



# **Coventry Smokefree Community Small Grants**

## **Promoting Coventry Stop Smoking Services through Community Organisations**

Tobacco is the single most important entirely preventable cause of ill health, disability and death in this country, responsible for 64,000 deaths in England a year. No other consumer product kills up to two-thirds of its users<sup>1</sup>.

We know that staff and volunteers working in trusted community settings can effectively promote health and wellbeing services. Volunteers and staff can use their life experience, cultural awareness, and social connections to relate to community members in a way that people understand and reach people who may not currently be aware of Stop Smoking Services and support in Coventry.

We have a small amount of grant funding for community and voluntary organisations to apply for, to support the promotion of free Stop Smoking Services in Coventry and increase signposting to the service in their local community.

**The primary aim of the grant funding is to support community organisations to:**

- Raise community awareness of free Stop Smoking Services in Coventry.
- Provide signposting information to local Stop Smoking Services to people who smoke to increase the numbers of people accessing the services.

## **How can community groups get involved in the Smokefree Community Grants programme?**

We want community organisations to raise the profile of Stop Smoking Services with people in your community.

Through your application questions, you will have the opportunity to demonstrate how you would use the grant in a way you feel is most appropriate and will have the greatest engagement.

As an example, you could use the grant to raise awareness of the free Stop Smoking Service through:

- Appointing 'Community Stop Smoking Champions' to promote and signpost people to the services for support.
- Promoting the free service to people attending existing community groups.
- Including an information stall about Stop Smoking Support at your community events.



- Promoting how people can reach Stop Smoking Support through community newsletters, and your social media sites or other channels.
- You could display banners, posters or leaflets at your community space to raise awareness of the Stop Smoking Services.
- You could promote stop smoking support to people attending other services in your community setting e.g. adult education sessions, Social Supermarket or Foodbanks.
- You could raise awareness of Stop Smoking Support available through your community network meetings.
- Using the grant to deliver culturally specific, and / or language-specific appropriate materials.

Most grants awarded will be up to £5,000. In exceptional circumstances grants of up to £8,000 may be considered.

The grant is only open to Community and Voluntary not for profit organisations based in Coventry. Please see the eligibility questions on the application form.

Grant awards will be made to successful candidates in March 2025 and must be spent by 30<sup>th</sup> June 2026.

Please note we cannot award retrospective grants, and you are expected to start using the grant within three months of award.

## **How can I access information to understand more about Stop Smoking Support which we should promote?**

If your application is successful, as part of the grant agreement, you will receive an information and resource pack.

This will help you gain knowledge about the Stop Smoking Services available in Coventry to help your group successfully implement your plan.

You will receive links to online training which will support your staff and volunteers to have short conversations with people to ask if they smoke, and to support conversations to signpost community members to the local free Stop Smoking Services.

The Public Health team will support you with any questions you may have and will be available throughout the funding period to help answer any questions and discuss your plans and progress.



## Application process

Please complete:

- The application form
- Scan or take a photo of your most recent organisation bank statement which clearly shows the bank name and logo, your organisation name (this must match the name on your application), address, account number and sort code.

Email the two completed documents to [smokefree@coventry.gov.uk](mailto:smokefree@coventry.gov.uk) by the deadline of **9 March 2025**.

Once an application has been received it will be reviewed, and a decision will be made as soon as possible. We anticipate this will take approximately 2 weeks.

If you are successful, you will receive a grant agreement for you to sign and return to us before the end of March 2025. The grant agreement sets out the terms and conditions of our funding that we ask organisations to comply with in exchange for the grant.

If you are unsuccessful, we will call or write to you and let you know.

## Funding Criteria

Funds will be allocated to groups and organisations that can outline details of how they plan to spend funds and how the community will benefit from your proposals.

We welcome applications from groups that can reach many, but also those that can engage with people in our identified target groups.

Please consider how your ideas will help bring these stop smoking messages into the community and how you will successfully signpost people to local Stop Smoking Support.

The team will award grants based on the details you give, so try to answer the application questions as fully as you can and provide costed activities.

## Application Scoring Assessment Information

Scoring for each question will be carried out by a panel and moderated to a final score which will be the average of each member's score. The minimum pass mark for each question is 2. Organisations scoring below 2 on any question will not be eligible to receive a grant.

