



Chelmsford Health Inequalities Grant Programme Frequently Asked Questions

What type of organisation do you fund?

Organisations applying for the Health Inequalities Grant must be delivering their services to residents and communities in Chelmsford. We can accept applications from national organisations but only where projects will be based in Chelmsford.

We will fund a limited number of different organisations based on the quality of their applications. We do however require assurances such as a separate bank account in the name of the organisation applying for funding.

The types of organisations we will fund are

- a private organisation such as a limited company, LLP or partnership
- a voluntary and community organisation
- a registered charity
- a not-for-profit company limited by guarantee
- a community interest company (CIC)
- a school
- a statutory body (including NHS Integrated Care Systems, local authorities, town, parish, or community council)
- a community benefit society
- a co-operative society. You must have a not-for-profit 'asset lock' clause in your society rules and also be registered with the Financial Conduct Authority
- a consortium of organisations led by an eligible organisation. A partnership agreement will need to be in place before any funding is awarded
- a sports club/group and physical activity providers

We **cannot** accept applications from

- individuals
- sole traders
- organisations based outside of the UK.
- organisations that look to make profits.
- organisations who do not have a board or management committee that includes at least two people who are not related.



By related we mean

- married to each other.
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address
- related by blood

How much funding can I apply for?

Grants from a minimum of £2,500 to a maximum £15,000 are available. For amounts outside of this, please email publichealth@chelmsford.gov.uk. However, Chelmsford City Council has the right to withdraw funding at any time.

When should my Health Inequalities project be completed by?

Your project must be completed by 31st March 2025

What can I use my funding for?

Your application should contain a breakdown of how you will use any money awarded to you.

Any activities or services funded must be delivered in or for communities in Chelmsford.

As a guide allocated funding can be used for

- training, including participant costs
- resources
- marketing and publicity costs
- staffing or volunteering costs
- contractors or consultants procured to deliver project activities
- venue hire
- project start-up costs
- transport



Funding **cannot** be used for

- capital costs for buildings or land developments
- as a substitute for existing services or for an organisation to make savings to its expenditure costs
- services and activities that are the explicit statutory duty of another organisation
- activities that make profits for private gain
- religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- political or lobbying activities
- things you have spent money on in the past and are looking to claim for now
- loan repayments
- topping up organisational reserves
- activities or services that take place outside of Chelmsford
- one off events unless they are part of a wider project plan
- alcohol
- refreshments
- loans, endowments or interest
- VAT you can reclaim
- cash that will be given directly to individuals

Grant funded activities **must not** involve or in any way be connected with:

- nude/semi-nude modelling
- gambling
- offering sexual services of any kind
- pornography
- the promotion of particular religious or political views
- any illegal activity
- any other activity that the Council has indicated that it does not regard as suitable for support from public funds



What is the process for applying?

Organisations wishing to apply for grants should fill out the expression of interest form on our [Chelmsford City Council Website](#).

Applications are open from **Friday 22nd of November to Monday 9th of December 12pm** (Applications received outside of these periods will not be considered.)

Once applications have been completed successfully, organisations will receive an acknowledgement email that their expression of interest has been received.

Organisations should receive a funding decision within 2 weeks from the closing date.

Can I submit more than one application for the Health Inequalities Grant?

More than one application from an organisation will not be accepted for this funding.

Can I save my application form and revisit it before submitting?

Unfortunately, you are unable to save your application form on the webpage.

We would suggest requesting a Word document template from the Public Health team at publichealth@chelmsford.gov.uk. You can then draft your application offline and paste your text into the online form when you're ready to submit.

Something in my application has changed, can I resubmit it?

Once applications are submitted through our web form they cannot be edited so please make sure that you include everything you want us to consider at that time.

Any essential amendments (such as contact details) can be made via email at publichealth@chelmsford.gov.uk

I'm having technical difficulties filling in the online application, what can I do?

We have designed our online application forms to be as user friendly as possible; you do not need to register for an account or create a password in order to apply.

If you experience any technical difficulties when completing any of the online application form please email publichealth@chelmsford.gov.uk and a member of our team will be in touch to assist you.



My bid is for a project which will work with children and young people, what are your safeguarding requirements?

We expect that any organisation applying for funding for a project that will work with children, young people or vulnerable adults has a robust safeguarding policy in place. We may ask for evidence of this policy.

I'm not sure what type of projects you will fund, can you look at my application beforehand to check it is OK?

Unfortunately, we will not be able to advise on applications before they are submitted. However, a team member may be able to review your application if you are disability led organisation. Please contact the team for more information.

You should make sure your project is eligible for funding by checking the eligibility criteria before you submit your application.

Projects should work to improve the conditions for healthier individuals and communities in Chelmsford and you should consider how this applies to the project for which you are asking for funding.

How quickly will I find out whether I have been awarded funding?

Applications should receive a decision within two weeks of the closing date.

I've been asked to provide more information about my application, how do I do this?

Any request to provide further information will be made via email.

My application has been declined; can I get feedback?

We can provide feedback on request for applications that have been rejected.

All decisions are final, and we cannot revisit any decision.

We have a grant for the same project from somewhere else, can we apply for the Health Inequalities Grant too?

We welcome applications which include partnerships across one or more organisation, and this can include match funding from other sources.

We cannot fund projects that are already financed, so please clearly demonstrate in your application how the Health Inequalities Grant will be used to enhance existing projects.



My bid is for a new project, can I still apply?

Organisations applying for new projects are welcome to submit a bid. However, your application must clearly demonstrate how you plan to launch the project promptly once the funding is released.

The funding must be spent in-year, with all deliverables completed between **January 2025 and March 2025**

Our organisation has been awarded funding, what happens now?

If your application is successful, we will send you an email outlining the terms and conditions of your grants and any next steps.

We will ask to see any additional documents or policies to support your application at this time.

Once you have agreed to the terms and conditions, supplied us with any documents we request and signed and returned your grant agreement we will then proceed to make funding arrangements to your nominated bank account.

What sort of organisational governance do we need to have in place to be awarded funding?

The governance required depends on the type of organisation you are.

Typically, we ask for:

- Proof of insurance
- Risk assessments for your project
- Safeguarding Certificates (if required)
- Equality, Diversity and Inclusion Policy

If you need any specific advice relating to your organisation, please contact publichealth@chelmsford.gov.uk