

Birmingham Fairer Futures Fund – Localities Small Grants

Application questions

This document is to be used as guidance to support writing your application, it cannot be submitted as an application and does not contain basic organisational questions required when submitting your full application.

We will not except applications that have not been supported by their Neighbourhood Network Scheme (NNS). Please contact your NNS for support with your application. Contact details are available on our fund web page.

Guidance

Please note that we do not score questions individually. Some have a higher word count because we require more information from you. The questions are designed so that we can determine if your project, activity, or service meets the criteria and so that we can ensure we have all the information the panel require to make a decision. If we think there is some information missing a member of the team will contact you.

Guidance has been provided for some of the question (*written in pink*) to support with your answers.

Impact Section: please ensure the impact measures & categories selected/number of beneficiaries are realistic and achievable and you are collecting this information throughout the life of your project, activity, or service. These will form the basis for your end of grant reporting.

Before completing this application form, please refer to our [Fund Fact Sheets](#) for details of the funding programmes available.

If you are unsure about applying or have any other queries then please contact your local NNS or our Grants Team on 024 77800 520 or e-mail us: info@heartofenglandcf.co.uk and we will be happy to help. Good luck and we look forward to receiving your completed application.

Organisation Details

Are you part of a larger regional or national organisation?

Is your organisation new and has not yet produced a set of annual accounts?

What was your organisation's income over the last complete accounting year?

What end date do the accounts relate to?

Expenditure over last complete accounting year?

What were your unrestricted reserves at the end of your last complete accounting year?

Unrestricted Reserves - Money shown in your accounts at the end of the financial year that can be spent on whatever the management committee see fit. The Charity Commission recommends organisations have 3-6 month unrestricted reserves.

Please explain your reserves

How many of each of the following are involved in the organisation?

Full time paid staff / workers

Part time paid staff / workers

Volunteers

Management Committee or Trustees

Project, Activity or Service Details

Please give the application reference supplied to you by your NNS

Applications submitted without this reference will be rejected

Project, Activity or Service name Project name (255 character limit)

If you do not have a name for the project, activity or service that is ok.

Requested funding start date:

Panel decisions for this fund will be made in March 2025 so your project start date should not be before April 2025

Requested funding end date:

Tell us about your organisation and the overall work you do (250 word count limit)

Which of the grant themes and community(s) of interest or experience does your project primarily address/reach? Select only one theme and only one community from the list below (dropdown selection)

- *Theme 1: Best Start in Life (sub dropdown selection)*
 - *Children, particularly those in care and children living in low-income households*
 - *Young adults*
 - *Women – particularly those from ethnic minority backgrounds*
- *Theme 2: Healthier lives in Communities (sub dropdown selection)*
 - *People living with long-term conditions and disabilities*
 - *Men, women, children, families and those from deprived and ethnic minority backgrounds*
 - *Manual workers, people with long-term mental-health conditions, and the unemployed*

- *Theme 3: Better outcomes through earlier intervention and treatment (sub dropdown selection)*
 - *Ethnic minority backgrounds including African, Caribbean and South Asian Communities*
 - *Deprived communities*
 - *Heterosexual women*
- *Theme 4: Empowering and connecting communities (sub dropdown selection)*
 - *LBGTQ+ and people with long-term conditions and disabilities*
 - *Migrant communities, ex-offenders, gypsy, Roma and travellers, and those with English as a second language*
 - *Carers*

What specific health and well-being inequality(s) is your project designed to impact? Please select options linked to the specific theme in the fund priorities: (dropdown selection)

- *Support uptake in children's vaccination*
- *Uptake of Health Start Vouchers*
- *Reduce infant mortality and hospital admissions caused by injuries and asthma*
- *Reducing conception rates in those below 18*
- *Interventions to improve mental health*
- *Encouraging breastfeeding*
- *Developing parenting skills*
- *Uptake in long-acting reversible contraceptives*
- *Uptake in antenatal screening*
- *Continuity of maternal services and reproductive health*
- *Increasing physical activity*
- *Improving nutrition*
- *Reducing sugar and salt intake*
- *Reducing the prevalence of diabetes and cardiovascular illness*
- *Smoking cessation (support to stop)*
- *Reducing the prevalence of Chronic Obstructive Pulmonary Disease (COPD)*
- *Uptake in NHS health checks*
- *Uptake in NHS health checks for hypertension, cardiovascular disease (CVD), and mental health*
- *Uptake in immunisation*
- *Uptake in cancer screening*
- *Increasing dementia diagnosis in under 65's*
- *Preventing and treating blood borne viruses (BBV) such as HIV and Hepatitis*
- *Reducing social isolation*
- *Supporting adults with learning disabilities into employment*
- *Reducing suicide and self-harm rates*
- *Improving health literacy*

Clearly outline how you have identified an evidence-informed need for this specific priority, relating to a community(s) of identity or experience? (250 word count limit)

Project Description (Brief Summary) (100 word count limit)

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Project Description (Detailed) Tell us about the specific project, service or activity for which you are seeking funding. What do you want to do and how you will do it. (500 word count limit)

Please provide details of: The objectives of the project and the intended impact, Innovation in addressing long-standing health and wellbeing inequalities, The delivery model for achieving your objectives – an evidence-informed approach to making an impact on the identified FFF priority theme, Timescales and key milestones.

