



Guidance Notes

2024

Elevate Community Mentoring and Grants
Programme



Community
Development
& Health Network

Guidance Notes – 2024

Thank you for your interest in the Elevate Community Mentoring and Grants Programme. We have put these Guidance Notes together to help you complete the Application Form, please read them carefully before filling in your application.

The Guidance Notes include the following sections:

1. Background to the Elevate Programme
2. Overview of the Community Mentoring and Grants Programme
3. Step by step guidance on completing the Application Form sections:
 - Part 1 - Background information
 - Part 2 - Assessment
 - Part 3 - Applicant Declaration
 - Part 4 – How to submit your completed application

If you have any questions about your application, please contact Stephanie Houston

Email: stephaniehouston@cdhn.org
Phone: 028 3026 4606
Mobile: 07760 198202

1. Background to the Elevate Programme

The Elevate Programme is an integrated capacity building programme for community and voluntary sector organisations which incorporates training, mentoring and networking opportunities as well as access to resources.

Funded through the Public Health Agency, the Elevate Programme provides opportunities for the development of skills, knowledge and expertise in community development as a way to reduce health inequalities.

Find out more about previously funded projects [here](#).

2. Overview of the Community Mentoring & Grants Programme

The Elevate Community Mentoring and Grants Programme is for groups who want to use community development to tackle health inequalities experienced by the community or group they support (this could be a local community, or a community of shared interest such as LGBTQIA+, Migrant and Minority Ethnic etc).

Elevate mentee groups will receive ongoing support from one of our experienced and skilled Mentor organisations, to identify their own needs and actions in relation to improving their community development practice. Funding of up to £5000 from the grants programme will enable the group to take action to address health inequalities.

CDHN is delighted to work in partnership with the following organisations who support Mentees to achieve successful outcomes as outlined in their application form. Our Mentor organisations are well established with a proven record in excellent community development practice and commitment to reducing health inequalities.

1. ARC Healthy Living Centre
2. County Down Rural Community Network (CDRCN)
3. Mid & East Antrim Agewell Partnership (MEAAP)
4. Supporting Communities NI

Mentee Groups will also have the opportunity to avail of accessible, evidence-based training and will have access to the **Elevate Portal** – an online platform sharing evidence-based information, fact sheets, resources.

Commitment of the Elevate Mentoring and Grants Programme

The Mentoring element will require a commitment from mentees to attend and participate in...

- Elevate Programme launch (provisionally Thursday 5th September 2024, 11am - 2pm) with the wider mentee group (all successful applicants) which will include training on finance and monitoring requirements for your grant
- 2-3 shared mentoring sessions with other organisations in your assigned mentoring group
- 2-3 one-to-one mentoring sessions with your mentor
- Networking opportunities

Training:

Elevate Mentee groups must participate in Elevate Health Inequalities and Community Development training which is a core element of the programme. Staff, volunteers or even project participants can attend the training.

Reflective Practice Tool:

Elevate Mentee groups must complete the Reflective Practice Tool at the beginning and end of their 6-month project. The Tool is designed to get groups to reflect on their work and think about how they can ensure that community development values underpin, inform, and present in their practice.

Grant:

The Elevate Project team will monitor the grants in relation to budgets and activity and you will be required to participate in the programme evaluation.

Who is eligible to apply?

Who can apply	Who cannot apply
Community groups (constituted and unconstituted) Charities Voluntary groups Social enterprises Community Interest Companies (CIC)	Private companies/businesses Statutory organisations Schools

Additional target areas and groups:

This year, we will consider all applications and particularly welcome applications from:

- Groups who are in local areas with previously low uptake (Lisburn and Castlereagh, Antrim and Newtownabbey areas, North Down & Ards, Faughan, Clogher Valley and Slieve Gullion)
- Groups who support people from LGBTQIA+, BAME and people with a physical and/or learning disability

To help you decide whether to apply, consider these questions:

<p>1. Are we a community group based in a local area, or a community group supporting a community of shared interest?</p> <p>If not, contact us and we can help work out if you are eligible.</p>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>2. Are we in need of mentoring? (i.e. are there aspects of our community development practice that we would like to get better at?). If the answer is no, you should not apply to the Elevate programme as the mentoring is central to the programme.</p>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>3. Would we be able to put forward two to four group members to take part in the mentoring? (If the answer is no, you should not apply to the Elevate programme as it is aimed at groups rather than individuals).</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>4. Do we have an idea for a project that will help address health inequalities experienced by our local community or by the group we support?</p> <p>If the answer is no, you should contact us to discuss.</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>5. Have we been in receipt of Elevate programme for two years or more?</p> <p>If the answer is yes, when completing the application form, tell us how you plan to develop on the work you have already done through Elevate Mentoring and through the Grant.</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Step by step guidance on completing the Application Form