The panel will use the following scoring criteria to assess how you propose to use the grant funding:

0	The response significantly fails to meet the grant requirements. The criteria detailed is not answered, or the answer does not relate to the question or requirement.
1	The response lacks detail and mostly fails to meet the grant requirements.  Response lacks detail and/or significantly falls shorted of the grant requirements.
2	The response partly meets the grant requirements. The response demonstrates a satisfactory understanding of the requirements but has omissions and leaves some reservations.
3	The response meets most of the grant requirements. The response demonstrates a good understanding of the requirements, answers but has minor omissions and leaves some reservations.
4	The response meets all the grant requirements. The response demonstrates a very good understanding of the requirements and sufficient level of detail, with no omissions or reservations.



## Summary Privacy Notice

The information you provide will be used by Coventry City Council Officers to allocate grant funding. We will use the information you provide to allow us to contact you regarding your application and inform you of decision.

We may share this information with relevant stakeholders as part of the decision-making process regarding the award of the grant. We may share the results of the applications, and all information produced will be anonymised.

More information on how we handle personal information and your rights under the data protection legislation please see our privacy notice on our [webpage Smokefree Coventry](#)

## Monitoring and evaluation

A member of the Public Health team will keep in touch with grant recipients to discuss the progress of your project. We will arrange meetings with you on a quarterly basis to hear about your progress and plans. This maybe in person at your community setting or online virtual meetings.

Any money the Council spends is public funds. This means we must make sure it is spent on activities that provide the greatest benefits, and that it is spent in the most efficient way.

The Council needs to evaluate the difference any grants have made. As part of the grant agreement there will be an expectation to partake in a simple evaluation of the funded project, and for you to create a case study of how your community activity has made a difference.

You will need to keep receipts and records of any grant expenditure and keep a simple expenditure tracker to show you have spent the grant funding in line with your application proposals.



## Eligibility

- Applications should demonstrate that you organisation(s) have local expertise and presence as a current voluntary or community sector provider of support within the city of Coventry.
- Only community and voluntary not for profit organisations can apply.

To be eligible applicants need;

- A management committee (the people who are responsible and make decisions - Trustees or Directors) of a minimum of three unrelated people.
- A signed constitution (governing document or set of rules).
- A bank account in the name of your group which requires two signatories / dual authorisation.

Where appropriate, the organisation shall:

- Have in place insurance arrangements in respect of staff, volunteers, users and third parties.
- Evidence that the grant funding applied for is strictly for the provision of the proposed support to be delivered. If your organisation is a branch of a larger organisation, it should be clearly confirmed that no element of the grant funding will be used to support the larger organisation.
- You must have appropriate policies in place for health and safety, and any specific safeguarding policies in relation to any regulated activities working with vulnerable adults or young people.
- Applicants should satisfy themselves that their receipt of any grant is in compliance with the Subsidy Control Act 2022. We will also use the information you have supplied in the application question 5.3 to review this.

## Exclusions

- Proposed support that is already provided under Grant Agreement with Coventry City Council or that does not meet the grant criteria outlined.
- We are unable to award funding to commercial enterprises and/or individuals acting in their own capacity.
- Any party-political activity.



## Restrictions:

- For profit businesses.
- Activities promoting religious beliefs.
- Schools.
- Projects that are based outside of Coventry.
- Projects which have already taken place or items purchased prior to or during a grant application.
- Unspecified expenditure for general appeals.
- Fund raising events/activities.
- Core costs for CICs.
- CICs limited by shares.
- Requests to build reserves.
- Funding for Statutory obligations.
- Political activities

## For more information

More information about Stop Smoking Services in Coventry please visit:

12-week free stop smoking programme:

[Stop Smoking at Healthy Lifestyles Coventry | Coventry County Council](#)

Stop Smoking in Pregnancy:

[Coventry Family Health and Lifestyle Service \(0-19 years\) :: South Warwickshire University NHS Foundation Trust](#)

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<sup>i</sup> <https://www.gov.uk/government/publications/stopping-the-start-our-new-plan-to-create-a-smokefree-generation/stopping-the-start-our-new-plan-to-create-a-smokefree-generation>