





Guidance Notes – 2021

Thank you for your interest in the Elevate Mentoring and Grants Programme.

We have put these Guidance Notes together to help you complete the application form, read them carefully before filling in your application.

Please consider the current guidelines in relation to Covid 19 and ensure your proposed activities are reflective of these.

The Guidance Notes are divided into the following sections:

1. Background to the Elevate Programme
2. Overview of the Mentoring and Grants Programme
3. Step by step guidance on completing the application form sections:
 - Part 1 -Background information
 - Part 2 -Assessment
 - Part 3 – Applicant Declaration
 - Part 4 - How, when and where to submit your completed application

If you have any questions about completing your application, please contact Stephanie Houston.

Email: stephaniehouston@cdhn.org
Phone: 028 3026 4606
Mobile: 077 6019 8202

1. Background to the Elevate Capacity Building Programme

The Elevate Programme is an integrated capacity building programme for community and voluntary sector organisations which incorporates training, mentoring and networking opportunities as well as access to resources.

Funded through the Public Health Agency, the Elevate Programme provides opportunities for the development of skills, knowledge and expertise in community development as a way to reduce health inequalities.

The Elevate Programme provides invaluable opportunities to network and build connections so that communities have a better understanding of the social determinants of health and their impact on people's health and wellbeing.

The Programme has four main interconnecting parts:

- **Elevate Community Mentoring & Grants Programme** – supporting local community organisations to identify their own needs and actions in relation to addressing health inequalities. Funding from the grants programme will enable the group to take action. Elevate training will develop skills and confidence and the organisations will receive ongoing support from a Mentor in their area.
- **Elevate Training Programme** – relevant, accessible, evidence-based training delivered to community, voluntary and statutory sectors to expand the knowledge base and develop community capacity for collective action. (Training is currently delivered online due to Covid 19 restrictions.)
- **Elevate Portal** – an online platform sharing evidence-based information, fact sheets, resources, toolkits and training opportunities. The portal is available to Elevate training participants, Mentors and Mentees, as well as others with an interest in community development and health inequalities.
- **CDOF – the Community Development Outcomes Framework** – designed to help community development organisations measure the impact of their work. The CDOF has been tested with groups and further development is ongoing.

2. Overview of the Community Mentoring & Grants Programme

The Community Mentoring & Grants Programme offers local community groups/ organisations the opportunity to participate in a six-month mentoring process (September 2021 to February 2022) with one of our five experienced and skilled Mentors.

Mentees will also access a small grant (up to £5,000) to enable the implementation of a community-based project that focuses on health inequalities, in line with locally defined community needs.

CDHN is delighted to work in partnership with the following organisations who support Mentees to achieve successful outcomes as outlined in their application form. Our Mentor organisations are well established with a proven record in excellent community development practice and commitment to reducing health inequalities.

Mentors

1. Women'sTec
2. County Down Rural Community Network (CDRCN)
3. Bolster Community (formerly SPACE)
4. Mid & East Antrim Agewell Partnership (MEAAP)
5. ARC Healthy Living Centre

The Mentoring element will require a commitment from mentees to attend and participate in:

- 1 x group session for the wider mentee group (all successful applicants) which will include training on finance and monitoring requirements for your grant
- 3 x group mentoring sessions with other mentees in your area
- 2 x one to one mentor sessions with your mentor group (minimum)
- Networking opportunities

Training:

You will also be expected to participate in Elevate training which is a core element of the programme.

Grant:

The Elevate Project team will monitor the grants in relation to budgets and activity and you will be required to participate in programme evaluation.

