

Essex Public Health Accelerator Bids (PHAB) Grants Programme

Frequently Asked Questions

What type of organisation do you fund?

Organisations applying for grants as part of the PHAB programme must be delivering their services to residents and communities in Essex. We can accept bids from national organisations but only where projects will be based in Essex. Unfortunately, we are not able to fund projects based in Southend or Thurrock.

We will fund a variety of different organisations based on the quality of their bid. We do however require assurances such as a separate bank account in the name of the organisation applying for funding.

The types of organisations we will fund are

- Voluntary and community organisations
- Registered charity
- Charitable Incorporated Organisation (CIO)
- Not-for-profit company limited by guarantee
- Schools
- Statutory body (including NHS Integrated Care Systems, local authorities, town, parish or community council)
- Community benefit society
- Co-operative society – you must have a not-for-profit ‘asset lock’ clause in your society rules and also be registered with the Financial Conduct Authority
- Consortium of organisations as long as they are led by an eligible organisation
*partnership agreement will need to be in place before any funding is awarded

We **cannot** accept applications from

- Individuals
- Sole traders
- Organisations based outside of the UK
- Organisations that look to make profits and share these out privately – including companies limited by shares, organisations without the right asset locks or organisations that can pay profits to directors or shareholders

It is important that organisations have a board or management committee that includes at least **two** people who are not related. By related we mean

- Married to each other

- In a civil partnership with each other
- In a long-term relationship with each other
- Living together at the same address
- Related by blood

We prefer to fund 'established' organisations where possible; by this we mean at least 18 months old and have a first set of annual accounts if appropriate. We will consider applications for organisations who are newly formed where they can demonstrate that they have the expertise to deliver an innovative public health project. All organisations will need to have

- A clear mission and purpose
- Understand the lived experience of the people they are looking to support
- Place based – understand the culture, assets and priorities of the place they are seeking to support and are well placed to deliver the services
- Use resources well – a well-run organisation with the capacity and capability to make effective use of resources and create a sustainable impact.

How much funding can I apply for?

There are two funding streams available to apply for, small grants with an upper funding limit of £7,500 and major grants which start from £15,000 with no upper limit. Essex County Council has the right to withdraw funding at any time.

When should my PHAB project be completed by?

Your project must be completed by 31st March 2026

What can I use my funding for?

Your application should contain a breakdown of how you will use any money awarded to you.

Any activities or services funded must be delivered in or for communities in Essex.

As a guide allocated funding can be used for

- Direct costs associated with delivering new public health services and activities – this can include project staff, materials, equipment (to compliment project), room hire, qualifications and upskilling, transport, volunteer expenses and project evaluations
- Organisational development – can include testing new ways of working, staff training and development, developing governance and leadership, developing and sharing impact and learning and increasing capacity to support collaboration and partnership working
- Core/ fixed costs to support the day to day running of your organisation, this can include core salaries, rent, utilities and equipment (to compliment project)

Funding **cannot** be used for

- Capital costs for buildings or land developments; this includes but is not exclusive to large medical equipment, outdoor gyms, large indoor gym equipment
- Continuation of services where funding has ceased

- As a substitute for existing services or for an organisation to make savings to its expenditure costs
- Services and activities that are the explicit statutory duty of another organisation
- Activities that make profits for private gain
- Religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- Political or lobbying activities
- Things you have spent money on in the past and are looking to claim for now
- Loan repayments
- Topping up organisational reserves
- One off events unless they are part of a wider project plan
- Activities or services that take place outside of Essex
- Alcohol
- Refreshments
- Loans, endowments or interest
- VAT you can reclaim
- Cash that will be given directly to individuals

What is the process for applying?

The process for applying differs between the small and major grants

Small grants

- Organisations wishing to apply for grants under £7,500 should fill out the application form on our web page
- Applications open on Monday 4th September 2023 with no closing date. *Essex County Council reserve the right to pause the PHAB small grants programme for short periods due to limit of funding availability and/or to ensure proportionate universalism at any time.
- Once applications have been received by the PHAB team organisations will receive a confirmation email containing a bid number; this number should be used in all future communications with the PHAB team
- Organisations should receive a funding decision within 12 weeks (we may contact organisations to request further information where required)

Major grants

- Organisations wishing to apply for grants of £15,000 or over must first complete an Expression of Interest form on our web page. *Essex County Council reserve the right to cap upper limit of funding subject to funding availability and/or to ensure proportionate universalism at any time.
- The first round of Expressions of Interest opens on Tuesday 1st August 2023 closing at 5pm Friday 25th August 2023. Round two opens on Monday 6th November 2023 and closes at 5pm Friday 1st December 2023 and round three opens Monday 8th April 2024 and closes 5pm Friday 3rd May 2024 (Applications received outside of these periods will not be considered.)
- Organisations submitting Expressions of Interest will receive a notification after submission to let you know we have received your application

- All organisations submitting an Expression of Interest will receive a decision via email within 4-6 weeks of the Expressions of Interest closing.; successful organisations will be invited to formally apply for funding via the Major Grants Application Form
- The application window for round one of funding is 4th September 2023 to 27th October 2023, round two opens 8th January 2024 closing 1st March 2024 and round three opens – Monday 10th June 2024 closing 5pm Friday 2nd August 2024

Any further information required to support an application will be requested via email

Can I apply for more than one grant from PHAB?