What is new/additional about your project that will support or add to your existing activities? (250 word count limit)

This fund asks for innovative services/activities. Additional or continuation funding will not be granted, so what stands out in this project as new or additional to your current services

Specifically, where will project activity take place? (e.g. which community venues)

Please name any partners involved in your planned project and describe their role in the project (250 word count limit)

Partnerships that will add value to the project, if you have a relationship or does this need to be built, what skill/value will they bring to your project

How long will your project run?

Just enter 1, 2, or 3 for years or number of months if less than a year

Clearly set out how you will measure project impact – what information will you collect on participants, activity and outputs? (250 word count limit)

This fund requires demographic and health impact data capture for the individuals accessing your project. Outline how you will capture this data and build appropriate measures into your service design. Please refer to the fund criteria fact sheet for guidance of budgeting for this task. You should also be familiar with the [Birmingham Public Health measurements toolbox](#)

Which constituency(s) is your project based in? (dropdown selection)

- Hall Green
- Hodge Hill
- Northfield
- Edgbaston
- Erdington
- Sutton
- Yardley
- Ladywood
- Selly Oak,
- Perry Bar

Which Local Authority area do the people who will benefit from the proposed activity, live in?

Please provide the postcode where most of the people who would benefit from this funding come from?

How will you ensure people know about this project, activity or service and that you will reach the people you want to help? (250 word count limit)

How you will ensure engagement and participation from the target citizen group

Please describe your organisation's approach to safeguarding. What are your safeguarding risks and what measures do you take to reduce them? (250 word count limit)

How many volunteer hours will contribute to this specific project, activity or service? (4 character limit)

How many people will benefit from this funding? (4 character limit)

We realise that you cannot give exact figures but please estimate as accurately as possible. Try to keep this figure to the individuals that will access the project and not wider beneficiaries. This information is important and will be used to evaluate the Project, Activity or Service at the end of the grant period.

What is the primary age group range of your beneficiaries?

What is the primary ethnicity of your beneficiaries?

What is the primary vulnerability of your beneficiaries?

What primary issues does your project address?

How much are you applying for (including VAT)?

You need to apply for the total cost of the full duration of your project in this application. If your project is multiyear then apply for the full amount. You can only apply for a maximum of £15,000 per year, up to £45,000 for a 3-year project.

What is the total cost of the project, activity or service?

Please provide details on how the remaining balance will be covered and whether it has already been secured. (250 word count limit)

Budget

To help us understand what you're planning to spend the money on, we would like you to provide a breakdown of your costs:

Remember that you can only apply for £15,000 per year. Keep your costs reasonable and value for money

Are there any staff costs?

- Please give details showing how you have calculated staff costs
- Requested amount
- Total cost

Are there any volunteer costs?

- Number of volunteers and breakdown of 'out-of-pocket' volunteer expenses
- Requested amount
- Total cost

Are there any operational/activity costs?

- Itemise individual cost elements to the delivery of the project, activity or service.
- Requested amount
- Total cost

Are there any publicity costs?

- Clarify what these costs will fund.
- Requested amount
- Total cost

Are there any office, overhead, premises costs?

- Costs related to the delivery of this project/activity only - you may wish to highlight this as a percentage or as apportioned costs
- Requested amount
- Total cost

Are there any capital costs?

- Cost per item & how many items
- Requested amount
- Total cost

Please provide three quotes for each capital item that costs more than £500 – upload required

Do you have any other costs that you wish to add?

Additional documents

You will need to attach all of the following documents.

Please do let us or your NNS know if you require support with governance for your organisation. All documents should be up-to-date and in line with the latest changes to legislation. You will need a named designated safeguarding lead as part of your policy.

Support is available on our [website](#)

- Bank statement from within the last 3 months - We require an official Bank Statement not a transaction list - upload required
- Copy of Governing Document e.g. Constitution, Mem & Arts - upload required
- Equal Opportunity Policy - upload required
- Annual accounts - upload required
- List of committee members - upload required
- Safeguarding policy - upload required