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**A Healthy Workplace**

**Grant Application Form – July 2022**

**1. INTRODUCTION**

This grant has been developed through the Working Well Programme in consultation between Knowsley Public Health and Knowsley Chamber of Commerce. Evidence suggests that creating and maintaining a good workplace environment helps to improve morale, productivity and assists staff retention. The aim of this grant is therefore to enhance wellbeing by supporting improvements in the workplace, for example:

* Improving Ventilation (installation of windows, an air-handling unit)
* Installation and purchase of a workplace shower/s
* Installation of a bike shed
* Improvements to outdoor space for use by employees
* Mental Health training and/or improvements to workplace wellbeing activities

The above list is non-exhaustive and Working Well will consider any other ideas that your workplace may have to become a ‘Healthy Workplace’. Contact lorna.marshall@knowsleychamber.org.uk if you are interested in having an initial conversation.

**2. WHY IMPROVING HEALTH IN THE WORKPLACE IS IMPORTANT**

**a. Ventilation**

Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help remove air that contains virus particles and prevent the spread of coronavirus (COVID-19) and other respiratory infections such as flu. Good ventilation has also been linked to health benefits such as better sleep and concentration, and fewer sick days off from work.

Bringing fresh air into a room and removing older stale air that contains virus particles reduces the chance of spreading respiratory infections. The more fresh air that is brought inside, the quicker any airborne virus will be removed from the room. The risk from aerosol transmission is therefore greater in areas that are poorly ventilated.

To assess your current workplace ventilation, it is recommended that CO2 (Carbon Dioxide) monitors are used. CO2 will build up if the air is not being refreshed, so this is an indication that air quality has decreased. The monitors are most effective in smaller rooms with high occupancy – and these are the rooms of most concern in terms of increasing the possibility of transmission.

* Sufficient ventilation is around 800 ppm (parts per million) or 10-15 litres per second per person.
* Poor ventilation is around 1500 ppm or below 5 l/s/per person (parameters taken from SAGE guidance).

**b. Showers/Wet-Rooms/Drying Rooms**

Installing a wet-room or shower in the workplace can help those employees who cycle or jog/run to work (or incentivise them to do so), and it means that they can freshen up before beginning work. For people cycling to work, having a drying room creates a dedicated space for the drying of wet clothes instead of hanging them in the office, and allows clothing to be hung and dry out before the cycle journey home.

**c. Secure Bike Sheds/Lockers/Contribution to the purchase of Bike (up to £100)**

By swapping short car journeys for a bike ride, you can easily build exercise into your day and improve your physical and mental health. Cycling also helps reduce traffic congestion and improve air quality. Bike storage facilities, and lockers for personal items/bike maintenance equipment installed at your workplace can make a difference by encouraging more employees to cycle to work and helps the workplace to demonstrate its green credentials.

The Liverpool City Region Combined Authority (representing the six local authorities of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral) has produced an Active Travel guide which covers a plan for walking and cycling <https://www.liverpoolcityregion-ca.gov.uk/wp-content/uploads/LCWIP-GUIDE.pdf>

Contact lorna.marshall@knowsleychamber.org.uk if you are interested in Cycle to Work schemes and the bike purchase scheme.

**d. Outdoor Space**

Providing opportunities for employees to take healthy breaks outdoors can deliver an energy boost and a rest break from using computers/machinery. In addition, research has shown that outdoor spaces at work can reduce stress, build teams, increase employees’ physical activity (reducing illness), and foster better social interactions. For example, companies could provide outdoor seating and tables, a patio gathering space, a workplace allotment scheme, or create a quiet zone. Funding will not be provided for smoking zones/areas.

**e. Mental Health Wellbeing**

Mental health awareness in the workplace is nothing new, and many organisations already recognise the value in supporting their workers’ mental health through their employee benefits. Many courses are readily available including Mental Health First Aid (which helps to train first aiders who are then able to spot the signs and respond to the mental and physical health needs of a person experiencing a mental health issue if this occurs in the workplace), employee assistance programmes (outsourced counselling etc), stress-reduction, mindfulness, yoga, etc.

**3. OVERVIEW OF WORKPLACE GRANTS**

Companies, community organisations and registered charities that are based in commercial premises are eligible to apply for a grant. A total of **£98,000** of grant funding is available and the application process will be open from **1 July** **2022** **until the funding is exhausted** ie. Applications will be appraised on a “first come first served” basis.

**a. Grant Payments and Receipts**

Grants are based on the rateable value (RV or rent equivalent) of the property that the business / organisation is operating from. Grant values are grouped into 3 categories, as follows:

**Group 1: RV up to £15,000 Grants available up to £4,000**

**Group 2: RV £15,001 – £51,000:**    **Grants available up to £8,000**

**Group 3: RV over £51,001:**    **Grants available up to £14,000**

Grants will not be awarded for expenditure that has already taken place.

