**Expression of Interest**

**Micro grant for VCSE-led Community Engagement Support November and December 2023**

Thank you for your interest in hosting a conversation to gather the views of people about planned hospital care and treatment, and emergency care in the Black Country.

We are looking for voluntary and community sector organisations across the Black County to hold conversations on our behalf and by way of a thank you, we will pay a **microgrant of £300** to each organisation for their participation. The focus groups will need to be held between **27 November and 15 December** **2023**.

Although we welcome bids from a range of communities and organisations, we’d be particularly interested to hear from those of you working with and supporting:

* Victims of domestic violence
* People in the criminal justice system/ex-offenders
* Sex workers
* Homeless and rough sleepers
* Asylum seekers, refugees or people who’ve recently settled in the UK
* Children and young people
* People living with a sensory impairment
* People living with autism or a learning disability
* People recovering from drug or alcohol addiction
* People approaching end of life
* Gypsy/Roma/Travellers
* LGBTQ+ community
* Long term unemployed
* Black, Asian and/or minority ethnic communities.

**How does it work?**

Groups and organisations register their interest to host an activity or ‘community conversation’ by completing this short expression of interest form. Completed forms need to be returned to involve.blackcountry@nhs.net as soon as possible.

We select as many of those as we can based on the groups we’d like to hear from and ensuring a geographically representative spread.

Your organisation will receive **£300** for organising and running the focus group which will be paid when you have sent over all the output from the session and sent us an invoice.

To capture the feedback from the focus group effectively, you will need to agree to:

* Write detailed notes of what is said during the activity or community conversation and report back to us. We will provide a template to help you do this.
* If possible, record the conversation – we can send you instructions on how to do this depending on whether the activity or community conversation will be in person or online.
* Make sure the people taking part are asked to fill in participant consent and profile forms. Collect their completed forms and return them to us. We will provide the form so you can do this.

**When do the focus groups need to take place?**

We would like the conversations to take place between **27 November and 15 December** **2023**, and the output to be sent to us **by 18 December 2023**.

**What will we talk about?**

We will provide you with a set of questions to ask your participants which will look at issues such as what is important to people when using hospital services and seeking emergency care, whether they have experienced any barriers to getting to hospital and receiving care, and how they would like to be able to manage their hospital appointments.

**Tell us about your organisation**

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| --- | --- |
| **Information required** | **Details** |
| **Name of organisation** |  |
| **Named contact** |  |
| **Address** |  |
| **Tel** |  |
| **Email** |  |
| **Does your group have any requirements for alternative formats** e.g. Easy Read, translations, interpreters |  |

**Tell us about your idea**

* 1. **What type of activity are you hosting? Describe your idea for an activity which would help us hear what people think about the questions above.** e.g. regular meetings, after an event run by your organisation, additional session for those who are interested, a Zoom discussion call.

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* 1. **Who are the people you’ll be listening to? (Let us know if people from any of the communities referred to above will be participating.)**

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* 1. **Where will it take place? What spaces will you use to host your activity?**

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* 1. **When are you hoping to host your activity?**

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* 1. **Did you, or will you, involve participants in the design and hosting of your activity?**

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**Tell us more about your organisation**

* 1. **A bit about your organisation/group’s background**

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* 1. **What area/geography do you cover?**

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* 1. **Do you have a website and social media channels - we’d like to connect with you and will tag you in posts we share if successful**
		+ Website:
		+ Facebook:
		+ X (Twitter):
		+ Instagram:
		+ Tik Tok:
	2. **Tell us one thing that’s great about your group/organisation.**

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**Next steps**

Thank you for completing this expression of interest form. Please send the completed form to involve.blackcountry@nhs.net

We will let you know if you have been successful and we will then provide you with the template forms you’ll need to record the feedback, as well as any other support or assistance you might require, and arrange payment.