

North Lancashire Stop Smoking Funding (Round 2)

Context

Tobacco is the single most important, entirely preventable cause of ill health, disability, and death in England with up to 80,000 deaths per year. The impact of smoking is extensive across our communities and is closely linked to health inequalities. Smokers have a recorded life expectancy that is at least 10 years shorter than non-smokers, with the effects being more pronounced among disadvantaged groups.

While smoking rates are generally reducing over time nationally, according to the latest GPPS data Lancashire smoking rates are significantly higher than the England average (13.6% v 14.5%) with North Lancashire recording an estimated prevalence of 15%, making Lancaster district the third highest across Lancashire.

As a result of the higher estimated prevalence in our area, Lancashire County Council has devolved funding to Lancaster City Council who are working with a collaborative group including the district's ICC Development Leads, LDCVS, and Smokefree Lancashire, with the aim of engaging smokers to quit.

The North Lancashire Stop Smoking project aims to:

- increase the number of smokers accessing the Smokefree Lancashire service,
- Increase the number of people setting a quit date,
- Increase the number of people quitting,
- increase the number of smokefree homes in the district,
- reduce the smoking prevalence in the district, and
- reduce the number of people starting smoking.

To achieve these aims, we are asking for support from our communities and community groups to develop innovative strategies to engage and support cigarette smokers to quit and promote and enhance the Smokefree Lancashire single referral pathway.

In preparation for this opportunity the project partners held idea generation and consultation events in Lancaster and Morecambe during May 2025.

Support

If you'd like to talk through your project ideas, contact Jenny Reddell, Community Health Officer at LDCVS by email at jennyreddell@lancastercvs.org.uk

Grants

Grants of up to £25,000 are available for community organisations to either:

- set up as Stop Smoking Hubs and host Smokefree Champions, and deliver related activities and campaigns for a period of twelve months, or
- create partnership projects where organisations deliver activities and campaigns alongside other organisations that want to become Hubs with Champions or are already hosting Smokefree Lancashire provision.

We have specified below what it means to become a Hub and host Smokefree Lancashire provision. Otherwise, the activities you want to deliver can be designed in the way that you think best suits your community.

If you want to deliver activities and campaigns in partnership with other organisations, you must submit a single application. One organisation will be the lead, meaning it must meet all the eligibility criteria and will be legally responsible for the delivery of the project.

The consultation events highlighted the importance of accessibility of support services in relation to both location and times. The benefit of peer support and diversionary activities was also a key theme from both events. To help ensure support coverage for the area geographical locations of hubs across the district will be considered as part of the decision-making process for applications. We encourage organisations to liaise around possible partnership bids to demonstrate commitment to partnership working and effective coverage of provision for our communities.

Currently, clinics are offered by Smokefree Lancashire at:

- Mondays – Heysham Primary Care Centre & Lune Park Children’s Centre
- Tuesdays – Inspire Morecambe & Ashton Road Community Centre
- Wednesdays – The Cornerstone Lancaster
- Thursdays – Royal Lancaster Infirmary (am), Inspire Lancaster (pm) & The Cornerstone Lancaster (evening)
- Fridays – Queen Victoria Clinic Morecambe

Hubs must:

- Recruit new staff or volunteers as Smokefree Champions, or nominate existing staff or volunteers as Smokefree Champions. Champions must undertake Smokefree Lancashire Very Brief Advice (VBA) training with the opportunity for some staff and volunteers to be trained as qualified advisors via NCFT in the future.
- Target known smokers in their community to encourage their participation.
- Support smokers to access the Smokefree Lancashire single referral pathway.
- Host and promote a Smokefree Lancashire clinic or provide support for people to attend existing clinics.

You may also run additional activities such as:

- Events promoting giving up smoking, encouraging people to set and stick to a quit date. The cost of events can include activities to encourage people to attend, children’s activities to enable parents to come along, food, and similar costs.
- Activities for quitters that provide distraction from smoking or are benefitted by stopping smoking e.g. social groups, exercise classes, sports, games, outdoor activities and utilisation of green spaces etc..
- Sources of additional support such as peer support meetings, WhatsApp groups etc..
- Anything else which might be successful in encouraging people to quit.