Grant recipients must make the approved purchase within 28 working days of receiving the grant. The recipients will then have further 14 working days from the date of purchase to submit a receipt to demonstrate proof of expenditure.

**4. VENTILATION GRANTS**

Before applying for a ventilation grant you are encouraged to review the current ventilation requirements following Health & Safety Executive (HSE) guidance: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm>

Applicants must provide information and evidence to support and validate the application, for example:

* A risk assessment undertaken no more than 3 months before the application date.
* Readings from a CO2 monitor to identify poor ventilation/air circulation, whether the area is open to the public, customers, staff, number of people accessing the area etc.

Applicants should consult with Knowsley Council’s Planning Service to ensure they have secured planning permission and/ or approval under the building regulations, if required. For information about how to contact the team, please consult the Council’s web site here: [Planning specific enquiries, Knowsley Council](https://www.knowsley.gov.uk/residents/building-and-planning/make-a-planning-application/get-planning-application-advice#:~:text=Pre%2Dapplication%20advice,-Getting%20advice%20prior&text=For%20all%20initial%20enquiries%2C%20please,advise%20on%20the%20process%20further.)

If planning and/or building regulation approvals are required for the proposed works, then a grant will not be issued until you can demonstrate that the approvals are in place. Where works involve equipment to be fixed to the outside of a property (such as installation, alteration or replacement of air conditioning, ventilation, or extraction equipment), you should aim to ensure that it is designed and sited to minimise impacts on visual and residential amenity.

When possible, it will be preferable for external equipment to be located where it is unobtrusive and away from sensitive noise receptors such as homes above commercial premises. If this is not possible, as part of the works you may be required to install mitigation measures for impacts on residential and visual amenity to be considered acceptable.

Information such as surveys and quotations will be required to support the grant application, together with information on how the grant will help the applicant meet Government guidance. The Grant Panel will use all information to assess the value and merit of each application, and Knowsley Chamber of Commerce will conduct enquiries with the Planning Department at Knowsley Council to verify the application.

**NOTE:** In properties that are **rented/leased**, the applicant will be required to provide written evidence that the landlord has consented to the works proposed AND photographs of where the proposed work will be undertaken ie. **Applicants must provide evidence of landlord consent for ventilation grants, improvements to outdoor space, installation of cycle sheds, shower/wet rooms etc.**

**5. ELIGIBILITY CRITERIA**

a. Grant applications will only be accepted using this application form, and applicants are responsible for ensuring that the form is completed and supporting evidence attached. The grant panel will review all applications received, and decisions will be made as quickly as possible. If an application is rejected there is no right of appeal, however, the Panel may give feedback and ask the applicant to adjust / reconsider and resubmit.

b. Applicants must attach quotations / prices for items that they wish to purchase to the application form and will be asked to send receipts / invoices and a short evaluation report (survey) to show how the funding was used.

c. A copy of the survey will be sent out to successful applicants within 8-10 weeks of receiving funding.

d. Failure to comply with any of the terms of this grant could affect any further grant applications from “Working Well” (WW) and could result in funding being withdrawn or being clawed back.

e. Successful applicants will be required to produce a short case study of how the grant has been applied and outcomes/impact of the grant.

f. To be eligible for funding you must:

* Meet the criteria as shown on the application form and submit ALL evidence and information as required.
* Be a registered company, charity or community group based in commercial premises in Knowsley, currently trading and continuing to trade with a view to making a profit or surplus (ie. not a dormant company).
* Employ 2 or more staff (full time equivalent staff and/or volunteers)
* For businesses with 5 or more employees, you will need to provide a copy of:
	+ Your current Health & Safety Policy (showing a date of publication which must be within the last 12 months),
	+ A current Covid-19 Risk Assessment
	+ A copy of your Public and Employers’ Liability insurance.
* Whilst it is good practice to have a written Health & Safety policy, businesses with under 5 employees are not required by law to have a written document. However, for the purpose of the applying for the ventilation grant businesses with under 5 employees must provide a written risk-based assessment to validate the ventilation improvements. A useful guide to help you can be found on the Health & Safety Executive (HSE) website. [Click here for the guidance.](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm)
* Provide a copy of the most recent Business Rates statement, or if not in rates a copy of a current lease, licence or rental agreement showing the address the business is based and the amount payable per annum.
* Provide a recent business bank account statement (within the last 2 months) that relates to the property information (personal or individual bank account information is not acceptable).
* Sign up and work towards the “Working Well” (WW) programme and the 9 standards. This can be done over an arranged Zoom meeting, face-to-face if safe to do so, or over the telephone.
* Sign up to the Workplace Health and Wellbeing Champion scheme.
* Acknowledge in any publicity or promotion that Working Well Small Grants for Health Initiatives has helped fund activities, for example on any printed/promotional materials, website, Intranet, etc.
* Be compliant with law and practice in relation to diversity and equal opportunities and have an active commitment to take account of the needs of different groups of individuals within the organisation.
* Provide evidence of costs for purchasing the equipment, goods, or materials i.e. Quotations.
* Give full details of the number of staff and/or volunteers.

