



## **Guidance for Public Health small grants scheme in North Tyneside Council**

The Public Health department in North Tyneside Council will be allocating funds through a small grants process alongside the range of formally commissioned public health services.

Charities and Voluntary and Community Sector (VCS) organisations can be key partners in delivering projects that help reduce health inequalities in line with the North Tyneside Health and Wellbeing Strategy – ‘Equally Well’.

We are keen to work with charities and VCS organisations and be as flexible as we can in our approach by using grants to fund projects where appropriate.

Allocating small grants in this way offers a more proportionate approach than undertaking a full procurement.

### **Who can apply?**

The small grants scheme is designed to support charities and VCS organisations based within North Tyneside, especially those working at grass roots and local community level, in any field, across a wide range of activities. Larger or national VCS / charities will normally not be considered under this scheme. Applications from grant making charities will not be accepted.

### **What will Public Health small grants fund?**

Grants will cover core costs (staffing, room hire, publicity), essential equipment, and other non-capital items.

A successful grant offer will be valid for the period stated in the grant call out.

The small grants scheme does not fund:

- feasibility or research studies



- religious activity or activities promoting religion (religious organisations and / or places of worship would be expected to show a clear division in accounts and application between religious and non-religious activity)

### **How much can you apply for?**

The amount of funding available will vary depending on the nature of the grant at that time.

### **When can you apply?**

Deadlines for submissions will be stated in the Public Health small grants call outs. Applications must be submitted via email to [PHsmallgrants@northtyneside.gov.uk](mailto:PHsmallgrants@northtyneside.gov.uk)

Timescales for notification if successful or unsuccessful will be noted in the call out.

If a previous application is declined, organisations are eligible to re-apply to future Public Health small grants call outs.

### **Other information**

If a grant is awarded it can only be used for expenditure or purchases after the grant is approved. The Public Health small grants scheme does not support retrospective funding.

Generally, the applying organisations must be requesting funds for themselves rather than fundraising on behalf of another organisation. The applying organisation must take full responsibility for any grant made, and funding for projects / activities / services must be managed / delivered / provided by the applying organisation.

The Public Health small grants scheme is unlikely to support charities that have built up considerable unrestricted reserves.



## Safeguarding

All organisations applying to the Public Health small grants scheme, regardless of the type of charity / VCS organisation must have considered their safeguarding responsibilities and have suitable policies and procedures in place.

As per Charity Commission guidance, if the charity works with children or adults at risk, it must:

- Establish good safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and procedures of the local authority safeguarding partner or safeguarding children or adult's board
- Make sure all staff and volunteers receive regular training on child protection or working with adults at risk
- Appoint a safeguarding lead to work with the local authority safeguarding boards and / or create a plan for responding to concerns overseas
- Manage concerns, complaints, whistleblowing, and allegations relating to child protection or adults at risk effectively
- Have clear policies when DBS checks are required, how you assess the level of check needed and how you handle the information

Organisations must follow relevant legislation and guidance (please refer to this [government guidance for safeguarding and protecting people for charities and trustees](#) for more information). Safeguarding policies must be shared at the point of application and may be declined if the safeguarding policies do not meet the required standard.

## How to apply

Applications need to be submitted via email to [PHsmallgrants@northtyneside.gov.uk](mailto:PHsmallgrants@northtyneside.gov.uk)



**Information/documents you will need to evidence if successful include the following:**

- Business continuity plan
- Complaints procedure
- Freedom of information
- Information governance
- No smoking policy
- Health and safety policy
- Safeguarding adults and children policy
- Risk assessment and management
- Equality and diversity policy
- Data protection and confidentiality
- Sudden untoward incidents
- Staffing including:
  - recruitment
  - disciplinary and grievance procedure
  - bullying and harassment
  - supervision and appraisal
  - training and development
  - code of conduct for staff and volunteers
  - evidence that staff have a current DBS certificate

If your application is successful, copies of the policies and procedures above will be requested as evidence. If successful, you will also be requested to supply the following:

- Accounts:
  - latest signed accounts
  - income and expenditure figures for the last financial year (applicable if there has been a completed financial year since your latest signed accounts, but for which accounts have not yet been finalised and signed)
- Annual budgets:
  - current annual budget
  - annual budget for the year the grant is requested in (applicable if the request is for funding which would be used in the year after your



current financial year, this will often be the case when you are approaching your current year end)

- A copy of latest bank statement

The provider, if successful, must have appropriate insurance in place for the proposed project to be delivered. This will include Public and Employers' Liability as a minimum, and may also include Professional Indemnity, and / or motor insurance cover, depending on the service being provided. If your application is successful, copies of insurance policies and the level of cover in place will be requested as evidence.

Queries regarding the Public Health small grants scheme can be emailed to [PHsmallgrants@northtyneside.gov.uk](mailto:PHsmallgrants@northtyneside.gov.uk)

<b>Version control</b>	<b>Date</b>
1.0	10.01.2023
2.0	27.10.2023