

## Connect Well social prescribing grants

# Guidance Notes

### Connect Well social prescribing grants Round 6: Mental Wellbeing

In this round the panel wishes to fund projects that focus on promoting and sustaining the mental wellbeing of adults aged 16+ living in Hull and/or registered with Hull GPs.

Funded projects will be those that:

- Promote positive approaches to protecting and maintaining mental wellbeing, and support people to develop the skills and understanding to maintain and improve their mental wellbeing
- Reach out to people most vulnerable to adverse impacts on their mental wellbeing and help them develop the skills and resources to tackle those adverse impacts
- Develop resources such as self-help networks and positive activities to support people in caring for their mental wellbeing
- Help people overcome barriers to accessing the mental health services and activities that they need.

*Projects that are clinical in nature, such as counselling and therapy services will not be considered.*

**Deadline for applications is 9am Monday 21<sup>st</sup> October 2019.  
Applications received after this time and date will not be accepted.**

A networking/briefing session will be held *10am on Monday 23<sup>rd</sup> September at Centre 88*. You're strongly recommended to attend if you are considering applying. These sessions have been run for 4 previous rounds, and the success rate overall increases by almost double for applicants who attended the briefing.

Future rounds will be announced and may focus on different priorities based on monitoring of unmet need and gaps through the Connect Well Hull social prescribing service.

Grant funding of between £500 and £40,000 is available (capped at £5,000 for new organisations and sole traders). There is no set duration for project activities. The project may be carried out over a period longer than 12 months but the maximum grant available is still £40,000.

## 1. Purpose

### 1.1 Social prescribing service

Connect Well Hull is the 'social prescribing' service for people aged 16+ who live in Hull or are registered with a GP (doctor) in Hull, to bring about improvement in their health and wellbeing, care and independence.

The service is delivered in partnership by Citizens Advice Hull & East Riding and Forum. It helps people to access support and guidance on a range of issues, including linking people with community services and advice on money, benefits or housing problems.

Social prescribing programmes aim to empower individuals to access community services, for example to reduce isolation and increase social networks. It also aims to reduce inappropriate use of primary and secondary care services.

The programme was commissioned by NHS Hull Clinical Commissioning Group (CCG) and Hull City Council. In addition to providing advice and support, Connect Well Hull will help to identify gaps in services across the city.

Find out about the Connect Well team at <https://connectwellhull.connecttosupport.org>

### 1.2 Social prescribing grants

To help address these gaps, commissioners are making a further investment in health and wellbeing outcomes through a targeted grant fund over the next three years.

This investment comes from NHS Hull Clinical Commissioning Group (Hull CCG), Hull City Council Public Health Community Fund and Hull City Council Adult Social Care.

The purpose of this fund will be to resource frontline groups, organisations and other providers in Hull that are well placed to address gaps in services needs identified by the Connect Well Hull social prescribing service and highlighted by commissioners or other stakeholders. Funding may be used to expand or extend existing projects, services and activities, or to create new projects to meet community need.

A need might mean:

- A lack of capacity within an identified community service/provider, for example a service exists but there is a long waiting list
- A complete gap in provision for an identified need linked to the principles of the Social Prescribing service
- A need for a service in a particular area of Hull, for example where there is a lower level of community activity

## 2. Application Process

Applications must be made on the Social Prescribing Grants application form available from the Forum website.

The application form is a protected Word file. Just click on the box you want to type into, or use the tab button on your computer to jump to the next box.

Applications must be returned by the deadline to Jane Thompson at North Bank Forum (details at the bottom).

Grants administration is undertaken by North Bank Forum. Applications will be assessed by a panel that includes representatives from NHS Hull CCG and Hull City Council.

You should allow at least two months from the date of the panel's decision before your first payment is received, in planning your project. The panel meets approximately two weeks after the deadline for applications. In the case of deferred applications the panel may meet again approximately two weeks later.

## 3. Criteria and Eligibility

### 3.1 Applicants

Applications for funding will be accepted from any type of organisation/group:

- Voluntary groups and organisations
- Registered and exempt charities
- Private sector
- 'Social enterprises' including Community Interest Companies
- Faith groups undertaking community work

Applications are also welcome from self-employed sole traders and small businesses, such as independent practitioners of complementary therapies e.g. reflexology; trainers and teachers offering e.g. zumba/yoga classes or other services and activities that meet the outcomes and priorities of this round of the fund. However grants are capped at £5,000.

