

Speak Up Grants – Guidance (April 2022)

The latest round of grants has arrived

Can you work with us to shine a light on the health and social care issues that are important to the people you support?

We are looking for **5** voluntary or community sector groups or organisations to work with us on projects which will help take people's views and experiences to decision makers in Sheffield.

- Do you feel that the experiences and voices of the people you support often go unheard?
- Does your organisation wish it could spend more time on influencing policy and strategy?
- Do members of your team wish they had more knowledge and resources to help them do voice and influence work?
- Do you want to connect your work with decision makers in health and social care?

Then join us, for our 22/23 round of Speak up Grants.

Our offer:

£2000 grant

This money will be used to help you run events or activities which capture the views and experiences of the people you support, on issues in health and social care that are important to them. It can be spent in any way that supports the project – this could include: staff time, incentives for participants, venue hire, food, interpreters etc.

4 days dedicated support from a member of the Healthwatch team

Our team member can work with you to help you design and deliver activities that will help you hear from the people you work with. You bring the expertise about what works for the people you support, we bring the expertise and experience of how to design events, surveys, focus groups etc – as well as time and energy! This support will help facilitate your plans and bring them to life; but we won't be shaping them, you and the people you work with will be leading the way. We can be completely behind the scenes, or we can come along and help with events on the day. Whatever works for you.

Information offer

Will your activity include giving information about health and social care services to the people you support? If so, our information officer can work with you to ensure that the right information resources are available.

Support to write and share the report

Your work will be captured in a report which can be shared with participants, the public, and with people who make decisions about Health and Social Care. We can work alongside you to produce this report so that it shares the key messages which came out of the work, including any recommendations for how things could be improved. How much support we give with this, also depends on you – we want it to be **your** report, but we know that some people are more confident in writing reports than others; we will tailor the support we give so that it's right for you.

Connecting people with decision makers

We want to create opportunities for people to share their experiences directly with people who make decisions about health and care services – our aim for this round of Speak Up grants, is that for each grant, we can help set up at least one event where this happens. This could be part of doing the project (for example a focus group that includes people who use services, and people who run them) or it could be at the end of the process - bringing people together to share and discuss what is captured in the report. We would work with you to identify what would be the right thing for your group, and support you to help make it happen.

The ask:

Grant recipients will:

- Commit to working collaboratively with us in the way that we've described
- Design and deliver activities which will capture the views and experiences of at least 30 people – we are particularly interested in hearing from groups in marginalised communities, who may not always be heard
- Run a project which will be completed by September 30th (you don't need to have written a report by this time, just finish running the activities which will help you hear from people)

FAQs and how to apply

1. 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.

This means we want you and the people you work with to shape the topic – projects can be on any area of health and social care, including experience of treatment as well as experiences of accessing services. Take a look at [previous reports](#) for examples of past topics.

2. Who can apply?

To be eligible to 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?

There are five grants available – each award is for £2000.

5. What are the timescales?

The grants open on Monday 4th April 2022, and the deadline for applications is 9am on Monday 9th May 2022. Groups should complete their activities by 30th September 2022 (this does not include the write up of the project – just the activities which will help you to hear from people).

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

Below are some examples of what you could use the money for – these are suggestions only, and not intended to be exhaustive lists.

What activities could you run?

- Focus groups
- Events
- Activity days
- Interviews
- Surveys

What can the money be used to pay for?

- Purchase of equipment and/or software
- Training and associated expenses for volunteers
- Staffing costs
- Interpreters
- Room hire
- Food

We are hopeful that face-to-face activities will remain possible this summer, but we aware that changes to Covid-19 regulations could still happen. If this is the case, we will work with you on alternative plans to remain compliant with guidelines.

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/speakupsmall-grants-scheme

7. What does Healthwatch expect from successful applicants?

We would like you to:

- Work with us – we are offering four days of dedicated support from a member of our staff team to help you design your activities or carry them out. The way this works will be up to you – you and the people you work with will be leading the way.
- Share what you heard with us – this might be a short report on what people shared, or the completed surveys, transcripts of interviews, results of creative activities 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 30th September 2022.
- If applicable, share photos, videos and people's experience of the activities (please make sure you have people's consent).
- Help us bring together people and decision-makers – either through an activity which forms part of your project, or through a follow-up event. Creating these 'routes in' for people to speak directly to decision makers will help us to make sure people's experiences have a real impact.
- Review the final report – we may need to ask some follow up questions to help us shape the final report and the 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 with 'Speak Up Grants' in the subject.
- By 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 via email on h.robson@healthwatchsheffield.co.uk or contact the team on 0114 253 6688.

The deadline for applications is 9am on Monday 9th May 2022.