



## FOREST OF DEAN DISTRICT COUNCIL

### HEALTH & EXERCISE GRANT 2023 - 24 GUIDANCE NOTES

This is a one off fund which seeks to build the capacity of the local workforce to enable the expansion of community exercise provision in the district.

Applicants to this fund must be exercise instructors and gyms who already have the appropriate baseline of knowledge/training who are looking to increase community exercise provision for vulnerable people in the Forest of Dean.

The Forest of Dean District Council delivers an Exercise in Referral Scheme, supporting people with long term conditions to exercise safely. We want to enhance this provision and allow community partners to reach more people locally.

*All applicants are advised talk to Matthew George, Community Health and Exercise coordinator, **before\*** submitting an application on 01594 812408 or email, [healthexercisegrant@fdean.gov.uk](mailto:healthexercisegrant@fdean.gov.uk).*

**Allocations will be made on a first come first serve basis but priority will be given to those applications from geographic locations where we know there is the most need.**

**Applicants need to identify how they can assist with delivery for the following health priority groups:**

- People at risk of stroke/ cardiovascular disease
- Diabetes/ prediabetes
- Respiratory conditions
- Learning difficulties/ disabilities
- Mental Health support
- Obesity
- Exercise to support young people's mental health and obesity (aged 12-18 years)

**Total level of funding available is £10,000 – each provider can apply for a maximum of £1000.** Any projects applying over the maximum limits **will not** be reviewed.

#### **Who may apply**

- Exercise instructors who have the pre-requisite qualifications to apply for a Level 3 Diploma in Exercise Referral (Level 2 Certificate in Fitness Instructing/ Level 3 Certificate in Personal Training or equivalent )
- Exercise instructors who have the pre-requisite qualifications to apply for a Level 4 specialist course (Level 3 Diploma in Exercise Referral)
- Gyms which can offer specific support to people in the priority health groups listed above.

#### **All applicants must:**

- Be able to demonstrate that they/their staff have the appropriate level of training to gain entry onto a level 3 Diploma in Exercise Referral course or a Level 4 Specialist course.

- Be able to provide structured support for those in our health priority groups through exercise referral or through providing classes/tailored sessions.
- Show a commitment and ability to provide continuing support and programming for people attending future exercise classes.
- Demonstrate a passion for increasing the health and wellbeing of vulnerable people, especially those in the health priority groups outlined above.
- Gyms applying must be able to demonstrate that their facilities are accessible (DAA compliant and neurodiverse) and similarly freelance instructors applying must demonstrate that where they deliver or plan to deliver have accessible facilities.
- Demonstrate a commitment to safeguarding with appropriate DBS certifications.
- Give details of the training course they are applying for funding for, demonstrating that it is appropriate as well as outlining the cost. Applicants need to evidence that if this grant fund doesn't cover the cost completely that they have match funding to cover.
- Be willing to sign a memorandum of understanding with the District Councils Exercise on Referral Scheme covering:
  - Course attendance confirmed via a copy of certificate being forwarded to Matthew George on completion.
  - Referral process with FODDC to be agreed.
  - Periodic updates on classes enabled by the funding, via email, in person meeting or online.
  - Refund of grant money in full if the training course is booked and not undertaken for any reason.
    - Arrangement and payment of course agreed. All invoices **MUST** be provided for audit trail.
    - Freelance instructor – arrange the course booking, request payment from FODDC via invoice, exact details to be discussed on completion of MOU.
    - Gyms - Once MOU signed and course confirmed FODDC and has released the grant fund. All invoices will be required as evidence of how the grant was spent appropriately and **MUST** be forwarded as soon as a course is booked.

### **What we will not fund**

- Retrospective requests.
- Equipment cost

**Please ensure that you get an *acknowledgement of receipt* of your application once submitted. This will be *your* responsibility to do so.**

### **Application Timeline**

We aim to assess applications on a weekly basis until all of the funding has been allocated.

### **What happens after applications have been completed?**

- Applications made will be assessed by panel of officers within the District Council's Community Wellbeing Team
- All applications will be assessed and scored against the same set of criteria, as identified in these guidance notes. Those applications with the highest points will be put forward for a successful award.
- Following assessment of the application, a decision will be made whether to contact the applicants for further information, invite applicants to conduct a presentation or whether to award none, some or all of the funds requested - the panel's decision is final.