



# **DHIP Vaccination Grant: Wave 2**

**Reducing Health Inequalities**

**Guidance Notes**

# Overview

The COVID-19 pandemic shone a light on the existing inequalities in health outcomes experienced in Derby by Black, Asian and Minority Ethnic populations, along with people who live in areas of deprivation. As a result, Derby City Council and Community Action Derby jointly established the Derby Health Inequalities Partnership (DHIP) to support a community led response to these issues. Funding has been secured from NHS Derby and Derbyshire Integrated Care Board (ICB) through the Access and Inequality (A&I) funding initiative to support the continuation and further development of DHIP's Vaccination Grant programme.

The grant will be used by selected small community organisations to promote vaccine information amongst hard-to-reach communities in Derby City by carrying out community event(s), with a focus on COVID-19 and Flu. The programme will target communities disproportionately affected by COVID-19 infection and mortality by developing a better understanding of vaccines and residents' health literacy and needs.

The Vaccination Grant aims to increase vaccination uptake by:

- Recruiting Community Connectors embedded within the VCSE sector to develop and lead health related activity in Derby.
- Providing small development grants for grassroots health activities and local leadership.
- Developing and delivering community health development training for vaccinations, to grow community knowledge, skills, and confidence in health.
- Improving health communications around vaccination so we can better target messaging in communities, including creating culturally relevant materials and campaigns aimed at community groups and their members.
- Training Community Connectors: By training local community members as Connectors, the project leverages trusted voices to deliver accurate vaccine information. These individuals can address specific concerns and engage in meaningful conversations, helping to dismantle vaccine hesitancy and misinformation prevalent in their communities.
- Creating awareness for immunisation via education campaigns: Community events will inform community members about the benefits and safety of vaccines, including COVID-19 vaccines. The events will aim to dispel myths and educate individuals on the mechanics of vaccines, making the information accessible and relatable.
- Building links between communities and health providers to improve engagement and improve the accessibility of health services.

We use Core20PLUS to define our target population. Core20PLUS is a national NHS England approach to support the reduction of health inequalities at both a national and system level:

**Core20 - The most deprived 20% of the national population as identified by the national Index of Multiple Deprivation (IMD).**

**PLUS - PLUS population groups are ethnic minority communities, inclusion health groups, people with a learning disability and autistic people, people with multimorbidity, and protected characteristic groups, amongst others.**

Inclusion health groups include people experiencing homelessness, people with drug and alcohol dependence, vulnerable migrants, Gypsy, Roma and Traveller communities, sex workers, people in contact with the justice system, victims of modern slavery and other socially excluded groups.

The purpose of the grant is to fund small community groups to provide activities and support which address the aims described (see page 1) and outcomes including:

- Increased community knowledge and trust: Communities will have better understanding and trust in vaccines and public health messages through training and culturally relevant outreach efforts. This will help to encourage vaccine uptake in target areas.
- Empowered communities: Communities will take ownership of their health education through the microgrant programme, fostering long-term engagement and self-sufficiency in public health matters.
- Enhanced community relationships: The initiative will strengthen relationships and trust between community members and public health authorities through consistent engagement and participation.

## **The funding opportunity**

Through the Vaccination Grant, Community Action Derby wants to work with VCS/ DHIP members and organisations to:

- Forge stronger relationships with local communities who experience poorer health outcomes.
- Develop and deliver sessions in the heart of Derby City's communities.
- Engage with wider community groups to raise awareness of how to reduce health inequalities.
- Bring together various community agencies to support the provision of holistic and personalised approaches to reducing health inequalities.

## **The Connector programme**

Community Connectors are part of Derby's approach to addressing health inequalities, previously funded by the NHS Core20+5 and the Department of Levelling Up, Housing and Communities Vaccine Champions programmes.

## **What is a Community Connector?**

A Community Connector is somebody who cares about their community and those who live there. They are people who are, or want to be, active in their community to improve health and wellbeing. They have lived experience that will help them to do this and are interested in learning new skills. Connectors are volunteers who are happy to support local events and activities, which aim to promote health and wellbeing. Community Connectors understand that health and wellbeing is affected by many things (such as housing, employment, education, ethnicity) and so people's experience of health and wellbeing is not equal.

The community champion or connector model is a trusted and established model of working in public health. Literature shows that community champions, particularly grassroots organisations, are flexible in being able to understand and address the needs of the local population and aid in building trust between communities and health care professionals. The use of this bottom-up approach aims to tackle the issue of low trust some communities feel with government bodies and intends to facilitate context specific solutions through true co-production and engagement with target communities.

