



Community action for health and well-being

APPLICATION FORM and GUIDANCE NOTES

Guidance Notes

Please read these notes carefully before applying to make sure that your project is eligible in at least one of the categories.

What are these awards, why should you apply – what's in it for you?

Aim of the Awards

Community action can improve health and well-being, as well as the factors that determine them such as employment, education and housing. This is what this Awards Scheme seeks to showcase and reward.

1. What are the Awards trying to achieve?

- Recognition and reward for local community development activity impacting on health and well-being
- A higher profile and understanding of community development activity in health and well-being across London
- Support for community development activity in health and well-being and helping make the links amongst and between community organisations; business and the statutory sector
- Support for community involvement in decision making relating to health and well-being

2. What are the Prizes?

All applicants will be entered into the Well London Community Directory and will be invited to future networking events to meet groups and others working in this area.

All short-listed applicants will receive Awards of Merit and will be invited to attend the Awards dinner.

Winners in each category will receive a number of other benefits including:

- a cash prize of £1000
- the right to use a winners logo on all their material
- free training places on designated courses

3. What are the Award Categories?

- 1 **Cohesive communities** –activities that bring different communities or people together to achieve a common goal in health and well-being
- 2 **Mental well-being** - activities that improve people’s confidence in themselves or reduces their levels of stress, worry or depression
- 3 **Partnership achievement with the NHS** –activities that bring communities together to work with NHS staff to improve health and well-being
- 4 **Partnership achievement with local government** –activities that bring communities together to work with local councils to improve health and well-being
- 5 **Partnership achievement with business** – activities that bring communities together to work with business on health and well-being.
- 6 **Community campaigning and advocacy** – activities that raise awareness of a health and well-being issue and/ or support individuals or groups on such an issue.

4. Who should apply ?

The Commission wishes to ensure the process is widely accessible.

The Awards will be open to groups who have been up and running for at least one year and have a turnover of not more than £100,000 per year. We have set this limit because we want to recognise the work of the smaller organisations that are often the least visible and struggle most for recognition and funding.

The awards are open to the following types of community-based groups:

- Informal community or grassroots organisations (i.e. no constitution and no paid staff), building on good neighbour-type activity
- More formal third sector organisations (one or more paid staff), these can include charities; community or social enterprises; mutuals and co-operatives.

To meet this objective surgeries will be provided by Councils for Voluntary Service and others to help with the application process. Eligible organisations will be supported to complete applications.

You can submit more than one project from your organisation, but only one per category and you must use a separate form for each application.

Please check the London Health Commission web site for the latest information: www.londonhealth.gov.uk/LHCAwards.htm/

5. How will applications be judged?

A panel made up of members of the London Health Commission and the LHC Community Development Forum will assess applications. Once the short list has been decided each short listed organisation will have an assessment visit from our judging panel.

6. How will applications be assessed?

The criteria below which were developed in consultation with community groups will be applied. These criteria will not be weighted but will be used to inform the short listing and the final selection:

- Project to have been up and running for at least one year by 13th February 2008
- Community ownership (by members of a community of interest or geographical community)
- Promotion of social capital; people working together (e.g. young people working with other young people); and people working together across different groups (e.g. young people working with older people)
- User involvement in planning and delivery
- Promotion of self help (including helping people to advocate for themselves)
- Encouragement and motivation of individuals
- Promotion of peer support
- Responsiveness to feedback from users.
- Evidence of what has been achieved

Applications will be judged on whether they meet the above criteria by looking at the following:

- Quality of process and activity
- Quality of the outcome (which may include the value of participation in itself)

We will accept the following types of evidence in judging the applications:

- Quantitative, qualitative and narrative information on
 - impact on individuals and/ or
 - impact on communities and/or
 - other change achieved
- Verification visits by one Forum member and one LHC Commissioner
- Photos, videos
- Personal testimony of improved health or well-being by participants.

7. What happens next?

The **closing date** for all completed application forms whether emailed or posted is **Wednesday 30 April 2008 at midday.**

We will acknowledge receipt of completed application forms by email within 5 working days. Please contact us if you do not receive a confirmation email.

Shortlisting will be completed by 31 May 2008

If you have been shortlisted you will be notified by 6 June 2008 by email and, if so, you will be invited to the Awards ceremony dinner on the evening of 2 July 2008. Each group will get two places.