More than one application from an organisation will be accepted as long as each application represents a different project; each of which should meet the project criteria.

I need support with evaluation do you have any resources?

Essex County Council Research & Citizen Insight have developed a series of [PHAB evaluation resources](#). These are intended to support bid applications and awarded projects with the planning, design and delivery of their project evaluation.

Can I save my application form and revisit it before submitting?

Unfortunately, you are unable to save your Expressions of Interest and application form on the webpage. We would suggest completing the word document template provided and pasting your text into the application form when you are ready to submit.

Something in my application has changed, can I resubmit it?

Once applications are submitted through our web form they cannot be edited so please make sure that you include everything you want us to consider at that time.

Any essential amendments (such as contact details) can be made via email at PHABApplications@activessex.org

I'm having technical difficulties filling in the online application, what can I do?

We have designed our online application forms to be as user friendly as possible; you do not need to register for an account or create a password in order to apply.

If you experience any technical difficulties when completing any of the online application forms please email PHABApplications@activessex.org and a member of our team will be in touch to assist you.

I've been asked for evidence of my organisation's accounts, why do you need to see this and what can I use?

We have a duty to check that organisations receiving funding from us are financially stable. We also need confirmation that the bank account we pay any grants awarded into is in the name of the organisation who have applied for the grant.

We can accept organisation or charity accounts, bank statements or transaction listings if they include everything we'd expect to see on a bank statement.

My bid is for a project which will work with children and young people, what are your safeguarding requirements?

We expect that any organisation applying for funding for a project that will work with children, young people or vulnerable adults has a robust safeguarding policy in place. We may ask for evidence of this policy.

If you do not have a safeguarding policy in place this does not necessarily mean you will not be eligible for funding; we would expect you to work with us to develop relevant policies and procedures before an offer of funding can be made however.

I'm not sure what type of projects you will fund, can you look at my application beforehand to check it is OK?

Unfortunately, we will not be able to advise on applications before they are submitted. However, a team member may be able to review your application if you are a disability led organisation. Please contact the team for more information.

You should make sure your project is eligible for funding by checking the eligibility criteria before you submit your application.

Projects should work to improve public health in communities in Essex and you should consider how this applies to the project for which you are asking for funding.

How quickly will I find out whether I have been awarded funding?

Applications for small grants should receive a decision within twelve weeks of submission, we would expect to pay the grant into the nominated bank account within 30 days of the decision being made.

For major grants invitations to formally apply after a successful Expression of Interest should be received within four weeks of the Expressions of Interest closing.

The decision panel for approval of major grants meets three times a year; we will notify organisations of a successful application as soon as possible after the decision has been made.

For this reason we would expect the application process for major grants to take around 18 weeks.

I've been asked to provide more information about my application, how do I do this?

Any request to provide further information will be made via email.

My application has been declined; can I get feedback?

We can provide feedback on request for applications that have been rejected. All decisions are final, and we cannot revisit any decision.

Can I reapply if I have been previously turned down for funding?

Organisations are welcome to apply for more than one grant. We will not consider applications for projects which we have previously rejected.

We have a grant for the same project from somewhere else, can we apply for a grant from PHAB too?

We welcome applications which include partnerships across one or more organisation, and this can include match funding from other sources. We cannot fund projects that are already financed and/or are more suitable to other existing grants.

Our organisation has been awarded funding, what happens now?

If your application is successful we will send you an email with an offer letter outlining the terms and conditions of your grants and any next steps.

We will ask to see any additional documents or policies to support your application at this time

Once you have agreed to the terms and conditions, supplied us with any documents we request and signed and returned your grant agreement we will put the funding to your nominated back account within 30 days (or sooner if possible).

You can start your project as soon as you would like.

What sort of organisational governance do we need to have to in place to be awarded funding?

The governance required depends on the type of organisation you are and the type of grant you are requesting. Typically, we ask for:

- Proof of insurance
- Risk assessments for your project
- DBS certificates (written proof only-if required)
- Safeguarding Certificates (if required)
- Equality, Diversity and Inclusion Policy

If you need any specific advice relating to your organisation please contact PHABApplications@activeessex.org