



Walking for Health Fund

2019 – 2020

Expression of Interest & Application Guidance Notes

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.

Health Walks: Through our Walking for Health programme, we support more than 550 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. Walkers 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.

Scottish Health Walk Network: We co-ordinate a FREE membership scheme to support organisations that deliver Health Walks. To find out about the benefits of becoming a member and how to sign up (if your organisation has not already) please visit www.pathsforall.org.uk/resources/resource/what-is-the-scottish-health-walk-network.

Organisations applying to the Walking for Health Fund are expected either to be members of the Network already or to become members if their application is successful.

About the Walking for Health Fund 2019-20

Fund outcomes

This fund aims to:

- 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 health inequality*)
- Improve wellbeing or reduce ill-health

* NHS Scotland defines health inequality as “the unjust and avoidable differences in people’s health across the population and between specific population groups”. Find out more at

www.healthscotland.scot/health-inequalities/what-are-health-inequalities.

How to apply

1. Read the Expression of Interest and Application Guidance Notes below.
2. If your organisation/group meets the eligibility criteria and has a relevant project proposal, download and fill in the Expression of Interest Form from our website (www.pathsforall.org.uk/walking-for-health/wfh-fund).
3. Submit the completed form to the Walking for Health Development Officer for your area (<https://www.pathsforall.org.uk/resources/resource/walking-for-health-development-officers>) no later than **Friday 3rd May 2019**.
4. The Walking for Health Development Officer will advise you on whether the proposal is eligible and, if so, supply you with an Application Form to complete and return by the application deadline of **Friday 31st May 2019**.

Who can apply?

Constituted groups, registered charities, community interest companies, public sector or statutory bodies, health and social care partnerships, health boards, private sector organisations, schools, universities or colleges working in Scotland can apply.

How much can be applied for?

Grants of up to £10,000 are available to help work towards the fund outcomes in your own community. For grants of £7,500 or more applicants are required to equally match the amount being applied for through alternative sources, which can include in-kind support. Please see Section 6 for further information.

Essential criteria

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

- a. Working in Scotland
- b. 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
- c. Has its own bank account
- d. Has a policy for the protection of children and vulnerable adults
- e. A member of Paths for All's [Scottish Health Walk Network](#) or will become a member if funded

To be eligible for funding, your **proposed project** must aim to meet all of the criteria below:

- a. Take place in Scotland
- b. Include the delivery of at least one weekly Health Walk (please see the definition on p1)
- c. Increase the number of new walkers taking part in Health Walks
- d. Support people experiencing health inequalities to be physically active (e.g. projects that are aimed at helping vulnerable groups who would otherwise experience barriers to participation)
- e. Improve wellbeing or prevent ill-health

Additional considerations

If this fund is oversubscribed, priority may be given to projects that also meet some or all of the points below:

- a) Use Paths for All's *Strength & Balance* programme: www.pathsforall.org.uk/walking-for-health/strength-and-balance
- b) Include a *Big Fit Walk*: <http://www.bigfitwalk.scot/>
- c) Will work with Health & Social Care Partnerships and/or health professionals: www.pathsforall.org.uk/pfa/health-professionals/health-professionals-and-walking.html

These considerations are not essential requirements, but it may add weight to the application if the project meets one or more of them. If there is anything you are unsure about or would like clarified you can discuss this with your Walking for Health Development Officer.

Timescales & deadlines

- Expression of Interest Forms should be submitted to your Walking for Health Development Officer no later than **Friday 3rd May 2019.**
- Application Forms (and accompanying documents) should be submitted to your Walking for Health Development Officer no later than **Friday 31st May 2019.**
- An independent Paths for All assessor will assess the application and make recommendations to the funding panel, which is due to meet at the beginning of July 2019.
- Applicants will be told whether their application has been successful by the beginning of August.

What can be applied for?

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

- People with a long-term health condition (e.g. diabetes, chronic obstructive pulmonary disease, arthritis, obesity, chronic pain, anxiety or depression)
- People with characteristics protected by the Equality Act 2010 (www.legislation.gov.uk/ukpga/2010/15/section/4)
- People who live in an area where there are high levels of deprivation (www2.gov.scot/Topics/Statistics/SIMD)

Eligible costs can include things like staff time, volunteer expenses, promotional materials and equipment. They can also include training courses provided by Paths for All, e.g. Walk Leader, Disability Inclusion or Strength & Balance (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 clothing for Walk Leaders may be considered on a case by case basis.

This list is not exhaustive.

What cannot be applied for

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 walkers

Stage 1: Completing the Expression of Interest Form

1. Contact details

These details are for the main contact regarding the Expression of Interest Form, who should be able to answer additional questions or clarify details within the Expression of Interest Form if required by Paths for All. They should have the necessary authority/permissions to make an application on behalf of the applicant organisation. If the final application is successful, the named organisation will have financial and managerial responsibility for the project.

