

## Speak Up Grants – Guidance (November 2020)

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### We're changing the grants programme to be more accessible to smaller groups

We are launching the next round of our Speak Up grants – these micro grants are available to voluntary, community, and not-for-profit groups across Sheffield. The aim is to help more people in the city to speak up about their access to or experience of health and social care services.

We're excited to be launching the grants scheme again. However, we know that in previous years the grants were less accessible to smaller, grass-roots groups who may have little or no regular funding. This year we've tried to address this; the application process is simpler, and we've removed the expectation for a formal report at the end of the project.

We hope that more groups will feel able to be part of this process, as we know that the smallest groups can often be the most important in giving their communities a voice. We welcome feedback on these changes, and if you are interested in applying but don't feel like it's possible for you (due to cost, capacity, or otherwise) please get in touch and we will work with you to try to resolve this.

### Information about the Speak Up grants and how to apply

#### 1. What is the purpose of the Speak Up Grants?

Healthwatch Sheffield is here to gather feedback on local health and social care services – GPs, pharmacists, hospitals, care homes, etc. We use this feedback to make recommendations for improvements to the people who design, pay for and deliver services.

We know that local voluntary groups have strong and trusted relationships in their communities; the Speak Up grants are one way we can work with groups to give a greater voice to the people they support. By funding these projects, we can hear from more people across the city and make better recommendations for change.

#### 2. What do projects need to focus on?

Our focus is to find out what matters to local people, especially those who find it hardest to be heard, and use their views and experiences to improve health, care and wellbeing in Sheffield.

In July 2020 we [published a report](#) which explored some of the issues local people identified as being most important to them, which you could use for inspiration. However, we welcome applications for projects on any area of health or social care which is important to the people you work with, including experience of treatment, as well as experiences of accessing the services in the first place.

#### 3. Who can apply?

To be eligible to apply for and receive funding your group must fit the following criteria:

- Be a not for profit, third sector, voluntary or community group
- Have a substantive base in Sheffield, or be connected with or meet the needs of people living in Sheffield
- Have a bank or building society account in the name of the group

- Have a governing document including a minimum of the group name, aim and membership – this doesn't have to be anything too formal, just something which can describe how the group works.
- Whilst previous applicants to the Speak Up Grants may apply again, applications must be for a different project

**If your group is interested in applying, but has trouble meeting these requirements, then please give us a call. We will work with you to see if there are ways in which we can adapt what we need.**

#### **4. How much are the Speak Up Grants for?**

Awards are for between £500-£1000. For applications at the higher end of the scale, we would expect to see a project that reaches a larger number of people, or has particular additional expense to cover (such as interpreters).

#### **5. What are the timescales?**

The grants open on Monday 23<sup>rd</sup> November 2020, and the deadline for applications is 9am on Monday 8<sup>th</sup> February 2021. Healthwatch Sheffield will award the grants by the end of March 2021. Groups should complete their activities by the end of June 2021.

#### **6. What sort of activities can the grant be used for?**

We can't say for sure what the COVID-19 regulations will be during the course of the next year. We think it's safest to assume that face to face activities will not be possible, and applicants should outline a project which is **predominantly virtual, via telephone, or otherwise compliant with social distancing guidelines**. If the situation changes at a later point and groups would like to do face to face activities instead, we'd welcome this.

**What activities could the grant fund?** (these are suggestions, not an exhaustive list)

- Interviews
- Surveys
- Virtual events
- Video testimonials

We welcome creative ways to hear from people. We also recognise that this might mean hearing from smaller numbers in more depth, rather than running large events.

**What do we hope you can find out?** (we would not expect a project to address every one of these)

- People's experiences of local health and social care services – this includes accessing services, as well as their experiences of treatment
- Ways that services could improve communication with local people and communities
- How people and communities can be empowered to ask questions, make recommendations, and be more involved in shaping local health and care services
- For groups or communities that are likely to experience additional barriers in accessing care, or voicing their experiences, exploring these barriers and possible solutions

**Examples of what can be funded:**

- Purchase of equipment and/or software



- Training and associated expenses for volunteers
- Staffing costs
- Interpreters

Applications should not include activities promoting religious beliefs, political activities or goods that have already been bought or ordered.

Read examples of previous projects funded by the grants here: [healthwatchsheffield.co.uk/speakup-small-grants-scheme](http://healthwatchsheffield.co.uk/speakup-small-grants-scheme)

## 7. What does Healthwatch expect from successful applicants?

We would like you to:

- Share what you heard with us – this might be a short report on what people shared, or completed surveys, transcripts of interviews etc. This is so we can see what matters to local people, and make informed recommendations to the people who pay for and deliver services. This should be submitted by 19<sup>th</sup> July 2021.
- If applicable, share photos, videos and people's experience of the activities (please make sure you have people's consent if you plan to do this).
- Provide evidence of how the grant has been used (e.g. invoices/receipts as appropriate).
- Keep in touch with Healthwatch Sheffield about the progress of the project, and any support you might need.
- After the project has ended, we may need to ask you some follow up questions while we're writing the report or recommendations, to make sure it reflects the experiences that you heard.

## 8. How do we apply?

Organisations and groups can apply for a grant by filling out the Speak Up Grants application form. You may use up to 500 words in each section and use additional pages if needed. You may also apply by phoning the Healthwatch Sheffield team and completing an application form with them through discussion. Forms can be sent:

- via the post to: Speak Up Grants - Healthwatch Sheffield, The Circle, Rockingham Lane, Sheffield S1 4FW OR
- via email to [info@healthwatchsheffield.co.uk](mailto:info@healthwatchsheffield.co.uk) with 'Speak Up Grants' in the subject.
- Phone – 0114 2536688

If you would like help and support to complete your application or if you would like to talk through your ideas, then please contact **Holly Robson at Healthwatch Sheffield** directly via email on [h.robson@healthwatchsheffield.co.uk](mailto:h.robson@healthwatchsheffield.co.uk) or contact the team on 0114 253 6688.

**The deadline for applications is 9am on Monday 8<sup>th</sup> February 2021.**