Who we fund	Who we do not fund
Community groups (constituted and unconstituted) Charities Voluntary groups Social enterprises Community Interest Companies (CIC)	Private companies/businesses Statutory organisations Schools

3. Step by step guidance on completing the Application Form

Part 1: Background information

- **Organisation Details:** Your organisation's name – this should be as it appears on your Constitution.
- **Address** – provide your organisation's full postal address including postcode.
- **Contact names** – Please provide two contacts for your organisation. These should include the name of the Director/Manager/Chair of the organisation and the lead contact for the project.
- **Email address** – please provide email addresses for both contacts.
- **Phone number** – please provide phone numbers for both contacts.
- **Position within the organisation** – tell us the position of both contacts.
- **Type of organisation** – Tell us your organisation's status. Are you a charity, a social enterprise, a community group? Refer to your constitution.
If your group is not constituted, you can apply for a grant but the grant amount will be capped at £1,000.
- **Company Registration number** – Are you a registered company? If so, please provide number. If not please leave blank.
- **Charity number** – if you are a registered charity, please provide charity number, if not please leave blank.
- **Tell us the area you project will work in:** what Health and Social Care Trust Area do you cover and what Council area are you based in?
- Tell us if your project is rural, urban or both.
- Tell us if you have ever attended Elevate training, either online or face to face.

Part 2: Assessment

1. **Give us a brief history of your organisation, outlining the focus of your work (200 words maximum). This question is for information purposes only and is not scored.**
 - We would like to know why, when and how your organisation was set up.
 - Do you have a mission statement? If yes, what is it?
 - Who are your beneficiaries - the people who benefit from your support?
 - What type of activities or work do you deliver or carry out?
 - What staff and volunteers are involved in your organisation?
2. **Tell us how you think your organisation would benefit from the mentoring element of the programme. (200 words maximum)**

The mentor will help the mentee to plan, deliver and evaluate their project. They will provide 1:1 and group mentoring support, networking opportunities and project planning as well as budget advice. They will support the successful groups

to bring their ideas to life, focusing on using community development approaches to reduce health inequalities at a local level.

- How might the mentor help you/your organisation?
- What personal or organisational needs have you identified? These may relate to your community development practice or your organisational focus on inequalities.
- Describe how networking and building connections in your local community/area will benefit your group.
- How might the mentor support you to ensure successful outcomes from your planned project?

3. Please provide a concise summary of your proposed project. (300 words maximum)

- You should articulate clearly what you are going to do and how you are going to do it. Include the number of people you intend to work with, timescales for the work and any activities that will be undertaken.
- The focus of this programme is to use community development approaches to address health inequalities however we understand this is a long-term outcome. We want you to articulate the initial steps your group can realistically achieve.
- Please ensure your proposed project will address the needs you have identified in question 2.

4. Considering the health needs that exist in your community, please explain the necessity for this project. (400 words maximum)

- Every community is different which is why it is important to identify what the health inequalities in your area are. We want you to link this to your Q3 answer where you will describe what you would like to do to reduce these health inequalities.
- Tell us what you consider to be the root causes of inequality.
- Tell us how you know they exist - the local knowledge and lived experience of your community is important.

Read through the description of health inequalities below taken from the Public Health Agency Expansion of Community Development Approaches – Summary Report

<https://www.publichealth.hscni.net/sites/default/files/Community%20Development%20Summary%20Report.pdf> to help you think through your answer. The report also contains useful infographics and statistics.

'Health inequalities are the unfair and avoidable differences in the health of people in our society. They are the result of imbalances of power, wealth and resources and are produced and shaped by factors such as quality of housing, educational attainment, employment opportunities, physical environment, access to services and

level of social connections known as the social determinants. These imbalances mean that no one's health is as good as it could be in Northern Ireland. '

'There is a social gradient in health – the lower a person's social position, the more likely his or her health will be worse. Those who live in areas of disadvantage are most likely to experience the worst health outcomes, with shorter life expectancy and more years with chronic illness and/or disability. Whilst we have seen improvements in the overall health of the population, the gap between the most affluent and least affluent persists and in some instances is widening.'

There are case studies on the Elevate Portal www.elevateni.org which highlight projects which were previously funded, which you may find useful.

Please note these are just project examples of what could work. If you have an idea and you would like to discuss your application, contact CDHN for support.