2. Organisation's Essential Criteria

To be eligible to apply, the **organisation** must meet all the criteria listed in the Expression of Interest Form. A Yes/No response is sufficient at this stage.

3. Project's Essential Criteria

To be eligible to apply, the proposed **project** must aim to meet all the criteria listed in the Expression of Interest Form. A Yes/No response is a sufficient response for these questions.

4. Details of the project being proposed for funding

- a. If you wish to refer to the proposed project using a name other than that of the organisation, please state it here.

- b. The funding start date should be **no earlier than August 2019** to allow time for the application and assessment processes. We aim to notify applicants whether they have been successful by early August 2019.
- c. 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.
- d. In the project summary, provide an overview of the proposed project addressing each of the bullet points outlined in the Expression of Interest Form. Please do not exceed the word limit of 400 words in this section.

5. Active Travel

If your proposed project also supports and encourages people to walk more for everyday journeys, as well as delivering Health Walks, you may also be eligible to apply for our Smarter Choices Smarter Places funding (www.pathsforall.org.uk/active-travel/smarter-choices-smarter-places/open-fund). So, if applicable, please answer YES in this section and someone from the team will be in touch to discuss your proposal. This could be providing information about local routes, active travel advice or supporting increased physical activity levels allowing people to walk for short journeys rather than driving. If you are unsure what is applicable please get in touch to discuss.

6. Project Budget

- a. Provide a total cost for the project you are proposing.
- b. Tell us how much you are applying to the Walking for Health Fund for. £10,000 is the maximum you can apply for.
- c. If other sources will be contributing towards the cost of this proposal (whether financially or in-kind), provide details here.

Additional guidance for match-funding

Match-funding is **not** required for grants of less than £7,500. However, if you are applying for £7,500 or more, the organisation is required to equally match the amount being applied for, either internally or through alternative sources, which could be in-kind support or in cash. For example:

- If you are applying for £5,000 from the Walking for Health Fund, no match funding is required.
- If you are applying for £8,000 from the Walking for Health Fund, you will be required to contribute the same amount (£8,000) through other means (e.g. other grant sources, the organisation's own funds and/or in-kind support).

d. Budget headings: Please provide budget headings for items the funding will contribute towards so we know what the grant will be spent on. We do not need actual costs at this stage.

7. To help us evaluate our promotional methods, please tell us how you heard about this fund.

Once completed, please return the Expression of Interest Form to your Walking for Health Development Officer no later than Friday 3rd May 2019.

Next steps: If your Walking for Health Development Officer approves your Expression of Interest Form, they will forward you a copy of the full Application Form along with some feedback about your proposal. The Application Form should be completed and returned to your Walking for Health Development Officer no later than **Friday 31st May 2019.**

Stage 2: Completing the Application Form

1. Contact details

See the guidance notes for completing **Section 1** of the Expression of Interest Form above, which also applies to the Application Form.

2. Organisation's Essential Criteria

To be eligible to apply, the **organisation** must meet all the criteria listed in the Application Form. A Yes/No response is sufficient for most of these questions.

However, where you are asked to specify **type of organisation** and current **membership status** (of the Scottish Health Walk Network), you will need to type an explanation in the row below.

- If the organisation is a constituted group, we will require a copy of the constitution to be submitted along with the application.
- If the organisation is a registered charity, please provide the registered charity number.
- If the organisation is a company limited by guarantee, please provide the company number.

3. Project's Essential Criteria

To be eligible to apply, the **proposed project** must aim to meet all the criteria listed in the Application Form. A Yes/No response is a sufficient response for these questions. There will be opportunities to expand on your responses elsewhere in the Application Form.

4. Details of the project being proposed for funding

a-c. See guidance notes for completing Sections 4a-c of the Expression of Interest Form above, which also applies to the Application Form.

d. In the project summary, provide an overview of the proposed project addressing each of the bullet points outlined in the Application Form and providing any additional details that are not covered elsewhere in the Application Form if relevant to your proposal. Please do not exceed the word limit of 400 words in this section. There will be opportunities to provide further detail in your responses to subsequent questions.

e. Explain the need or demand for the proposal and 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 practitioners, or feedback from your service users.

- f. Tell us about the organisation, its aims, purposes etc and explain how it is best suited to deliver the proposal. Summarise the relevant skills and experience within the organisation to deliver the proposal, e.g. examples of project management, volunteer management and the delivery of activities that promote health and wellbeing.
- g. 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 walkers motivated in bad weather, recruiting walkers from specific target groups, or staff changes.
- h. This table is intended to make clear the links between the proposal's planned activities and the results or benefits these activities aim to achieve. It will also help identify appropriate monitoring tools that will be used to measure them. The two examples provided in the table in the Application Form are for illustration only. Please include outcomes, activities, indicators and monitoring tools specific to your project proposal in the blank rows below the examples. If the application is successful, this table will form the basis for your progress reports during the funding period.

