



# Guidance and FAQ's

---

Happy Healthy Kidz will fund local good causes whose focus is on supporting Children and Young Adults in the local community.

The focus of Happy Healthy Kidz Community Funding is getting schools and nurseries who lack funds and resources, to apply for extra financial help they might need to provide new equipment and resources that boost young people's mental and physical wellbeing.

Eligible applications with a focus on providing new equipment and resources to children and young adults such as football kit, books, furniture, electronic devices ect to enjoy throughout the day and for equipment for outdoor and indoor activities.

Other community organisations such as registered charities and not-for-profit organisations are welcome to apply so long as they meet the criteria stated later in this document. However, please be aware the priority of Happy Healthy Kidz Community Funding is for projects working in schools, nurseries and organisations nominated by Happy Healthy Kidz Community Funding Team.

Happy Healthy Kidz support local community projects and good causes across England. The scheme is open to schools, nurseries, PTA's, voluntary/community organisations, registered charities, health bodies, Parish/Town councils, social enterprises, Community Interest Companies (please note, CIC's must have been running for a minimum of two years and we can consider CICs limited by guarantee but **not** those limited by shares), community councils, local authorities and housing organisations. Other not-for-profit organisations might also be eligible. Businesses, individuals and 'for profit' organisations are not eligible.

If you are a Happy Healthy Kidz HAF (Holiday Activities and Food) attendee, you can nominate a cause that you'd like to see supported and we'll contact them to encourage them to apply. We'll select those in need of a little help in your local area. When our online community see our online voting poll through our social media site or an email from us (with marketing permission given), they can vote for their favourite charity to receive funding by putting voting in our online poll.

Happy Healthy Kidz Community Funding is a rolling programme, where community groups or charities can apply for funding all year round. Applicants will generally know the outcome of their application between 4 - 6 months of applying. However, if your application is eligible, but not funded at the first attempt, your application may be reconsidered at subsequent shortlisting. **Please note that there is no guarantee that your project will be chosen to appear in our online pole to high demand.**

As this is a rolling programme, voting for projects will be happening continuously through our website. Three projects the local area will be shortlisted to go to the public online vote every month. If your project gets the most votes, you will win the funding amount you requested from us up to a maximum of £1,000. Please note, if your project comes first, you will be awarded the amount that you requested. You will **not** automatically win £1,000. If your project is second, you will win up to £500 and if your project is third, you will win up to £200. Additionally, we **cannot** make any changes to grant awards once the offer has been made, so please ensure that you calculate your budget properly and that you ask for the funding that you need if you are requesting less than the maximum amount of £1,000.



## How to use these Help Notes

The aim of these notes is to help you complete your application form online. We'll explain how to start using our online system as well as providing you with a guide to the information you must give us about your project. We'll also tell you why we're asking for certain information and how we use the information you give us.

## Demand for Funding

Organisations who apply for funding through the Happy Healthy Kidz Community Funding scheme and sadly there will be many good applications that we won't be able to support because there isn't enough money available. We make our decisions based on the information you provide in your application, the programme criteria and outcomes. We use our professional judgment to make the difficult choices between the many projects seeking funding.

Please bear in mind that it is likely to take between 4 to 6 months before you hear if your application has been shortlisted to go to the public vote so take this into account when you are looking at when your project will be delivered if it is successful. This is due to very high application numbers and the voting period lasting three months.

We'll always try to shortlist the applications which present the most persuasive case to go forward to the public vote. We can't support everything, so when planning your project, you should think about what you'd do if your application is unsuccessful.

## Reapplying for Funding

As this is a rolling programme, you can reapply for funding at any point. This is the case whether you have secured funding in previous rounds, or did not get shortlisted to the public vote. However, if you have received funding in the previous Community Funding scheme, then your application will be re-submitted for consideration after 12 months.

If you have received funding through Happy Healthy Kidz previously you **must** submit your completion report for the previous funding before submitting a new application. Your new application will not be considered without the completion report from the previous grant(s) and may be rejected or withdrawn. Although you will receive reminders from our grants team about submitting your completion report, it is your responsibility to do so within the agreed time.

If you have previously submitted an application to Happy Healthy Kidz Community Funding and not had a response yet, please contact [info@happyhealthykidz.co.uk](mailto:info@happyhealthykidz.co.uk) before reapplying as you may still be under consideration.

## Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a funding or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact the Happy Healthy Kidz Community Funding Team to discuss the type of support we can provide. Telephone: 0345 835 81 46 or email [info@happyhealthykidz.co.uk](mailto:info@happyhealthykidz.co.uk).



### Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, please save this email address – [info@happyhealthykidz.co.uk](mailto:info@happyhealthykidz.co.uk) - to your contacts or safe list. This will prevent emails being filtered into your junk or clutter folders, where they can easily be overlooked.

