Community Investment Gateway

Vaccine Champions Grants

Funding Information Pack



Funded by
NHS West Yorkshire ICB

Managed by
Nova Wakefield District

Distributed by
Community Investment Gateway

NHS West Yorkshire Integrated Care Board

wakefield council working for you

Nova building a vibrant VCSE sector in our District

Overview

Key dates

Funding opportunity opens: Tuesday 13 October 2026
Information session: Thursday 22 October 2026
Closing date for applications: Tuesday 17 November 2026, 9am
Award amount: £5,000
Delivery period: 1 December 2026 to 31 August 2027

Introduction

Thank you for your interest in the Vaccine Champions programme, which is putting trusted community voices at the centre of efforts to improve awareness, understanding and uptake of important vaccinations across West Yorkshire.

The information pack will help you navigate the funding available to support this work in Wakefield and how to make an application.

These grants are funded by West Yorkshire Integrated Care Board as part of the wider West Yorkshire Vaccine Champions programme.

The Vaccine Champions programme aims to:

- Improve access and understanding of vaccine information within underserved or high-need communities.
- Strengthen trust between communities and statutory partners.
- Capture real-time insights, barriers and lived experiences to inform future service design.
- Support individuals to access services including vaccination programmes, through practical help, signposting and awareness-raising.
- Build community capacity by valuing local people, languages and cultural knowledge.

The grants will support VCSE organisations to recruit and manage Vaccine Champions as part of this West Yorkshire programme, with training and support provided by Nova Wakefield District.

The grants will be delivered through Wakefield District's Community Investment Gateway, an innovative partnership approach to channelling investment to local VCSE organisations. If you would like more information about the Community Investment Gateway, please visit our website.

Vaccine Champion Grants are available for up to 5 VCSE organisations who **already engage with** a target cohort/s in one or more of the Neighbourhood areas. We will ask for information about existing work in the application form.

Target cohorts

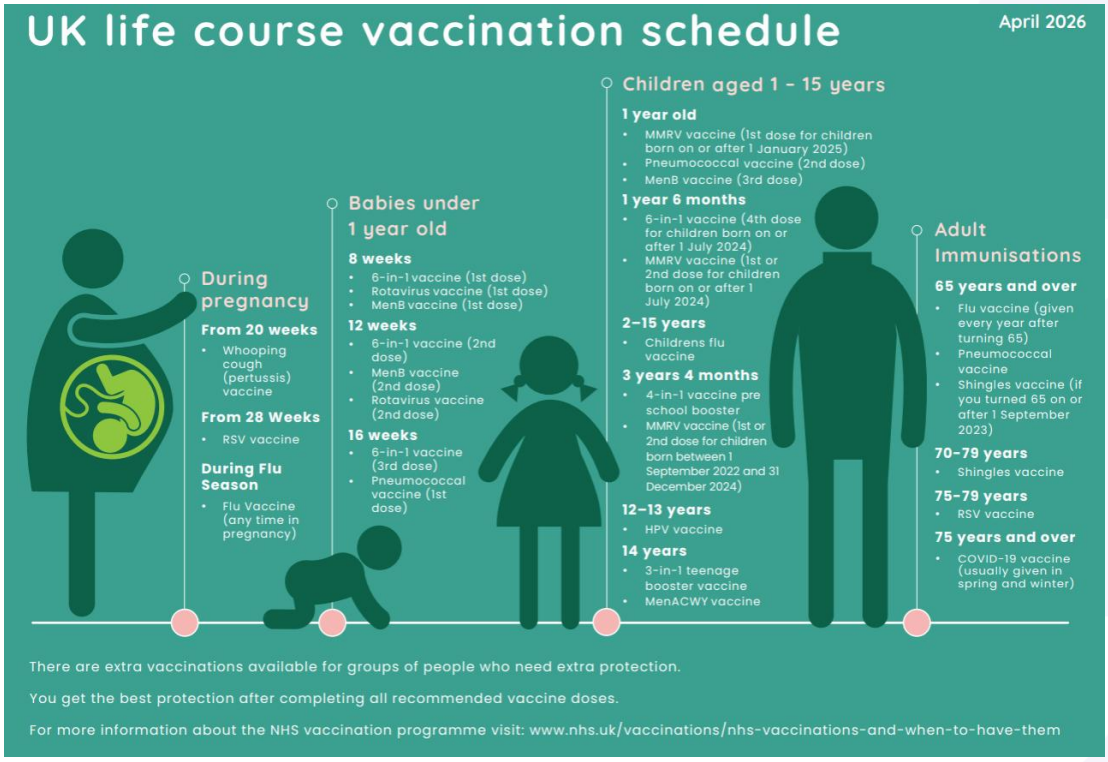
- Those who are pregnant
- Babies under 1 year old
- Pre-school children
- School-age children
- Older adults