Additional guidance for the table

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

- 1) What will change for people (e.g. their energy levels, social isolation, wellbeing)
- 2) The nature of the change (e.g. increase, decrease, improve)
- 3) Who it will change for (e.g. cancer patients, people with learning difficulties, physios)

It should be possible to summarise an outcome in a single sentence. For example, "Socially isolated older men will receive more peer support through Health Walks" or "People in remote rural areas will have increased access to physical activity".

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 health walk at Loch Glen” or “Organise 2 Walk Leader training courses for volunteers in the city centre”.

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 success. Try to envisage what change will look like, e.g. how many people from the target group are participating in a Health Walk, whether walkers are meeting up socially/informally out-with the Health Walk, or if there is a difference in the speed or distance walkers can walk before needing to rest.

Monitoring tools: Some methods used to measure the indicators will be quantitative / numerical data, e.g. the number of participants. NB Paths for All will provide successful projects with New Walker Forms (which must be used to record walkers’ details) and access to an online database where anonymous project information is recorded. Paths for All will also send a follow-up email to walkers to see how they are progressing.

Other methods will be qualitative information. This can be illustrated through 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 (www.evaluationsupportscotland.org.uk/resources/)

5. Additional Considerations

If this fund is oversubscribed, priority may be given to projects that also meet some or all of the points listed in the Application Form. Please indicate any that the project will meet and briefly describe the activities in the boxes provided.

- **Strength & Balance** (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 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, and/or integrating the exercises into Health Walks.
- **Big Fit Walk** (www.bigfitwalk.scot/): Paths for All’s annual campaign (taking place throughout June) provides an opportunity for groups or communities to come together and celebrate the benefits of being active. Hosting an event as part of the national campaign is an ideal way to raise awareness of the benefits of walking and recruit new walkers to

ongoing Health Walks. Activities could include planning and promoting an event and providing refreshments for participants.

- **Health & Social Care Partnerships and/or health professionals**

(www.pathsforall.org.uk/pfa/health-professionals/health-professionals-and-walking.html):

Working with local health care professionals can help raise awareness of Health Walks locally. They can be a great source of new walkers if they refer patients/clients to the walks. Activities could include providing a printed programme of walks that can be distributed to health professionals, hosting meetings or events for local health professionals to encourage them to refer people to walks, or attending external events/conferences to promote local Health Walks.

If there is anything you are still unsure about you can speak to your Walking for Health Development Officer.

6. Project Budget

Complete the separate Project Budget Spreadsheet (in Excel) with details of the costs involved in delivering the proposal and how you plan to fund these. The spreadsheet should be submitted along with your Application Form.

Please note there are two tabs at the bottom left of the screen in the Project Budget Spreadsheet. They take you to two separate pages.

1st Tab: 6a. Project Budget

On this first page, provide details of all the total costs involved in delivering the proposed project (as described in the Application Form).

2nd Tab: 6b. Other Funding

On this second page, tell us about any additional sources of funding that will contribute towards the proposed project costs.

If other sources will be contributing towards **any** of the proposed costs (whether confirmed or not), make sure to mention all of them **on both pages** of the spreadsheet. Also make sure the figures on the first page correspond with those on the second.

Some of the cells in the spreadsheet have been locked and contain calculations that will automatically add up the totals.

Eligible costs can include staff time, volunteer expenses, promotional materials, training and equipment but this list is not exhaustive. The costs should be reasonable and appropriate to the scale and scope of the proposed activities.

For further guidance, please see the explanatory notes and examples included within the spreadsheet.

7. Accompanying Documents

All applicants are required to submit the completed Project Budget Spreadsheet (using the template provided) and a copy of their most recently audited Annual Accounts.

A Constitution is only required for constituted groups that are not covered by regulatory bodies (e.g. OSCR or Companies House). If the organisation **is** a registered charity or company, the registration number should be included in Section 2.

8. Organisational approval for application

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.

Information Retention & Privacy

Please note that information contained in your Application Form 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.

Paths for All is a partnership organisation. For a full list of our current partners please visit our website www.pathsforall.org.uk. Paths for All Partnership is a registered Scottish charity No: SC025535 and a Company Limited by Guarantee No: 168554 incorporated 19 September 1996 at Companies House, Edinburgh, Registered Office: Office 8, Forrester Lodge, Tullibody Road, Alloa FK10 2HU.