Part 1: Background information

- **Organisation Details:** Your organisation's name – this should be as it appears on your Constitution.
- **Address** – provide your organisation's full postal address including postcode.
- **Contact names** – Please provide two contacts for your organisation. These should include the name of the Director/Manager/Chair of the organisation and the lead contact for the project.
- **Email address** – please provide email addresses for both contacts.
- **Phone number** – please provide phone numbers for both contacts.
- **Position within the organisation** – tell us the position of both contacts.
- **Type of organisation** – Tell us your organisation's status. Are you a charity, a social enterprise, a community group? Refer to your constitution. If your group is not constituted, you can apply for a grant but the grant amount will be capped at £1,000.
- **Company Registration number** – are you a registered company? If so, please provide number. If not, please leave blank.
- **Charity number** – if you are a registered charity, please provide charity number, if not please leave blank.
- **Tell us the area you project will work in:** what Health and Social Care Trust Area do you cover and what Council area are you based in?
- Tell us if your project is rural, urban or both.
- Tell us if you have ever attended Elevate training, either online or face to face.
- Please provide the Super Output Area (SOA) and Multiple Deprivation Measure (MDM) rank which your Elevate group(s) will be coming from i.e. where do they live? Information on the SOA and MDM Rank can be found here <https://www.nisra.gov.uk>. If you need assistance identifying the SOA and MDM of your group contact the Elevate team.

Part 2: Assessment

1. Give us a brief history of your organisation, outlining the focus of your work. This question is for information purposes only and is not scored.

We would like to know why, when and how your organisation was set up.

Do you have a mission statement? If yes, what is it?

Who are your beneficiaries - the people who benefit from your support?

What type of activities or work do you deliver or carry out?

What staff and volunteers participate in your organisation?

2. Mentoring is a key element of this programme. Below are some areas which your Elevate mentor could help your project to improve on or develop. Select which of these elements you feel will be most beneficial to your organisation and explain why in the box below.

The mentor will provide mentoring support, networking opportunities and help with planning your project to ensure that it is aimed at addressing health inequalities and improving areas of your community development practice. They will support the successful groups to bring their ideas to life, focusing on using community development approaches to reduce health inequalities at a local level.

The mentor will also help you to reflect on your community development practice and identify areas of strength and improvement. Tell us which of the below areas (adapted from the CDHN Community Development Reflective Practice Tool and informed by the Community Development National Occupational Standards (CDNOS) and CDNOS Values) you feel your mentor could most help you with. Please use the space provided in the application form to further explain your answers.

Community Development Values

There are five community development values (Social Justice & Equality, Anti-discrimination, Community Empowerment, Collective Action and Working & Learning together) which are at the centre of all community development activity. For community development to be effective, groups need to demonstrate these values in their approaches to individuals and communities. Values are the 'guiding principles' that help us as a community make decisions about the type of life we want to lead.

Understanding and practicing Community Development

Recognise that people can come from various perspectives and may have different values and acknowledge and work through any differences in a respectful and constructive way. Create safe spaces where everyone is equal and able to fully contribute and actively reach out to hidden, excluded or socially isolated populations. Value people's existing strengths, skills, knowledge, and experience and help them to value, recognise and develop them. Ensuring staff and volunteers are effectively and appropriately skilled and informed in community development approaches so they can identify, highlight and address unfair and

unjust differences in health and wellbeing. Facilitate the sharing of learning and reflective practice to improve your understanding of the lives of people in your community.

Understanding and engaging with your community

A core part of community development is informing ourselves of people's lived experiences and the tacit knowledge within our communities. Lived experience is the knowledge that people gain through direct, first-hand experiences. Tacit knowledge is the knowledge, skills and abilities people gain through experience (not by being taught) that is often difficult to put into words or otherwise communicate. By engaging with your community, your group will better understand what is most important and relevant to them.

Collective action

Promote the active participation of people within communities, using the power of a collective voice and goal. Recognise the wealth of creative and positive resources within individuals and communities. Promote and support diverse communities to agree and take action on their common concerns and interests.

Working and learning together

Create and encourage opportunities for collective learning through action and shared reflection. Learning from shared experiences of working in collaboration. Understanding experiences in the context of wider social, political and economic forces. Encourage critical reflection on own practice, values and beliefs.

Good Community Development Governance

Your group's goals and actions must be in line with your stated aim, mission, and purpose in your governing document. For example, suppose your organisation's purpose states you only work in a specific area but your new plan is to deliver activities beyond this area. Your management committee and members must formally agree to this change and then update or amend your governing document.

3. Describe how your project will use community development to address health inequalities affecting people in your community.

The focus of this programme is to use community development approaches to address health inequalities however we understand this is a long-term outcome. We want you to tell us the initial steps your group can realistically achieve.

You should articulate clearly:

What are you going to do?

How are you going to do it?

Who are your target group, including the number of people you intend to work with?

Outline expected timescales for the work

Explain any activities that will be undertaken.

4. Considering the health and social issues in your community, please explain the need for this project.

Every community is different which is why it is important to identify what the health and social issues in your area are. We want you to link this to your Q3 answer where you have described what you would like to do to reduce these health inequalities.

