

Camden Community Vaccine Champion Project

Grant Application Guidance

What is the Community Vaccine Champion Project?

We are inviting individuals, organisations, and groups including unincorporated associations from Camden to design new and expand existing successful initiatives to encourage vaccine take up in the borough. This includes projects and events that seek to tackle misinformation and encourage vaccine take-up primarily, whilst addressing wider health and wellbeing outcomes, with a particular focus on unvaccinated population.

Through the Community Vaccine Champion Project, you can apply for the following grants to support the delivery of your project or event:

Individuals - **£1,000 (maximum)**

Community group (unregistered) - **£5,000 (maximum)**

Registered organisation - **£10,000 (maximum)**

The majority of the project or event must commence by 1st June 2022 and be completed by end of September 2022.

What is the purpose of the grant?

To tackle misinformation and encourage vaccine take-up primarily, whilst addressing wider health and wellbeing outcomes, with a particular focus on unvaccinated population and the following groups:

- People from Caribbean & Black African communities
- Adults living in the most deprived areas
- Adults in insecure employment or un/under documented immigration status

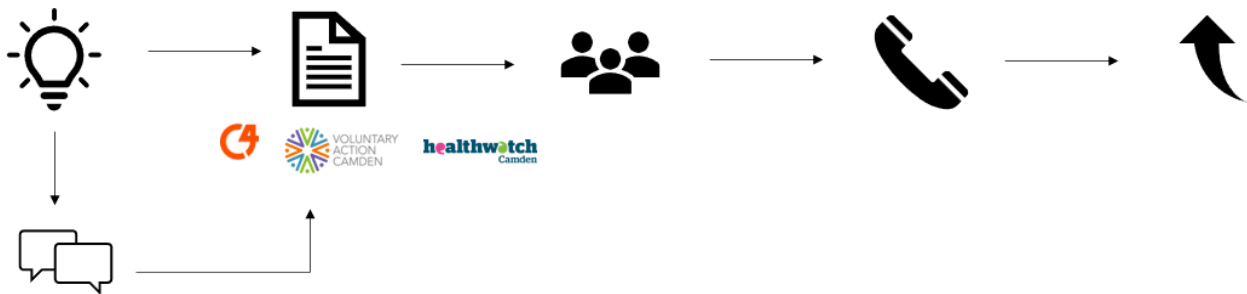
We aim to build on the positive experience of local residents and VCS working together to provide a quick and efficient emergency response to the pandemic. It will provide an opportunity to deliver bespoke projects in the borough including, help identify barriers to accessing accurate information and provide tailored support, such as phone calls for people without easy access to digital technology, helplines, hosting events, community conversations and linking to GP surgeries as well as other initiatives.

Eligibility Information

Any Camden based community organisation, group or local resident can apply - for example, community centre, residents' associations, community group, faith group can express an interest in the fund. The fund will be split into three categories with each member of The Partnership (VAC, C4, Healthwatch Camden) responsible for promoting the programme and encouraging expressions of interest from the community.

Funding Process

The funding process is designed to be simple and straightforward with an emphasis on providing the right support at certain points in the process. The below diagram shows the route that applicants can expect to take through the process.



1. Start with an idea to encourage take-up of the vaccine or address wider topics related to Covid-19 and vaccinations, and key health and wellbeing needs
2. At this stage ideas can be fully formed or partially formed, we will be on hand to explore the idea with the applicant and provide relevant data, or any other information that might be helpful
3. Fill out a simple expression of interest form by submitting an online [Expression of Interest Form](#).
4. The expression of interest is then reviewed by the partners. The panel decide which applications they want to fund, and if the applicant is unsuccessful the first time, they can contact info@vac.org.uk to talk to the Community Partnership Lead to make necessary changes
5. If the application is successful, the Community Partnership Lead will help the applicant to prepare for their project.
6. The applicant will then be awarded a grant and can start their project

How to apply for a grant

Complete and submit the Expression of Interest (EOI) form accompanying this guidance by **17th May 2022**. Please contact info@vac.org.uk if you have a question about the project or the EOI form.

Due diligence

As part of the expression of interest applicants will need to satisfy the due diligence as set out by the grant holder. If you need assistance with the grant process please get in touch at info@vac.org.uk

For applications from **individuals, and community groups** this includes:

- Signed declaration
- Risk Assessment
- Budget (you can download the budget template here) **Please DO NOT submit a budget using a different template).**
- DBS check (if required) – please contact info@vac.org.uk
- A recent bank statement

Note: Community groups MUST have a business or community bank account. If you do not have a business or community bank account, we can help you with setting one up, or we can hold your grant. Please get in contact to find out more – info@vac.org.uk.

For applications from **organisations** this includes:

- Signed declaration
- A recent bank statement in the name of your organisation
- Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance
- Safeguarding Children and Vulnerable Adults Policy
- Governing Document
- Annual Audited Accounts or
- Accounts signed by Chair or Treasurer
- Budget (you can download the budget template from our website. Please DO NOT submit a budget using a different template).
- Equal Opportunities Policy

How will the grant be monitored?

If your application is successful, we will work with you to agree what information you will send us and how often, depending on the type of project, how long it will last and its objectives. We will do our best to make sure monitoring is “light touch” so you can focus on delivery.

Key dates

Applications open: 27 April 2022

Deadline for submission: 17 May 2022

Decisions communicated to applicants by grant holder throughout the ‘open’ period

Delivery period: Projects must commence by 1st June 2022 and delivery must be completed by 30th September 2022

Additional information for individuals and community groups

We are keen to hear from you even if you are not an organisation. All you need is a great idea, and passion, and we can help you with the rest. Please get in touch with info@vac.org.uk if you need help with preparing your application or delivering your project, this may include:

- refining your idea
- getting data and other relevant information to support you application
- holding your grant or setting up a business or community bank account
- Drafting policies required for our due diligence
- submitting your expression of interest form
- publicising your activity/event