Guidance Notes

2023

Elevate Community Mentoring and Grants Programme

Guidance Notes – 2023

Thank you for your interest in the Elevate Community Mentoring and Grants Programme. We have put these Guidance Notes together to help you complete the Application Form, please read them carefully before filling in your application.

The Guidance Notes include the following sections:

1. Background to the Elevate Programme
2. Overview of the Community 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 to submit your completed application

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

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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** – Elevate mentee groups will receive ongoing support from a Mentor to identify their own needs and actions in relation to improving their community development practice. Funding from the grants programme will enable the group to take action to address health inequalities.

- **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. This year, some training will be online and some face-to-face, Covid permitting.

- **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.

- **RPT - Reflective Practice Tool** – Community development is an ongoing process that has reflective practice at its core. The Tool is designed to get groups to reflect on their work and think about how they can ensure that community development values underpin, inform, and present in their practice.

2. Overview of the Community Mentoring & Grants Programme

The Elevate Community Mentoring and Grants Programme is for community groups who want to use community development to tackle health inequalities experienced by the community or group they support (this could be a local community, or a community of shared interest such as LGBTQIA+, Migrant and Minority Ethnic etc).

We want to support groups who need mentoring and who can benefit from funding (usually up to £5,000 OR £1,000 for an unconstituted group) to enable the implementation of a community-based project that focuses on health inequalities, in line with locally defined community needs.

The Programme offers local community groups/organisations the opportunity to participate in a six-month mentoring process (September 2023 to March 2024) with one of our six experienced and skilled Mentor organisations.

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. ARC Healthy Living Centre
2. County Down Rural Community Network (CDRCN)
3. Mid & East Antrim Agewell Partnership (MEAAP)
4. Supporting Communities NI

Commitment of the Elevate Mentoring and Grants Programme

The Mentoring element will require a commitment from mentees to attend and participate in...
- 1 x shared session for the wider mentee group (all successful applicants) which will include training on finance and monitoring requirements for your grant
- 2-3 shared mentoring sessions with other mentees in your area
- 2 –3 mentor sessions with your mentor group (minimum)
- Networking opportunities

Training:
You must participate in Elevate Health Inequalities and Community Development 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 the programme evaluation.

Who is eligible to apply?

Who can apply	Who cannot apply
Community groups (constituted and unconstituted) Charities Voluntary groups Social enterprises Community Interest Companies (CIC)	Private companies/businesses Statutory organisations Schools

Additional target areas and groups:
This year, we will consider all applications and particularly welcome applications from:
- Groups who are in local areas with previously low uptake (Lisburn and Castlereagh, Antrim and Newtownabbey areas, North Down & Ards, Lisanelly Omagh and Crossmaglen)
- Groups who support people from LGBTQIA+ and BAME groups

To help you decide whether to apply, consider these questions:

1.	**Are we a community group based in a local area, or a community group supporting a community of shared interest?** If not, contact us and we can help work out if you are eligible.	Yes	☐	No	☐
2.	**Are we in need of mentoring?** (i.e. are there aspects of our community development practice that we would like to get better at?). If the answer is no, you should not apply to the Elevate programme as the mentoring is central to the programme.	Yes	☐	No	☐
3.	**Would we be able to put forward two to four group members to take part in the mentoring?** (If the answer is no, you should not apply to the Elevate programme as it is aimed at groups rather than individuals).	Yes	☐	No	☐
4.	**Do we have an idea for a project that will help address health inequalities experienced by our local community or by the group we support?** If the answer is no, you should contact us to discuss.	Yes	☐	No	☐
5.	**Have we been in receipt of Elevate programme for two years or more?** If the answer is yes, when completing the application form, tell us how you plan to develop on the work you have already done through Elevate Mentoring and through the Grant.	Yes	☐	No	☐

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. 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 participate in your organisation?

2. Tell us which of these areas you feel Elevate Mentoring could most help you with (if successful, your mentor will help you to work this out further):

The mentor will provide mentoring support, networking opportunities and help with planning your project to ensure that it is aimed at addressing health inequalities and improving areas of your community development practice. 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.

The mentor will also help you to reflect on your community development practice and identify areas of strength and improvement. Tell us which of the below areas (adapted from the CDHN Community Development Reflective Practice Tool and informed by the Community Development National Occupational Standards (CDNOS) and CDNOS Values) you feel your mentor could most help you with. Please use the space provided in the application form to further explain your answers.

Community Development Values
There are five community development values (Social Justice & Equality, Anti-discrimination, Community Empowerment, Collective Action and Working & Learning together) which are at the centre of all community development activity. For community development to be effective, groups need to demonstrate these values in their approaches to individuals and communities. Values are the 'guiding principles' that help us as a community make decisions about the type of life we want to lead.

