

PROMOTING MENTAL WELLBEING THROUGH PHYSICAL ACTIVITY PROGRAMME FUNDING

FREQUENTLY ASKED QUESTIONS

The FAQ document has been designed to answer any additional questions you may have from the Application Form. Questions that are not answered by the FAQ document can be sent to the Mental Health & Suicide Prevention Team PublicMentalHealth@hertfordshire.gov.uk

1. *Who can apply for a grant?*

Any voluntary or community group with a constitution and trustees can apply for a grant. You must also have a bank account in the name of the organisation.

2. *What is the grant application process?*

We will manage the process with an application form for organisations to complete and return. An evaluation criteria and guidance form also exist to help answer each question. A group from HCC Public Health will then evaluate applications and assess them against the criteria before awarding grants. Please note, not all applications will be successful, and some may get less than they asked for.

3. *What is the time frame of the entire process?*

Completed application forms must be sent to PublicMentalHealth@hertfordshire.gov.uk by **12pm on 21st February 2022**. Applications sent in after this closing time and date will not be evaluated. It is expected that a decision will be communicated to applicants via email by the middle of March 2022 with projects to start from 1st April 2022.

4. *Does the organisation have to be based in Hertfordshire?*

Yes, the organisation must be based in Hertfordshire and serve the residents of the county.

5. *Can I apply for more than one project?*

Sadly no. As demand may be high, we have decided to give as many organisations as possible an opportunity to apply meaning each organisation would have the opportunity to apply for only one project.

6. *Do I need to send any additional documents with my application?*

No, not at this stage but if you are successful or we require more information from you, we will contact you. For example, we may ask for proof of insurance.

7. *Why do I need insurance?*

This is to ensure you and your organisation are covered in the event of an accident, harm, or anything untoward that might happen during delivery of your project we have funded. It is an HCC requirement.

8. *How long does it take before a decision is made?*

It will take a few weeks and we hope to decide by the middle of March 2022. Decisions will be communicated to applicants via email.

9. *How much will I receive if I am awarded a grant?*

This depends on the amount you have asked for in your application and whether we assess it as value for money. We may reduce the grant if we feel you have asked for too much funding or have not broken down the cost to our satisfaction.

10. *How will the grant be paid?*

The grant will be transferred electronically via BACS payment. Please ensure to have a bank account that has been operating for more than 6 months.

11. *Do I have to use community resources for my project?*

You will need to tell us how you will plan to deliver the project and it is up to you what resources you use. Please make sure to have agreed this with the relevant people. If they are a partner, please ensure to make this clear on the application form.

12. How will my application be evaluated?

Applications will be scored and evaluated using the evaluation criteria set out in the guidance.

13. Can a school or sports club apply?

Any group that serves the community can apply and must meet the criteria set out in the guidance.