



Health Improvement Fund – Guidance Notes (25/26)

Fund Overview, Principles and Eligibility – Page 1 - 4

Application Guidance – Page 5 - 10

Frequently Asked Questions (FAQ) – Page 11 - 12

What will the Neighbourhood Health: Health Improvement Fund support?

The aim of the Aberdeen City Health Improvement Fund is to support health and wellbeing projects that improve the lives of people and enhance the work of the Aberdeen City Health and Social Care Partnership. The priorities of the Health Improvement Fund are drawn from the Aberdeen City Health and Social Care Partnership's Strategic Plan. Projects should demonstrate how they contribute to these shared goals;

- Support Health and Wellbeing
- Support Vulnerable Groups and Community Resilience
- Reduce Health Risks

We want to support projects that address issues before they escalate, improving long-term outcomes for people and communities.

You can find more about the Aberdeen City Health and Social Care Partnership strategy [here](#).

Every organisation will be asked to describe how their project demonstrates at least one of the Health Improvement fund priorities (as highlighted above).

1. Support Health and Wellbeing - We want to help people in our community live healthier, happier lives.

- Connect people to local support
- Run healthy lifestyle activities like walking groups, cooking classes, or fitness sessions.
- Support mental wellbeing through peer support groups, creative workshops, or mindfulness sessions.
- Help older adults stay active and connected with social clubs or gentle exercise classes.



- Promote cancer screening by raising awareness and helping people access appointments.
 - Encourage vaccinations through local events and information sessions.
- 2. Support vulnerable groups and Community Resilience** - We want to strengthen our community by supporting those who care for others.
- Offer support, such as recovery/respite activities, peer groups, or wellbeing sessions:
 - Build community connections through events or projects that reduce isolation and bring people together.
- 3. Reduce Health Risks** – We want to help people make healthier choices and reduce harm.
- Create inclusive , substance free gatherings and spaces within the community.
 - Equip community members with knowledge and skills to reduce stigma, signpost to appropriate support to help people before things get worse.

The fund will prioritise projects where:

- The need for the activities have been clearly demonstrated, including evidence that those affected or benefiting have been involved in the planning.
- They address issues before they escalate, improving long-term outcomes for people and communities.
- The project supports the unique needs of underrepresented or disadvantaged groups in the community.
- There are clear health benefits, either to physical health or mental health or both.
- The applying organisation has knowledge of the community they work with and has plans to address the challenges the communities faces with regard to health.

Size of grant

Up to £5,000.00 is available to put your idea into action. Applications for continuation funding can be considered providing that the additional funding would show an extension or development of an existing project and that outstanding project evaluation reports are submitted.

Impact

Successful applicants will be required to submit a monitoring form to show how funding has been used to the benefit of communities. At the end of the grant period, grant recipients will be asked to report on funding outcomes and provide a short case study that demonstrates the project successes.



Who can apply?

Any community organisation based in Aberdeen who can demonstrate how their project and/or activities improve health and wellbeing for residents of Aberdeen are eligible to apply. Statutory bodies and organisations based outside of Aberdeen who plan to run projects for the benefit of people living in those areas are eligible but must clearly show they have established contact with communities in these areas.

We **can** accept applications from:

- ✓ Voluntary or community organisations
 - Registered charities
 - Constituted groups or clubs
 - Community interest groups (CIG)
 - Social enterprises
- ✓ Statutory bodies e.g. NHS, Aberdeen City Council (including community councils).
- ✓ Individuals who are aligned to an organisation or part of a constituted body. (Individual people may submit applications for a community project. If successful, for monies to be released you **must** have a host bank account. We will **not** pay monies into a personal bank account).
- ✓ Any other not for profit health and care providers.

We **cannot** accept applications from:

X Limited (Ltd) Companies/For Profit Companies

X Projects that have not returned monitoring forms for previous grants.

X Projects that cover the whole of Grampian – applications must support people living and working in Aberdeen and projects must take place within Aberdeen City boundaries.

X Projects funded by the Health Improvement Fund within the previous 11 months.



What can the money be spent on?

Here are some examples of what we can and can't fund. This list is not exhaustive; if you are unsure, please contact us.

Yes

- Tutor costs
- Volunteer Costs
- Transport (not the purchase of)
- Training costs
- Room Hire
- Equipment / materials
- Building and environment improvements

No

- On-going staff costs (e.g., salaries)
- Utilities/running costs
- Costs for basic living expenses (e.g., costs to top up food bank supplies, heating vouchers)



Application Form – Guidance for each question

The table below has been created to support your answer the questions within the application form. If you require further assistance or clarification, please get in touch via HealthImprovement@aberdeencity.gov.uk

