



Enfield Trusted Voices Fund

Enfield Council has been awarded £75,000 of funding by the government's Department of Levelling Up, Housing and Communities, and has commissioned EVA to deliver the project.

Local voluntary and community groups can apply for grants of **between £10,000 and £15,000** to fund communications and engagement activity to reduce health inequalities among key communities in Enfield. There will also be ten **smaller grants of £500** available.

Examples of activities that could be funded by this grant

- Improving digital skills for staff, trustee board members and clients
- Funding a new communications post to manage newsletters and social media, and to lead the communications strategy
- Plans to challenge conspiracy theories, taboos and lifestyle habits in a constructive way
- Improving a website, with easy access and links to objective and reputable sources or creating a web page for a small organisation, with resources for maintenance
- Online and face-to-face meetings to explore health topics
- Creating a communications champion – a member of staff, board member or volunteer who is trained and can lead the communications plan
- Improving communications infrastructure, such as getting faster broadband
- Translation of materials into community languages and accessible formats
- Increasing communications with stakeholders and other voluntary and community groups

Who can apply?

Voluntary and community groups that work with communities with a low uptake of Covid-19 vaccinations and that can demonstrate the potential for stronger health messages to reduce health inequalities.

Current Covid vaccination rates for Enfield communities are:

Ethnicity / language	Vaccination rate
Bulgarian	22.3%
Gypsy / Irish Traveller	33.5%
Polish	40.1%
Black - other	48.3%
Black - Caribbean	53.5%
Albanian	55.8%
Black - African	58.3%
Whole Enfield population	69.0%

If your group works with a community that is not in this table, you will need to obtain the vaccination rate for that community to show it is below that of the population as a whole.

EVA may be able to help groups obtain these figures from Public Health Enfield if the request is received with reasonable notice before the application deadline.

The funding from this grants programme is aimed at strengthening the communication of all health messages to make a long-term impact in reducing health inequalities in Enfield.

How much can you apply for?

Grants of between £10,000 and £15,000 are available for projects that meet the grant priorities and eligibility criteria. There will also be ten **smaller grants of £500** each for smaller scale initiatives, which must also meet the priorities and criteria.

Criteria

Voluntary and community groups:

- that provide at least 80% of their services to residents of the London Borough of Enfield
- with at least two years' experience of delivering services / activities,
- that are constituted as a not-for-profit organisation (such as a charitable incorporated organisation, registered charity, company limited by guarantee, or an unincorporated association organisation).

All applicants must be able to provide:

- a copy of the organisation's governing document
- a copy of your most recent annual accounts covering a full year's activity
- equal opportunities policy
- safeguarding policy
- data protection policy
- health and safety policy

You should check first whether your organisation has renewed its membership with EVA since November 2019. EVA membership is not required to apply for this grant, but EVA already holds these documents for current members.

If you have not checked by the deadline, we recommend that you upload all the required documents anyway. You will not be considered for a grant unless we have received the full set of documents by the deadline. Please do not assume that your organisation is a member of EVA.

To check whether we already hold these documents for your group, or if you would like templates of the required policies to adapt for your own organisation, please email Jenny Budden, EVA's admin and finance officer on admin@enfieldva.org.uk

You will also have the opportunity to upload an additional document to support your application. This is not required, but at your own discretion.

Communications plan

All applicants for larger grants of between £10,000 and £15,000 must also submit a communications plan. EVA has organised two communications workshops for local groups where you can learn about developing a communications plan if you do not have one or would like to improve an existing plan.

Applicants for the smaller £500 grants do not have to have a communication plan. You will still need to complete the online application form and submit the supporting documents.

There is no set format for the communications plan, but as a minimum the following points should be addressed:

- Vision and mission
- Goals
- Key messages
- Key audiences
- Research and consultation
- Strengths and barriers
- Resources, equipment and tools
- Timescales and targets

You can find more information about communication plan points at the following links:
[How to Write a Communications Strategy - Local Giving Blog](#)
[Developing a communications strategy — NCVO Knowhow](#)

Deadlines

There are two stages to this application:

Monday 7 November 2022 – Deadline to submit communications plans – by email to admin@enfieldva.org.uk

Monday 5 December 2022 – Deadline for online grant applications – at this address <https://form.jotform.com/evanews/trusted-voices-grant-applications>

Support from EVA

EVA development staff will support organisations before and after the deadline. If your group has a good idea that fits the grant criteria, EVA can provide support to develop your project plans. EVA can also support you to meet conditions that may be set by the grants panel as conditions of funding your project. These could include:

- Revising the budget or providing more detail
- Updating safeguarding policies
- Forming partnerships with other projects
- Addressing areas of weakness in an application

Grants workshops and communications workshops

There will be a grants workshop – with two alternative dates – offering support and advice to help groups make their applications. The workshop will be an opportunity to find out about the application form, the grants process and budget expectations.

Grants workshop dates: **30 June and 21 September, from 10am to 11.30am**, online via Microsoft [Teams - free to download](#) | [Book your place here](#)

There will also be a communications workshop – also with two dates – delivered by communications specialists Superhighways. This workshop is aimed at helping groups create or improve their communications plan. Submitting a communications plan is one of the requirements for grant applicants (see above).

Communications workshop dates: **13 July and 27 September, 10am to 12pm**, online via [Zoom - free to download](#) | [Book your place here](#)

Decision making

Funding decisions will be made by a panel made up of representatives from the voluntary and community sector in Enfield and from the funder organisations. The panel will consider all eligible proposals and decide whether they can be funded. All panel members will receive training from an independent trainer, covering criteria and fair assessment. EVA staff and

trustees will not take part in making any funding decisions, but both the chief executive and the admin and finance officer will attend the meeting in an advisory capacity and to record the panel's decisions.

Members of the panel may be drawn from local voluntary and community groups that apply to take part. They will be required to withdraw from the panel if any proposal from their own group or any other organisation with which they are associated is being discussed. All members of the panel will be required to agree confidentiality and conflict of interest statements.

Monitoring and evaluation

EVA is responsible for ensuring that the funds are well distributed, and that we can monitor the proper use of funds awarded. Monitoring and evaluation requirements will be as straightforward as possible, and EVA will support organisations with their monitoring, spend, and ongoing impact evaluation. You will be asked to provide evidence of your spending through the production of receipts and invoices before final payments can be made.

Timetable

- The **deadline** for receipt of communications plans is **5pm on Monday 7 November 2022**
- The **deadline** for receipt of application forms is **5pm on Monday 5 December 2022**.

The grants panel will meet to decide on funding applications on **Monday 12 December 2022**.

You will hear whether your proposal has been successful by 5pm on **16 January 2023**.

If successful, your health inequalities communication project can **start** from **1 February 2023**.

You must be able to **complete** your project by **31 January 2025**.

Terms and conditions

You will be asked to confirm you have read and understood the Terms and Conditions, which will include:

- You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this funding application.
- All the information you have provided in your application is accurate and complete, and you will notify us of any changes.
- You understand that we may be required to submit personal information you have provided to the funders. This will be submitted within the provisions of [EVA's Data Protection Policy](#).

- Successful organisations will be required to agree to the specific requirements laid down in the confirmation offer letter before any funds can be released. This includes acknowledging the funders of your project and any monitoring requirements of these funders.
- EVA will require your governing document, accounts and policies (safeguarding, equal opportunities, health and safety, and data protection) to release the funds. EVA can provide policy templates on request.
- If successful, you undertake to ensure that the project end date is adhered to and the completed monitoring form and expenditure receipts are submitted on time.