



Health Improvement Fund – Guidance Notes (24/25)

Please note we can accept applications from CITYWIDE projects ONLY during this round.

Fund Overview, Principles and Eligibility – Page 1-4

Application Guidance – Page 5-8

Frequently Asked Questions (FAQ) – Page 9-10

What will the Neighbourhood Health: Health Improvement Fund support?

The aim of the Aberdeen City Health Improvement fund is to support health and wellbeing projects that improve the lives of people and enhance the work of the Aberdeen City Health and Social Care Partnership.

The project should align to the strategic priorities of the Health and Social Care Partnership:

- Caring together
- Keeping people safe at home
- Preventing Ill Health
- Achieve fulfilling healthy lives.

You can find more about the Aberdeen City Health and Social Care Partnership strategy [here](#).

Every organisation will be asked to describe how their project demonstrates one of the following objectives.

- Enrich communities - Adding to a community's ability to live well
- Boost individual resilience - Helping the most disadvantaged / vulnerable to increase their health and wellbeing
- Strengthen community resilience - Sustained ability of a community to use the available resources to respond to, withstand and recover from adverse situation. E.g. a community based initiative that seeks to improve people's health.
- Collaborative decision making - Exploring ideas and making plans with those affected by an issue.



The fund will prioritise projects where:

- The need for the activities have been clearly demonstrated, including evidence that there is interest among the intended participant group for the activities.
- There are clear health benefits, either to physical health or mental health or both.
- The applying organisation has knowledge of the community they work with and has plans to address the challenges the communities faces with regard to health.

Size of grant

Up to £5,000.00 is available to put your idea into action. Applications for continuation funding can be considered providing that the additional funding would show an extension or development of an existing project and that outstanding project evaluation reports are submitted.

Impact

Successful applicants will be required to submit a monitoring form to show how funding has been used to the benefit of communities. At the end of the grant period, grant recipients will be asked to report on funding outcomes and provide a short case study that demonstrates the project successes.

Who can apply?

Any community organisation based in Aberdeen who can demonstrate how their project and/or activities improve health and wellbeing for residents of Aberdeen are eligible to apply. Statutory bodies and organisations based outside of Aberdeen who plan to run projects for the benefit of people living in those areas are eligible but must clearly show they have established contact with communities in these areas.

We **can** accept applications from:

- ✓ Citywide Projects ONLY (for this round)
- ✓ Voluntary or community organisations
 - Registered charities
 - Constituted groups or clubs
 - Community interest groups (CIG)
 - Social enterprises



- ✓ Statutory bodies e.g. NHS, Aberdeen City Council (including community councils).
- ✓ Individuals who are aligned to an organisation or part of a constituted body. (Individual people may submit applications for a community project. If successful, for monies to be released you **must** have a host bank account. We will **not** pay monies into a personal bank account).
- ✓ Any other not for profit health and care providers.

We **cannot** accept applications from:

X Limited (Ltd) Companies/For Profit Companies

X Projects that have not returned monitoring forms for previous grants.

X Projects that cover the whole of Grampian – applications must support people living and working in Aberdeen and projects must take place within Aberdeen City boundaries.

X Locality based projects (this round only).

X Projects funded by the Health Improvement Fund within the previous 11 months.

What can the money be spent on?

Here are some examples of what we can and can't fund. This list is not exhaustive; if you are unsure, please contact us.

Yes

- Tutor costs
- Volunteer Costs
- Transport (Not the purchase of)
- Training costs
- Room Hire
- Equipment / materials
- Building and environment improvements.

No

- On-going staff costs (e.g., salaries)
- Utilities/running costs
- Costs for basic living expenses (e.g., costs to top up food bank supplies, heating vouchers)



How to apply?

You **must** complete the Neighbourhood Health: Health Improvement Fund application form. The application is available on our website:

- Health Improvement Fund website – [click here](#)

We would encourage all applicants to contact us for support/advice prior to submitting an application:

- Email - HealthImprovement@aberdeencity.gov.uk
- Phone 01224 045 735 (Chris Smillie) or 01224 069 421 (Suzi Thomson)

Key points that **must** be addressed when completing applications are presented in the table on the following page (page 5-11).