Organisations, groups and individual operators should have necessary safeguarding awareness and policies in place; this will be verified by the Grants Officer.

Previous applicants are eligible to re-apply whether or not their previous applications were successful, as long as the project for which they are applying meets the outcomes and priorities of this round of the fund.

### 3.2 Partnerships and Joint Working

Partnership bids are welcome, but not required. It will strengthen your application if you can show that you have considered other organisations that work in similar fields or offer similar services and activities and explored whether partnership or joint working arrangements might be a more effective way to meet needs. You will need to demonstrate that you have investigated the range of other providers and explain how your activity or service fits into the range of other provision to complement or extend it, without duplicating.

### **3.4 Organisational Capability/Financial Standing**

Applications from self-employed small traders and small businesses must certify they meet a 'Fit and Proper' person test (e.g. Public Contract Regulations - Regulation 57). Sole traders that currently only use a personal bank account for all transactions will need to open a separate bank account for the grant.

Organisations will be required to submit governing documents and published annual accounts in support of their applications.

There will be no minimum financial standing of an organisation/group.

### **3.5 Eligible expenditure**

- Funding is available for all direct project costs that contribute to meeting the Round priorities
- Reasonable contributions to core costs such as insurance and staff supervision will be considered, provided that applicants can explain how these are apportioned
- Salary costs will be considered. Applicants will be required to include details of any posts funded in full or in part, and explain clearly on what basis the post-holder is employed
- Fees for freelance work will be considered
- Equipment costs directly related to the project will be considered

### **3.6 Exclusions**

- Funding will not be awarded retrospectively (i.e. to cover costs already incurred or committed to prior to making this application)
- General contributions to the running costs of an organisation delivering a range of services and activities will not be considered
- No funding will be paid into an individual's personal bank account
- Faith groups are welcome to apply for projects and activities that meet the Round priorities, but funding will not be awarded for promotion of religion
- Funding cannot be awarded for activities that represent statutory services (i.e. that the state has a legal responsibility to provide)
- Funding will not be awarded for activities that are clinical in nature.
- A percentage added for contingency will not be funded.

## **4. Assessment**

Eligible applications will be assessed against the following criteria:

- The likely impact that the project will have in terms of supporting the Social Prescribing service aims and the priorities for this round (see above)
- A budget/financial breakdown that is clear and demonstrates value for money

- How well the project addresses the identified gap in provision, linked to identified need
- Additionality brought from addressing lack of capacity/resource or extending access for example
- Evidence of relevant experience of delivering grant funded or other similar work and outcomes achieved. If one example cannot be provided (e.g. a new start-up organisation) - provide an explanation of experience of delivering work and outcomes achieved
- Where relevant, the potential for the project to be sustained beyond the grant funding period (which may include grant funding from other sources) Funding must not duplicate funding for service provision currently provided by either NHS Hull CCG or Hull City Council or any other funding source - although funding may be used for additional levels of service provision - linked to additionality (as above)

## 5. Tips on completing your application

- **Read the questions** before writing your answers. If you are unclear what any question means, please contact the Grants Officer (see below).
- Do your **research**, make sure you understand the work of the Connect Well social prescribing team, and are aware of how your organisation and your project fit into the wider picture.
- Remember that grant application forms are a **communication** tool. They are designed to capture the information that we need to assess your application, and prompt you to tell us what we need to know. They are your opportunity to communicate your ideas and your plans and explain the details of your project.
- Make sure you have read the overview of the Social Prescribing programme and the **priorities for this round** (above). Your answers to our questions should make it clear how your project will meet these outcomes and priorities.
- Focus on the **outcomes for the people you will support**. Outcomes are changes for the better in people's lives, e.g. improvements in health; increased understanding about health; reduction in adverse symptoms or overcoming challenges that impact on health. This is the most important information. The rest of your application is only explaining how your project will achieve these outcomes for people.
- Bear in mind the assessment criteria in 4 above. You need to demonstrate that you are **not duplicating something others already do**, and that you know of a gap that you are best placed to fill.

