



**London Borough
of Hounslow**



Hounslow Health and Care
Working together for a healthier community



**North West London
Integrated Care System**
Working together for better health and care

Hounslow CORE20 Resident Engagement Small Grant Guidance Document

Contents

1. Overview 3

2. Resident Engagement Project: 3

3. Guidance and support..... 5

4. Criteria 6

5. Who can submit a proposal? 7

6. Grant Conditions and Payments 8

7. Application and decision process..... 8

8. Reporting back on what you have done 8

9. Safeguarding and Governance..... 8

10. Further information and support 8

Resident Engagement Small Grant

1. Overview

Background:

As part of our ongoing efforts to ensure we tackle the avoidable differences in health access and outcomes across Hounslow, the Hounslow Borough Based Partnership are reaching out to invite you to collaborate with us.

Hounslow's CORE20 cohort is made up of those residents living in areas of high deprivation. We have around 16,000 residents living in areas considered to be amongst the 20% most deprived areas nationally. Health and Care data highlights significant differences between those living in the CORE20 areas around Hounslow compared to the rest of the population. For example, we see higher rates of mental health conditions, smoking, and obesity levels in the CORE20 areas than the rest of the borough.

What the data is telling us is that our CORE20 residents are engaging with our services but experiencing worse outcomes than other residents. We want to work together to change this.

We are offering funding to community groups to help us engage with residents in these CORE20 areas.

The CORE20 Project will involve you carrying out meaningful engagement, using a range of engagement methods and activities with residents, to gain insight into their needs and experiences in healthcare. This work will be used to co-design tailor-made interventions that better serve our communities.

The project is fully funded, and training will be provided to all participatory groups.

Your involvement and expertise are invaluable and by joining forces with local community groups like yours, we believe we can make significant strides in improving the health and experience for everyone in Hounslow.

Key objectives of the Project are:

- a) Reducing health and social inequalities Supporting positive outcomes for residents as outlined above
- b) Improving access to health and wellbeing services and support
- c) Preventing poor health outcomes

2. Resident Engagement Project:

We want to bring residents, active users of community groups from the CORE20 areas and the VCS into shaping the Project. We want to ensure our services are:

- Inclusive and representative of the diverse needs of local population.
- Targeted and better suited, resulting in better outcomes in preventative intervention.
- Reaching individuals and groups who have until now benefited less from public services.

There are two key points of engagement for this project. Following each engagement periods, community groups will send summary reports to the Hounslow Public Health Team.

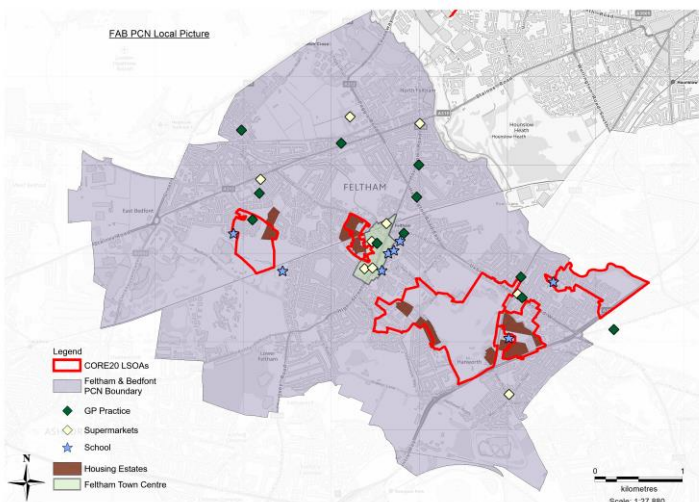
- ✓ 1. To gather insights from residents of barriers, challenges, and solutions (April-May)
 - Outputs:
 - Engagement Activities
 - Summary Report Write Up
- ✓ 2. To review findings and co-design solutions (July-August)
 - Engagement Activities
 - Summary Report Write Up

Funding will support all engagement and summary write up activities described above.

We are seeking community groups who can help us to engage with residents in the **CORE20 areas of focus highlighted in red below.**

See Appendix I for more details of these specific CORE20 areas of focus.