The role of Knowsley Chamber will be to offer support and advice in relation to the application; however, the Chamber will not pursue or chase information / evidence if this is missing from the original application. Therefore, incomplete applications will not be appraised.

**6. BUSINESSES THAT ARE UNABLE TO APPLY**

Businesses and enterprises that are excluded from applying include:

* Those that do not have commercial premises for example home based businesses
* Businesses in shared spaces, outdoor businesses (this includes market traders that operate from temporary units/stalls), those renting a chair/space in a salon/gym, mobile operators (taxi drivers, driving instructors), childminders, Human Health and Social Work Activities (including children/adult care homes). This list is non-exhaustive.
* Self-employed / sole traders
* Those businesses that on the date of making the application they are:
	+ dissolved or about to be dissolved
	+ insolvent or if insolvency action had been instigated against it including any petition or where a striking off notice has been made. (The records of each business/ enterprise will be checked as part of the grant appraisal process)
	+ dormant, i.e., not trading but not insolvent

**7. COVID-19 BUSINESS GRANT SUBSIDY ALLOWANCE**

Successful businesses, community organisations and enterprises will be required to declare that by accepting the grant payment, they confirm that they are eligible for the grant scheme, and that they confirm that any payments accepted will comply with Covid-19 Business Grant Subsidy Allowances.

The new domestic subsidy allowance for the COVID-19 business support grants took effect on 4 March 2021. This scheme is covered by 3 subsidy allowances:

* Small Amounts of Financial Assistance Allowance – you are allowed up to £335,000 (subject to exchange rates) over any period of 3 years
* COVID-19 Business Grant Allowance – you are allowed up to £1,600,000
* COVID-19 Business Grant Special Allowance - if you have reached your limits under the Small Amounts of Financial Assistance Allowance and COVID-19 Business Grant Allowance, you may be able to access a further allowance of funding under these scheme rules of up to £9,000,000, provided certain conditions are met.

Grants under these 3 allowances can be combined for a potential total allowance of up to £10,935,000 (subject to exchange rates).

**8. TAX**

Grant income received by a business is taxable, therefore funding paid under this grant fund will be subject to tax. Only businesses that make an overall profit once grant sales/revenue is included will be subject to tax.

**9. GENERAL**

Knowsley Chamber reserves the right to modify and/or withdraw the grant and its associated conditions and will ensure that public money is spent well. This may be in response to changes in national legislation, local economic and health conditions, and changes in funding circumstances. Businesses are responsible for providing true and accurate information, and applicants are asked to note that: -

a. Providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

b. Any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business.

c. Any grant received by the business will be used only for the purpose intended i.e., to assist the business in being a healthy workplace, and to the exclusion of any other individual or third-party gain.

d. The applicant will be asked to certify that the information provided on behalf of the business is true and correct to the best of the applicant’s knowledge and belief. Should it be subsequently determined that the grant was awarded based on wrong or misleading information, the grant will be subject to recovery in full.

e. The applicant understands that an officer of the Council, including Planning, Environmental Health, Public Health and/or Trading Standards, may undertake spot checks of the premises. If there is non-compliance with regulatory requirements, the grant, or any portion of the grant, may be withheld, or will be repayable by the business.

**10. RECEIPT OF APPLICATIONS**

Once the application form is complete, please email the form and the evidence you wish to submit to **Lorna Marshall** lorna.marshall@knowsleychamber.org.uk

**DATA PROTECTION STATEMENT**

Knowsley Chamber of Commerce is committed to handling Personal Identifiable Information (data) and we will provide the appropriate safeguards. The Chamber follows the guiding principles of the General Data Protection Regulations (GDPR) and the Privacy of Electronic Communications Regulations 2003 when it comes to your protecting data. The CEO of the Chamber is the Data Controller as defined by the GDPR; if you have any queries in relation to this application form, please contact lmw@knowsleychamber.org.uk or 0151 477 1356. We will collect data at the point you engage with us and will process, store and retain data during the period you are engaged with the Working Well Healthy Workplace programme. If you decide not to engage with the Healthy Workplace programme, **we will delete your data from our files and data storage servers.**

* **Please tick this box to show that you wish to OPT IN. By opting in we can then communicate with you, and you will receive information and / or access support.**

**You can OPT OUT of receiving information, updates, and support at any time. If you wish to opt out please email this link:** I wish to OPT OUT

**Please note that Knowsley Chamber does not trade or sell your data with third parties. However, we will share your information with Knowsley Public Health in relation to headline reports on the general health and wellbeing for the workforce of Knowsley – we do not collect or share health information or personal information on individual members of staff.** Access to data is restricted to those who have a legitimate reason to retrieve it.