### Applying Online

---

You can access our online application system by visiting [www.happyhealthykidz.co.uk/communityfunding](http://www.happyhealthykidz.co.uk/communityfunding)

You can apply as a non-profit organisation or charity or you can nominate a non-profit organisation or charity for consideration.

### When you're working on your application online it's useful to remember:

- To add as much detail about the project you are applying or nominating for. The more detail you enter the higher chance you will have of being entered into our online voting poll (there is no character limit).
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are completed.
- The online application form is best accessed using Windows on using a mobile phone.

### Getting Started Checklist

- Have you got everything you need to complete your application form?
- Your organisation's contact details and information
- Your organisation's governing document e.g. HM Revenue & Customs registration number
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- Your Project Budget
- Your Other Supporting Information if applicable (Landowner or Planning Permissions, or other Permission letters)
- Two forms of identification for the main project contact

### Proof of Identification

As part of our grant administration checks, if your organisation is **NOT** a registered charity or a registered company, OR if you are NOT a public sector organisation/school, we will require the additional information from your two contacts with this application form.

If your organisation is a registered charity or a registered company, and/or if you are a public sector organisation, we DO NOT require this information from you. You may provide home addresses if you wish to do so but it is not a requirement and you may provide your organisation office address for both contacts.

**If your organisation is NOT a registered charity or a registered company, OR if you are NOT a school/public sector organisation, we will require the following from you.**



- 1) Home Addresses for both the Main and Alternate contacts.
- 2) The Main contact to provide two forms of ID in the upload fields - one for proof of name and the other for proof of address.
- 3) The alternate contact MUST be a Bank Account Signatory for the bank account you will use if you are successful in receiving a grant.

## **FORMS OF IDENTIFICATION GUIDANCE**

**IF YOU ARE A SCHOOL, LOCAL AUTHORITY, OR REGISTERED CHARITY/COMPANY, YOU DO NOT NEED TO SUBMIT FORMS OF IDENTIFICATION.**

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

**Proof of Name** - please upload a document, such as your Current signed passport; a Current UK or EEA photocard driving licence; or Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces).

**Proof of Address** - please upload a document, such as a Utility bill (gas, electric - issued within the last three months, UK water bill; Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving licence (but only if not used for the name evidence).

**You can take a picture of your document with your mobile phone or you can scan your document and then upload to the attachment fields.**

## **About Your Project**

---

In this section we're looking for:

- A clear and persuasive description of a well-researched project
- How you demonstrate the need and demand for your project
- How your project meets the need you have identified
- How your project fits with programme outcomes.

**Please provide the following information in this field:**

### **Project summary guidance**

Please provide a brief description of your project.

### **Where is your project located?**

Please provide the full address and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. Please include the town, village, city suburb or



London Borough here as this information will be included on the display information along with the postcode of your project should you get to the online public vote.

### **What is the postcode of your project?**

This must be clear in your project location.

### **Please select the statement that best describes your project**

From the list that we have provided, please tell us which broad heading your project falls under. We use this information for monitoring purposes to see what kind of projects Happy Healthy Kidz Community Funding are supporting.

### **Finances**

#### **How much funding are you requesting from the Happy Healthy Kidz Community Funding Scheme? (including irrecoverable VAT)?**

Please note that the maximum amount of funding you can request is £1,000 and the minimum is £200. Please note, if your project is for any kind of sports kit or equipment or the purchase of any kind of vehicle and your project is funded, Happy Healthy Kidz are likely to request that their logo and branding is included. Therefore, please include costs for these if necessary.

---

#### **A Note about VAT**

If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown. [Click here for more information VAT.](#)

---

#### **How do you intend to spend your grant**

Please provide a budget breakdown of how you intend to spend your grant should you be successful with a Happy Healthy Kidz Community grant. There is no restriction on whether your grant is spent on capital (direct) or revenue (indirect) costs. Please note, in this section we only want a list of what the Happy Healthy Kidz Community grant would be spent on – not how any match funding may be spent.

#### **Project Summary**

If your project is selected for an online public vote with Happy Healthy Kidz, this information (along with your group name, project name and project location) will be used for public display. This is the only information that people will see when they go to vote for your project. It should tell people what your project is about and how you will use the Happy Healthy Kidz Community Funding scheme. It should sound like it has been written by you and not by Happy Healthy Kidz.

Tell us about your project in the same everyday way you'd talk about it – for example use 'we' and 'our' when you talk about what you do. Make sure it reads well, makes sense and accurately conveys what your project will be doing – perhaps get someone to have a look at



it who knows nothing about your project to see if it makes sense to them. Try to be specific about your project.

People will get a better feel for your project if they can picture it in their mind's eye – for example rather than “play equipment that will benefit local children” you could say “we will use the funding to buy a really long slide that children will have a great time using”. The kind of thing we like to see is:

Our project will enable the pupils of our school to enjoy the benefits of a forest school by transforming our school grounds.