- If you are applying for funding for something you already do, explain how this grant will **add to what you already do**, for example enabling you to reach more beneficiaries, or expand to include new activities or cover new areas.
- Your **budget should support your activities**. You should ask for the funding you will need to cover the actual costs of the activity. This means you must check costs and prices and do your sums. We may ask you for more detail about how you have calculated your costs. Unless you are asking for a contribution to higher project costs, you should *avoid round numbers*.
- **Check your maths!** An alarming number of budgets submitted in the first round were added up wrongly.
- In working out your costs, think about the four E's of **Value for Money**:
  - **Economy**: minimising the cost of resources used or required (inputs) – spending less
  - **Efficiency**: the relationship between the output from goods or services and the resources to produce them – spending well
  - **Effectiveness**: the relationship between the intended and actual results of public spending (outcomes) – spending wisely
  - **Equity**: the extent to which services are available to and reach all people that they are intended to – spending fairly. Some people may receive differing levels of service for reasons other than differences in their levels of need.
- Read the following section headed **How To Answer Our Questions**. If you are still unsure what any part of the form is asking you, please contact the Grants Officer (below).

## 6. Outcomes

All applicants will be notified of the panel's decision within a week of the panel meeting.

### 6.1. Successful applications

If successful, the panel will decide whether to award the full amount of your grant, or a reduced amount, and they may specify conditions. The CCG will send you a grant agreement setting out the dates your project will start and finish, and the number of beneficiaries it will help, and the project or service offered as well as the amount you will receive and a quarterly payment schedule. The agreement you sign will be between you and the CCG.

Grant holders must be set up as Suppliers on the CCG's finance system. NB this process can take up to a month. Once completed, successful applicants may invoice the CCG for payment of their grant quarterly in advance.

### 6.2. Deferred applications

The panel may decide it needs further information or clarification about something in your application, or there may be other circumstances such as a commissioning process that

may affect provision of similar services. In these circumstances the panel will defer your application. **This is not a guarantee that your application will be successful.** You will be notified of the panel's decision to defer your application, the reasons why, when they will next consider it, and whether they require any additional information from you to make their decision. Once they have reconsidered your application in the light of whatever additional or external information they receive, they will make their final decision which will be either to award a grant, or not to fund. You will be notified within a week of their decision.

### **6.3. Unsuccessful applications**

The panel may reject your application. You will be given their feedback, explaining why they made this decision.

**Please note the panel's decision is final and no correspondence relating to their decision will be entered into.** Wherever possible we will offer support to assist unsuccessful applicants to apply for alternative funding.

## **7. Contact**

Completed applications should be emailed to [jane.thompson@nbforum.org.uk](mailto:jane.thompson@nbforum.org.uk)

**No later than  
9am on Monday 21<sup>st</sup> October 2019  
Applications received after this time and date will not be accepted.**

For information and support contact:

Jane Thompson,  
Grants Officer  
Forum  
Goodwin Community Hub  
63 – 71 Anlaby Road  
Hull, HU3 2LL

Email: [jane.thompson@nbforum.org.uk](mailto:jane.thompson@nbforum.org.uk)

Phone 01482 499035

<https://northbankforum.org.uk>

Connect Well Hull – Social Prescribing Grants

## 8. How to answer our questions

### **Section 1. About the person making this application**

The information in this section provides us with the contact information for your application. This needs to be somebody who is available for us to contact if we need to clarify any point or ask for extra information for at least two weeks after the deadline for submission of applications. If this person is not going to be available at any point between the date you send in your application, and the date you are notified of the panel's decision, please make sure there is another person in your organisation who will be available and able to respond to any queries.

### **Section 2. About your organisation**

Most applications are submitted by organisations. In the case of sole traders please ensure you also complete the supplementary information in section 6.

If you are unclear about your organisation's legal structure, get in touch and we can help to clarify this with you.

If your organisation is registered e.g. with Companies House or the Charity Commission we can look it up online. Otherwise, you *must* provide all the detail we are asking for on this form.

*Q. 2.6. Please tick here if you are already listed as a provider with the CCG*

If awarded a grant, you will be listed as a provider with the CCG in order to have access to their invoicing systems. If you already are, you won't need to register again.

*Q 2.7. Describe your organisation, its purpose, its main activities and who its beneficiaries are.*

This question helps us to get a full picture of your organisation, and how this project fits with everything else you do. We need to know about your track record in running grant funded projects, and your track record in running similar activities and services to the one for which you are applying for funding. So this question is your chance to show that this project fits with the rest of your organisation's work, and that you have the knowledge, skills, and experience to successfully run this project.

*Q. 2.8. Accounts*

Publicly accountable organisations are generally required to publish annual accounts. In which case we need to see them. They give us evidence of your track record, they tell us more about your financial position, and help us understand how your organisation fulfils its purpose. If you file accounts with Companies House, the Charity Commission or any other public webpage, you only need to put the link to your accounts here. If your accounts are not available online, you will need to send a copy with your application.

