

Suffolk Public Health & Communities (SPH&C) Grant Programme

Funding guidelines

Suffolk County Council's, Public Health and Communities (PH&C) Grant Programme is designed to help us achieve our Public Health Ambitions:

- Starting Well
- Being well in mid-life
- Ageing well
- Closing the inequality gap
- Our health and climate change

This centralised funding programme will list available PH&C grant funding schemes on a dedicated webpage. The webpage will be updated with new funding opportunities as they become available, providing applicants with a comprehensive and current resource for grant information.

We have made the application process as easy and straight forward as possible. Likewise, we have crafted these funding guidelines to be clear and concise, aiding you in assessing your eligibility and presenting a strong case for your application.

If you have any queries relating to the Grant Programme guidelines, please contact the Grants and Funding team: fundingenquiries@suffolk.gov.uk

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1- Programme background

Public Health has been defined as: *'the art and science of preventing disease, prolonging life and promoting health through the organised efforts of society'* (WHO, 1988).

The Suffolk Public Health & Communities team (SPH&C) leads, influences, and supports this work for the population of Suffolk, working with partner and stakeholder organisations.

PH&C's Mission is: *“Working in Partnership to build the foundations for Healthy People, Healthy Places, Healthy Futures, and safer, stronger, more resilient communities in Suffolk”*.

Underpinning this are five Ambitions:

1. Starting well

Pregnancy to 18 years old (up to age 25 for vulnerable groups)

Taking determined, evidence-based action to prevent children falling into ill health.

Failure to act to prevent childhood health issues such as obesity, tooth decay, respiratory problems, poor mental health, child injuries and low vaccination uptake in childhood and pregnancy can lead to these issues continuing and compounding into adulthood.

2. Being well in mid-life

Mid-life, 40-65: Covering the 'arc' from early/emerging adulthood, through to early old age.

Mid-life is a vital time in which activities to improve wellbeing can reduce the onset of ill health both during this period and into old age. The key challenge for SPH&C is to plan healthy behaviour and prevention interventions which appeal to people who are often juggling many demands, and struggle to prioritise health-promoting behaviours.

3. Ageing well

Focusing on a broad age range, in particular the population aged 65 and over.

Suffolk has an ageing population, currently, 1 in 4 people are aged 65 and over. In the next 20 years, 1 in 3 people will be aged 65 and over. We will support and empower people in Suffolk to remain as fit and healthy as possible as they age. Maintaining their independence, whilst taking an active part in society.

4. Closing the inequality gap

Improving equity in access, experience, and outcomes. Tackling the root causes of ill health and addressing the social determinants of health to reduce inequalities and improve the health of those who are at greater risk. By improving equity of access to information and services, more people will be able to receive the help they need.

5. Our health and climate change

We are working to mitigate, and adapt to, the likely impacts of six key aspects of climate change on the health of the population of Suffolk: temperature, air, water, food, nature, and disease.

Climate change is already damaging the health of populations and individuals worldwide, and these impacts are going to increase over time. It will increase population vulnerability, may lead to changing patterns of disease, and is likely to exacerbate existing health inequalities.

Health Inequalities

Health inequalities are “avoidable, unfair and systematic differences in health between different groups of people” (Kings’ Fund, 2020).

Alongside improving the health of the population, reducing health inequalities is a core thread of Public Health. We work with system partners to develop greater insight, provide services, prioritise resources, and improve outcomes; all with the overall aim of reducing health inequalities in Suffolk.

The Wider Determinates of Health

The wider determinates of health refer to social, cultural, political, economic, commercial and environmental factors that shape the conditions in which people are born, grow, live, work and age (The Health Foundation).

These include factors such as: air quality, housing, educational attainment, income, employment, crime and social capital. The Covid pandemic and the cost of living crisis has had a negative impact on the wider determinates of health, worsening both long term and short term health and wellbeing.

Service Delivery

Much of our service delivery is place-based, adapting our interventions and actions to local situations to maximise impact.

Furthermore, we take an asset based approach, valuing the skills, knowledge, connections, and potential in our communities; and we use them as the foundation for our work.

We work with communities and community partners whenever possible to co-produce plans, projects and approaches.

Our delivery is needs based and inclusive, targeting our efforts and resources proportionately to the identified need; and working in ways which promote equality, diversity and inclusion within our organisation and its services.

Our work is informed by data, evidence, intelligence, theory, and local knowledge ensuring we make robust decisions about what we do, and we measure and evaluate the impact of all our work, using Outcome Based Approaches.

Public Health and Wider Determinates data can be obtained from the following sources:

Suffolk Observatory: [Suffolk Observatory – Welcome to the Suffolk Observatory](#)

Joint Strategic Needs Assessment: [JSNA - Healthy Suffolk](#)

ONS Local Indicators: [Explore local indicators - ONS](#)

Open Data Suffolk: [Open Data Suffolk - Suffolk County Council](#)

OHID Fingertips: [Public health profiles - OHID \(phe.org.uk\)](#)

OHID Local Health Tool: [Local Health - Office for Health Improvement and Disparities](#)

Public Health Jargon Buster: [Glossary - Healthy Suffolk](#)

2- Grant Programme

How the programme works

The Grant Programme has been developed to support Suffolk Public Health & Communities in achieving its Ambitions. The following information explains the overarching eligibility criteria for any competitive grant funding awarded under this programme.