More details about the vaccination schedule for cohorts provided below.

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Target Neighbourhood areas

- Airedale Ferry Fryston
- Castleford Central and Glasshoughton
- City Centre
- Eastmoor
- Hemsworth
- Knottingley
- Normanton
- North Ossett
- Outwood
- Pontefract North
- Pontefract South
- Sandal Agbrigg
- South Kirkby
- Upton South Elmsall



Attend the Information Session

We will be holding an online information session about the Vaccine Champions programme and these grants on Thursday 22 October, 11.30am to 12.30pm. Email gateway@nova-wd.org.uk to book.

About the Vaccine Champions programme

The Vaccine Champions model is flexible, trust-based and community-led, enabling Champions and VCSE organisations to tailor their approach to local needs.

The key principles underpinning this programme include:

- Empowerment – valuing local people and their knowledge.
- Flexibility – avoiding prescriptive outputs or rigid delivery models.
- Trust – recognising VCSE organisations as experts in their communities.
- Collaboration – statutory partners and VCSE organisations working alongside each other.
- Inclusion – ensuring Champions reflect the diversity of Wakefield's communities.

The programme empowers communities to deliver the Champions work in a way which meets the needs of their communities, which isn't prescriptive in approach, and which recognises the value of local knowledge.

What will successful organisations be required to do?

Role of VCSE Organisations

Voluntary, Community and Social Enterprise (VCSE) organisations who are part of the Vaccine Champions programme will be expected to:

- Recruit and support paid Vaccine Champions (or volunteers) and have existing policies and processes in place for doing this.
- Identify a named individual to act as the Vaccine Champions Coordinator.
- Ensure the Vaccine Champions attend any mandatory Community Champion training e.g. *Role of the Community Champion* and any associated training.
- Ensure that all relevant Health & Safety and Safeguarding Policies and Processes are in place to support Vaccine Champion activity.
- Share learning and support project evaluation activities by attending Project Meetings and/or Learning & Support Network meetings as appropriate.
- Capture identified monitoring information using the e-forms provided.

Role of the Vaccine Champion Coordinator

Each VCSE organisation is expected to ensure there is Vaccine Champions Coordinator whose role it is to:

- Act as a point of contact for the Nova Project Manager and, if required Public Health/ICB.
- Recruit appropriate Vaccine Champions in line with organisational policies and complete organisation-based induction activities/training.
- Ensure Champions attend Role of the Community Champion and other mandatory training as part of the project.
- Provide ongoing supervision and wellbeing support for the Champions.
- Identify key local partners to work with to help promote and increase vaccine uptake.

Role of the Vaccine Champions

Vaccine Champions will be trusted and trained individuals with a desire and commitment to make a difference within their local community. As individuals recruited from within their local community, they will have the ability to reach, engage and communicate with local residents identified as priority cohorts for this project.

Vaccine Champions are predominantly paid staff, although in some situations they can be volunteers who work flexible days/hours to meet the needs of their role and the community. Typically, they will have the following qualities:

- Reliable and trustworthy
- Friendly and approachable manner
- Non judgemental
- Good listener
- Speak community languages
- Ability to maintain confidentiality

Their responsibilities include:

- Having conversations with residents of all ages about vaccines.
- Sharing information through leaflets, posters, social media and community events.
- Raising awareness of local vaccine services and how to access them.
- Identifying community members willing to share lived experience.
- Providing practical support (e.g. helping book online appointments).
- Feeding back barriers, misinformation and insights.
- Reporting safeguarding concerns.
- Collecting monitoring and engagement data via tablets.

