Grant Application Form Guidance

February 2025

Introduction

Thank you for your interest in applying for a grant from Health24. This guidance document is designed to assist you in completing the grant application form and provide important information about the application process, eligibility, and submission requirements.

February 2025 Application Round

There are two types of grants you are able to apply for:

Large grant applications (grants that do not meet the small grant criteria or are over £5,000, up to a maximum of £30,000) can be made for:

- Employee costs (though there needs to be evidence of future sustainability if the role is not time-limited)
- Equipment
- Consultant or independent contractor time
- Project specific running costs

Projects should demonstrate value, be of 12 months maximum duration, and ready to start within 3 months of receiving any grant awarded.

Small grant applications (up to £5,000) can be made for:

- Equipment
- Organisational and project support (but excluding staff salaries and on costs)
- Specific revenue project costs

Small grants should be spent within 6 months of receipt.

1. Eligibility Criteria

Before completing the application form, please ensure that your organisation or project meets the following eligibility criteria:

Legal Status

Applicants must be registered charities, non-profit organisations, or community groups.

Project Focus

Projects must align with our areas of focus, which include:

- Asylum seekers/refugees
- Child and adolescent mental health
- Child poverty

We particularly welcome applications relating to projects which tackle health inequalities.

Geographic Location

Projects must be based in one of the following areas:

- Halton
- Knowsley
- Liverpool
- St Helens
- Sefton
- Warrington

Financial Requirements

Projects must have a clearly defined, itemised budget, and the grant requested must be used solely for the purpose outlined in the application.

2. General Instructions

- Please complete all sections of the application form. Incomplete applications will not be considered.
- Ensure all supporting documents requested are included with your submission.
- Be clear and concise. Use simple language to explain your project and its expected impact.
- Only one application per organisation will be accepted per grant cycle.

3. Section-by-Section Guidance

Section 1: Applicant Information

This section asks for basic information about your organisation and the person responsible for the application.

Section 2: Project Details

Provide a clear overview of your project. Ensure your project is well-aligned with the funding priorities of Health24.

Section 3: Impact and Outcomes

Explain the difference your project will make and how you will measure success.

Section 4: Organisational Capacity

This section assesses your organisation's ability to deliver the project successfully.

Section 5: Budget and Funding

Provide a detailed breakdown of your project's financials.

Section 6: Additional Information

This is an opportunity to provide any further details that you think would support your application.

Section 7: Declaration

Ensure the person completing the application signs this section to confirm the accuracy of the information provided.

4. Submission Instructions

Deadline

The deadline for submitting the application is **Friday 28th March 2025**. Late applications will not be considered.

Submission Format

Applications can be submitted via the online application form. If you have any questions during the application period, please contact health24@pc24.nhs.uk.

Acknowledgment

You will receive a confirmation email upon submission. If you do not receive this within 48 hours, please contact health24@pc24.nhs.uk.

Please note: Applications must be completed in full for consideration.

5. Assessment Process

- All applications will be reviewed by our grant committee and assessed using a scoring matrix.
- Shortlisted applicants may be contacted for additional information or interviews.
- Decisions will be communicated by 30th April 2025.

6. Contact Information

For any questions or clarifications regarding the application form or process, please contact:

- **Email: health24@pc24.nhs.uk**
- **Website: health24.org.uk**