

## The Active Communities journey From application to end of grant

Find out if you are eligible to apply to the Active Communities programme, and if funding is available in your area, via the Trust's <u>website</u>. If you think you may be eligible to apply, get in touch with the Trust to receive support from one of our Partnership Officers. They will advise whether or not you are eligible to apply. Email <u>enquiries@peopleshealthtrust.org.uk</u> or call 020 4548 0939.

Submit either a neighbourhood based or community of interest Stage 1 application.

At this point we may have some questions for you to make sure we fully understand your project.

Receive a decision on your Stage 1 application within 10 working days after the Stage 1 closing date.

You have been invited to apply to Stage 2.

You will have three weeks to complete your Stage 2 application. We will offer you a call to support you with your application.

Unfortunately, your project does not meet the key programme criteria and will not continue to Stage 2.

Submit your Stage 2 application form via our online application system. Make sure you send all the correct, requested documents with your application, and allow plenty of time to complete the application form.

At this point we may have some questions for you to make sure we fully understand your project.

Trust panel considers your application. There are three possible outcomes (all decisions go out via email within 12 weeks of the Stage 2 deadline).

Your application is deferred, which means that the panel is interested in your project idea but needs further detail before a decision can be made.

Your application is approved - either in full or for a reduced amount Your application is rejected.

You can reapply when your area next opens, but it is a good idea to contact us first.

You will receive a grant offer email which asks you to submit the following within four weeks:

- A signed grant offer letter
- Documentation to verify your bank account details
- Responses to your terms of grant (which can be found in your offer letter)

Your Partnership Officer will review all of the information you have returned. There may be a few more questions at this point. Once everything has been signed off (and your project start date is near) you will receive the first payment of your grant. Your project can now commence!

We will offer you training and support opportunities through our capacity building programme throughout the duration of your grant. We are currently reviewing our network offer for funded partners and will invite you to join our network. This is great opportunity to share practice, for peer support and to talk about working together to tackle health inequalities.

You will usually need to complete a monitoring report via the online system every six months. The reports will ask you about your outcomes, delivery, spend, fundable neighbourhoods, project branding, and feedback for us. Sometimes we might ask for an update in-between the sixmonthly reports.

We may visit you to carry out a Monitoring Visit or Compliance Visit.

You may find that elements of your project need to change over the course of your funding. Stay in touch and let us know if any parts of your project need to change.

Submit an End of Funding report at the end of your project.

If you have received significant capital assets through your grant, we will continue to monitor this beyond the end of the project.

Promotion of your grant (ongoing)