**Bristol, North Somerset and South Gloucestershire**

**Voluntary Sector Diabetes Improvement Grants**

**Guidance and Frequently Asked Questions**

Bristol, North Somerset and South Gloucestershire (BNSSG) Diabetes Programme receives funding from NHS England to address the prevention and treatment of diabetes in our area. We are using part of this funding (£100,000) to create BNSSG Diabetes Improvement Grants of up between £7,000 and £20,000 to allow community organisations in our area to continue their work tackling diabetes.

We recognise that large institutions such as the NHS and Local Authorities aren’t always best placed to identify and lead the types of initiatives that will have the greatest impact within communities. Community organisations are a trusted voice and can play an important role in providing information and support to those who may face concerns or practical barriers to taking up diabetes treatment or diabetes prevention initiatives.

As part of our work to encourage uptake of diabetes initiatives among demographics that have underserved populations within BNSSG, we found new ways of collaborating with and being led by communities. Through these grants, we want to support community leadership, autonomy, and partnership to increase diabetes initiatives uptake across BNSSG among underserved, vulnerable and minority ethnic communities.

We invite funding applications from community organisations for initiatives that encourage or support the uptake of diabetes initiatives and might also:

* Reduce health inequalities in their local community
* Address the elderly population struggling with diabetes (or prevention of it)
* Contribute to creating healthier lifestyles for those at risk or managing diabetes

This opportunity is to support communities to design and implement their own solutions to diabetes prevention and treatment.

**How to apply?**

You must complete the application form and email to bnssg.diabetesprogramme@nhs.net.

Please provide your contact details on the form.

**What is the deadline for applications?**

Please return you application to us by midnight on Sunday 4th September.

**Who can apply?**

To apply, you need to be a recognised voluntary, community, or social enterprise group with a bank account. You must have some form of legal basis or constitution for your group.

**What can the grant be used for?**

The type of initiatives that may be eligible for funding include:

* Initiatives that help people access diabetes treatment, especially in populations where this is more difficult (e.g. elderly, foreign language speakers, etc.)
* Activities that promote health and well-being, leading to healthier lifestyles which are more likely to prevent diabetes (particularly for those at risk of developing the disease)
* Services that address a particular community need around reducing health inequalities for diabetes

To be successful, the application must set out the what the impact of the initiative will be up to the point when the grant funding has ended, and also beyond.

**How much can we apply for?**

As a general principle, we will make awards between £7,000 and £20,000. However, the funding application can cover several different initiatives.

**What the grant cannot pay for?**

The grant can only be used for agreed purposes and new costs, at the discretion of the BNSSG Diabetes Programme. It cannot be used to pay for capital costs such as vehicles, land, buildings, building refurbishment, repairs or maintenance or landscaping. It cannot be used to pay loans or interest payments or any form of investment.

**Can a second application be submitted?**

No, so please apply for the full amount required in your application.

**How will I know the grant application has been successful?**

If your application is successful, the BNSSG Diabetes Programme will contact you to discuss the grant award and amount.

**If we are successful, how soon will we receive the funding?**

Release of the grant funding may take up to 30 days from confirmation of award.

**How do I submit monthly monitoring information?**

As part of the grant agreement, recipient organisations must provide regular monthly reports on how their initiatives are progressing against the original application. This does not need to be long but should include both:

Qualitative information (e.g., quotes or videos from people who have benefited from the inequalities community grant funding)

Quantitative information (e.g., the number of people who have used the service or received a vaccination or other appropriate health intervention because of the inequalities community grant funding)

This information should be sent to bnssg.diabetesprogramme@nhs.net each month. We may require it to be in a certain format, in which case we will provide a simple template to be completed.

We may also require additional ad-hoc reporting in certain circumstances but will aim to keep this to a minimum.

**Is the Diabetes Improvement Grant information available in other formats?**

On request via bnssg.diabetesprogramme@nhs.net.

**Can projects be funded retrospectively?**

No. Projects cannot be funded retrospectively.

**Can the Diabetes Improvement Grant funds be awarded to a new organisation to help them get started?**

Yes, but any new organisation would need to have set up a bank account to receive payment. The bank account must be in the name of the organisation, a personal bank account cannot be accepted.

**What happens if an award is made but the organisation doesn’t spend all the funds, or spends the money on something different to the initiative outlined in its grant application?**

If a project does not go ahead, or the money is used for a purpose other than that originally agreed, the funding will need to be repaid by the organisation back to the BNSSG Diabetes Programme.

**How does the** **BNSSG Diabetes Programme use my personal information?**

We have high standards for the handling of patient and personal information. We maintain the necessary safeguards for, and appropriate use of, patient and personal information. For more information, please refer to our [information governance](https://bnssgccg.nhs.uk/library/information-governance-policy1/).

**Help and support to complete my application?**

If you have any questions about the application process, please contact us using the email bnssg.diabetesprogramme@nhs.net.

**Will details of our application be shared with anyone?**

One of the objectives of the BNSSG Diabetes Grant is to raise awareness of initiatives and to encourage new ways of working in partnership with communities. If you are awarded a grant, we would agree wording with you to use when promoting the outcomes of the grant application.

**Will the funding be extended past the end of March 2023?**

This is dependent on the success of each individual project and the amount of funding that the diabetes programme receives for the next tax year. The intention is to extend any projects that are proving successful into the next year, but this cannot be guaranteed until the diabetes programme funding for the next financial year is secured.

The information in your application may be shared as part of this activity, so please ensure that any data/information you provide is in the public domain or that you have permission to use. Please do not include personal identifiable information.

If there are any further questions, please contact bnssg.diabetesprogramme@nhs.net.