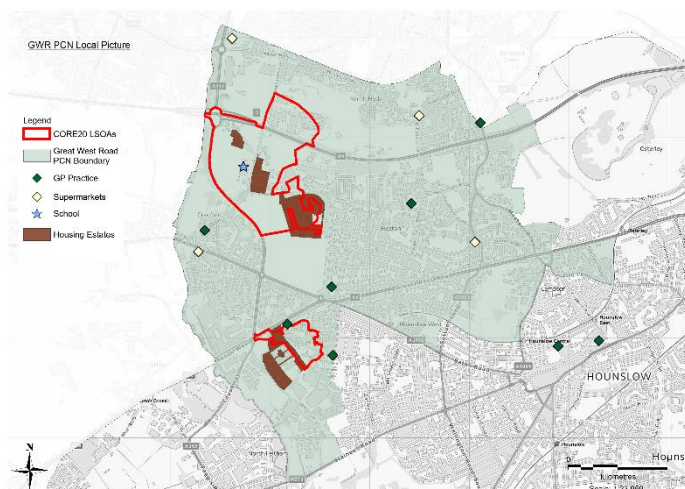
Feltham, Bedfont and Hanworth:



Key Local Estates and Assets:

- Waterfield Estate
- Ridge Way and Winslow Way Estate
- Oriel Estate
- The Hollands Estate
- Elwood Avenue Estate
- Pinewood Road & Sandalwood Road
- Waterloo Estate
- Tryan Close
- Highfields & Homecourt Estate

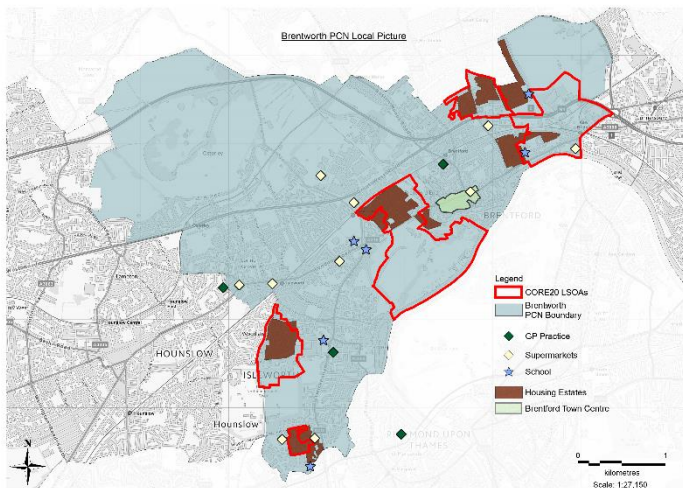
Heston and Cranford:



Key Local Estates and Assets:

- Redwood Estate
- Brabazon Road Estate
- Hartlands Caravan Park

Brentford and Isleworth:



Local Assets and Estates:

- Clayponds Estate
- Brentford Towers
- Ivybridge Estate
- Worton Estate
- Syon Estate
- Brent Lea Estate
- Ealing Road
- Lionel Road

CORE20 Resident Engagement Project are:

- To identify the main areas of interest and local assets currently in relation to health and well-being and explore solutions to address unmet needs
- To identify services, activities and approaches that work well and could be expanded
- To identify barriers in improving health and wellbeing, including accessing services and how to overcome them

The feedback collected will be used to shape the design and development of the preventative health and wellbeing services in the community.

Funding is available for Community and Voluntary Sector organisations, resident groups including informal groups for activities or services that help to deliver the key objectives of the Resident Engagement Project.

Cost's of engagement activities can be funded through this small grant. The following are some examples of the types of activities that may be funded. We welcome other ideas too.

- Local events and activities that will bring people together to discuss what would help to improve health and wellbeing and what barriers they are facing including
 - Focus groups with targeted communities
 - One to one interview with people you work with
 - Online, phone, or paper surveys

This list is not exhaustive, and we welcome proposals from organisations and resident groups that identify engagement methods and formats that are most suitable for the communities and people you work with.

Application forms are available by emailing publichealth@hounslow.gov.uk

3. Guidance and support

Guidance and support from Hounslow Public Health will be offered throughout the project to help you with your engagement project. This will include training and guidance shared after the allocation of funding:

- advice and tips on what engagement methods you can use. A variety of practical tools and ideas that you can use to run your activities will be shared.
- what questions to ask your communities. Overarching questions and sub-questions will be provided but we welcome adapting the sub-questions to suit the communities you will be engaging with
- advice on participants' recruitment and how to record and report on feedback collected.

We also intend to provide tailored support depending on the needs of each community group throughout your activities and your application process.

