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OUR HOSPITALS
DO MORE

Working in partnership with



Imperial College Healthcare
NHS Trust

Compassionate Communities Sample Application Form

For Reference Only

You will need to register and create a Flexigrant account before you can access the online application form. To do this, please go to: imperial.flexigrant.com. Your organisation's Chief Executive, Finance Director or Chair of Trustees must have read your full application and sign the Signatures of Approval form that must be uploaded with your online application.

When can I apply?

Applications will open on Tuesday 4 June 2024.

Applications will close on Thursday, 29 August 2024, 12pm.

You will be notified of the outcome of your application in November 2024.

Good luck!

1. Your eligibility

Q1a. Your proposed project

Your organisation's proposed project is new or will expand on a current provision.

[Check the box](#)

Q1b.

Your organisation's Governance and Finance set-up

[Check each box](#)

- Your organisation is formally constituted
- Your organisation is well established in your community within north west London and has operated for a minimum of 3 years
- Your organisation has at least 2 years' published accounts, and an operating income of no more than £500,000.
- Your organisation has a bank account in that organisation's name
- Your organisation's bank account does not have signatories who are related to each other
- Your Board of Trustees has at least three people who are not related to each other
- Most people in your organisation in positions of authority (e.g., Director, Finance Director, Chief executive, Trustees, Senior Managers) are not related to each other or live at the same address
- Your organisation has a Board of Trustees that has overall control of, and accountability for your organisation's activities, and is fully transparent about any conflict of interest
- You are not a national organisation, nor are you affiliated to one.

Q1c.

Your organisation type

[Check one box](#)

- Registered, exempted or excepted charity
- Charitable incorporated organisation (CIO)

- Community Interest Company limited by guarantee
- Charitable company limited by guarantee (that is not also a registered charity)
- Community benefit society (Industrial and Provident society)
- Faith group (your funding request cannot be for a project that promotes religion)
- Community Amateur Sports Club
- Constituted but unincorporated club or association
- Constituted Tenants and Residents Associations, and Tenant Management Organisations
- Constituted community group.

Q1d.

You are a community-based group or organisation operating within the borough where your project will be based.

Check at least one box

- Brent
- Ealing
- Hammersmith & Fulham
- Harrow
- Hillingdon
- Hounslow
- Kensington & Chelsea
- Westminster.

Q1e.

You are seeking funding that is not to replace statutory funding.

Check the box

2. Your details, your organisation and its background

Q2a.

What is your role in your organisation/group?

Q2b.

What is the name of your organisation/group name?

Q2c.

When was your organisation/group set-up?

To be eligible for Community Funding, your organisation should be well established in your community and have operated for a minimum of 3 years.

Upload your organisation's published accounts for the last 2 years here.

Q2d.

What is your organisation charity number or company number (if you have one)?

Q3.

**Provide a summary of the difference your organisation has made to your service users.
(max. 100 words)**

Q4.

Are you receiving/will you receive statutory funding for the project?

Please select one:

- Yes
- No

If you have selected 'Yes', please describe the nature of the funding, e.g., the funding agency, the funding period, and the funding amount. Please note that our funding cannot replace government and/or Local Authority. (max. 50 words)

Q5.

Are other organisations/groups working with you on this project?

Please select one:

- Yes
- No

If you have selected 'Yes', please tell us a) if you have a formal agreement in place or if you're going to have one, b) about their role and responsibility in helping you to deliver the project, and c) is the name and role of your contact for each of the named organisation/group. (max. 100 words)

Q6.

If your application is to fund an existing project, please tell us a) the name of the funding agency, b) the funding period, c) the funding amount, and d) how our funding will expand on the current activities. (max. 150 words)

Your project can be new or it can expand a current project (it cannot be to fund a current project).

3. Your project details

Q7.

Select the primary theme that best describes your project.

Please select one:

- **Prehabilitation** – projects that provide ongoing physical and mental health support to residents who are waiting to access healthcare services
- **Peer support and community groups** – projects that bring people together with shared healthcare and community experience to provide support and advice to others.

Q8a.

Which borough residents will benefit from your project?

Please select all that apply:

- Brent

- Ealing
- Hammersmith & Fulham
- Harrow
- Hillingdon
- Hounslow
- Kensington & Chelsea
- Westminster

Q8b.

When will you start your project?

If your application is successful, you can only start your project once you have attended the Welcome event on Monday 2 December 2024. Your project must not start before January 2025.

Q8c.

When will you complete your project?

Depending on how much you are seeking from us, i.e., for a minimum request of £5,000 and maximum £50,000, projects must be delivered a minimum of 12 and within 24 months.