*Q. 2.9. Abbreviated or no accounts*

However, abbreviated (and Micro) company accounts do not provide all the information that we need, in which case if you do produce full accounts e.g. for your members, but do not file them, then you will need to send us your full accounts.

Small charities with incomes below £25k *must* produce annual accounts even if they are not required to file them with the Charity Commission, and you must provide these with your application.

Otherwise we need the detailed information about income and expenditure and grant funding that we request in the form, and you should pay extra attention to answering the previous question about the organisation, its purpose, activities and beneficiaries.

Sole traders, are not required to publish accounts and so are unlikely to have these to send, in which case you must give us some indication of your income and expenditure over the past two years, and particularly any grant funding that you have received. This helps us establish your track record in being able to manage a grant, and run projects.

### **Section 3. About the people your project will support.**

#### *Q. 3.1. Who will your project support?*

This is just a short phrase to help us identify which categories of people the grants are reaching. Just put something brief here like “residents in Wyke and Riverside” or “older people with memory loss” or “people at risk of poor diet and inactivity”.

#### *Q. 3.2. Describe the people your project will support*

This is your chance to tell us more about who you will work with and why. You need to tell us precisely which people your project is for, what their health is like, and why they need you to run this project.

The following points are examples of the kinds of things you need to tell us in answer to this question as they apply to your project:

- Where do they come from?
- How do you know they want to access your project, and will benefit from it? Do they live with any particular health issues or challenges?
- Are they particularly at risk of any health problems?
- Are they particularly likely to struggle to access the support they need?
- How will you reach them?
- Are there any special circumstances about their lives that mean you are particularly well placed to engage them?

All these points must obviously be in the light of the priorities of the current funding round.

Some applicants use lots of demographic data here, for example IMD and census data, and from academic or national research findings. Don't *rely* on these – the panel are more interested in the people in Hull who you will help, so these statistics and research findings are only helpful if they support what you say about the real people you know locally. If you

fill your answer with those statistics, and say nothing about real living people in Hull it gives the impression you don't really have good local knowledge and aren't well linked in with local communities.

*Q.3.4. How many people in total will benefit from your project?*

We need a *total number* here. This will also form part of your grant agreement. Just give us the *total number of people you reasonably expect will actually benefit from your project* by the time it ends. Your grant will be monitored against this figure, so it needs to be a number you reasonably expect to actually support.

*Q. 3.5. How have you arrived at this figure?*

You need to be clear about three things:

- How many people are there that *could* benefit from your project?
- How many of those people *are likely* to access your project and stick with it?
- How many of those people can you *manage* to support effectively over the life of your project?

Tell us what research you have done, what monitoring of previous work you have, what experience of working with this group of people you have. What we need is to know that you have a plan, and you know how many people need your project and how you can ensure that you can manage the people that might want your project's support. You might also need to explain your organisation's capacity.

*Q. 3.6. How will you ensure equality of access to your project for marginalised and excluded groups?*

It is not sufficient to say that your project is open to anyone. However open and welcoming your organisation might be, you still need to consider whether there are any barriers for example to people with disabilities; to people whose first language is not English; to people with children etc. The panel needs to see that you have explored what those barriers might be and thought about how to overcome them, and that you have strategies to promote your project as widely as possible to reach people who might otherwise be excluded.

*Q. 3.7. If there are any people who you would not be able to accept to your project, please explain here why that is (e.g. because of mobility/age restrictions etc)*

There might be genuine reasons why certain people cannot be supported by your project. You need to justify this. Legitimate reasons might be that your charity's objects (if the organisation is a charity) specify certain beneficiaries so your organisation is not legally able to work with others; you have carried out risk assessments that highlight why certain people might not be safe if they take part; your activities require minimum levels of mobility etc.

But in these circumstances, you need to explain why you are not able to offer an *alternative* service, or a service with *support* to those people. It is not sufficient to simply

rule certain people out. Nor is it sufficient to say that your insurance does not cover certain people – you can generally increase insurance cover.

If there is a cost to extending your service to accommodate people who might otherwise be excluded (for example paying for interpreters, or providing adaptive equipment for people with disabilities) then consider whether that might be included in the budget for your application.

## **Section 4. About your project**

### *Q. 4.1. Name/title of your project, service or activity*

This helps us quickly identify your project from a list. It doesn't need to be a fancy name – just something like “Hull Community Centre Keep Fit Sessions” or “Stop Smoking Sessions”.