Amount available and Key dates

The funding available for the Resident Engagement Small Grant is £30,000 in total. Please note that for the Engagement Small Grant applications, proposals are accepted for **up to £4,000** for each community and voluntary sector organisation or resident group.

Date	Activity
Monday 12 February 2024	Invitation to apply for Engagement Small Grant
Friday 8 th March 2024	Deadline for Engagement Small Grant application
Week commencing – 11 th March 2024	Notification of Engagement Small Grant outcome
W/c 25 March 2024	Project Initiation Workshop – engagement guidance, training on methods and toolkit to support successful organisations
1 st April-31 st May 2024	Engagement Period 1: Gathering Views
Saturday 1 st June 2024	Deadline for submission of engagement outcome
July 2024	Engagement Period 2: Codesign Solutions

4. Criteria

When assessing your proposal, we will consider the following points:

1. Projects must show how they help to deliver the key objectives of the Resident Engagement Project set out above.
2. We welcome applications from informal groups of residents to run local engagement events and activities as well as from formally constituted groups. If you are an informal group/group of residents, you would need to provide signatures from six unrelated Hounslow residents who support this project.
3. To be allocated funding you will need to clearly outline:
 - Which communities and approximately how many people you will be engaging with for both engagement periods.
 - What kind of engagement activities you will be delivering (e.g., focus groups, questionnaires, etc.)
 - How you will ensure you have adequate resources (staff time, volunteers, venue, capacity to write up and report findings etc.) to deliver the engagement activities
 - How the grant will be spent (a breakdown of the costs)

What we can fund:

- ✓ Staffing
- ✓ Venue hire
- ✓ Activity costs (e.g., refreshments, stationery)
- ✓ Travel costs (e.g., staff, volunteers, residents, reimbursement for time.)
- ✓ Incentives for engagement (e.g., vouchers)
- ✓ Administration costs

Resident Engagement Small Grant

We cannot provide funding for:

- Activities, events, or services which have already taken place, including staff development time in planning services or preparing funding bids
- Any costs which someone else is paying for, whether in cash or in kind
- Items that only benefit an individual or are not needed to deliver the project outcomes
- Funds to build up a reserve or surplus, whether distributable or not
- Activities that promote worship or religious views directly
- Party political activities
- Fundraising activities
- Ticketed event not free to public
- Activities, events or services with residents who are younger than 16 years of age

5. Who can submit a proposal?

Who we can fund:

- Constituted not-for-profit organisations (e.g. a registered charity, company limited by guarantee, unincorporated association or club, Community Interest Company, Charitable Incorporated organisation)
- Un-constituted groups or groups of neighbors or residents.
 - o If you are an un-constituted group, e.g. a Mutual Aid group, informal group such as residents/neighbors you would need signatures from six unrelated Hounslow residents who are in support of your project.

Who we cannot fund:

- Individuals
- Organisations with significant unrestricted or unallocated reserves (please see the [Charity Commission Guidance on Reserves](#) for best practice guidelines);
- Organisations based outside the UK
- Organisations that have not complied with the monitoring requirements for any grant previously received from the Council.

In addition, we will not normally make grants to applicants that:

- Are applying on behalf of other organisations
- Have not met their legal obligations in making on-time returns to the Charity Commission or Companies House, if applicable
- Have received grants from us in the past but not successfully managed or reported on them
- Do not appear to have the necessary skills, expertise, and experience to deliver the project

Project costs

- Please clearly outline how much the project / activity will cost, outlining the key elements and cost per element e.g., staff, activity costs, travel costs, incentives, administration costs, etc.
- Please remember to cost your project accurately and we encourage you to apply full cost recovery principles to your application. This is where you ensure that broader overhead costs are covered (e.g., percentage of office and management staff costs).
- Costs applied for (including staffing and core costs) should not already be funded from other sources or have been incurred before your grant is approved.

6. Grant Conditions and Payments

- If you are a constituted group, you must include your constitution or other governing documents with your application.
- If you are successful, we will send you simple terms and condition of grant that you will need to sign up to.

7. Application and decision process

Applications are assessed in a one-stage process, requiring the submission of an application form which will enable you to tell us about the need for your project, what difference it will make and how much funding you need. **Application forms can be requested from publichealth@hounslow.gov.uk**

We may call you during the assessment stage to clarify details and ensure we have a correct understanding of your application and organisation. Please ensure that contact details are provided for the representative from your organisation submitting the application who is available between the submission and results dates.

