

### **Conditions of funding**

1. Residents and small community and voluntary sector organisations can apply for between £100 and £2,000 for health and wellbeing projects in the local community.
2. Applicants must submit an application form by the deadline stated on the form. There are separate forms for residents and community and voluntary sector organisations. Paper and online versions of the application form are available.
3. Projects must address at least one of the community's health and wellbeing priorities. Priorities are listed on each community's application form.
4. Project costs we will NOT consider or fund:
  - i. Funding the running costs of your group or organisation (for example: rent, gas, electricity, water bills and maintenance costs, including maintenance of equipment)
  - ii. Activities that charge a fee to the general public
  - iii. Items which only benefit individuals (for example: bursaries and equipment that is not shared)
  - iv. Contribution to salaries of existing staff at your organization or payment for applicants themselves – as the applicant, your time and expertise must be offered as a volunteer. However, we will fund hourly rates for sessional workers with suitable experience to run activities:
    - i. Sessional workers may be brought in to facilitate sessions where the project applicant does not have suitable expertise themselves. They must be costed into the project budget and have appropriate experience to run the activity.
  - v. Activities promoting political activities or religious belief
  - vi. Fundraising activities
  - vii. Activities that start before the Community Voting Day
5. All applicants meeting the eligibility criteria will be offered the opportunity to give a short presentation on their project at the Community Voting Day.
6. Projects will be voted on by members of the community on the Community Voting Day. Projects receiving the most votes will receive funding.

7. Projects not presented at the Community Voting Day will not be considered for funding.
8. **Residents** applying for funding:
  - i. Must have a nurture organisation to support their project. The nurture organisation will cover the resident with their policies and insurance, and will hold the funds on the resident's behalf.
  - ii. Must live in or be able to demonstrate a strong connection to the community they are applying to.
9. **Organisations** applying for funding:
  - i. Must have an annual income of less than £100,000.
  - ii. Must be based in or already working in the community they are applying to.
  - iii. Must have their application supported by a resident of the community they are applying to.
10. Successful projects will be required to sign a funding agreement with the Primary Care Network organising the Community Voting Day. Residents will also be required to sign an agreement with their project's nurture organisation.
11. Funding for successful projects will only be transferred once funding agreements have been signed.
12. Funding will only be sent to organisational bank accounts with two unrelated signatories. No funds will be transferred to personal bank accounts.
13. Project funds must be spent in line with the project plans presented at the Community Voting Day.
14. It is the responsibility of applicants to ensure they have all relevant consents and permissions in place for their project (e.g. DBS checks, insurance). Nurture organisations will support with this.
15. All funded projects will be required to collect and submit simple monitoring and financial information to the Primary Care Network.