



**Grants for All Applicant Guide  
for  
Walking for Health Fund**



FOR A HAPPIER,  
HEALTHIER SCOTLAND



Healthier  
Scotland

## Introduction

**Paths for All** is a Scottish charity. We champion **everyday walking** as the way to a happier, healthier Scotland. Our aim is to significantly increase the number of people who choose to walk in Scotland - whether it is leisure walking or active-choice walking to work, school or shops. We want to create a happier, healthier Scotland, where increased physical activity improves quality of life and wellbeing for all. Find out more about what we do on our website at [www.pathsforall.org.uk](http://www.pathsforall.org.uk).

**Health Walks:** Through our Walking for Health programme, we support hundreds of Health Walks that take place in Scotland each week. Health Walks are short, safe, social, free, accessible, low-level walks led by trained Walk Leaders along risk-assessed routes. They provide a supportive environment in which participants can enjoy the many benefits of being physically active. Walks can last 10-60 minutes and require no special equipment. They are inclusive, accessible and are adapted to suit the ability of participants. Participants can enjoy a whole range of benefits including increased strength, improved mood and increased social interactions with local people and the local area. Find out more on our website at [www.pathsforall.org.uk/walking-for-health/health-walks/what-is-a-health-walk](http://www.pathsforall.org.uk/walking-for-health/health-walks/what-is-a-health-walk).

## Purpose of this document

- This document sets out how to apply for the Walking for Health Fund using Paths for All's grant management system Grants for All [www.grantsforall.org.uk](http://www.grantsforall.org.uk).
- It will take you through the various steps of the application process.
- If you have any questions about the online application system or processes that are not covered in this guide, don't hesitate to contact us.

## About the Walking for Health Fund

This fund aims to:

- **Diversify and increase the number of new walkers taking part in Health Walks in Scotland**
- **Increase the amount of physical activity undertaken by people in Scotland (especially those experiencing inequality)**
- **Improve wellbeing and/or reduce ill-health**

## Essential criteria

To be eligible to apply, your **organisation** must meet all of the criteria below:

- Be a member of the [Scottish Health Walk Network](#)
- Work in Scotland
- Be a constituted group, registered charity, community interest company, public sector or statutory body, health & social care partnership, health board, private sector organisation, school, university or college
- Have its own bank account

To be eligible for funding, your **proposal** must meet all of the criteria below:

- Take place in Scotland
- Include the delivery of at least one weekly Health Walk (please see the definition on p2)
- Diversify and increase the number of new walkers taking part in Health Walks
- Support people experiencing inequality to be physically active (ie projects that aim to help groups who would otherwise experience barriers to participation)
- Improve wellbeing and/or prevent ill-health
- Work with Health & Social Care Partnerships and/or health and social care professionals to encourage signposting/referring their patients/clients to Health Walks

## What can be applied for?

£0 to £7,499 no match funding requirement

£7,500 to £15,000 match funding requirement

**Only Strategic Grants** are available at present, these fund one or more of the following:

- Maintaining a Health Walks programme that covers numerous locations and communities.
- Expanding a Health Walks programme in multiple locations and communities.
- Supporting and developing a regional network of Health Walk programmes.

Applicants can apply for the cost of initiatives that encourage people at any stage of life to walk more but the proposal must include the delivery of **at least one weekly Health Walk**. We welcome new and innovative approaches as well as tested models of delivery; and working in partnership with relevant groups, organisations or agencies is encouraged.

The proposal might focus on a specific geographical area or particular target group (or range of groups) that experience inequality, such as:

- People who are unemployed, on a low income or who live in an area where there are high levels of deprivation as identified in the Scottish Index of Multiple Deprivation (SIMD) (<https://simd.scot/#/simd2020/BTTTTFTT/9/-4.0000/55.9000/>)
- People with characteristics protected by the Equality Act 2010 ([www.legislation.gov.uk/ukpga/2010/15/section/4](http://www.legislation.gov.uk/ukpga/2010/15/section/4))

- Black and Minority Ethnic communities (BME)
- People from Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) communities
- People who have a physical or learning disability
- Autistic people or people with Autism Spectrum Disorder (ASD)
- People from specific age groups
- People with experience of addiction and in recovery
- Ex-offenders or people with a criminal record
- People with a long-term physical or mental health condition, e.g. diabetes, chronic obstructive pulmonary disease, arthritis, obesity, chronic pain, anxiety or depression
- People who are at risk of loneliness and isolation
- People living with dementia