Tell us what you know about the health and social issues in your community:

- Use evidence from Government statistics. You can find data about local communities here <https://data.nisra.gov.uk/>
- Research reports that you know about
- What you know from listening to the people in your community – include their lived experience and local knowledge of your community is important.

Sample answer:

Our project is situated in the deprived rural area of Anytown (give deprivation statistics).

Isolation, particularly among older people is a particular problem. Many older people in the area live alone and have little social connections. Many have little or no access to transport to enable them to access services or activities that take place in the larger local towns of Anytown. A recent report from European Joint Commission Joint Research Centre highlighted the fact 20% of the population in Northern Ireland felt lonely at some point in 2021 and 2022. There is currently no provision in Anytown for older people and so our project aims to provide social opportunities for older people in the area, along with well-being check ins by phone. We also hope to alleviate the barriers to access, i.e. transport using a volunteer service.

5. How will your activities make a difference to those who take part in the project and the wider community?

This is where you describe the outcomes of your project. For example, if you focus on social isolation, you might want your group to have more opportunities to meet people, become involved in community programmes and become more connected to the wider community.

6. Please outline your Project budget.

Please provide an approximate breakdown of the cost of your project include all activities and associated costs.

The grant **can be used to fund:**

Management costs

- including an apportionment of salary costs to enable you to run your project

External groups/organisation/agencies

- external providers or groups who provide a service or help deliver the project

Overheads

- for example: printing, electricity, insurance, Zoom license

Room Hire/Venue costs

- Any venue costs associated with your project

Hospitality

- Refreshment or hospitality costs incurred within the project

Capital costs

- Up to 25% of the overall grant awarded to purchase equipment. For example, if your group was awarded £5,000, up to £1,250 could be accepted as capital costs.

Other costs

- volunteer costs/childcare

The grant **cannot be used to fund:**

Merchandise

- for example hoodies or pens

Events

- One off events such as health fairs

7.	All mentees will be required to attend the Elevate Launch and Induction Event on Thursday 5th September 2024 11:00am –2:00pm
8.	CDHN requires that two to four members of your group must take part in the Mentoring aspect of the Elevate Programme. Please mark 'Yes' to confirm your commitment to meeting the mentoring requirements.
9.	CDHN provides mandatory training for all mentees. Please mark 'Yes' to confirm your commitment to meeting the training requirements.
10.	CDHN has specific reporting and monitoring requirements. Please mark 'Yes' to confirm that you will adhere to these.
11.	You are entitled to CDHN's free membership please click https://www.cdhn.org/membership to sign up
12.	The CDHN Community Development Reflective Practice Tool is an online tool designed to help groups in the VCSE sector reflect on their community development practice as a way of reducing health inequalities. As a mentee group you will be expected to complete the tool at the start and end of the programme and work with your mentor to develop a mentoring action plan based on the results of the tool.
13.	Elevate projects must adhere to Elevate publicity guidelines and take part in publicity for Elevate on request. More information is available on request. Please mark 'Yes' to confirm that you will do this, if funded.
14.	Organisations must seek approval of their management committee/board before applying to the Elevate programme. Please mark 'Yes' to confirm that you have sought this approval.
15.	CDHN will share the application forms of successful projects with their assigned Mentor. The Mentor will need the detail of the project to support them. This will be done in line with CDHN's GDPR Policy.
16.	<p>Projects are encouraged that will proactively endorse and not exclude Section 75 groups. Section 75 requires public authorities carrying out functions that relate to Northern Ireland to have due regard for the need to promote equality of opportunity between:</p> <ul style="list-style-type: none"> ● persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation ● men and women generally ● persons with a disability and persons without and ● persons with dependants and persons without. <p>Please mark 'Yes' or 'No'</p>
17.	Your application should indicate clearly if the project intends to work with children or vulnerable adults at any stage. If you are, you need to ensure that you have the appropriate policies and procedures in place regarding working with children or vulnerable adults. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.
18.	Your application should state clearly if it involves volunteers. If it does, you

	need to ensure that you have the appropriate policies and procedures in place regarding working with volunteers. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.
19.	If you are providing childcare directly related to this Elevate project, you need to ensure that you have the appropriate policies and procedures in place to support the provision of childcare. <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.
20	Your application should state clearly if it provides support services. If these services will be offered through Elevate, please ensure the services offered comply with the principles of good practice as laid out by the PHA (Public Health Agency). <i>Please note you may be required to provide evidence of this policy/procedure.</i> Please mark 'Yes', 'No' or 'Not Applicable'.

Part 3: Applicant Declaration

Please sign and date the application.

By ticking the boxes, you are confirming that the information is accurate and that your organisation has the authority to accept a grant and repay if necessary.

You must attach a copy of your Constitution (if you are constituted) and most recent bank statement with your application.

Part 4: How to submit your completed application.

Completed application forms should be emailed to stephaniehouston@cdhn.org
 The deadline for completed applications is by **4pm on Monday 22nd July 2024.**
 Late or incomplete applications will not be accepted.



Project supported by the PHA

-  30a Mill Street,
Newry BT34 1EY
-  028 3026 4606
-  info@elevate.org
-  elevate.org