Application Form – Guidance for each question

The table below has been created to support your answer the questions within the application form. If you require further assistance or clarification, please get in touch via HealthImprovement@aberdeencity.gov.uk

Section (Question)	Key Point
General guidance	Every section of the application form must be complete, giving as much information as you can.
CONTACT DETAILS	
Contact Information	Please give one main contact person for your project. The main contact should be someone who can talk in detail about the project.
ELIGIBILITY CRITERIA	
Prior to completing your application, please read this guidance document to ensure your project meets the Health Improvement Fund principles.	
Projects must link with the strategic priorities of the Aberdeen City Health and Social Care Partnership. Which of the following does your project support?	Please identify all of the strategic priorities of the Aberdeen City Health and Social Care Partnership your project supports. Please note your project must support at least one . You can view the strategic priorities here
Which best describes the organisation you are applying on the behalf of?	Please identify which statement best describes your organisation.
If you are a statutory body applying to the fund, please tell us how you have identified this local need and how you will work with the local community to deliver your project.	Please note this question is for statutory bodies <u>only</u> . Please briefly explain how you have identified the need for this project and who was involved? Did it include the target audience? e.g., Survey of parents asking for a parent-toddler group If you are not a statutory body, please leave this blank or input N/A.
Who are the main target group for your proposed project?	Please identify the main target group of your project. Please be as specific as possible. It may be useful to consider the UK Recognised Protected Characteristics



	<ul style="list-style-type: none"> • Age • Disability • Gender reassignment • Marriage and civil partnership • Pregnancy and maternity • Race • Religion or belief • Sex • Sexual orientation
In no more than 3 sentences, please briefly describe your project.	<p>Please very briefly let us know what your project will entail.</p> <p>For example, "A peer support group for Dads", "Building a sensory garden in the local park"</p>
YOUR PROJECT	
Project Idea/Name	Please state the name of your project/idea.
In which geographical location will your project take place?	<p>For Citywide projects, this may relate to where the project base is located or which neighbourhood the project activities will take place.</p> <p>For example, Northfield, Bucksburn, Bridge of Don etc.</p>
<p>Project Details.</p> <p>Please provide an overview of the proposed project and how this will be implemented.</p>	<p>Please provide a detailed description of what the funding will be used for.</p> <p>Explain how you will recruit people to take part in your project and where this will take place. For example, existing group, advertising, and marketing.</p>
Please describe how your project demonstrates <u>at least one</u> of the following objectives.	<p>You must describe how your project support <u>at least one</u> the following objectives.</p> <p>A. Enrich communities - Adding to a community's ability to live well.</p> <p>B. Boost individual resilience - Helping the most disadvantaged/vulnerable to improve their health and wellbeing.</p> <p>C. Strengthen community resilience - Sustained ability of a community to use the available resources to respond to, withstand and recover from adverse situation (e.g. a community based initiative that seeks to improve people's health).</p>



	<p>D. Collaborative decision making - Exploring ideas and making plans with those affected by an issue (e.g. how your target audience have been involved in the creation of this project).</p>
<p>Project Need.</p> <p>Please let us know how you have identified the need for this project.</p> <p>E.g., survey with a lunch club to identify a need for transport to and from group.</p>	<p>Please briefly explain how you know this project is needed.</p> <p>For example, any data/statistics you have used to come up with the idea, informal conversations with target group.</p>
	<p>Briefly explain if you have carried out a survey or any scoping work in relation to your target group.</p> <p>For example, any surveys, focus groups or informal conversations you have undertaken with target group.</p>
<p>Project Benefits.</p> <p>Please explain what benefits you will expect to see.</p> <p>Please explain how you will identify that these benefits have occurred.</p>	<p>What benefits do you expect to see as a result of this project?</p> <p>For example, increased physical activity, improved mental health.</p>
	<p>What evaluation will you undertake to know these benefits have occurred?</p> <p>For example, focus groups, surveys, word of mouth.</p>
<p>How many people (approximately) will benefit from this project?</p>	<p>Please state how many people are expected to benefit.</p> <p>For example, 20.</p>
<p>Partnership Working.</p> <p>Partnership working is highly recommended to ensure efficient use of resources.</p>	<p>Please state who else will be working on the project with you and what their role will be within the project.</p> <p>For example:</p> <ul style="list-style-type: none"> • a will be providing volunteer support. • b will be providing support to build planters.
<p>Volunteering.</p>	<p>Please let us know approximately how many volunteers will be involved in your project.</p>
<p>Start date and duration of project.</p>	<p>When do you expect the project to begin?</p> <p>For example, February.</p>
	<p>How long do you expect the project to run for?</p>