Q9.

What is the title of your project? (max. 10 words)

Keep it simple.

Q10.

Describe your project? (max. 500 words)

To help us understand your project, please be clear and concise, and make sure you answer all the prompt questions below.

- How will your project deliver the primary focus that you have selected?*
- Why is it important to deliver your project?*
- What exactly will you do to deliver your project? (i.e., what are your project activities, who are your delivery partners, if any?)*
- Have you discussed this project with your service users to make sure it is important to them?*

Q11a.

Who are your service users who will benefit from your project?

Please select all that apply:

- Black, Asian and ethnic minority communities including Gypsy, Roma and Traveller communities
- Children below 15 years old
- Lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual+
- Low-income families
- Older people above 65 years old
- People with disabilities including those with a learning disability and those with autism
- People with multiple long-term health conditions
- People experiencing homelessness, drug and/or alcohol dependence, vulnerable

migrants, sex workers, people in contact with the justice system, victims of modern slavery and other socially excluded groups

- Other.

Q11b.

How many service users will benefit from your project? (max. 450 words)

*We understand that each project is unique. Please be realistic about how many people will directly benefit from your project. **Do not double count, i.e., if a service user is from Black, Asian and ethnic minority communities and are above 65 years old, count them as one and assign them to the most appropriate box.** You can add a comment if the service user fits into more than one category.*

Service users	How many?	Describe your service user group(s), e.g., who they are, their socio-economic background, the particular health-related or healthcare access issues they are facing.
Black, Asian and ethnic minority communities including Gypsy, Roma and Traveller communities		
Children below 15 years old		
Lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual+		
Low-income families		
Older people above 65 years old		
People with disabilities including those with a learning disability and those with autism		
People with multiple long-term health conditions		
People experiencing homelessness, drug and/or alcohol dependence, vulnerable migrants, sex workers, people in contact with the justice system, victims of modern slavery and other socially excluded groups		
Other (describe who they are)		

Q12.

Measures of success: what are your project’s key activities, outputs, outcomes and impact? (max. 200 words)

We have included a template for you to map out key activities for your project that you can download from Flexigrant, then upload with your application. We advise you to map out your milestones in quarterly periods, i.e., Feb – Apr, May – Jul etc. This will give you more

flexibility if you need to make any change as you deliver your project.

Your project must have at least **4 outcomes** – 2 for you to devise, 1 charity and 1 ICHT. However, it is more likely your project will have more than one activity. **You don't have to have 4 outcomes per activity.**

The charity's overarching outcome is to address and reduce health inequalities in north west London through practical interventions. You can choose **1 charity outcome** from the list below:

- To lessen economic barriers in local people's lives, employability opportunities
- To lessen emotional barriers in local people's lives
- To lessen environment barriers in local people's lives
- To lessen cultural barriers in local people's lives.

ICHT encourages partnership working with the VCSE sector, and health and social care partners. You can choose **1 ICHT outcome** from the list below:

- Increase the numbers of people accessing support including information, advice, and signposting
- Increase referrals to VCSE run initiatives which directly support patients of our Trust
- Increase Trust staff awareness of VCSE run and community-led initiatives
- Improve patient experience for those waiting to access care
- Increase levels and models of mutual/peer support
- Actively address inequalities in accessing services and waiting lists by supporting initiatives targeted at specific populations.

You will need to report back on your achievements in your End of Grant report.

Activity	When will you deliver this activity?	What is the output for this activity?	Who are the service users who will benefit from this activity?	How many service users will benefit from this activity?	What is/are the intended outcomes for this activity?	What is/are the intended impact of this activity?

Upload your completed Measures of success document here.

Q13.

If your application is successful, what do you hope to do with your project after our grant funding ends? (max. 100 words)

For all projects, please outline the practical steps you will take to secure future funding and support (whether in-kind or cash) to continue it.

Q14.

How will you promote, learn from and disseminate your project its benefits to your service users and the wider north west London community? (max. 250 words)

Examples could include leaflets, word of mouth through your networks or partners, on your website if you have one, through regular community meetings etc.

4. Your project financial information

Q15a.

How much are you applying for?

You can apply for a minimum £5,000 and maximum £50,000. Projects must be delivered for a minimum of 12 months and within 24 months. On Flexigrant, we will ask you for the following information:

- Amount you are applying from us*
- Amount from other sources (cash). Tell us if this has been secured, i.e. it is in your organisation's bank account at the time of applying or you have written confirmation from the funder that they will give you this amount. If it is not yet secured, tell us when you are likely to hear from the funder*
- Amount for other sources (in-kind contribution), e.g. volunteer time, staff time etc? List these and give a combined monetary value*
- Total project cost.*

Q15b.