For further information, or to download an electronic version of this form visit www.londonhealth.gov.uk/awards.htm/

Alternatively please call Simone Boothe, LHC Administrator on 020 7983 4119 or email lhcawards@london.gov.uk

**Completed application forms can also be posted free of charge to:
LHC Awards, 6th Floor PP9, Freepost, LON 15799, London SE1 2BR.**



APPLICATION FORM

To help us assess your application properly please write **IN BLOCK CAPITALS**, USING BLACK INK. You can download a RTF version from www.londonshealth.gov.uk/lhcawards.htm

1. ABOUT YOUR GROUP/ ORGANISATION

Name of your Group/Organisation:	
What does your group/org do?	
When was your group/org formed?	Month: Year:
What is your annual turnover? (must be less than £100k per year)	
Is your organisation any of the following (tick all those that apply)	<input type="checkbox"/> Charity <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Independent and provident society <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Cooperative/ mutual <input type="checkbox"/> Informal group <input type="checkbox"/> Other (please specify)
Charity number and/or society and/or company registration (if applicable)	Charity Number: Company registration number:
Name and role in group of person filling in the form:	
Telephone and fax:	Tel: Fax:

Email address:		
Postal Address including post code:		
Project Name (name of the project that you are applying for the Award).		
	Group/Organisation:	Project:
Number of full and/ or part time paid workers, (if any)		
Number of Volunteers (if any) including the board or management committee members.		
Who are your main Funders?		

Please tick which category you are applying for

	1	Cohesive communities	How do the project activities bring different communities or people together to achieving a common goal for health and well-being?
	2	Mental well-being	How do the project activities improves people's confidence in themselves or reduces their levels of stress, worry or depression?
	3	Partnership achievement with the NHS	How do the project activities bring communities together to work with doctors, dentists, district nurses, public health teams or other primary care workers
	4	Partnership achievement with local government	How do the project activities bring communities together to work with local councils on health and well-being?
	5	Partnership achievement with business/private sector	How do the project activities bring communities together to work with local councils on health and well-being?
	6	Community campaigning and advocacy	How do the project activities raise awareness of a health and well-being issue and/ or support individuals or groups on such an issue?

2. YOUR PROJECT

What you set out to do and why?

This section gives you the opportunity to explain your project. Tell us:

- What is the issue you are tackling and how is it relevant to your community? (100 words)

- Whom are you targeting with your activity and what are you aiming to achieve? (100 words)

3. What action did you take to tackle the issue?

Use this section to describe your approach and what you did. Tell us:

- How did you set up the activity and who is involved in running it? (100 words)

- How do you involve your users in the development and delivery of the project? (100 words)

- What internal or external resources have helped to ensure the success of the project? (for example use of space or equipment, money, advice) (100 words)

- How have you ensured it was accessible and open to all of your target group(s)? (Your target group may be an age group e.g. older people, a particular faith or ethnic group, or users of a particular service). (100 words)

- What partnerships (if any) have you established (e.g. with councils, health care professionals, other community groups, businesses)? (100 words)

(If you are applying for one of the partnership categories you may wish to expand on this answer - additional 100 words).

4. What has been the impact of your project?

Tell us what has been achieved through your project so far.

How many people have benefited?

- Directly
- Indirectly
- How can you show this?
(please send us up to 3 pieces of evidence such as documents, photos, witness statements or testimonials)

(please tick)

Signature

1. Person submitting Application:

Name:

Date:

Signature:

2. Second Contact from the Group/Organisation (e.g. a management committee member if you have one)

Name:

Date:

Signature:

5. References

Please give the names of people who we can talk to about your project.

Referee 1

1. Name:.....

2. Address.....
.....
.....
.....

3. Telephone Number:.....

4. Email:.....

How do you know this person?:.....
.....
.....

Referee 2

1. Name:.....

2. Address.....
.....
.....
.....

3. Telephone Number:.....

4. Email:.....

How do you know this person?:.....
.....
.....

6. Publicity and promotion

The information given in your application form may be used in publicity and/or promotional material for these awards, including a publication summarising the projects, please let us know if this is a problem.

How did you hear about the LHC Awards?

(Please tick all that apply)

- Direct mail/ email
- LHC website
- Word of mouth
- CVS
- Newspaper or TV
- Other (please specify)

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

London Health Commission Telephone 020 7983 4119
City Hall
The Queen's Walk
London SE1 2AA
www.londonhealth.gov.uk/lhcawards.htm

Other languages available:

Chinese
Hindi
Bengali
Urdu
Arabic
Gujarati
Punjabi
Turkish
Greek
Vietnamese

You will need to supply your name, your postal address and state the format or language you require.