- **Group work** – engaging directly with your community on a programme of activity to address their identified health needs using a community development approach.
- **Community engagement** - hosting an engagement or insight gathering event to raise awareness about health inequalities and uncover the current issues affecting your local community.
- **Developing the evidence-base**- engaging directly with people and communities to gather their lived experience of health inequalities and identifying what works in addressing those needs.
- **Organisational development** - develop a Strategic Plan for your organisation to better understand health inequalities and focus your actions.

5. Community development is at the core of this programme. Tell us more about the approach you intend to take in this project. (200 words)

- Who will you work with and how will they be involved? How will you identify and use local assets and harness the lived experience of your participants?

6. What difference do you hope the project will make? (300 words)

- This is where you describe the outcomes of your project. For example, if you focus on access to health and social care services, you might want to see greater awareness in your community about how to access health and social care services, opportunities for people to have their voices heard or improved partnership working.
- What positive change do you expect to see in your community?
- Who will benefit and how will you know?
- Who will you share your success with?
- Your outcomes should link to the needs identified in Q2 and your activities in Q3.

7. Please outline your Project budget.

- Please provide a breakdown of the cost of your project.
- include all activities and associated costs.
- Examples of legitimate costs include: management costs, overheads (printing, electricity, insurance, zoom license) project delivery costs (refreshments, room hire) and other costs such as volunteer costs and childcare.
- We will fund a proportion of capital costs (25%) of the overall grant awarded to purchase equipment. For e.g., if your group were awarded £5,000 up to £1,250 could be accepted as capital costs.
- An apportionment of salary costs can be included but all funds cannot go towards a salary.

8.	CDHN provides mandatory training for all mentees. Please mark 'Yes' to confirm your commitment to meeting the training requirements.
9.	CDHN has specific reporting and monitoring requirements. Please mark 'Yes' to confirm that you will adhere to these.
10.	To avail of Elevate funding, you must accept free membership of CDHN to receive the CDHN ezine with up-to-date information on funding, training and events. Please mark 'Yes' confirm that you accept membership, if funded.
11.	Elevate projects must adhere to Elevate publicity guidelines and take part in publicity for Elevate on request. More information is available on request. Please mark 'Yes' to confirm that you will do this, if funded.
12.	Organisations must seek approval of their management committee/board before submitting an application to the Elevate programme. Please mark 'Yes' to confirm that you have sought this approval.
13.	CDHN will share the application forms of successful projects with their assigned Mentor. The Mentor will need the detail of the project to support them. This will be done in line with CDHN's GDPR Policy.
14.	Projects are encouraged that will proactively endorse and not exclude Section 75 groups. Section 75 requires public authorities carrying out functions that relate to Northern Ireland to have due regard for the need to promote equality of opportunity between: <ul style="list-style-type: none">• persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation• men and women generally• persons with a disability and persons without and• persons with dependants and persons without. Please mark 'Yes' or 'No'
15.	Your application should indicate clearly if the project intends to work with children or vulnerable adults at any stage. If you are, you need to ensure that you have the appropriate policies and procedures in place regarding working with children or vulnerable adults. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.

16.	Your application should state clearly if it involves volunteers. If it does, you need to ensure that you have the appropriate policies and procedures in place regarding working with volunteers. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.
17.	If you are providing childcare directly related to this Elevate project, you need to ensure that you have the appropriate policies and procedures in place to support the provision of childcare. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.
18.	Your application should state clearly if it provides support services. If these services will be offered through Elevate, please ensure the services offered comply with the principles of good practice as laid out by the PHA (Public Health Agency). <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'
19.	All projects funded through the Elevate programme are expected to adhere to Covid 19 guidelines as outlined by the Public Health Agency. Please mark 'Yes' to confirm that you will follow public health guidance.

Part 3: Applicant Declaration

Please sign and date the application.

By ticking the boxes, you are confirming that the information is accurate and that your organisation has the authority to accept a grant and repay if need be.

You must attach a copy of your Constitution (if you are constituted) and most recent bank statement with your application.

Part 4: How, where and when to submit your completed application.

Completed application forms should be emailed to stephaniehouston@cdhn.org

The deadline for completed applications is **Monday 2nd August 2021.**

Late or incomplete applications will not be accepted.