Your funding request cost breakdown.

Provide a detailed cost breakdown for your project per cost type. These costs are only for your funding request. You must include VAT where applicable.

Below are the cost types that we can support for your project:

Costs we can support	Costs we cannot support
<i>Room/space hire</i>	<i>Any item or service that has already been purchased/delivered (no retrospective funding)</i>
<i>People (staffing or freelance workers) You can include income tax, National insurance contribution, superannuation, but we're not liable for any redundancy payments, sick leave, maternity, paternity or adoption leave, or childcare costs</i>	<i>Replacement of equipment that is 'new for old' on a like-for-like basis, and not directly associated with the delivery of your project</i>
<i>People (volunteer costs). You must tell us your organisation's policy on volunteer expenses such as travel and food allowance per day. Our funding will not support any alcoholic beverages</i>	<i>General hospitality (e.g., socials, staff rewards, and meeting or travel expenses not directly associated with your project)</i>
<i>People (partnership, support needed to enable collaboration)</i>	<i>Conference attendance, training course fees, events attendance</i>

<i>Support – supervision and support for your team, including wellbeing and specialist support</i>	<i>Costs that promote religious or political activities</i>
<i>Equipment or new software directly related to deliver your project</i>	<i>Costs to replace statutory funding</i>
<i>Services – translation or interpreting services</i>	<i>Costs towards any capital works</i>
<i>Activities that promote and disseminate your project, such as marketing and educational materials</i>	<i>Salaries that are not directly associated with the delivery of your project.</i>
<i>Activities that engage with your service users and partners, such as group or forum meetings</i>	
<i>Overheads directly related to deliver your project and up to 25% of total project costs, e.g., utilities, telephone etc.</i>	
<i>Reasonable evaluation costs</i>	

On Flexigrant, we will ask you for the following information:

Cost type	How much do you need?	Cost description (tell us what it is for and why you need it)

5. Your declaration and policies

Q16a.

Your Signatures of Approval

You and your Chief Executive, Finance Director or Chair of Trustees are required sign your application (Declaration form). The form can be downloaded from Flexigrant as you work through your application. The signatures can be electronic or wet. The signatures confirm they've read your full application, and that they approve and support your project.

You will also need to provide two independent referees who are familiar with your organisation. You must provide the name of the organisations with the contact details, or their names with their contact details. We reserve the right to contact them as we assess your application.

Applications will be automatically withdrawn if these signatures are not included with your application.

Q16b.

Your organisation policies and insurances

You'll need to provide evidence of any relevant policies and insurances with your

application if we ask for them during the assessment of your application, OR if we award you a grant. We will ask you to confirm the following:

	Policy/insurance	When needed	Yes/No
Required where relevant	Public liability insurance	At the time of applying and enforced until project completion	
	Employers liability insurance	Your organisation employs paid employees	
	Health and Safety policy	At the time of applying and enforced until project completion	
	Child/adult safeguarding policies (including DBS procedures)*	Your project works with children or vulnerable adults	
	Volunteer management procedures	Your project or service includes volunteers	
	Equal Opportunity policy	At the time of applying and enforced until project completion	

**Please note: if you are offered a grant, you will be required to share your safeguarding policy with us. We reserve the right to cancel our grant offer if we determine that your policy is not updated annually and/or is not compliant with current legislation and guidance.*

Q16c.

Online declaration

Please check the box to confirm you have taken all reasonable steps to ensure all details you have provided are correct and that all costs are inclusive of VAT.

Q17a.

Data protection and privacy policy

Please check the box to confirm that you accept this policy and that you understand our obligations under the Data Protection Act 2018.

Q17b.

Safeguarding policy and code of behaviour

Please check the box to confirm that you have reviewed our [safeguarding policy](#) and [code of behaviour](#).

Q18.

How did you find the application process? (max. 100 words)

As a learning organisation, it is important for us to listen to you and make improvements to our processes. We are keen to have your honest and open views.

Our processes	Yes/No response	Your comments

Our Guidance notes – was the information simple, clear and well structured?		
Eligibility quiz – was it simple and easy to use?		
Our Application form: a) Were the questions we asked simple and clear? b) Were you confident completing the form?		
Flexigrant – were you able to easily use the charity’s grants portal when completing the form?		
‘How to use Flexigrant’ workshop – did you find this session useful?		
‘What is the programme?’ workshop – did you find this session useful?		
Communication with the charity’s Grants team – did we respond to your queries clearly and in a timely manner?		
How else could we improve?		