We will promote various grant funding opportunities (known as 'Schemes'), at different times throughout the year. Details of these Schemes will be posted on the webpage once they are open for applications.

To receive notifications of PH&C grant funding opportunities, and news of other grant funding, sign up to receive our free Grant Alert. You can do this via our External Funding webpage:

[Funding for charities, community organisations and social enterprises - Suffolk County Council](#)

Once a scheme is 'live', applicants should:

- Check the programme criteria to ensure they are eligible to apply.
- Thoroughly read the information relating to the specific funding scheme they are applying to.
- Complete the application form
- Submit the fully completed form (incomplete applications will be rejected).

The maximum grant size will depend on each grant scheme and will range from:

- Small grants of less than £20,000
- Large grants of £20,000 and over

The small grant application process is shorter and will require you to submit a SPH&C Small Grant Application for consideration.

The large grant process is more comprehensive. You will first be required to complete a SPH&C Expression of Interest. Once the initial assessment and eligibility criteria are confirmed and accepted, we will send you an SPH&C Large Grant Application and invite you to submit a full application.

We will consider grants that are proportionate to the scale and outcomes of the project.

Grant awards are limited to no more than 50% of the latest annual income of your organisation.

Please note that if you wish to start your project before funding has been approved, the funding cannot be used retrospectively. Any expenses incurred before receipt of awarded funding, is done so at your own risk.

3- Who can apply for a grant?

Organisations that can apply

You can apply to a PH&C grant Scheme if you are an organisation that serves communities in Suffolk and are one of the following:

- Registered charity
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- Voluntary or community group (must have a governing document or constitution)
- A 'not for private profit' company limited by guarantee
- Co-operative Society
- Community Benefit Society
- A consortium of organisations (led by an eligible organisation)
- School
- Public/Statutory body (including local authority, town council, parish council, NHS Integrated Care System)

Who cannot apply for the funding

- Sole traders
- Individuals
- Organisations based outside the UK
- Companies limited by shares
- 'For private profit' companies
- Organisations seeking funding for a project that is already fully funded, where the activity has already commenced, or where expenditure has already been incurred (retrospective costs)

4- What we can and cannot fund

What we can fund

- Revenue costs
 - staff costs – relating specifically to the project in question
 - volunteer expenses – relating specifically to the project in question
 - event costs
 - venue hire
 - office/printing costs

- transportation
 - training/coaching costs
 - qualifications and upskilling
 - project evaluations
 - testing new ways of working
 - staff training and development
 - developing and sharing impact and learning
 - Capital costs – equipment and materials relating to the project/activity/service
 - A mix of revenue and capital costs
 - Core costs as part of Full Cost Recovery
- [CCE-Cost-Recovery-Guide-Final-Version.pdf \(city.ac.uk\)](#)

What we cannot fund

- Capital costs for buildings or land development
- Loan repayments
- Political or lobbying activities
- Religious activities (unless the project benefits the wider community and does not include religious content)
- Costs that have already been incurred
- Topping up reserves
- VAT that can be reclaimed
- Statutory activities
- Items or activities for individual benefit
- Activities taking place outside Suffolk
- Profit-making or fundraising activities

Types of projects we fund

- New projects, activities or services
- Innovative projects, activities or services
- Expanding existing projects, activities or services

Grant awards are limited to no more than 50% of the latest annual income of your organisation.

5- Requirements for your organisation to apply

What your organisation needs in place to apply

- A bank account in the applicant organisation's name, with at least two unrelated people needed to transfer money from the account
- At least **two** board members, directors or committee members who are not related

For the purpose of this programme 'related' means:

- related by marriage
- in a civil partnership with each other

- in a long-term relationship with each other
- related through a long term partner
- living together at the same address
- related by blood.

Financial accounts

Successful applicants will be asked to provide one of the following:

- Latest annual accounts or annual report
- Management accounts (if your charity is less than 15 months old)

If your annual accounts or annual report is more than 12 months old, please also provide your management accounts.

Insurance

For grants over £10,000 applicants are required to have the following insurance cover in place:

- Public Liability in the sum of a minimum of £5,000,000 (five million) per claim
- Employers Liability in the sum of £5,000,000 (five million) per claim
- Trustee and Officers Indemnity in the sum of £2,000,000 (two million) per annum (or sufficient to cover the organisation's level of risk)
- Fidelity Guarantee in respect of Trustees/Officers, equivalent to at least the sum of the grant
- Professional Indemnity in the sum of £2,000,000 (two million) – required where the grant recipient is providing professional knowledge, skills or advice.

Location

The project or activity for which you are applying for funding must take place in Suffolk. Please also check the criteria for the individual grant scheme you are applying to, as some may be focused on specific geographic areas within Suffolk.