The programme also provides education and training for Connectors themselves, increases local organisation and community capacity and is highly relevant to the reduction of health inequalities overall. This model has been used previously in the city, with positive outcomes and experiences.

## **What do Community Connectors do?**

- Promote health and wellbeing messages to local people, groups, and organisations.
- Take part in training to gain knowledge and learn new skills.
- Signpost people to local groups and support services around health and wellbeing.
- Organise, support or lead activities that provide people with the skills and knowledge to live healthier lives.
- Talk to local healthcare service providers about their experiences and how things can be improved.
- Help design new health programmes and initiatives.
- Link with, and support, other Community Connectors in their area, and share best practice and learning to improve services.

## **How do Community Connectors benefit?**

- Improve their knowledge and skills.
- Learn more about health and wellbeing, and where support is available.
- Progress to new opportunities such as volunteering and employment.
- Give something back to their community.
- Meet new people.
- Are fully supported in their volunteering role, including some expenses.

## **Who would make a good Connector?**

People who are:

- Interested in health and wellbeing.
- Willing to learn new skills.
- Positive and able to engage with members of the public.
- A good listener.
- Able to be sensitive and relate to a diverse range of people in a non-judgmental way.
- Passionate about making a positive impact on the lives of others.
- Willing to learn about confidentiality, safeguarding and data protection.
- Interested in personal development.

## **About the grants**

Community Action Derby (CA) is administering the Community Connector Development Grants on behalf of Derby City Council, Public Health and the Derby Health Inequalities Partnership (DHIP). We are looking to engage with a wide network of community-based organisations.

## **Funding**

Groups can apply for a maximum of £2,500 to cover all costs associated to the project. This could include Community Connector expenses such as travel costs, additional training, DBS checks and a contribution to management costs.

## Who can apply

This fund is open to voluntary sector organisations that can meet the charitable objectives of the programme, and from organisations who would be interested in 'scaling up' their current provision to reduce health inequalities. Organisations should have a maximum turnover of £100,000. Priority will be given to smaller organisations with a turnover of less than £50,000.

## When to apply

The following process will be followed:

- **EOI process opens by:** Friday 13 December 2024
- **Deadline for applications:** Friday 24 January 2025
- **Grants Awarded:** By Thursday 13 February 2025 (subject to approval and due diligence process)

## Grant Criteria

Community Action Derby will ensure that there is a transparent and fair process for assessing the EOI via this grant application and local knowledge of working in Derby.

Factors that will be considered in the assessment of the application include:

- Project's ability to deliver DHIP aims and objectives, and address recommendations raised in the [DHIP consultation](#).
- If project targets Core20PLUS target groups in local communities.
- If project supports DHIP values and principles:
  - *Self-determination - people and communities have the right to make their own choices and decisions*
  - *Empowerment - people should be able to control and use their own assets and means to influence*
  - *Collective action - coming together in groups or organisations strengthens people's voices*
  - *Working and learning together - collaboration and sharing experiences is vital to good community activity.*
- If project provides value for money and defines how success will be measured.
- If project considers sustainability and how work will be funded in future.
- Quality of service and organisation's experience of working within a community setting.
- Support for equalities and social mobility.
- Previous track record of delivery and expertise.
- Previous track record of partnerships of delivery in Derby City.
- Ability to complete monitoring information
- Ability to participate in induction and training (see below).

The assessment will be made by a panel that has an overview of how the grant bids align with other services available in the city, including how diversity issues are being addressed and the views of service users.

## **How will grants be administered to successful organisations?**

The Expression of Interest form will enable you to submit your application and all of the relevant information. You will receive notification of the panel's assessment in line with the timeline below. You will be required to sign a Service Level Agreement before first payments are issued. You may also be required to submit evidence of provider competencies at this stage. 70% of grant award will be paid in advance, 30% on submission of final monitoring report. Final payments will be based on your adherence to monitoring obligations, it is possible you may not receive your full grant allocation if these are not met.

## **How long will it take to find out if I have been successful with my application?**

Following the submission of a completed grant application, we aim to evaluate and confirm whether your application has been successful by Friday 31 January 2025.

