Questions and Answers

What guidance and support is available for organisations that want to apply?

We encourage all organisations to read the guidance notes provided. The NHS Volunteer Responder programme team (NHSVR) is available to support and guide you, so if you have any queries or questions about this grant opportunity, please email the team at NHSVRgrants@royalvoluntaryservice.org.uk

Please note that this grants scheme is being administered by Royal Voluntary Service and queries should **not** be directed to either GoodSAM or NHS England and NHS Improvement.

A number of question and answer webinars have been arranged, details have been forwarded to you in the original grants invitations email.

How do I apply?

- Carefully consider how your project meets the eligibility criteria set out in the guidance notes
- Complete the application form in full using the word limit indicated in each section.
- Submit your application by attaching it to an email to NHSVRgrants@royalvoluntaryservice.org.uk **The closing date for applications is 5pm on Friday 30th April 2021. Please note no applications will be accepted after 5pm on this date.**

Why must I deliver impact in one of the ten local authority areas listed and not anywhere else?

These ten areas have been identified as having low uptake of support available in the pandemic and therefore in need of more local level support in this recovery period.

Do I have to complete all the questions on the form?

Yes, we require you to complete all the questions.

Do I need insurance to run my project and can I apply for the cost of this as part of my grant?

Yes, if you are providing services or activities your organisation is required to have appropriate insurance in place before you commence these activities/and services. Types of insurances include Public Liability Insurance, Employers Liability Insurance, Professional Indemnity insurance, Building and Contents insurance.

Please note we are unable to provide advice about the insurance you require for your proposed project.

Yes, you can apply to include funding for the necessary insurance in this application. You will need to seek advice from an insurance broker regarding the insurance cover you will need to deliver the project and include this quote in your application.

What can I include in the costs associated with the project / activity?

- If you are seeking funding for equipment as part of your project, you will be required to put in the itemised costs of the equipment in the budget.

- If you are providing services, you should include the direct costs for the project for the duration of the project only.

- We require all your project costs to be itemised. You can include overhead costs - Overheads are the operational costs needed to run your project, for example, IT, heating, rent. Some funders will call these 'core costs'.

- Please remember that all grants will be paid at a fixed rate of £10,000 for a 6-month project. If your costs are not clearly explained and appear high, the panel may contact you for further details and explanation.

Why do I need to detail the plan to sustain the project after grant funding has finished?

Projects must evidence how they will improve accessibility to service provision for people from ethnic minority backgrounds in the post-pandemic recovery period, and how this will pave the way for longer-term re-building of community resilience, reducing the inequalities exacerbated by Covid-19.

How long will it take to process my application?

The Panel will aim to make a final decision and contact successful applicants within 3 weeks of the final submission date.

What happens if my organisation is successful with the grant?

We will notify you in writing and send you a grant offer letter containing key terms and conditions of the grant offer, which will need to be signed by the organisation.

How will the grant payment be made?

The grant will be paid in two instalments- 50% at the commencement of the project, and 50% after 3 months (subject to a satisfactory mid-project review).

What are the monitoring requirements for this project?

We want to keep matters simple for organisations so we will be asking for an end-of-project report, detailing the impact of the grant (number of people reached, overview of support provided, challenges encountered, lessons learned, plans for the future) – a template will be circulated nearer the end of the project time. We will also conduct a mid-project review point via telephone.

Can I apply for more than one grant?

Due to the limited funding, organisations can only make one application. Each grant is for a full £10,000. You can apply for a grant to provide services in one of the ten local authority areas detailed in the Guidance Notes.

If my application is rejected, can I re-apply?

This is a one-off grant opportunity and therefore there will **not** be a re-application process.

This is a discretionary fund and therefore there is no right of appeal against the panel's decision. We are unable to provide tailored feedback for unsuccessful applicants.