Your project is more likely to receive funding if it includes community designed and led additional activities over and above recruiting Champions and working with Smokefree Lancashire.

Activities

We encourage partnership working to achieve the ambition of this project. Hubs may also deliver activities as part of their application. If you are making an application for activities or campaigns but not to establish as a Hub, please ensure you are working with local organisations who are applying to become Hubs or delivering existing Smokefree Lancashire provision, to demonstrate how you will work together to maximise impact for communities.

We can fund a wide range of activities within a Smokefree Hub, including:

- Putting on events or taking part in other people's events
- Undertaking outreach in local schools, groups and businesses
- Publishing content like websites, videos, podcasts or books
- Providing training or education
- Buying equipment or resources
- Paying staff
- Working with volunteers and paying their expenses
- Reasonable management time and facilities costs proportionate to the scale of your project.
- Incentives for volunteer Smokefree Champions to engage with the project

There are some things we can't fund, which are:

- Activities which have already taken place, or you have already spent money on
- Alcohol or tobacco
- Contingency costs, loans, endowments or interest
- Paying someone else to write your application
- Profit-making or fundraising activity
- VAT that your organisation can reclaim
- Religious activities (religious organisations can be funded for projects that benefit the wider community)
- Statutory activities (activities that statutory organisations are required to deliver)
- Overseas travel
- Projects that take place outside the Lancaster City Council area
- Political activities, such as lobbying.

Reporting

Applicants must articulate how they will help to achieve the ambition of this project including providing estimated figures regarding beneficiaries. You must report to us twice during your project – at six months and 13 months after the date you signed your grant agreement. We will ask you to report on the following measures:

- Number of Smokefree Champions (staff or volunteers) receiving VBA training.
- Number of people supported to the Smokefree Lancashire pathway
- Number of people setting a quit date
- Number of people engaged (in sessions, activities, campaigns etc..)
- Qualitative case studies from project participants
- Number of people who remain smoke free for the duration of the project
- Any other additional outcomes and impacts as appropriate

If you have any difficulty in delivering your project or reaching the number of people you nominated during your application, we are here to help. Contacting us early means that we are better placed to help your project succeed.

Eligibility

Voluntary, community, faith and social enterprise organisations are all eligible to apply. They must be at least one of the below:

- Unregistered voluntary or community organisation
- Constituted group or sports club
- Registered charity
- Charitable incorporated organisation
- Not-for-profit company
- Community Interest Company
- Faith-based group.

Your organisation must also:

- Have at least two unconnected people on the board or committee. This means not related by blood, marriage, civil partnership, long-term relationship, or living together at the same address.
- Have a UK bank or building society account, in the legal name of your organisation, with at least two unrelated people able to manage it.
- Produce annual accounts by a method and in format relevant to its size and structure, or plan to do so if your organisation is less than 15 months old.

Applying

We will accept applications until 11:59pm on Sunday 14 September. The application form may remain open, however applications submitted after this time will not be taken forward.

How do we apply?

Create an account and access the form

Apply by creating an account at morecambebay.grantplatform.com

This secure service allows you to work on your application, saving and returning to it as many times as you like before submitting. It is also where we will record information we create regarding your application and anything else you send us while you are delivering your project.

You can review the entire form before you start answering questions.

Answer our questions

In the application form, you will answer a few brief eligibility checks before telling us more about your project.

Scope

- Whether you are working by yourself, or in partnership with others. If you're working in partnership, we'll need to know who the partners are and what each partner will do.
- Whether you will set up a Hub and recruit Champions, offer additional activities, or both.
- The geographic area your project will target.

Smokefree Hubs & Champions

- The number of Champions you hope to work with, and how you will go about finding them
- An outline plan for supporting Champions to work in your community
- Confirm availability of a community building for Smokefree Lancashire clinics.

Supporting Quitters

- An outline plan for identifying and working with smokers in your community, and how many people you think you will engage.
- A plan for recording how you've engaged with smokers, their quit dates, their success in quitting, and how quitting has made a difference to their lives

Additional Activities

- Information about additional activities you'd like to run, such as events, classes, outreach, peer support, or other ideas you've developed with your community. You'll need to explain what the activity is, where and when or how often it will take place, and how it will support people to give up smoking.