### **Expression of Interest process and timeline**

- Grant window opens w/c Friday 13 December 2024
- Grant window closes Friday 24 January 2025
- Decision making panel meet w/c Monday 27 January 2025
- SLAs issued from w/c Monday 3 February 2025
- 1<sup>st</sup> payments made @ 70%
- Project activity held over February till March 2025
- Monitoring returns due by 31 March 2025
- 2<sup>nd</sup> payment made @ 30% - once monitoring marked completed and returned for the grant.

## **What reporting and management information will you need from me if I am successful?**

Providers will be required to regularly complete and submit monitoring and evaluation forms during and upon completion of the project. CA will supply templates to successful organisations. Information will include but is not limited to:

- Numbers of eligible individuals supported, and vulnerable groups represented.
- Signposting/referrals to services.
- Details of activities provided/meetings or events attended, including dates.
- Number of attendees.
- Community/population groups involved and information on characteristics (age, ethnicity, gender, disabilities).
- Participants' feedback, issues raised, and including a minimum of one Connector story (case study).
- Learning and reflections.

It is essential monitoring is completed on a monthly basis. The monitoring information will be provided at the induction day and should be returned using the monitoring form provided by DHIP, or in a written format that includes the above information. All monitoring information should be for activity that takes place between February and March 2025.

## **Training and induction day**

Providers will be required to complete in-person RSPH (Royal Society for Public Health) training and attend an induction. The training will be held during the weeks commencing 10 February and 17 February 2025. The dates will be confirmed as part of the SLA (Services Level Agreement).

## **Financial reporting will include:**

- A breakdown of expenditure.
- A breakdown of any unspent grant.

Any funding issued by CA will include a grant agreement setting out our expectations of organisations in accepting grant funding. Any unspent grant funding will have to be returned to CA within 30 days of the end of the grant period. If CA has any grounds for suspecting financial irregularity in the use of any grant paid under this grant agreement, an investigation will take place. For these purposes, 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of a grant for purposes other than those for which it was provided.

## **Conditions of funding**

The organisation will have to sign a funding agreement. The funding agreement will be based on the information you have provided in the application form and any additional details that CA negotiates with your organisation. We need the funding agreement to ensure that CA and the organisation are both clear about what CA expects from the service and what the organisation can expect from CA.

If the organisation is successful in their application, CA reserves the option to delay providing funding until a preliminary check of the organisation has taken place. As part of the preliminary check, CA will request any additional evidence to ensure that the service is safe for service users and/or is sustainable. We need this information to:

- Confirm if the details provided in the application form are correct.
- Confirm that the organisation has the potential or ability to deliver the service as described in the application form and in the funding agreement.
- Confirm that the policies provided by the group are appropriate to the service for which the organisation is being funded.

## **Provider competencies**

Applicants must provide signed confirmation that they have the following up-to-date policies and procedures in place. These can be requested by the funders at any time.

- Public Liability Insurance
- Safeguarding Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Constitution or other rules
- Confirmation of valid DBS for staff and volunteers
- Named Designated Safeguarding Lead within the organisation



## **Equality in the community**

CA believes in equality of opportunity. We will make sure that all organisations have fair access to our grants. We also want organisations who get grants from us to have a commitment to, and to actively promote, equal opportunities. We are committed to the Anti-racism Alliance and have committed to its 6 pledges.

## **Health and safety risk assessment**

We need to know if your project or service is delivering safe services that will not put your service users, volunteers, or staff at risk. We are aware that different services will need to consider different safety issues - we need you to describe how you will manage health and safety, and also share your Health and Safety Policy with us.

## **Safeguarding (young people and vulnerable adults)**

- CA will ensure that vulnerable young people and adults who are accessing grant aided services are doing so in a safe environment.
- A vulnerable adult is someone who is aged 18 years and over, who is in receipt of, or may be in need of, community care services by reason of mental health issues, or other disability, age, or illness. This also includes individuals who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- Safeguarding of vulnerable adults is very important to us, and we want to ensure that organisations that we fund make appropriate arrangements to ensure that services and activities provided take due care to protect people. Organisations are also required to promote the welfare of all individuals that are expected to benefit from the project, particularly young people and vulnerable adults.
- CA expects services who are grant funded to comply with the Derby Safeguarding Adults Procedures and the Safeguarding Vulnerable Groups Act 2006.
- CA will expect organisations to confirm and evidence (where required) that all necessary staff/ volunteers working on the project will have the appropriate Disclosure Barring Service (DBS) check.

**If you have any further questions, these can be directed to Ailya or Natasha via email:**

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