Eligible costs could include things like staff time (we can provide recommendations on the salary range of a Strategic Post based on existing posts), volunteer expenses, promotional materials and equipment. They could also include training courses provided by Paths for All, e.g. Walk Leader, All-Ability Health Walks, Strength & Balance and Dementia Friendly Walk Leader [www.pathsforall.org.uk/walking-for-health/health-walks/health-walk-project-training/training-for-health-walk-projects-in-the-community](http://www.pathsforall.org.uk/walking-for-health/health-walks/health-walk-project-training/training-for-health-walk-projects-in-the-community). A reasonable contribution towards branded and protective clothing for Walk Leaders may be considered on a case-by-case basis. The above list is not exhaustive.

Costs associated with the following activities will also be considered:

**Working with Health and Social Care Professionals** ([www.pathsforall.org.uk/pfa/health-professionals/health-professionals-and-walking.html](http://www.pathsforall.org.uk/pfa/health-professionals/health-professionals-and-walking.html)): Working with local health and social care professionals can help raise awareness of Health Walks locally. They can be a great source of new participants if they refer/signpost patients/clients to the walks. There may be local exercise referral programmes that you can or want to link in with. Activities could include providing a printed programme of walks that can be distributed and hosting meetings or events for local health and social care professionals. Other examples may include linking with GP practices to start a walk from their surgery, engaging with community connectors/link workers, or attending external events/conferences to promote local Health Walks.

**Strength & Balance** ([www.pathsforall.org.uk/pfa/health-professionals/strength-and-balance.html](http://www.pathsforall.org.uk/pfa/health-professionals/strength-and-balance.html)): Paths for All has developed a programme of simple exercises that can be carried out both indoors or outdoors by individuals or groups to help decrease the risk of falls and increase confidence in walking. Activities could include providing Strength & Balance training for Walk Leaders, distributing exercise leaflets to individuals who could benefit from them, integrating the exercises into Health Walks and/or signage for health and care settings to promote supported and self-led strength and balance activity. It may also include providing training for Walk Leaders to deliver Body Boosting Bingo sessions to your Walking for Health project ([www.ageuk.org.uk/scotland/what-we-do/promoting-health-and-wellbeing-in-later-life/body-boosting-bingo/](http://www.ageuk.org.uk/scotland/what-we-do/promoting-health-and-wellbeing-in-later-life/body-boosting-bingo/)).

## Paths for All cannot fund:

- Costs for activities that have already occurred or items that have already been purchased
- Capital items such as the purchase of buildings, vehicles, refurbishment of offices, footpaths or shelters, or the upkeep or maintenance of physical infrastructure (including community paths)
- Outdoor clothing or specialised walking equipment for participants (since a Health Walk is low level and should not require specialised equipment), unless a good case can be made for why this would help overcome barriers to participation for a particular target group
- Applications that do not meet the essential criteria for this fund
- Proposals that do not demonstrate that they are achievable, realistic, and relevant
- Travel or fuel costs for participants

If your proposed project also supports and encourages people to walk more for everyday journeys, as well as delivering led Health Walks, you may be eligible to apply for our Smarter Choices Smarter Places funding ([www.pathsforall.org.uk/active-travel/smarter-choices-smarter-places/open-fund](http://www.pathsforall.org.uk/active-travel/smarter-choices-smarter-places/open-fund)). Examples could include providing information about routes to local destinations, active travel advice or supporting increased physical activity levels allowing people to walk for short journeys rather than driving. If you'd like more information about what is required to access this funding, please contact [SHWN@pathsforall.org.uk](mailto:SHWN@pathsforall.org.uk) or get in touch with your Development Officer.

