

DEVELOPMENT GRANT

GUIDANCE NOTES

Active Essex is excited to launch the Development Fund 2025, a fund that focuses on strengthening organisations from within. Unlike traditional project-based funding, this fund is designed to support the development needs of your organisation—whether that's improving internal processes, investing in staff, enhancing governance, or building long-term resilience.

This fund is open to organisations working to improve health and wellbeing across Essex and is part of our commitment to supporting people, culture, and skills that drive meaningful change.

What's involved?

The application process includes two parts:

- Organisational Support Needs Diagnostic Tool - A reflective tool to help you identify strengths, areas for growth, and development priorities. This will also generate a tailored one-page report to support your planning and fundraising efforts.
- Development Fund Application Form - A chance to tell us how you'd like to use the funding, what you hope to achieve, and the impact it will have.

Part 1: Organisational Support Needs Diagnostic Tool

This section is a reflective tool to help you and your team consider:

- What you're doing well
- Areas you'd like to strengthen
- Aspects you feel need development.

Your responses will help the People, Culture, and Skills leads at Active Essex create a tailored one-page summary report. This report can be used internally to support fundraising efforts, track progress, and guide future planning. Please note:

- This tool is designed to help us understand how best to support you.
- You will not be compared to other organisations.
- There are no right or wrong answers.
- It's okay if you don't have all the answers—honesty is key, and we encourage you to share what you know and where you need support.

Part 2: Development Fund Application Form

This section is your opportunity to apply for funding. It focuses on:

- What you want the Development Fund to support
- How you plan to achieve your goals
- The impact you hope to make.

Important:

We will only consider applications that include a completed diagnostic tool.

- To help you complete the application, we've delivered a webinar as well as these guidance notes, that walks through the process in more detail. You can watch it [here](#).

Application information:

Applications open 15th September 2025.

Please read the guidance notes below, and complete both parts of the application form, Diagnostic Tool and Application.

Deadline for applications Sunday 12th October 2025.

Our panel will consider all the applications and make decisions based on the funding criteria and you will be informed by email of the decision. If funding is agreed, you will be sent a grant agreement to be signed and returned.

PLEASE TELL US WHICH AREAS YOU ARE WANTING TO FOCUS ON.

Please select all that apply.

Question guidance:

When thinking about how to you wish to use the funding, please consider the areas of focus from your report and how you might prioritise these.

- **Employee Journey** - This refers to the journey a staff member or volunteer undertakes as they apply to, join and work for an organisation and is commonly broken down into stages such as Joining, Achieving Competence, Developing and Moving On. The pathway can help leaders and managers think about the various stages or contexts that a member of the workforce experiences and map out how the organisation supports, manages, and learns about these experiences.
- **Employee Experiences** - How the organisation considers, operationalises, and learns about the employee's engagement, wellbeing and motivations.
- **Learning & Development** - How the organisation considers and operationalises learning and development and thinks about workforce needs and wants for skills through their journey from joining through competence and development. This can include you as leaders.
- **Governance** - Organisation Processes, Support and Compliance is how the organisation collects data, understands, and manages the process of joining and leaving and considers governance and supervision.

PLEASE PROVIDE DETAILS OF WHAT PRIORITIES YOU ARE WANTING TO FOCUS ON.

Please include any challenges that you want to overcome or areas to accelerate, including any evidence of need.

Question guidance:

Please see priorities listed in Q1 to support with this question.

You may use the webinar and/or the Diagnostics Tool to support you with this question and evidence the need.

HOW DO YOU PLAN TO DELIVER THE PRIORITIES YOU HAVE LISTED?

Ensure you mention the methods you intend to use

Question guidance:

When thinking about how you might deliver against your priorities and the methods you intend to use, you might want to consider the following.

- **To develop staff:** This can be through providing new and specialist training for existing staff including mentoring and coaching.
- **Support governance structures:** Which will benefit your organisation by bringing in an expert to help with the development of policies, procedures, comprehensive strategy or business planning and Board/Trustees review.
- **Consultancy services:** This includes professional development consultants that are able to assist you with understanding and implementing your path to growth and any other support and knowledge to help your organisation grow and develop.
- **To expand existing services or into new audiences:** To help your organisation reach new audiences or to help you expand on your current offer or to help you secure new funding or business and what you might need in place for this to happen.
- **Sharing Impact:** This may include the development of capturing monitoring and evaluation, success stories and sharing the impact of your work.
- **Other** – you are able to apply for anything else that will help the development and growth of your organisation as identified.

WHAT IMPACT DO YOU SEE THIS WORK HAVING ON THE DEVELOPMENT OF YOUR ORGANISATION?

Question guidance:

When thinking about the impact this work will have on your organisation, linking back to the challenges you'd like to work on and have articulated in question 1, you might like to consider some of the examples below;

- Personal growth
- Team communication
- Better time management
- Culture
- Moral
- Retention

PLEASE TELL US HOW YOU CAN EVIDENCE THE NEED FOR YOUR PRIORITIES HIGHLIGHTED

Question guidance:

When thinking about the need, consider what you have taken from the journey so far, including completing the diagnostics, any internal assessments, staff feedback, strategic plans, or external support to justify your priorities.

*The questions above directly corresponds to the questions included in the application form link.
(Please complete online for formal submission).