Section (Question)	Key Point
General guidance	Every section of the application form must be complete, giving as much information as you can.
CONTACT DETAILS	
Contact Information	Please give one main contact person for your project. The main contact should be someone who can talk in detail about the project. Please also provide an alternative contact, this can be used in case of staff turnover.
ELIGIBILITY CRITERIA	
Prior to completing your application, please read this guidance document to ensure your project meets the Health Improvement Fund principles.	
Projects must link with the strategic priorities of the Aberdeen City Health and Social Care Partnership. Which of the following does your project support?	Please identify all of the strategic priorities of the Aberdeen City Health and Social Care Partnership your project supports. Please note your project <u>must</u> support <u>at least one</u> .
Which best describes the organisation you are applying on the behalf of?	Please identify which statement best describes your organisation.
Please select the category which best describes your organisation	Small, volunteer-led community group with no paid staff These are typically grassroots organisations that: <ul style="list-style-type: none">• Are run entirely by volunteers.• Often operate informally or with minimal structure.• May not be registered charities or have formal governance.• Focus on hyper-local issues (e.g. a neighbourhood clean-up group, a local knitting



	<p>circle, or a mutual aid group).</p> <ul style="list-style-type: none">• Have very limited or no funding, relying on donations or small grants. <p>A small to medium-sized local organisation with limited staff and resources:</p> <ul style="list-style-type: none">• Usually have a small number of paid staff (often part-time).• May be registered charities or social enterprises.• Deliver services or activities to a local community.• Have some infrastructure (e.g. a bank account, policies, a board).• Often rely on a mix of grants, donations, and fundraising. <p>A larger local organisation with established infrastructure:</p> <ul style="list-style-type: none">• Have multiple paid staff and possibly dedicated premises.• Deliver a range of services or projects.• Have formal governance, policies, and procedures in place.• May act as anchor organisations or hubs in their communities.• Often manage larger grants or contracts. <p>A regional or national organisation operating in Aberdeen:</p> <ul style="list-style-type: none">• Operate across multiple areas or nationally, but deliver services in Aberdeen.• Have significant staff teams and funding.• Often have specialist expertise or deliver large-scale programmes.• May partner with local organisations or subcontract delivery.
In no more than 2 sentences, please briefly describe your project.	<p>Please very briefly let us know what your project will entail.</p> <p>For example, "A peer support group for Dads", "Building a sensory garden in the local park"</p>



YOUR PROJECT	
Project Idea/Name	Please state the name of your project/idea.
Which Locality area will your project support residents from?	Please identify in which Locality the project will support residents from – Citywide, Central, North or South.
	Please identify in which neighbourhood(s) the project will take place.
Project Details. Please provide an overview of the proposed project and how this will be implemented.	<p>Please provide a detailed description of what the funding will be used for.</p> <p>Explain how you will recruit people to take part in your project and where this will take place. For example, existing group, advertising, and marketing.</p>
Project Need. Please let us know how you have identified the need for this project. E.g., survey with a lunch club to identify a need for transport to and from group.	<p>Please briefly explain how you know this project is needed.</p> <p>For example, any data/statistics you have used to come up with the idea, informal conversations with target group.</p>
	<p>Briefly explain if you have carried out a survey or any scoping work in relation to your target group.</p> <p>For example, any surveys, focus groups or informal conversations you have undertaken with target group.</p>
Who are the main target group for your proposed project?	<p>Please identify the main target group of your project.</p> <p>Please be as specific as possible. It may be useful to consider the UK Recognised Protected Characteristics</p> <ul style="list-style-type: none">• Age• Disability• Gender reassignment• Marriage and civil partnership• Pregnancy and maternity• Race• Religion or belief• Sex• Sexual orientation



PROJECT OBJECTIVES	
<p>Please describe how your project demonstrates <u>at least one</u> of the following objectives.</p>	<p>You must describe how your project support <u>at least one</u> the following objectives.</p> <p>Support Health and Wellbeing - We want to help people in our community live healthier, happier lives.</p> <ul style="list-style-type: none">• Promote cancer screening by raising awareness and helping people access appointments.• Encourage vaccinations through local events and information sessions.• Connect people to local support• Run healthy lifestyle activities like walking groups, cooking classes, or fitness sessions.• Support mental wellbeing through peer support groups, creative workshops, or mindfulness sessions.• Help older adults stay active and connected with social clubs or gentle exercise classes. <p>Support vulnerable groups and Community Resilience - We want to strengthen our community by supporting those who care for others.</p> <ul style="list-style-type: none">• Offer support, such as recovery/respite activities, peer groups, or wellbeing sessions:• Build community connections through events or projects that reduce isolation and bring people together. <p>Reduce Health Risks – We want to help people make healthier choices and reduce harm.</p> <p>Collaborative decision making - Exploring ideas and making plans with those affected by an issue.</p>
<p>Project Benefits.</p> <p>Please explain what benefits you will expect to see.</p> <p>Please explain how you will identify that these benefits have occurred.</p>	<p>What benefits do you expect to see as a result of this project?</p> <p>For example, increased physical activity, improved mental health.</p> <p>What evaluation will you undertake to know these benefits have occurred?</p> <p>For example, focus groups, surveys, word of mouth.</p>