6- What makes a good application

To create a successful grant application, it is essential to:

- Clearly articulate your vision
- Outline the short-term and long-term goals
- Align with the funding criteria and scheme's goals
- Effectively plan
- Present a robust plan for implementation and impact.
- Detail plans for sustainability of the project post-funding
- Identify potential risks and mitigation strategies
- Provide evidence of need and support for the project
- Demonstrate the capacity and experience of your organisation to deliver the project

- Include a detailed and realistic budget
- Define clear metrics and methods for measuring success and impact
- Ensure inclusivity and accessibility in your project design

In this section we outline key principles and strategies for developing strong applications that stand out from the competition by focusing on inclusivity, collaboration, and evidence-based strategies. Following these principles can improve your chances of securing funding and achieving your projects objectives.

Equality, Diversity and Inclusion

Tell us how your organisation will ensure the project, activity or service is inclusive and accessible:

- Explain the steps taken to ensure inclusivity
- Identify the intended audiences for your project and their needs using previous learning, community engagement and data sources
- Identify gaps in your approach
- Consider the reasons why certain groups might not engage
- Identify potential audiences you haven't reached or spoken to
- Explore lessons learned from other projects
- Evaluate if your organisation's governance, leadership, employees and volunteers represent the communities you serve
- Consider using co-production when developing projects, activities and services to benefit from others expertise from experience.

Co-production

- Involve service users, beneficiaries or those with lived experience in the design, production and delivery of the project, activity or service

Partnerships

- Collaborate with other organisations that share a common objective. This collaboration can take the form of a formal agreement (such as a delivery partner), or a more informal arrangement (promoting a project or referring clients into it). Consider the additional value it brings.

Evidence based

- Quantify the issue that your project, activity or service will address.
- Identify who it affects, how it affects them and why it affects them.
- Baseline evidence is important when evaluating and demonstrating the level of impact and change your project, activity or service will achieve.

For further advice and guidance on grant funding and bid writing, please visit the External Funding webpage:

[Funding for charities, community organisations and social enterprises - Suffolk County Council](#)

7- Decision Making Process

- All applications must be made using the appropriate application form
- Receipt of your application will be acknowledged by email
- Applications will be checked to ensure they are eligible
- We may contact you if we need to clarify any information
- Once the funding window has closed, all eligible applications will be assessed and scored by a panel
- If your application is unsuccessful, you will be notified by email
- We can provide feedback on request for applications that have been unsuccessful
- If your application is successful, you will be notified by email. The email will outline the next steps or grant award process, depending on whether it is a one or two stage application process. It is important that you do not start your project (activity or spending) until you are advised to
- All decisions are final, and we cannot revisit any decision
- We can accept more than one application from an organisation. However, each application must represent a different project
- We will not consider applications for projects which we have previously rejected.

8- Monitoring and Evaluation

All projects funded through the SPH&C Grant Programme will be subject to ongoing review and evaluation.

Applicants should ensure that the funding they are bidding for is sufficient to deliver both their project, and the evaluation of their project. Evaluation activity should be proportionate to the scale of the project and the grant award.

Specific monitoring and evaluation requirements will be outlined in the funding scheme's guidance, generally we would request reports on progress and monitoring meetings quarterly, unless otherwise specified. We have provided some generic guidance on evaluation which you may find helpful:

Ensure the objectives of your project, activity or service are clear

- Your project's objectives should be clearly explained in the application and should support the priorities and objectives of the funding scheme you have applied to.

Define the issue(s) your project will address:

- Identify who it affects
- Explain how it affects them
- Specify why it affects them

It is important that you have data and/or evidence to support your answers.

Detail how you will measure and demonstrate the action you have taken to address this issue(s):

- Outline what you did
- Specify when and where you did it
- Identify who participated/benefited
- Describe any changes made to your action

Explain how you will measure and demonstrate the outcomes and impact of your actions: Describe what has changed as a result of your project, such as:

- Developing new skills
- Increasing confidence
- Rising levels of activity
- Encouraging behaviour change
- Enhancing knowledge
- Improving health indicators

Describe the methods you will use to capture this: Identify tools and processes to measure and demonstrate this change, such as:

- Case studies
- Surveys/questionnaires
- Self-assessment tools
- Interviews
- Focus groups
- Ad hoc feedback
- Specific measurement tools
- Observation
- Data collection

Review whether you are already capturing any of this data and intelligence. Ensure the capture of any failures as they can be equally important when evaluating a project.

9- Compliance and Legal Requirements

Subsidy control

Grant funding provided by the programme is public money, it is therefore bound by the UK Government's Subsidy Control rules. For further information to go:

[UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Data Protection Statement

Suffolk County Council is committed to protecting your privacy and will treat your personal data in line with the General Data Protection Regulation (GDPR) and subsequent, revised UK data protection law.

Applicants will be required to complete a Grant Compliance Checklist before any grant funding can be awarded. The purpose of a Grant Compliance Checklist is to identify what measures an applicant organisation takes in order to safely manage data and comply with GDPR rules

You can read our corporate and service-specific [privacy notices](#) for more information.