

Speak Up Salford Fund Guidance

Please take some time to read the following document before making an application to learn about the purpose of the fund, who can apply and what is expected of successful applicants. We want to encourage a wide variety of groups and organisations to apply for the Speak Up Salford Fund, so if after reading this guidance you are unsure whether to apply or want to discuss your ideas with us, please get in touch.

What is the Speak Up Salford Fund?

The Speak Up Salford Fund is a small grants fund intended for local organisations and community groups in Salford who can assist Healthwatch Salford with collecting feedback from members of the community who use health and social care services.

Through the Speak Up Salford Fund, Healthwatch Salford are looking to increase the range of residents who have a say on health and social care in Salford and offer organisation funds to allow them to start these conversations about people's experiences of health and social care, resulting in the improved wellbeing of members of the community.

At the end of the programme once feedback from organisations has been submitted, Healthwatch Salford will present the report and findings to relevant commissioners and providers such as Salford CCG so feedback from the community can be taken on board by professionals and decision makers in Salford's health system.

Following the completion of Speak Up Salford Fund projects, Healthwatch Salford will maintain links with local organisations and groups to continue the conversation around how health and social care services can cater to everyone in Salford.

Who can apply?

To be eligible to apply, organisations must:

- be a new or existing not-for-profit, third sector, voluntary or community group
- be connected with and meeting the needs of local communities in Salford
- have a governing document including the group name, the purpose of the group and group members as a minimum
- have a bank account requiring two signatories

Applications from organisations that have a financial deficit will not be accepted. Healthwatch Salford does not make grants to individuals.

What projects can be funded by the Speak Up Salford Fund?

Projects should aim to increase the involvement of seldom heard communities in health and social care services, with groups providing Healthwatch Salford with valuable feedback

about the experiences of the people they work with to improve health and social care in Salford.

The feedback collected could relate to people's experience of accessing services or their experience of treatment. We would also welcome any findings around how services could improve communication with local people, exploring the barriers people may face to accessing health and social care and possible solutions for this.

Groups may wish to take a look at [Healthwatch Salford's reports and publications](#) for insight into different topics Healthwatch Salford have worked on previously. The results from the Healthwatch Salford Priorities Survey will be published in due course, which will also feature themes that groups may want to explore in their project.

Healthwatch Salford will not fund:

- expenditure or activities that have already taken place
- projects that have no community or charitable element
- projects that are purely for the advancement of religion or politics

How much money is available for organisations?

Organisations can apply for up to £1000 for their project. Healthwatch Salford would expect projects requiring the maximum amount of money to reach a large audience or feature particular expenses to cover, e.g. interpreters

What are the timescales?

Healthwatch Salford are launching the Speak Up Salford Fund in March 2021 and the deadline is **Monday 10th May 2021 at 12pm** for community groups and local organisations to submit applications. Following this date, a panel made up of Healthwatch Salford employees and volunteers will come together to make decisions on the applications received.

Healthwatch Salford will contact organisations to confirm the outcome of their application in the week commencing **17th May 2021**. We will distribute funds to successful organisations on the receipt of signed grant agreements by **Tuesday 1st June 2021**.

Projects should be completed by August 2021, with organisations sharing feedback and findings with Healthwatch Salford by **Tuesday 31st August 2021**.

What activities can the grant be used for?

Healthwatch Salford recognise that local groups are limited in what activities they can do whilst COVID-19 lockdown restrictions continue. Therefore, we recommend that organisations plan for remote activities: online, via telephone or post. If government

guidelines permit face-to-face activities with social distancing at a later point, this may be something organisations want to consider for their project.

Organisations are encouraged to think of creative ways to engage with their communities on health and social care. To give a few examples of different research methods, groups could consider adopting the following to obtain feedback:

- paper or online surveys - these methods are ideal to reach a large number of people
- online events such as focus groups or forums on Zoom - ideally attracting several participants, encouraging thorough discussion on particular topics
- written case studies or video testimonials - this may focus on a smaller group of people but could offer greater insight into individuals' experiences

Organisations may use funds to cover the cost of the following:

- staffing costs
- volunteer expenses and training costs
- equipment and/or software to conduct research
- interpreters

The Healthwatch Salford team will be on hand throughout the project to talk through your activities before they start and are happy to attend any events you have organised.

What is expected of successful applicants?

Healthwatch Salford want to make the Speak Up Salford Fund as accessible as possible for interested organisations. We will ask the following of successful applicants:

- ensure you have obtained consent from participants to share feedback anonymously with Healthwatch Salford; with consent from individuals you may also share photographs of activities taking place on social media using the hashtag #SpeakUpSalfordFund
- keep in touch with Healthwatch Salford during the project, inviting us to any events that are taking place and letting us know about support you may need
- share feedback you have collected with us: this could be transcripts of interviews, written responses in surveys or a short report that details how people responded to your questions on health and social care. The deadline for sharing this feedback with Healthwatch Salford is **Tuesday 31st August 2021**
- provide evidence of how the grant has been used e.g. invoices and receipts
- keep in touch with Healthwatch Salford once the project has ended to answer any follow-up questions we may have and confirming that the final report accurately reflects the work you have done

How do organisations apply?

Please visit the Healthwatch Salford website and download the Speak Up Salford Fund Application Form. Once completed, you can submit your application in the following ways:



- via email to info@healthwatchsalford.co.uk with the subject 'Speak Up Salford Fund'
- by post, sending your application to: Speak Up Salford Fund - Healthwatch Salford, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 0FN

If you have any questions about anything raised in the Speak Up Salford Fund Guidance, or you need support filling out the application, please do not hesitate to contact Scarlett Ash directly by emailing scarlett@healthwatchsalford.co.uk or calling the Healthwatch Salford team on 0330 355 0300