## How to Apply

### Deadlines:

Stage	Process dates
Fund launched for Expressions of Interest	May 2022
Application deadline	24 <sup>th</sup> June 2022
Application decision communicated	August 2022
Project start date	From 1 <sup>st</sup> September 2022

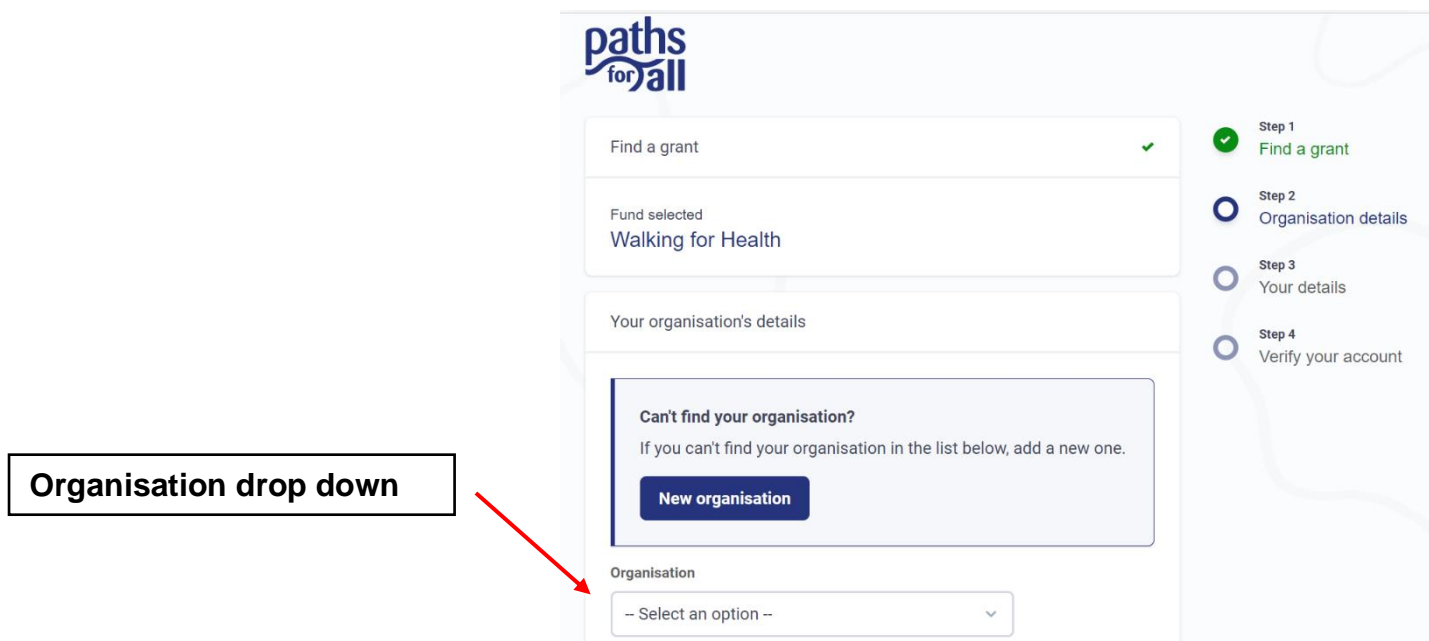
## Step 1: Register/Login to the Grants for All website

The application process can be accessed via the Grants for All system at: [www.grantsforall.org.uk](http://www.grantsforall.org.uk).

If you are an **existing user**, please login and follow instructions below for '**Stage 1: Completing an Expression of Interest**'

1. If you are a **new user**, to apply for a grant, click on '**Register for a grant**'.

- Next select the grant fund you wish to apply to e.g. **‘Walking for Health’**
- Click on the organisation drop down list.
- If your organisation **is** listed select it and you will be asked to input your personal details



- If your organisation is **not** listed, click on the **new organisation** button.
- Enter details about your organisation and then add your personal contact details.

Field	Content required ‘Registration Form’
<b>Organisation Details</b>	<ul style="list-style-type: none"> <li>Choose from the list which organisation type you are* **</li> <li>Enter the name of your organisation</li> <li>Enter the address, town/city, postcode and telephone number of your organisation</li> </ul> <p>* If your organisation is a registered charity please provide your charity number in the box provided</p> <p>** If your organisation is a company limited by guarantee, please select <b>business</b> under organisation type and provide your registration number in the box provided.</p>
<b>Personal Details</b>	<ul style="list-style-type: none"> <li>Your name</li> <li>The email address you would like to be contacted on (you will use this for login)</li> <li>Your role within your organisation</li> <li>Your telephone number(s)</li> <li>Your correspondence address</li> <li>Your postcode</li> </ul>
<b>Create a password</b>	<ul style="list-style-type: none"> <li>You must create a password more than 8 characters long, you will use this to log in to the Grants for All system.</li> </ul>