Or

Football Kit for *team name to wear during practise and games.*

Please note, if any of this information is unclear or it contains mistakes or typos, this could delay the assessment of your application.

### **Please tell us about your project, why it is needed and how it will make things better in your local community**

Tell us in more detail what the project is and what you want to do. This will be your opportunity to let us know what your project will be doing and give us information to make a decision on shortlisting and funding. You do not need to provide information about the history of your organisation or previous projects you have delivered. We just want to know what you would spend a Happy Healthy Kidz Community Funding on and what the benefits would be.

---

### **Some examples of what can't be funded through the programme:**

- Work that has already taken place
- Political donations
- Fundraising activities or challenges (e.g. costs for a sky dive etc.)
- Running costs and organisation overheads
- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Promotion of a religious or political cause
- Marketing promotions
- Research projects
- Projects or activities that the state has a legal obligation to provide
- Purchase of land

---

### **Hints & Tips - Writing Your Project Proposal**



- Write in clear, simple language, avoiding jargon, acronyms and abbreviations
  - Write about facts, not generalities
  - Remember, there is a word limit, so focus on telling us key information
  - Remember that the people who are assessing your application or making decisions do not necessarily know your local area.
  - They will use this information to decide whether they want to shortlist your project so make sure the aims and how funds will be spent are clear
- 

### **How many people will benefit from the completed project?**

Please give a realistic number as to the number of local people that will benefit from the project once it is completed and explain what you have based your estimated number of beneficiaries on? (e.g. pupils enrolled, visitor numbers, sessional/activities numbers, local population statistics, etc). Please also select the age ranges of any of your project beneficiaries here (you can tick as many boxes as applicable).

Successful applicants will have 12 months from the date of their funding offer to spend and submit a short report on the awarded funding.

The report may include photographs, newsletters, press releases or any social media on how the money has been spent and the impact it has had within the local community. We would also like a quote regarding the difference your project has made.

One of the things we will ask you to think about as you develop your application is how you will judge whether your work has made a difference. When you report back to us you can then tell us about your assessment of the work you are undertaking, and about important milestones you have reached.

All reporting community funding must be sent through by email: [info@happyhealthykidz.co.uk](mailto:info@happyhealthykidz.co.uk) or by post: Happy Healthy Kidz, 1 Longbridge Meadow, Cullompton Devon EX15 1BT.

### **Does your project require any permissions?**

If you are in any doubt over issues around landowner or landlord permission then please contact the owner of the land or property before applying. You may also need to check with your local planning authority whether planning permission is required.

Please note, if you need permission from a land or property owner, you must upload this permission with clear contact details from the permitter.

This is not required for projects that are providing services. A Project Consent Form will be required for installation of items such as sheds or greenhouses and for projects such as kitchen refurbishments.

If your application is for a project on local authority school grounds there is no need to get the Project Consent form signed by the council. The Headteacher of the school can sign it. There is also a request at the end of the form to upload a copy of your group's governance document. You can upload a word doc or a statement on headed paper stating they are a local authority school and this is not required.



### **Safeguarding**

If your project is working with children or vulnerable adults, you will need to have a safeguarding policy in place. You must have your own tailored policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to your organisation's activities and has been agreed by your trustees or other governing body. This policy must be reviewed regularly and staff and trustees must be trained on its contents.

By ticking this box, you are declaring that you have a safeguarding policy and procedures in place that is proportionate to your activities and understand that a copy of this document can be requested for review at any time.

### **Match funding**

If some of the money for your project will come from other sources, tell us the total amount, where it will come from and when it needs to be spent by. Please note that additional funding is not required for this programme. However, if you have additional funding, there is no limit to what this amount can be.

Please note, if the majority of the funding for your project is coming from other sources and is currently unsecured, we will not be able to fully assess your application. Only once we know how much funding you have secured for your project can we make a decision as to whether it can be considered for funding.

### **Will the funding support children with additional needs?**

Use the drop down menu to select 'yes' or 'no' to whether the funding would support children with additional needs. This does not specifically have to be focus of the project.

### **Privacy Information**

#### **Data Protection**

In this section of the application form we're asking you to read some important information about our data protection responsibilities.

It's important that you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential.

#### **Our Promise**

Please read our data protection policy listed under policies on our website.

#### **Where did you hear about us?**

So, we can see how our promotion of the programme is working, please select one option telling us how you found out about the Happy Healthy Kidz Community Funding programme.





### **Attending funded project**

From time to time, Happy Healthy Kidz may visit your project after project completion to take photos to promote the scheme. Please let us know here whether you would be happy to attend any such events.

### **Application Declaration Statements**

We're then asking you to confirm a number of statements. And by ticking the box you're signing the application form electronically on behalf of your organisation.

**Good luck with your application!!**