How many people (approximately) will benefit from this project?	<p>Please state how many people are expected to benefit.</p> <p>For example, 20.</p>
PROJECT RESOURCES	
<p>Partnership Working.</p> <p>Partnership working is highly recommended to ensure efficient use of resources.</p>	<p>Please state who else will be working on the project with you and what their role will be within the project.</p> <p>For example:</p> <ul style="list-style-type: none"> • a will be providing volunteer support. • b will be providing support to build planters.
Volunteering.	Please let us know approximately how many volunteers will be involved in your project.
PROJECT TIMELINES	
Start date and duration of project.	<p>When do you expect the project to begin?</p> <p>For example, February.</p>
	<p>How long do you expect the project to run for?</p> <p>For example, 12 months.</p>
PROJECT FINANCIALS	
How much are you bidding for?	Please state the exact amount you are bidding for (up to £5,000.00).
What will you spend your funding on? Please give a breakdown of the cost of your project.	<p>It is important that all projected costs are listed.</p> <p>Please ensure that costs are broken down as much as possible and that there are no 'miscellaneous' costs.</p> <p>Please see "What can the money be spent on?" above for guidance on what can and cannot be funded.</p> <p>For example, 2x planters = £x, 4x gardening gloves = £x</p>
Have you applied for any other funding? If yes, where from and is it confirmed?	Please state any other funding sources that you are applying to, have received funding from or are reliant on for this project to go ahead.
How do you plan to continue the work when the funding stops?	<p>Please state how you plan to sustain the project when the funding stops.</p> <p>For example, fundraising, source other funding streams, income generation.</p>



ADDITIONAL INFORMATION

Please note the information provided within this section will not impact the outcome of your application.

<p>If your bid to the Health Improvement Fund is unsuccessful, do you give us permission to pass this application on to other funds which may be better suited e.g. Community Mental Health and Wellbeing Fund (ACVO).</p>	<p>Please indicate yes or no.</p> <p>In a bid to increase the number of successful applicants, with your permission, we may pass your application to another local funder. For example, ACVO Communities Mental Health and Wellbeing fund.</p> <p>Please note this is only possible if funding cycles align, we will get in contact with you if your application is eligible.</p>
<p>Is your organisation or project listed on A Local Information Service for Scotland (ALISS)?</p>	<p>You can find out more information about ALISS via the website - https://www.aliss.org/</p>
<p>Please tell us how you heard about the funding.</p>	<p>Please briefly tell us where you heard about this funding. It will help us to promote the fund in the future!</p> <p>For example, social media, ACVO newsletter.</p>



Frequently Asked Questions

1) What happens next and how are decisions made?

The screening-panel will read applications and score each using the marking criteria.

The panel comprises of local community members (via the Locality Empowerment Groups and PNP), as well as public and third sector partners.

2) Can a proportion of the bid be funded?

Yes - the local decision-making panel can decide to grant a proportion of the amount requested.

3) Can I apply as an individual?

Yes, you can apply as an individual or as an informal group to support a community project. However, we will **not** pay monies into a personal bank account. There may be organisations that would be willing to host monies on your behalf.

For support to identify possible hosts please contact –
HealthImprovement@aberdeencity.gov.uk

Alternatively, you may wish to consider becoming a constituted group. For further information and support to become a constituted group contact Sandy Mathers, Development Officer at Aberdeen Council of Voluntary Organisations (ACVO) on sandy.mathers@acvo.org.uk or call 01224 686075.

4) Is there support to complete the application?

Yes.

- Email - HealthImprovement@aberdeencity.gov.uk
- Phone 01224 045 735 (Chris Smillie) or 01224 069 421 (Suzi Thomson)

5) Can an organisation complete more than one application?

To ensure fairness and local ownership, each organisation can only be the main applicant for one project. Organisations that work across multiple neighbourhoods—such as those with a citywide remit—are encouraged to support local delivery partners to take the lead in applications.



6) Is there a system for reporting?

Yes, applicants will be expected to complete an interim and final project report. An interim report will be required at 6 months, with the final report due at the latest 12 months or when the project is finished.

Applicants who do not fulfill the evaluation requirements for their funded project will not be eligible to make future bids to the Fund and may be asked to return their funds.

A member of staff from Aberdeen Health and Social Care Partnership may visit funded projects to find out how you are getting on.

Please note your project may be asked to attend a showcase event or locality meeting

7) Is there a timeframe in which the project must start?

Yes, all projects must start within 3 months of receipt of monies.

8) What happens if the project is unable to go ahead?

If you are not able to go ahead with the project as agreed, you will be asked to return the monies. Please arrange to make contact as soon as possible if you are concerned you will be unable to go ahead with the project

9) How does application scoring work?

All applications will be assessed by an Advisory Group including representatives of the Third Sector, the Health and Social Care Partnership, and a patient/carer representative.

10) What are the timescales for decision making process?

We will aim to share the outcome of your application approximately 6 weeks after the funds closes. However, if we receive a large amount of applications or have additional queries to follow up, this time scale may be longer. All applicants whether successful or unsuccessful will be informed of their outcome.