8. Reporting back on what you have done

All funded groups will be required to submit a detailed summary report on the feedback and insight collected from all engagement activities within your project as well as demographic data (e.g., age, ethnicity, disability) of the people you have engaged with. A template and guidance on writing the report will be provided. The summary report should be emailed to publichealth@hounslow.gov.uk **Saturday 1st June 2024.**

Reports must be accompanied by proof that you did what you said you would with the grant money (e.g., examples of publicity material, photographs). Further information may be requested (e.g., raw data, discussion notes).

Please let us know about any key dates / events linked to the grant as council staff may like to attend.

You are required to keep all receipts / invoices related to the project as we may request evidence of expenditure.

9. Safeguarding and Governance

Please make sure that you have all the necessary permissions, insurance, and safeguards in place to ensure that the project is well run, and participants are safe. This may include DBS (Disclosure Barring Service) checks for staff or volunteers working with young people and / or vulnerable adults. We are happy to support you with this.

We reserve the right to request further information of applicants regarding their financial standing or capacity to deliver.

10. Further information and support

For further information or for queries on completing a proposal please contact the Public Health Team at: publichealth@hounslow.gov.uk

Please be aware that if you contact us within a week of a fund deadline, we may not be able to respond in time so please contact us as early in the process as possible.

Resident Engagement Small Grant



For support with funding searches and applications, developing your organisation, policies and procedures, or

IT support, please contact the Ealing and Hounslow CVS: info@ehcvs.org.uk

Ealing and Hounslow Volunteer Centre is the official volunteer centre for the London Borough of Hounslow

info@ehcvs.org.uk

To receive or feature in their regular e-newsletters please contact iain@ehcvs.org.uk



Be sure to register your service on the borough's main information hubs:

- [Hounslow Connect](#)
- [Hounslow CarePlace](#)
- [Hounslow Family Services Directory](#)

Useful information that might help you with your application:

- [London Borough of Hounslow Recovery plan](#)
- [London Borough of Hounslow Corporate plan](#)
- Find local information and data on [Hounslow Data Hub](#)
- [National CORE20PUS5 Strategy](#)



Frequently Asked Questions

1. What groups are you looking to reach (ethnicity, age, disability)?

We are interested in hearing from all groups. We welcome applications from groups which will reach a broad audience but also those that might help reach specific groups within the community.

We do see higher proportion of residents from the below groups so are keen to work with groups who can reach:

- Black African and Black British community groups so we would like to hear from.
- Those living in social rented housing, owned by the local authority

And, residents who are impacted by:

- COPD
- Smoking
- Obesity
- Anxiety
- Depression

2. Can we organise joint engagement activities for residents of different areas, or are we to have separate engagement activities for each area?

For instance, could we have a focus group with residents of Feltham and Heston together? Or are we to hold separate engagement activities for residents of Feltham and residents of Heston?

Answer: Where we want information pertaining to residents' immediate area, you can hold activities where residents of the key areas can attend. In the report we would like you to clarify which areas the answers provided are in relation to. For example you can hold a focus group where residents of Heston and Feltham can attend, however in the report we would like clarification which area the residents are talking about.

3. Do we use just one method or can we use multiple methods of engagement?

Answer: As you would have insights on how best to engage with the community, you can choose the method or combination of methods you believe is most effective in getting insights from the community. Please consider the budget for these when you are submitting the application.

4. Can we only engage with residents of the CORE20 areas of focus or can we engage with residents of the ward? e.g. Only engage with residents of the CORE20 areas of focus in Heston, or can we engage with residents who live in the wider Heston area?

Answer: We are very keen to hear the experiences of the people living in the *CORE20 areas of focus*, however for engagement purposes we are not excluding residents who may have insights pertaining to the *CORE20 areas of focus* and live in the wider area.

5. What happens if our funding application is not successful? Are there opportunities for feedback or reapplication?

Answer: We are not able to provide feedback to all groups who are unsuccessful, due to a high volume of applications. However, for those who are shortlisted but do not get granted the funding, we can provide feedback on request.

Applicants are advised to reach out with any questions before the application closing date. Once the deadline has passed, we will not be able to provide further guidance.

6. Are there any potential partnerships or collaborations that could enhance our chances of securing funding?

Answer: We encourage collaborative working, particularly with local community champions across the Borough. However, this is not mandatory and will not affect the strength of your application.