



GRANTS PROTOCOL (VACCINE INEQUALITY)

www.southendemergencyfund.org.uk

As the coronavirus vaccination roll-out continues, not everyone is coming forward to receive their jab. There are various reasons related to vaccine confidence, complacency and accessibility but it is something which we want to help tackle of our community. The SEF have received funding from the Mid & South Essex Healthcare Partnership to be used specifically to increase vaccine uptake amongst groups and residents living in areas where it is lowest. This document lays out guidance for Vaccine Inequality Fund applicants and the panel assessing applications to it.

1. Vaccine Inequality Fund monies will be held by SAVS in restricted funds to be known as the "Vaccine Inequality Fund". These funds will be disbursed in the form of grants to applicant agencies, intended to address vaccine confidence, complacency and accessibility issues amongst target groups.
2. The SEF will be held and administered by SAVS, which will allocate an amount of staff time to its management and administration. SAVS will reclaim tax through donations made under the gift-aid scheme and apply 100% of this to the fund.
3. The awards committee will typically meet weekly to receive a report on the balance of the fund and to consider applications received. Applications will be by submission of our form and will be considered on a rolling basis. The awards committee will function as a working party of SAVS, which will invite participants. To make valid decisions, there will need to be present a minimum of two members of the committee and at least one representative of SAVS.
4. Decisions on awards will be made on the strength of each application, taking into account the following:
 - a. Is the applicant organisation active in the Borough of Southend on Sea?
 - b. Is it able to address beneficiaries' current needs in the present crisis?
 - c. Is there clear evidence of need?
 - d. How many people will benefit from the requested grant and in what ways?

- e. Would any grant adversely affect beneficiaries from accessing Universal Credit or other benefits?
 - f. Are the costings realistic and do they represent best value?
 - g. What level of unrestricted reserves does the applicant currently hold?
 - h. The level of management costs involved in the grant; SEF will prioritise covering costs of direct delivery of the activities rather than generic core costs?
 - i. Does the applicant hold a UK bank account (as grants will usually be made through BACS)?
 - j. Is the applicant able to offer an independent referee who can speak knowledgeably about the organisation?
 - k. Have they agreed to return any grant which is not deployed within the agreed time?
 - l. What light-touch monitoring would be appropriate for each grant made?
 - m. Has the applicant satisfactorily reported on any previous SEF grant(s).
 - n. Does the application meet the criteria of the particular fund of Southend Emergency Fund from which it would be awarded.
5. Any bid must focus on achieving at least one of the following three outcomes.
- Enabling positive communications within communities to share reliable, trusted sources of information
 - Providing opportunities to work with communities to explore barriers to vaccine take up and to co-produce solutions
 - Supporting communities to co-produce plans for vaccination clinics
6. Any bid must focus on increasing vaccine uptake amongst at least one of the following target groups.
- Residents in wards where vaccine uptake is lowest. These are; Kursaal, Milton, Victoria, Westborough
 - Ethnic minority groups: Caribbean, African, Traveller, Pakistani or British Pakistani, Bangladeshi or British Bangladeshi, Chinese, White other, Black other, Mixed Other, Indian and British Indian
 - Those with ill mental health
 - Those with learning difficulties
 - Deprived communities (people accessing welfare)
 - Street communities
7. We expect funding applications to be within the region of £500-£2000
8. We expect the grants protocol will evolve over time, in light of the committee's evolving experience.

9. The need for the fund will be reviewed periodically, following developments in the coronavirus pandemic and its effects on the local population.
10. Any organisation who receives vaccine inequality funding will be required to report back to the SEF using the following Vaccine Inequality Reporting Form.
11. In reporting on use of the funds the actual spend must be stated. Any unspent funding must be returned to the SEF within 28 days of the report being provided and before 30 September 2021.

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