## Accessing the Grants for All system

- Ensure you are using a supported browser (we recommend Google Chrome, Microsoft Edge or Mozilla Firefox) [NB the system will not work on Internet Explorer as this is no longer supported by Microsoft].
- Visit [www.grantsforall.org.uk/login](http://www.grantsforall.org.uk/login)
- Enter your email (username) and password then click on the 'Sign in' button.
- This will take you to **Your Applications** dashboard (see below).
- The **Applications dashboard** lists your applications (draft, awaiting review and accepted).
- The **Projects dashboard** lists your current and past projects (accepted applications)
- The **Resources dashboard** is where you will find this online Guidance Document
- To view or update/edit a draft application, go to **Your Applications** dashboard and click on the 'Manage' button (against the EOI/Application that you wish to view or update/edit).

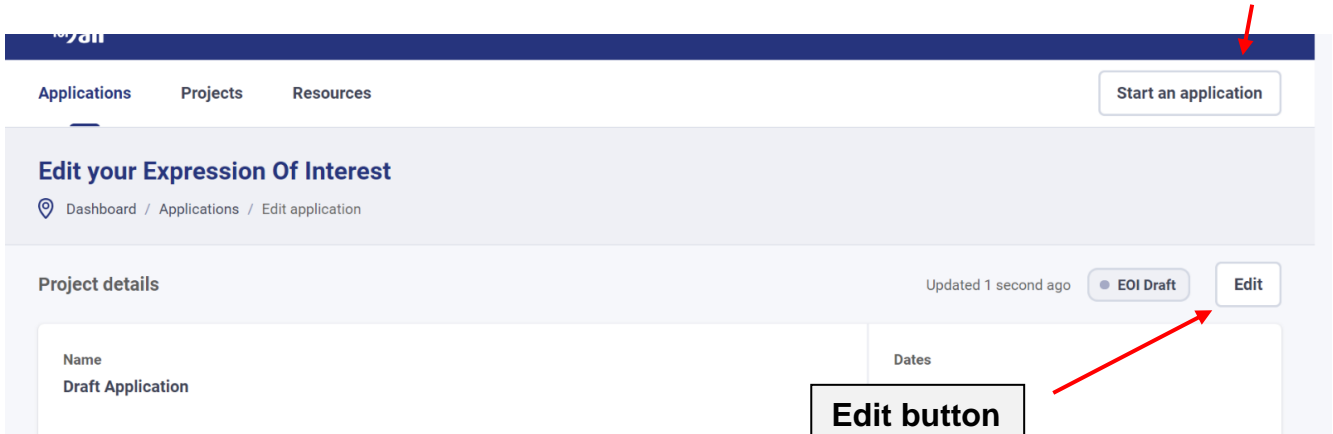
The screenshot shows the 'Your applications' dashboard. At the top, there is a navigation bar with 'paths for all' logo, a notification bell, and a user profile 'Neil Hayton'. Below the navigation bar are three tabs: 'Applications', 'Projects', and 'Resources'. The 'Applications' tab is active. The main content area shows 'Your applications' with a breadcrumb 'Dashboard / Applications'. It indicates 'Showing 5 applications' and has a dropdown for 'All applications'. A table lists applications with columns for 'Project', 'Status', and 'Total requested'. One application is shown: 'Magnum' (Smarter Choices, Smarter Places LA Fund) with a status of 'Draft' and a total requested of '£15,580'. A 'Manage' button is next to it. Red arrows point from callout boxes to these elements: 'Projects dashboard' points to the 'Projects' tab; 'Resources dashboard' points to the 'Resources' tab; 'User profile' points to the 'Neil Hayton' user name; 'Applications dashboard' points to the 'Your applications' header; and 'Manage button' points to the 'Manage' button in the application row.

## Stage 1: Completing the Expression of Interest (EOI)

- To start completing an Expression of Interest, click on the 'Start an application' button (on the top right of the **Applications** dashboard).
- Select 'Walking for Health Fund' from the list, and press 'Submit'.