### *Q. 4.2. A brief descriptive summary of your project, service or activity*

This needs to be a couple of sentences summarising what you will deliver with your funding. This will be used in your grant agreement and in any publicity we or the Social Prescribing Grant partners issue. It should simply cover what you will do, how much/often you will do it, who with and what outcomes will be achieved. For example:

“Weekly indoor keep fit sessions for 40 adults aged 45 – 60 from the local community on Longhill. These are people who are not in the habit of taking any regular exercise. Trained instructors will lead fun activities such as ball games to help people improve their fitness and manage weight.”

### *Q. 4.3. Describe the project, service or activity for which you are seeking funding.*

This builds on the brief summary above. The following points are examples of the kinds of things you need to tell us in answer to this question as they apply to your project:

- What will your grant pay for?
- How will you reach the people who most need this project?
- How will they engage – will you take referrals? Will you have an open door policy? Do you have a pre-existing group of beneficiaries who need this support?
- How will you keep people involved?
- What will they do when they engage with your project?
- Where will your project happen?
- How many people will participate at any one time? How long for?
- What will a normal session/activity look like?
- What special or occasional activities/events will take place if any?
- How do your activities help people to achieve the outcomes you are aiming for?
- What arrangements will be in place for special considerations e.g. health and safety? Safeguarding of vulnerable individuals? Data protection? Referrals into your project and on to others? Keeping people engaged and motivated? Ensuring staff

and volunteers are appropriately skilled/qualified/insured? Assessment and accreditation where applicable of any learning?

- How will this project relate to the rest of your work?

*Q. 4.4. Describe up to 3 outcomes*

Outcomes are changes – preferably for the better – in people’s lives. They need to be clearly linked to the problems, challenges or difficulties that you want to address with them. For example,

<ul style="list-style-type: none"> <li>• smokers give up smoking;</li> </ul>	<ul style="list-style-type: none"> <li>• We will record the numbers of people who succeed in quitting by the end of the sessions.</li> <li>• We will do a follow up questionnaire 3 months later to see how many people have are still not smoking.</li> </ul>
<ul style="list-style-type: none"> <li>• people suffering stress and anxiety reduce their stress;</li> </ul>	<ul style="list-style-type: none"> <li>• We gather base-line data about people’s stress and anxiety using a six point questionnaire when they start the programme. We track progress at monthly intervals with clients to monitor changes in their anxiety levels.</li> </ul>
<ul style="list-style-type: none"> <li>• inactive people who struggle with weight gain become more active and make healthier diet choices;</li> </ul>	<ul style="list-style-type: none"> <li>• We use the Godin Sheperd Leisure Time Activity questionnaire and diet questionnaire at the start and at the end of our programme to measure whether participants activity levels have increased.</li> </ul>

Beware of making assumptions though. For example, it is widely understood that healthy physical activity has a positive impact on mental health. But how do you *know* that *your project* will achieve that with *your* beneficiaries? You will need to show that you have thought about how you will work to bring about those outcomes, not just assume that they come about spontaneously. You might draw on previous experience to say that you know that your work brings about these outcomes for people based on what you’ve done before. Or you might explain what research you have done or evidence you have found that lead you to claim that your work will achieve these outcomes.

There are many ways to monitor and evaluate outcomes. For example

- You can measure “distance travelled” – you might establish how your beneficiaries are at the start of the project and then check again half way through and at the end, for example by a questionnaire, or by testing their ability or knowledge about something.
- You might simply ask people to describe what difference they think there is in their life at the end of your project.
- You might decide that there are key things that indicate that people’s lives are improving and track these as you go along, for example checking how often they have eaten healthy food, or how much time they have spent walking or doing sport, or whether they report smoking or drinking less.

But you also need to be sensitive and take care not to be too intrusive – what you ask people must be reasonable for the context in which you work.

If you need help to create a way of monitoring your project, and measuring your outcomes, please get in touch and we can help you. We hold outcomes monitoring workshops for grant holders and can signpost you to a range of resources to help you create your outcomes monitoring system.

*Q. 4.5. Please describe how your project meets a gap in provision or adds to current provision. Explain what steps you have taken to establish this.*

The panel will need to know that you have explored the environment and your own capacity and are clear about how this project adds to what is already there, extending capacity to reach the people who most need the support.

You need to challenge your own assumptions about what is available and ensure that this project *adds* something but does not simply duplicate what already exists.

