonstrating that it provides a social or other service that is clearly beneficial to Hertsmere residents and matches one or more of the partnerships objectives. Applications will be prioritised from those organisations who can clearly demonstrate this.

#### **Hertsmere Health and Wellbeing aims in the Community Strategy are:**

- To promote healthy weight and increase physical activity.
- To improve mental health and emotional wellbeing.
- To create a healthy culture across all services, all communities and all workplaces.

#### **Hertfordshire Health and Wellbeing Strategy aims:**

- Reducing the harm caused by alcohol
- Reducing the harm from Tobacco
- Promoting health weight and increasing physical activity

## Conditions of grant

- Your organisation must acknowledge the support of Hertsmeretogether in its promotional material. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate.
- If you are applying to other funding organisations for match or part funding, the partnership may make any grant awarded conditional on the success of these other applications.
- All applicants working with children or vulnerable adults will be required to provide evidence that there are current disclosure and barring service (DBS) checks in place. Relevant child and/or vulnerable adult protection policies will also need to be provided.
- Your organisation must use the grant within the same financial year it was awarded.
- The partnership reserves the right to publish information relating to types and numbers of applications received along with names and the amounts awarded to successful applicants.

## Why some requests are rejected?

If your request is rejected it will be for one of the following reasons:

- The application did not adequately address one or more of the objectives.
- Insufficient need was demonstrated.
- Insufficient information was provided.
- The application was invalid, for example applicant is a profit-making organisation.
- The application was considered to be for on-going revenue funding, i.e. wages

## Remember to...

- Complete the application fully, leaving no parts blank.
- If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks and provide a copy of your Equalities Policy.