

Appendix A – Grants Process Flowchart

Funding will be prioritised for activities aimed at reducing health inequalities for residents in Nottingham City. The aim is to deliver initiatives to proactively address health inequalities and engage with members of the community interested in the wellbeing of others, sharing health messages, and promoting healthier lives.

Funding application received via project team member or project mailbox

handwcommunitychampions@nottinghamcity.gov.uk

- Public Health Manager will check that the application and supporting documents meet the requirements using the criteria and checklist.
- Monitoring from previous grants awarded must also have been received before any new allocations are considered.

Public Health manager will collate details of application and add to ongoing small grants spreadsheet for comments from Program manager and Portfolio Consultant in Public Health.

*Approval from both required to progress application.

Yes

Approval granted

No

Public Health Manager will:

- Complete a final check to ensure all documents are complete and a signed grant agreement is in place.
- Submit to project admin for payment process
- Update small grants spreadsheet with approval decision ensuring there are links to the Public Information file/internal folders
- Notify group that the application has been successful and confirm amount agreed.

PH Manager reviews recommendation and confirms that the reasons for rejecting the application are recorded.

PH Manager either informs group that the application has been rejected and explains the reasons why. Or supports group to amend project proposal and application to ensure that criteria is met before considering re-application.

Grant payment is coded, and Finance Officer pays organisation.

Public Health Manager sends monitoring form for completion by group.

All decisions are collated and presented to quarterly partnership group.

Monitoring and Evaluation information is required for the funding

- Current spend committed
- Description of activities set up to address and improve wellbeing
- Health or care professionals involved in delivery
- Numbers of individuals engaged
- Any targeted work with specific groups or communities
- Improved confidence, trust and awareness of the project and wider Public Health functions.