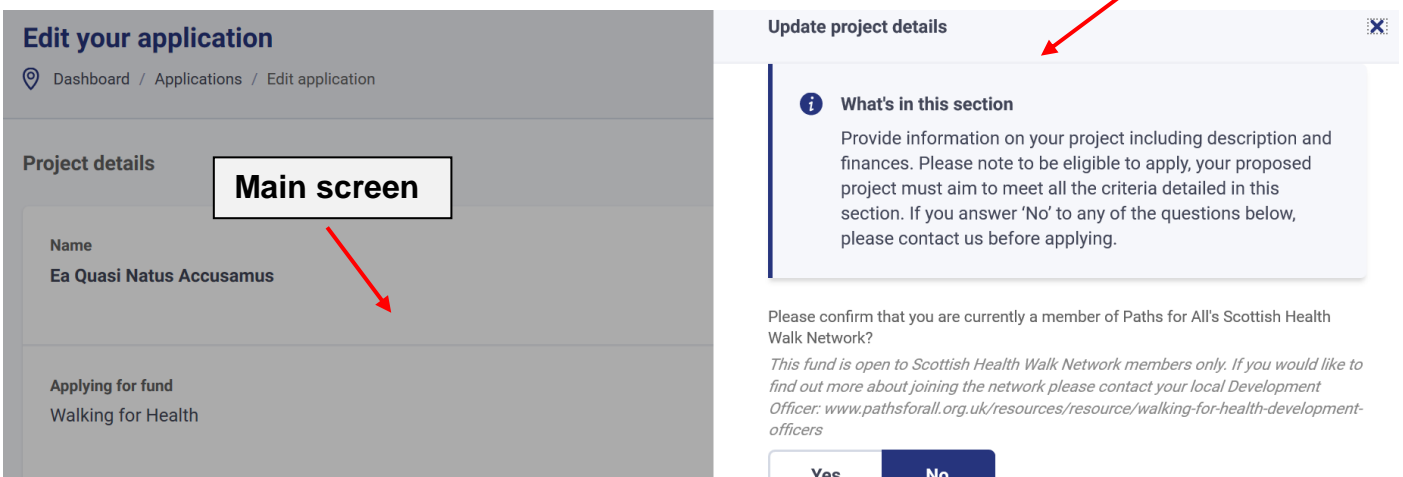
**Start an application button**

- To start adding details, click on the 'Edit' button.



- The questions will then appear on the right-hand side of the screen in a separate pop-up box (see below). Make sure you press the 'Save details' button to save the information entered. **Please note there is no auto save function.**

**Pop out box to input information**



**The way information is collected:** The main screen presents the information you have entered and saved.

**NB** You do not have to complete all the information in one go. To access your draft at a later date, go to **Your Applications** and click on **Manage** next to the EOI you want to edit and select **Edit** from the drop-down menu.



Field	Content required 'Expression of Interest'
<b>Essential Criteria</b>	<p>To be eligible to apply, the <b>proposed project</b> must aim to meet all the criteria listed in the Guidance Notes.</p> <p>Will your project support people experiencing inequality to be physically active? <b>(Please select Yes/No and list which of the target groups listed on page 4 you plan to focus on)</b></p> <p>Will your project work with Health &amp; Social Care Partnerships and/or health and social care professionals to encourage signposting/referring their patients/clients to Health Walks? <b>(Please select Yes/No and provide more information)</b></p>
<b>Project Name</b>	<p>If you wish to refer to the proposed project using a name other than that of your organisation, please state it here.</p>
<b>Summary</b>	<p>Please summarise the project you are proposing for funding in no more than <b>500 words</b>. For example, you should include:</p> <ul style="list-style-type: none"> <li>• The need or demand for your project and what evidence there is to demonstrate this need.</li> <li>• An overview of the activities you will deliver (e.g. Health Walks, Strength &amp; Balance and any other walking activities).</li> <li>• What you hope to achieve through these activities.</li> <li>• The scope or scale of the proposal (including how many current and new walkers will be involved, how many Walk Leaders, how many Health Walks, how many training sessions, the geographical spread etc.).</li> <li>• How you plan to break down/overcome barriers and recruit new participants from the target groups you identified and who will you work in partnership with to achieve this.</li> <li>• How the project aims to improve wellbeing and/or reduce ill-health.</li> </ul>
<b>Funding Strand</b>	<p>Please note which funding strand you are applying to.</p>
<b>Planned Start Date</b>	<p>The funding start date should consider the timescale for the funding application and assessment processes – please refer to dates given</p>
<b>Planned End Date</b>	<p>The funding end date should be within 12 months of the start date, although we may be able to consider longer projects under special circumstances.</p>
<b>Local Authority</b>	<p>Please select which Local Authority area(s) your project will take place in.</p>
<b>Total Project Cost</b>	<p>Provide a total cost for your proposed project <b>to the nearest pound.</b></p>