If your project is unique, how do you *know* it is unique? Who have you asked to see whether any other organisations do what you do, or do something similar? Perhaps other organisations do certain activities and your project picks up where they leave off. Or perhaps other projects only work in particular areas of the city, or only with certain people, and you can work in other areas or with other people. Could you collaborate or partner with others to run this project?

If your application is to pay for work you already do, in what way will this grant add to what you already do? For example, will it extend your capacity somehow? Will it enhance the work you do at present in some way?

*Q. 4.6. What is the timescale for your project?*

When will you start spending the grant and when will you stop spending it? Bear in mind, if successful the CCG need to issue a grant agreement, and set you up as a supplier on their finance system and this can take several weeks. So you should assume that you will not receive your grant before at least two months following the application deadline.

You should give dates – e.g. 15/06/18 – 31/05/19. The panel needs to know how many weeks/months your project will run to help it assess value for money in the context of the outcomes and the numbers of beneficiaries you have told us.

But also these dates will be used to create your grant agreement and payment schedule so you need to decide what date is the earliest/latest you can begin/end your project.

*Q. 4.7. What are the key milestones for your project?*

Milestones are major events in the life of the project. Things like appointing staff, launching a new activity or launching in a new venue, completing the first phase of a project, seeing the first outcomes for your beneficiaries. There might be several milestones for your project, or there might only be a couple. Some of these are fixed, some are an estimate.

This gives the panel an indication of your plans and how soon you expect to see results from your work.

*Q. 4.9. Explain why you need funding from the Social Prescribing grants to enable you to offer this project, service or activity.*

The panel need to understand the difference this grant will make. The panel has to make decisions about where the money will be most effective and have the greatest impact. Be clear about why you can't achieve these outcomes with existing resources.

*Q. 4.10. What plans are in place for the project after the end of the Social Prescribing Grant?*

This grant is time limited. The panel needs to understand what your plans are following the end of the grant. If your project is expected to continue, how will you fund and resource it? If you will be seeking further grant funding, what funders do you expect to approach? If not, how will it end? And what will happen next?

## **Section 5. Budget**

*Q. 5.1. Provide a breakdown of the total costs of your project, service or activity.*

Provide the budget for your whole project here. We don't need a list of every item of expenditure – broad headings are sufficient. We need to see how much you need for things like staffing costs; venue costs; materials and resources; transport costs; volunteer expenses; licences and subscriptions and so on.

The column headed **Amount Requested** is for the costs for which you are making this application.

The column headed **Total Cost** is for the full costs of your project, where you are applying for a grant to contribute to a bigger project. Only use this column if some of the funding is coming from elsewhere, or if your organisation is meeting some of the costs by providing resources already in place.

If you are applying for funding over more than one year, use the budget sheet which is available along with the application form and these notes, on our website.

*Q. 5.2. Please explain any points in your budget that may need clarifying*

You can provide an explanation of your budget if necessary in the box following the budget. You might want to explain how you've calculated some of the costs, or you might want to tell us why a particular cost seems high - .e. g. transport costs are high because you have a lot of people who would otherwise be unable to attend.

*Q. 5.3. If you are not seeking the full cost of your project*

You can ask for a contribution to the costs of a more expensive project. In which case tell the panel what contribution this grant will make, and where the rest comes from. Examples

have been applications to add an element to a bigger project already funded by another funder; and organisations that have some funds available to pay some of the costs.

**Section 6. For completion by sole traders only.**

*Q. 6.1. Unique Tax Payer Reference Number*

You must be registered to pay tax. HMRC will have issued you a UTR. If you are not registered to pay tax you will not be eligible to receive funding from this grant. You should check the tax position relating to this grant with an accounting/tax professional.

*Q. 6.6. Professional qualifications*

You should list any *relevant* professional qualifications, registrations, and memberships. e.g.

South Devon College	1st4sport Level 3 Certificate in Personal Training, 2012
York St John University	Postgraduate Diploma in Counselling 2001 MBCAP 2002
East Riding FA	FA Level 3 (UEFA B) 2014

*Q. 6.7. References*

Letters of references will not be sufficient. You must give the names and contact details of two people who we can write to. These must be independent of you and your business, but they could be former clients – individuals or organisations; previous employers; other professionals or practitioners that you have worked with in the past.

We write to them to ask them about your professional competence to do this activity, and to confirm that you are a Fit and Proper person not subject to any of the exclusions set out in the [Public Procurement Regulations – Regulation 57.](#)