Understanding and practicing Community Development
Recognise that people can come from various perspectives and may have different values and acknowledge and work through any differences in a respectful and constructive way. Create safe spaces where everyone is equal and able to fully contribute and actively reach out to hidden, excluded or socially isolated populations. Value people's existing strengths, skills, knowledge, and experience and help them to value, recognise and develop them. Ensuring staff and volunteers are effectively and appropriately skilled and informed in community development approaches so they can identify, highlight and address unfair and

unjust differences in health and wellbeing. Facilitate the sharing of learning and reflective practice to improve your understanding of the lives of people in your community.

Understanding and engaging with your community
A core part of community development is informing ourselves of people's lived experiences and the tacit knowledge within our communities. Lived experience is the knowledge that people gain through direct, first-hand experiences. Tacit knowledge is the knowledge, skills and abilities people gain through experience (not by being taught) that is often difficult to put into words of otherwise communicate. By engaging with your community, your group will better understand what is most important and relevant to them.

Collective action
Promote the active participation of people within communities, using the power of a collective voice and goal. Recognise the wealth of creative and positive resources within individuals and communities. Promote and support diverse communities to agree and take action on their common concerns and interests.

Working and learning together
Create and encourage opportunities for collective learning through action and shared reflection. Learning from shared experiences of working in collaboration. Understanding experiences in the context of wider social, political and economic forces. Encourage critical reflection on own practice, values and beliefs.

Good Community Development Governance
Your group's goals and actions must be in line with your stated aim, mission, and purpose in your governing document. For example, suppose your organisation's purpose states you only work in a specific area but your new plan is to deliver activities beyond this area. Your management committee and members must formally agree to this change and then update or amend your governing document.

3. Describe the project you have in mind which is about using community development to address health inequalities affecting people in your local area or target group?

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.

4. Considering the health needs that exist in your community, please explain the necessity for this project.

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 previously funded projects 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. What difference do you hope the project will make in relation to your   community or target group and the health inequalities they face?

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 your activities in Q3 and needs identified in Q4.

6. How do you think the project might help you to build learning in the areas you have identified above for mentoring?

Refer to Question 2 and the areas you identified that your mentor could help you most with. How might your proposed project help you to build learning in these areas?

7. Community development is at the core of this programme. Tell us more about the approach you intend to take in this project.

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?

8. Overall, which of the following areas do you feel your involvement in the Elevate Community Mentoring and Grants Programme will most help with – you can tick as many as applicable.

According to Community Development National Occupational Standards (CDNOS), community development enables people to work collectively to bring about positive social change. Its starts from people's own experience and enables communities to:

Identify their own needs and actions
Develop their confidence, skills and knowledge
Take collective action using strengths and resources
Challenge unequal power relationships

Tell us which of the above areas you feel your involvement in the Elevate Community Mentoring and Grants Programme will most help with and why. Please use the space provided in the application form to help explain your answers.

9. Please outline your Project budget.

Please provide an approximate 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 example, if your group was 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.

10	All mentees will be required to attend the Elevate Launch and Induction Event on Thursday 28th September 2023 10:30am -1pm
11	CDHN requires that two to four members of your group must take part in the Mentoring aspect of the Elevate Programme. Please mark 'Yes' to confirm your commitment to meeting the mentoring requirements.
12	CDHN provides mandatory training for all mentees. Please mark 'Yes' to confirm your commitment to meeting the training requirements.
13	CDHN has specific reporting and monitoring requirements. Please mark 'Yes' to confirm that you will adhere to these.
14	You are entitled to CDHN's free membership please click https://www.cdhn.org/membership to sign up
15	The CDHN Community Development Reflective Practice Tool is an online tool designed to help groups in the VCSE sector reflect on their community development practice as a way of reducing health inequalities. As a mentee group you will be expected to complete the tool at the start and end of the programme and work with your mentor to develop a mentoring action plan based on the results of the tool.
16	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.
17	Organisations must seek approval of their management committee/board before applying to the Elevate programme. Please mark 'Yes' to confirm that you have sought this approval.
18	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.
19	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: • 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'
20	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. *Please note you may be required to provide evidence of this policy/procedure.* Please mark 'Yes', 'No' or 'Not Applicable'.
21	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. *Please note you may be required to provide evidence of this policy/procedure.* Please mark 'Yes', 'No' or 'Not Applicable'.
22	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. *Please note you may be required to provide evidence of this policy/procedure.* Please mark 'Yes', 'No' or 'Not Applicable'.
23	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). *Please note you may be required to provide evidence of this policy/procedure.* Please mark 'Yes', 'No' or 'Not Applicable'.

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 necessary.

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

Part 4: How to submit your competed application.

Completed application forms should be emailed to stephaniehouston@cdhn.org
The deadline for completed applications is by **4pm on Monday 28th August 2023.**
Late or incomplete applications will not be accepted.

HSC Public Health Agency
Project supported by the PHA

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