<b>How much grant funding are you requesting from the Walking for Health Fund?</b>	<i>An estimate is sufficient at this stage.</i> Grants of more than £7,500, detailed match-funding information will be required at the Application stage if your EOI is approved.
<b>Match Funding</b>	If applicable, have you identified or applied for other funding or in-kind support? Please list the sources you have applied to or intend to apply to, amount and status e.g. confirmed or in progress. <b>(To the nearest pound).</b>  <i>Applicants are required to equally match the amount being applied for through alternative sources, ie £1 for £1 (with up to 25% as in-kind support).</i>
<b>Budget Headings</b>	Please provide budget headings for items and activities the funding will contribute towards so we know what the grant will be spent on. We do not need actual costs at this stage.

### Next Steps

- Once you have completed the whole form and are ready to submit it, press the '**Save details**' button. Red error messages will appear if information is missing or incorrect.
- To submit your Expression of Interest (EOI) please click '**Submit Expression of Interest**'.
- Once submitted, your EOI will not be available for editing until the review process is complete.
- Your local Walking for Health Development Officer will process your EOI
- Your EOI will either be Accepted, Rejected or have Changes Requested to it.
- If the Development Officer (DO) accepts your EOI you will receive a prompt by email asking you to log on and the Application Form will be viewable, the DO will be happy to provide feedback on your EOI. Your full Application should be submitted online by the deadline.

## **Stage 2: Completing the Application**

**The following Application steps will only become available to you once your EOI has been accepted.**

When you login to complete your Application, you will see a summary of your Expression of Interest answers at the top of the screen and the main application sections below, **Match Funding, Further Details, Outcomes and Additional Information.**

In your main application please refer to the EOI you submitted and consider any feedback you received from your Development Officer. Your EOI will form the first part of your application.

Please note it will **not** be your DO who assesses your full application (EOI and Application Form together) but another member of Paths for All staff, so you should answer all the questions in full and not assume any prior knowledge of your organisation or the work it does.

## EOI

- If you need to update or change any information in your Expression of Interest, please click **Edit** and update and save any details changed.

## Match Funding

- Tell us about any the additional sources of funding that will contribute towards the proposed project costs. All other sources/funders, whether confirmed or not, that will be contributing towards project costs (i.e. not just the required match-funding), should be included so that every pound of income and expenditure is accounted for.
- The combined value of your Match Funding and Requested Grant Funding must add up to your **Total Project Cost** in your EOI. You will not be able to submit your Application if these figures don't add up. **If you need to update any figures in your EOI click edit and save.**
- To start adding details about match funding click on the **'Add'** button.
- Make sure you press the **'Save income details'** button to save the information entered.

The screenshot shows a form with several sections. The 'Match Funding' section is highlighted in light blue and contains a table with columns for 'Source name', 'Status', and 'Value'. Above the table, it says '4 sources' and has an 'Add' button with a plus sign. A red arrow points to the 'Add' button, and a callout box labeled 'Add button' is positioned below it.

Field	Content required 'Match Funding'
<b>Source name</b>	Please provide details of the funding source, for example organisation, fund name etc, e.g. Tesco Bags for Health, Local Authority Leisure Trust, or Crowd Funding by My Park Scotland.
<b>Type</b>	Cash or In-Kind (maximum 25% in kind)
<b>Source Description</b>	Please provide further information (if applicable) regarding the funding period e.g. 6 months, and when you submitted the funding application.
<b>Value</b>	Specify the total monetary value <b>to the nearest pound.</b>
<b>Status</b>	Select the status of the match funding: <ul style="list-style-type: none"> <li>- To submit</li> <li>- Submitted but waiting for confirmation</li> <li>- Confirmed</li> </ul>

## Further Details

**Edit button**

- To start adding details click on the '**Edit**' button.
- Make sure you press the '**Save details**' button to save the information entered.

The screenshot shows a web form titled 'Further Details'. At the top right, there is a blue-bordered button labeled 'Edit'. A red arrow points to this button. The form itself is divided into several sections. On the left, there are three stacked text input fields labeled 'Identified Need', 'Potential Risks', and 'Previous Experience'. On the right, there is a 'Project Cost' field with the value '£0.00'.