What are the delivery timescales?

To meet the overall programme requirements, the following provisional timescales have been agreed.

Date	Activity
w/c 7 December 2026	Project kick-off meeting for successful grant applicants
w/c 14 December 2026 to 18 January 2027	Recruitment of Vaccine Champions by VCSE organisations
w/c 18 January 2027 & w/c 25 January 2027	Training – Role of Community Champions, Vaccine and NHS App
w/c 1 February 2027	Conversations start
31 August 2027	Funding period is complete

Who can apply for the funding?

The following organisations are eligible to apply for this funding:

- Registered charities
- CIOs
- CICs
- Unincorporated Charitable Associations
- Unregistered voluntary and community organisations with a not-for profit constitution

Applicants must already be working within one of the target Neighbourhood areas or have a track record of delivery there. Applicants must also be working with one or more of the target cohorts.

Organisations will also need:

- Their own business bank account
- To be a member of the Community Investment Gateway or have applied to join by the fund closing date
- The appropriate policies and procedures in place to support staff or volunteers

What can we fund?

The Vaccine Champions Grant will fund the following:

- Staff salaries and expenses (Champions and Coordinator)
- Volunteer expenses
- Recruitment costs
- Line management costs
- Organisation overheads

If you are not sure if something can be funded and would like to check, please email grants@nova-wd.org.uk and we will advise.

What will the programme outputs be?

The Vaccine Champions programme has the following overall outputs:

- Community events delivered
- Existing community events attended
- Residents engaged
- Meaningful conversations within target communities
- Residents supported to access vaccination services
- Residents provided with additional support to register with Primary care and access the NHS App

What will the monitoring requirements be?

E-Form to capture individual/community engagement

Vaccine Champions will use IT tablets to capture data from conversations via a short online survey (an e-form). The e-Form will enable them to record relevant information from 1-1 and group conversations with members of the public. No personal data will be captured or stored.

IT tablets will be provided to Vaccine Champions free of charge, and training will be provided on how to use the data capture e-form.

Monthly monitoring

The Vaccine Champions Coordinator will also be expected to submit a monthly monitoring e-form providing an overall update on delivery. This will include:

- Number of Champions recruited
- Number of Champions engaged/active
- Number trained and training undertaken
- Events delivered and attended
- Emerging themes, concerns and barriers
- Key learning and good practice
- Any important intelligence that Public Health or vaccination partners need to be aware of
- Wider outcomes or notable examples of impact
- A stand-out quote, story or example from a participant or Champion, where appropriate
- Evidence of partnership working

The two e-forms will build an overall picture of delivery and the experience and outcomes of the people being engaged.

The information gathered will contribute to learning within the local programme and across the wider West Yorkshire Community Champion programme.

Overall evaluation

Organisations and their Champions may also be asked to support the overall programme evaluation through e.g. attendance at meetings/interviews with the evaluator.

We encourage grant holders to speak with us if they are encountering difficulties or challenges once their project begins, including with monitoring. This means we can offer help and guidance as early as possible.

How will applications be assessed?

Applications will be assessed on the following criteria:

1. Evidence of ability to reach the target cohort
2. Evidence of local knowledge and connections
3. Ability to meet the required delivery timescales
4. Value for money

How to apply

To submit an application for this grant, you need to:

1. Read this Information Pack.
2. Apply to join the Community Investment Gateway by the fund closing date (Tuesday 17 November). Find out how to apply by visiting our website. If you are already a member, please make sure your annual review is up to date.
3. Complete the grant application form by the application closing date (Tuesday 17 November, 9am) and email it to grants@nova-wd.org.uk.

Support

For questions relating to the Vaccine Champions programme and grant funding please email elsie.heslam@nova-wd.org.uk

For questions about the Community Investment Gateway, please email gateway@nova-wd.org.uk