

BHIVA Laura Waters Community Awards 2024

Background

BHIVA recognises the crucial role that community and third sector organisations play in supporting not only people living with HIV but also people providing and planning HIV care through the provision of information, education, and a community perspective on guidelines and other BHIVA activities. To acknowledge the importance of community-led endeavours, BHIVA has created an annual community award to support defined projects with the goal of supporting people living with HIV in the UK.

Awards¹

BHIVA will make up to £30,000 available annually for awards of up to £10,000 to support projects that meet the following criteria:

- Project or initiative developed and led by a UK community organisation, with charitable status.
- Organisation focuses primarily on support of people living with HIV and is currently active in that area.
- Meets a gap in support, advice, or information for people living with HIV in the UK; or
- Meets a gap about people with HIV, including resources for people providing their care.
- Applications will be assessed against the following criteria:
 - Track record of applicant(s) in the HIV sector
 - Degree to which the proposal fills an existing gap
 - Challenging stigma
 - Capacity to improve outcomes for people with HIV
 - Multisector working.
- BHIVA cannot fund:
 - Permanent members of staff without clear evidence of a plan for sustainable continued funding of the post.
 - Core costs such as laptops, mobile phones, or tablets.
 - Registration or other costs associated with conference attendance.
 - Clinical trials or equivalent.

Review Panel

Applications will be reviewed by a panel made up of:

- The BHIVA UK-CAB Representative Trustee
- Four Executive Committee members.

Decision-making process and appeals

- Applications for awards are competitive and some applications may not receive support
- All applications will receive equal scrutiny by the Review Panel
- Appeals may not be made against the judgement of the Review Panel, whose decision is final
- Any applicant wishing to question a decision should write to the Chair of the Review Panel no later than five working days after the results of the awards are announced
- The sole ground on which applicants may question a decision is to have the decision-making process reviewed to satisfy the applicant that all administrative procedures have been complied with.

¹ Approved by BHIVA trustees, 20 December 2023

Post-award requirements

Successful applicants will be asked to:

- Send an interim project report to BHIVA within 12 months of award
- Send a final project report for publication on the BHIVA website by 24 months of support
- Acknowledge BHIVA in any project outputs.

Criteria

- Awards can only be paid to an organisation, not an individual
- Awards can only be paid to charities with other sources of funding (BHIVA will not be the sole funder)
- Awards recipients must provide a certificate of proof of the organisation's charitable status
- Applications must include a detailed budget.

Post-award amendments

- Any post-award amendments must be reported to the Review Panel at the earliest opportunity.
- Applicants must provide details of any amendment by email to bhiva@bhiva.org.
- Amendments are subject to approval by the Panel and failure to fulfil requirements may lead to an award being revoked.
- Post-award amendments include:
 - Requesting reallocation of funds
 - Requesting a new start date or extension for the project
 - Please note that:
- Any reallocation from the original project budget must be requested and approved by BHIVA prior to reallocation of funds and must fall within the original project specification
- Delayed start dates or extensions for projects may be granted in exceptional circumstances, only subject to approval by the Panel
- Funding is provided for the project as described at the time of application. Whereas it may occasionally be necessary to change aspects of the study design post-award, BHIVA must be consulted in the event of any changes to the proposed project, particularly those which make it unlikely that the objectives of the project can be achieved
- If appropriate, a revised proposal may be required.
- Whilst BHIVA will aim to support all reasonable requests, where possible, to ensure projects are fruitful, BHIVA does reserve the right to revise, retain or terminate the existing award, particularly if the proposed revisions are major and have not been approved prior to being implemented.
- Reallocation of funding may be allowed subject to prior approval from BHIVA and if this is to meet the cost of activity or activities that meet the agreed aims and objectives of the project.
- BHIVA reserves the right to query any expenditure outlined in the final report, which has not been incurred in line with the original (or revised and approved) application.

How to apply

- Apply to BHIVA using the application form available from bhiva@bhiva.org.

Timelines	Round One	Round Two ²	Round Three
Open awards ³	18 March 2024	September 2024 (TBC)	(Dates TBC)
Reminder emails	25 March; 8 April 2024		
Close applications	30 April 2024		
Check/ collate applications	w/c 6 May 2024		
Circulate for review	13 May 2024		
Review panel meeting	w/c 20 May 2024		
Notify applicants	w/c 27 May 2024		
Announce results	w/c 3 June 2024		

² Additional rounds, if required, if all funding not allocated in round one (dates TBC)

³ Email UK-CAB Representative Trustee for circulation to community groups