Field	Content required 'Further Details'
<b>Identified need</b> (No more than 500 words)	Explain the need or demand that you are trying to address through this proposal. How do you aim to reach your target groups and who will you work in partnership with to achieve this? Tell us what evidence there is to support your case e.g. this could include information about your target groups, local health statistics, residents' surveys, discussions with health professionals, or feedback from your service users.
<b>Potential risks</b> (No more than 500 words)	We do not require a completed risk assessment for the proposal. We do need the potential risks to have been considered and for you to show how steps will be taken to reduce the likelihood of them happening and/or minimise their impact on the project if they do occur. Examples could include recruiting and training sufficient Walk Leaders, keeping participants motivated in bad weather, recruiting participants from specific target groups, cultural differences, language difficulties, or staff changes.
<b>Previous experience</b> (No more than 500 words)	Tell us about your experience or ability to successfully deliver this proposal: particularly delivering Walking for Health activities. Please include a short description of your organisation, its aims, and purposes and how these are relevant to this proposal. Summarise your track record of delivering Health Walks and the relevant skills and experience within the organisation to deliver this proposal e.g. examples of project management, volunteer management and the delivery of Walking for Health activities to promote health and wellbeing.

<p><b>Budget</b></p>	<p>On the online system please itemise all costs associated with your proposal as described in your Expression of Interest.</p> <ul style="list-style-type: none"> <li>• This should include the value of all Match Funding (including In-Kind) noted in the above section.</li> <li>• The sum of these detailed costs should equal your <u>Total Project Cost</u> inputted at EOI stage.</li> <li>• <b>You must press the '+' button to save costs (including the last entry).</b></li> <li>• List the cost of every item in your proposal <b>to the nearest pound</b></li> </ul> <p>NB. Please also complete the separate <b>Budget Spreadsheet (in Excel)</b>. Please provide further details of the <b>total costs</b> of the proposed project as described in your Expression of Interest. List the cost of every item in your proposal <b>to the nearest pound</b> including those that will not be funded by Paths for All. Please also show how you plan to fund each item e.g. Paths for All, Other/Match-funding, In-kind.</p> <ul style="list-style-type: none"> <li>• Once completed the spreadsheet should be uploaded to the system in the Additional Information section before you submit your application.</li> <li>• The costs should be reasonable and appropriate to the scale and scope of the proposed activities.</li> </ul>
<p><b>Baseline &amp; Targets</b></p>	<p>To enable us to evidence the impact of this grant please complete the questions based on current (<u>baseline</u>) and target figures. The target figure is the number you hope to reach over the funding period.</p> <p><b>Number of regular weekly Health Walks delivered</b> If you have no Health Walks currently, insert zero at baseline.</p> <p><b>Number of trained Walk Leaders (across all walks)</b> For the baseline figure, insert the number of Walk Leaders trained over the past 12 months. <b>NB</b> If your funding proposal is for a project less than 12 months (e.g. 8 months) insert the number of Walk Leaders trained during the equivalent period. If you have no Walk Leaders currently, insert zero at baseline.</p> <p><b>Number of new walkers</b> For the baseline figure, insert the number of new walkers recruited over the past 12 months. <b>NB</b> If your funding proposal is for a project less than 12 months (e.g. 8 months) insert the number of new walkers recruited during the equivalent period. If you have no participants currently, insert zero at baseline.</p>

## **Outcomes**

Complete details of your proposal's outcomes, activities, indicators, and monitoring tools, which should be specific, measurable, achievable, relevant and time-bound (SMART). If the application is successful, this will form the basis for your progress reports during the funding period.

You should cross-reference with the details you provided in your **Expression of Interest Summary** to make sure all activities are included (and relate to a specific project outcome).

**Outcomes:** An outcome describes the changes or benefits that will result from the proposed activities. There are three parts to an outcome:

- What will change for people (e.g. their energy levels, social isolation, wellbeing, sense of connectedness, understanding of the benefits of walking)
- The nature of the change (e.g. increase, decrease, improve)
- Who it will change for (e.g. people affected by cancer, adults with learning difficulties, people from BME communities, physiotherapists)

It should be possible to summarise an outcome in a single sentence. For example, "Link Workers will have a better understanding of the benefits of walking", "Walk Leaders will feel more confident supporting participants from BME communities" or "Autistic adults experiencing isolation will feel more connected to their local community".