**KNOWSLEY WORKING WELL**

**HEALTHY WORKPLACE GRANT – JULY 2022**

**APPLICATION FORM AND CHECKLIST**

|  |  |
| --- | --- |
| **EVIDENCE REQUIRED FROM ALL APPLICANTS** **(COMPULSORY)** | **Attach** |
| **If your business/organisation is in the Business Rates system** a copy of your bill from April 2022 to March 2023 (even if you do not pay anything because your business benefits from Small Business Rates Relief) |  |
| **If your business/organisation is not in the Business Rates system** but you have commercial property related costs, you must provide evidence that clearly shows the financial contribution that you are required to make as part of the agreement. **One item** **to be uploaded,** for exampleacopy of the current commercial lease, or a commercial licence, or rental agreement **NOTE:** Home mortgage or home rental payments are not acceptable evidence |  |
| A copy of a recent, full **business bank statement** (from within the last 2 months). The details must match the name of the business/organisation, listed on the business rates bill or lease / mortgage agreement / licence, and clearly show:* name of the bank account holder
* business address
* sort code and account number
 |  |
| **I attach:**A copy of the current Employer’s Liability InsuranceA copy of the current Public Liability InsuranceA copy of the current Health and Safety Policy including a COVID risk assessment |  |
| **I confirm:**That the business is trading on the date of making this applicationThe business is eligible to receive a grant under Subsidy Control/State Aid |  |
| **Where applicable I attach:**A copy of the Planning PermissionA copy of Building Regulation consentA copy of the Landlord consent |  |

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **Name of Business:** |  |
| **Address:** |  |
| **Name of Person Completing Form:** |  |
| **Job Title:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Contact Phone Number:** | **Mobile:****Landline:** |
| **Business Sector** (What the business does for example Construction, Manufacturing, Charity) |  |

|  |  |
| --- | --- |
| **Companies House Number** (if applicable) |  |
| **Charity Commission Number** (if applicable) |  |
| **VAT Number** (if applicable) |  |
| **Date business was established** |  |
| **How many staff do you employ?** | Male:  | Full Time: | Part Time: |
| Female: | Full Time | Part Time |
| **How many volunteers?****(if applicable)** | Male:  | Full Time: | Part Time: |
| Female: | Full Time | Part Time |

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| **WHY DO YOU REQUIRE A GRANT?** |
| 1. Please give a brief outline and description of the nature of your business, and the reason why you believe you need to improve your workplace by support of the Healthy Workplace Grant?
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Under **‘Knowsley Better Together’** our aim is to ensure that public funding meets the principles of best value / value for money, and wherever possible we also endeavour to support local businesses. Therefore, when completing the information below please identify where you are sourcing your items / products / services from. You may wish to use the CCS website for ideas and potential suppliers, however there may be more locally based companies that can provide better prices and solutions. Knowsley Chamber can provide a list of local companies on request info@knowsleychamber.org.uk

|  |
| --- |
| **GRANT FUNDING**  |
| Provide an itemised breakdown of the proposal and the cost. Include quotations / screenshots of the items you wish to purchase (if necessary, continue a separate page).  |
| **ITEM** | **Supplier** | **Cost £** |
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|  |  |  |
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| **TOTAL AMOUNT REQUESTED** | **£** |

**DECLARATION**

* I/We have read and accept the Healthy Workplace Grant criteria and conditions for applicants
* I/We understand that if the application is successful, the funding will only be used for the purpose specified in this application
* I/We understand that information and data we provide in this form will be stored electronically, and will be used to produce reports
* I/We agree that information/data we provide may be shared with Knowsley Public Health and Knowsley Chamber Working Well.

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| --- |
| **Name (in block capitals):** |
| **Signature: Date:** |

If you **DO NOT** provide all the information the application will be rejected

**Return the completed application form by email to:**

**Lorna.Marshall@knowsleychamber.org.uk** **07500 765 201**

**For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Tick** | **Date** | **Initials** |
| **Application and evidence received** |  |  |  |
| **Acknowledged by email** |  |  |  |
| **Date appraised by Panel** |  |  |  |
| **Grant approved (emailed applicant)** |  |  |  |
| **Grant rejected (emailed applicant)** |  |  |  |
| **Payment made by BACS** |  |  |  |
| **Evaluation form sent to applicant** |  |  |  |
| **Evaluation form returned by applicant** |  |  |  |
| **Comments / Notes:** |