Project Management

- The name and contact details of the person in your organisation who will be responsible for delivering the project.
- A budget for your project which should cover all your organisation's costs in relation to recruiting and working with Smokefree Champions, hosting Smokefree Lancashire Clinics, the work your Champions will do to identify and engage smokers, and any additional activities you're proposing.
- Any additional support you think your organisation might benefit from in relation to delivering this project.

Most questions are limited to 200 to 500 words. You don't have to use all the words available – they are not a target.

Upload some documents

We'll ask you to upload some documents. They're optional at this stage, but we'll need to see them before we can issue a grant agreement so providing them when you apply will speed up the process. We'll need to see:

- a) A bank statement, showing:
 - Your organisation's legal name
 - The address the statements are sent to
 - The bank name and/or logo
 - Account number
 - Sort code
 - Date (must be within last 3 months)

For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

If you're a school using a local authority bank account, we'll need a letter from the local authority dated within the last 3 months. It should show:

- Your school name
 - The bank account name
 - Account number
 - Sort code
- b) Your most recent accounts
- c) Your organisation's memorandum and articles of association, certificate of incorporation, constitution, or rules.
- d) If your project works with children, young people or adults at risk of harm, a copy of your safeguarding policy which explains how they'll be safe.
- e) If your project includes activities which require public liability insurance and you already have this, a copy of the certificate of insurance.
- f) If your project requires people in your organisation who are running activities to have special qualifications, memberships or affiliations, and these are already in place, evidence of these.

Agree our terms and conditions

Finally, you will be asked to agree our standard terms and conditions (which are also at the end of this document) and confirm that you are authorised to make the application, that all the information you've provided is accurate, and that you understand how we will use your data.

What happens next?

We'll check your application

After you've submitted your application, you will receive an email receipt from us. We'll then check your application, looking at your answers to the eligibility questions and that the rest of the form is filled in properly, before beginning our due diligence checks using any documents you uploaded at this stage. If your application doesn't pass these initial checks, we'll get in touch with you to discuss how to resolve them.

The panel will review your application and make decisions

Applications passing initial checks will then be assessed by a panel composed of the project's collaborative group. The panel will assess your application against the fund criteria and the other applications received.

To help the decision-making process, panel members will be asked to review your project in relation to the feasibility of your plans for recruiting and working with Smokefree Champions, and the potential impact of any additional activities you've proposed.

We'll tell you about the decision and any next steps

We will tell you about the panel's decision as soon as possible after the meeting and provide feedback. If successful, we will ask you for any further documents we need to complete our checks, and once those are complete your grant agreement will be issued.

Terms & Conditions

1. By submitting an application to Lancaster District Community and Voluntary Solutions (LDCVS), the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:

- 1.1. hold the grant on trust for LDCVS (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;
- 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project.
- 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
- 1.4. acknowledge funding using our logos in accordance with the relevant guidelines for recognising your grant, which will be supplied to you by email;
- 1.5. hold the grant in a UK based bank account or building society account, which is in the legal name of the organisation that is applying for funding;
- 1.6. adhere to our guidance on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the account is managed by at least two unrelated and authorised individuals in your organisation;
- 1.7. maintain a register of assets purchased using the funding and share it with us during monitoring and evaluation meetings, maintain insurance covering these assets, depreciate these assets correctly according to your accounting practices, and tell us if you intend to sell an asset within five years of the end of the project. For the purpose of this clause 1.7, an asset is any piece of equipment or machinery costing over £500, or the purchase or refurbishment of any land or building costing over £500.
- 1.8. immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
- 1.9. co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.
- 1.10. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
- 1.11. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;

1.12. allow us reasonable access to your premises and systems to inspect project and grant records; and

1.13. LDCVS and the project collaborative group publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.

2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the organisations we work with and receive funding from into disrepute.

2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, or dissolution.

2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. You acknowledge that:

3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as we receive sufficient funds to pay it;

3.3. the grant is not consideration for any taxable supply for VAT purposes;

3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

- 3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.13, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and
- 3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be the equivalent of your signature on that agreement.