**Activities:** List the planned activities that will be carried out to achieve the proposed outcomes/changes, this can include:

- Method
- Quantity
- Frequency
- Location
- Partners involved

For example, "Deliver a weekly walk in the park" or "Organise equalities and diversity training for Walk Leaders in partnership with local equalities forum".

**Indicators:** These are the clues to look out for that will "indicate" the outcomes are being achieved and are things to be measured to show progress. Try to envisage what change will look like e.g. how many people from the target group will be participating in a Health Walk, whether participants will be meeting up socially/informally out with the Health Walk, or if there will be a difference in the speed or distance participants can walk before needing to rest.

**Monitoring tools:** Some methods used to measure the indicators will be quantitative or numerical data e.g. the number of participants. Other methods will be qualitative information e.g. photos, quotes, surveys, case studies or feedback.

For further guidance on identifying outcomes, indicators, activities and monitoring tools, there are resources and support guides on Evaluation Support Scotland's website (<http://evaluationsupportscotland.org.uk/resources/>).

**NB.** Walk details must be kept up to date. New Walker Forms can be completed either online directly by the participant or via hard copy. Support on how to do this will be provided during your induction from your Development Officer. Without this information Paths for All can withhold grant payments.

Paths for All collates and submits anonymised data to Active Scotland Department of the Scottish Government to maintain continued support and resources for Health Walks nationally.

## Outcomes

- To start adding Outcomes click on the 'Add' button.
- Make sure you press the 'Save outcome details' button to save the information entered.

Field	Content required 'Outcomes'
<b>Outcome name</b> No more than 45 words	What change or benefit do you aim to achieve? (E.g. Members of the local migrant community will feel less isolated.)
<b>Activities</b>	What activity/activities will you carry out to achieve this outcome? (E.g. Work in partnership with the local migrants' forum. Produce multi-lingual leaflets promoting walks. Recruit bi or multilingual Walk Leaders.)
<b>Indicators</b>	What information will you use to track this activity/ these activities? (E.g., 5 Walk Leaders (who can speak more than 1 language) trained, 8 walkers recruited from a mix of migrant and local communities, 40 weekly walks delivered over the project duration.)
<b>Monitoring Tools</b>	What methods will you use to monitor and evaluate this activity/these activities? (E.g. Training figures, tailored New Walker Forms, Walkers Database, Walk registers.)
<b>Additional details</b>	Are there any additional details relevant to this outcome you wish to tell us about?

## Additional Information

### What you need to upload

- [All Applicants] A copy of your **Annual Accounts** for the most recent financial year.
- [All Applicants] A copy of your **Budget Spreadsheet (Excel)**.
- If your organisation is a constituted group, please attach a copy of your **Constitution**.

### How to upload documents

- Save your document with a descriptive name e.g. 'Organisation Annual Accounts'.
- In the 'Additional Information' section click on the 'Edit' button.
- Click on 'Upload a file' and select the file from your computer.

- Click on '**Save details**'

## **Submitting Your Application**

- When you have fully completed all the required sections on the main application you will then be able to submit your application by clicking on the '**Submit application**' button.
- You will be asked a few questions prior to submission. You must confirm to us:
  - how you found out about the WFH Fund
  - you have read and understood the guidance & eligibility rules and that all the information you are submitting is correct.
  - the completed application should be approved by someone senior within the organisation who has the necessary level of authorisation (e.g. Chief Officer, Director, or Chair) and their contact details provided. They will be held accountable for ensuring the details within the application are correct.

## **What happens next**

- The Walking for Health team at Paths for All will be notified and get access to your application.
- Your application will be assessed, and a recommendation submitted to the Walking for Health Grants Panel for a final decision.
- We will notify applicants of the outcome of their application

### **Information Retention & Privacy**

Please note that information contained in your Expression of Interest, Application and accompanying documents will be retained by us so that we can manage the application and any subsequent award of grant and keep you informed about topics which are likely to be of interest to you. For full details of how we store, process and secure the data and your rights in relation to the data, please read our Privacy Policy at [www.pathsforall.org.uk/privacy](http://www.pathsforall.org.uk/privacy).

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