	For example, 12 months.
PROJECT COSTS	
How much are you bidding for?	Please state the exact amount you are bidding for.
What will you spend your funding on? Please give a breakdown of the cost of your project.	<p>It is important that all projected costs are listed.</p> <p>Please ensure that costs are broken down as much as possible and that there are no 'miscellaneous' costs.</p> <p>Please see "What can the money be spent on?" above for guidance on what can and cannot be funded.</p> <p>For example, 2x planters = £x, 4x gardening gloves = £x</p>
How do you plan to continue the work when the funding stops?	<p>Please state how you plan to sustain the project when the funding stops.</p> <p>For example, fundraising, source other funding streams, income generation.</p>
ADDITIONAL INFORMATION Please note the information provided within this section <u>will not</u> impact the outcome of your application.	
Have you applied for any other funding? If yes, where from and is it confirmed?	Please state any other funding sources that you are applying to, have received funding from or are reliant on for this project to go ahead.
Please tell us how you heard about the funding.	<p>Please briefly tell us where you heard about this funding. It will help us to promote the fund in the future!</p> <p>For example, social media, ACVO newsletter.</p>
If your bid to the Health Improvement Fund is unsuccessful, do you give us permission to pass this application on to other funds which may be better suited e.g. Community Mental Health and Wellbeing Fund (ACVO).	<p>Please indicate yes or no.</p> <p>In a bid to increase the number of successful applicants, with your permission, we may pass your application to another local funder. For example, ACVO Communities Mental Health and Wellbeing fund.</p>



Frequently Asked Questions

1) What happens next and how are decisions made?

Applications received will be assessed within five working days. The decision-making panel will read applications and score each using the marking criteria. The panel will then agree the scoring and allocate funds.

The panel comprises of local community members (via the Locality Empowerment Groups and PNP), as well as public and third sector partners.

2) Can a proportion of the bid be funded?

Yes - the local decision-making panel can decide to grant a proportion of the amount requested.

3) Can I apply as an individual?

Yes, you can apply as an individual or as an informal group to support a community project. However, we will **not** pay monies into a personal bank account. There may be organisations that would be willing to host monies on your behalf.

For support to identify possible hosts please contact –
HealthImprovement@aberdeencity.gov.uk

Alternatively, you may wish to consider becoming a constituted group. For further information and support to become a constituted group contact Sandy Mathers, Development Officer at Aberdeen Council of Voluntary Organisations (ACVO) on sandy.mathers@acvo.org.uk or call 01224 686075.

4) Is there support to complete the application?

Yes.

- Email - HealthImprovement@aberdeencity.gov.uk
- Phone 01224 045 735 (Chris Smillie) or 01224 069 421 (Suzi Thomson)

5) Can an organisation complete more than one application?

An organisation can only be a main bidder for one application; however they can be named as a partner in additional applications.



6) Is there a system for reporting?

Yes, applicants will be expected to complete an interim and final project report. An interim report will be required at 6 months, with the final report due at the latest 12 months or when the project is finished.

Applicants who do not fulfill the evaluation requirements for their funded project will not be eligible to make future bids to the Fund.

A member of staff from Aberdeen Health and Social Care Partnership may visit funded projects to find out how you are getting on.

Please note your project may be asked to attend a showcase event.

7) Is there a timeframe in which the project must start?

Yes, all projects must start within 3 months of receipt of monies.

8) What happens if the project is unable to go ahead?

If you are not able to go ahead with the project as agreed, you will be asked to return the monies. Please arrange to make contact as soon as possible if you are concerned you will be unable to go ahead with the project

9) How does application scoring work?

All applications will be assessed by an Advisory Group including representatives of the Third Sector, the Health and Social Care Partnership, and a patient/carer representative.

10) What are the timescales for decision making process?

Applications will be assessed on a first come basis, please apply as soon as possible to avoid disappointment. We will aim to share the outcome within 5 business days. The fund may be paused to allow for pending applications to be assessed and will re-open if funding is still available. This process will repeat until fund depletion.