

Argyll & Bute Health & Social Care Partnership

Health and Wellbeing Fund 2019-20

GUIDANCE PACK

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Protocol for submitting an application

The Health and Wellbeing Partnership is responsible for administering the Health and Wellbeing Fund (HWF) on behalf of Argyll and Bute Health and Social Care Partnership. HWF is an NHS public health budget provided for preventative health improvement activities.

For the year 2019-20 we are inviting bids connected with increasing physical activity levels and/or supporting self-management of long term health conditions as a priority.

Applications for funding should be submitted to your local Network Co-ordinator using the form in [appendix 2](#). The application form is available at:

<http://healthyargyllandbute.co.uk/application-for-funding/>

Refer to the flowchart in [appendix 1](#) for guidance on submitting applications.

All applications must be completed on the form for the year submitted. Please use the link above to ensure you are completing the correct form.

Applications for funding must be completed electronically and emailed to your local Co-ordinator. Check if they have local submission dates, these can be found on the local area networks website pages:

<http://healthyargyllandbute.co.uk/health-and-wellbeing-networks/>

Area	Email Address
Bute	hwnbute@ab-rc.org.uk
Cowal	chwn@homestartmajik.eclipse.co.uk
Helensburgh	audreyabhwn@gmail.com
Islay and Jura	sandra.macintyre@addaction.org.uk
Kintyre	hwnkintyre@ab-rc.org.uk
Mid Argyll	Antonia.Baird@argyll-bute.gov.uk
Mull, Iona, Coll Colonsay and Tiree	tcmhwn@gmail.com
Oban, Lorn and Inner Isles	alison.hardman@nhs.net (interim)

Guidelines for approving allocations from the HWF

The following guidelines and scoring system will be used by the scoring panel:

1. Principles

- Fairness
- Equity
- Community involvement

2. Criteria

- The project must target physical activity/long term condition self management
- There is a clear reason for the project and an identified need.
- The project targets one or more of the strategic priorities.
- Activity has clear aims and objectives.
- Bids should be for non-recurring expenditure.
- Local Networks may have different arrangements but in most cases a maximum award of £2,000 can be made.

3. Eligibility

HWF is available for any not-for-profit organisation or individual to support health improving activities. This includes:

- Third Sector organisations
- Voluntary groups
- NHS/HSCP
- Local authority
- Social enterprises
- Sole traders for charitable purpose (checked by Network)

4. Monitoring and Evaluation

The Health and Wellbeing Partnership requires feedback on the progress of all HWF activity including outcomes, completion dates and financial monitoring ([appendices 4](#)). Until a monitoring report is returned to a satisfactory standard, applicants will not be eligible to submit further HWF applications. Please ensure that all photographs and information have the relevant permissions for use and if needed also submit an [image consent form](#).

The Health and Wellbeing Fund privacy policy is included in appendix 5 and can also be found at: <http://healthyargyllandbute.co.uk/local-information/privacy-policy/>

Scoring System

CRITERIA		STRONG PROJECTS WILL HAVE...	WEAK PROJECTS WILL HAVE...
A	Rationale (Reason)	Evidence that the community needs this project. Clear links to policies or evidence stating that this project is appropriate.	Proposals based on informal evidence or out of date research with no direct reference to the client group.
B	Priority	Clear links to local health improvement priorities. Physical Activity/Long Term Condition Self Management.	No links to health improvement priorities.
C	How will the project be evaluated?	Clearly explained method for measuring the success of the projects.	Little evidence of an evaluation plan.
D	Is the project time limited? Can the project be sustainable in the long term?	There is a plan for how the initiative will continue without HWF funding in future.	No thought has been given to what will happen to the project when the grant funding ends.
E	Partnership working	Clear links with other partners.	No links with other partners.
F	Value for money	Makes best use of resources. Identified match funding. Applying for other funding.	No references to other funding sources or existing in-kind resources; or it is a costly project.

SCORING SYSTEM

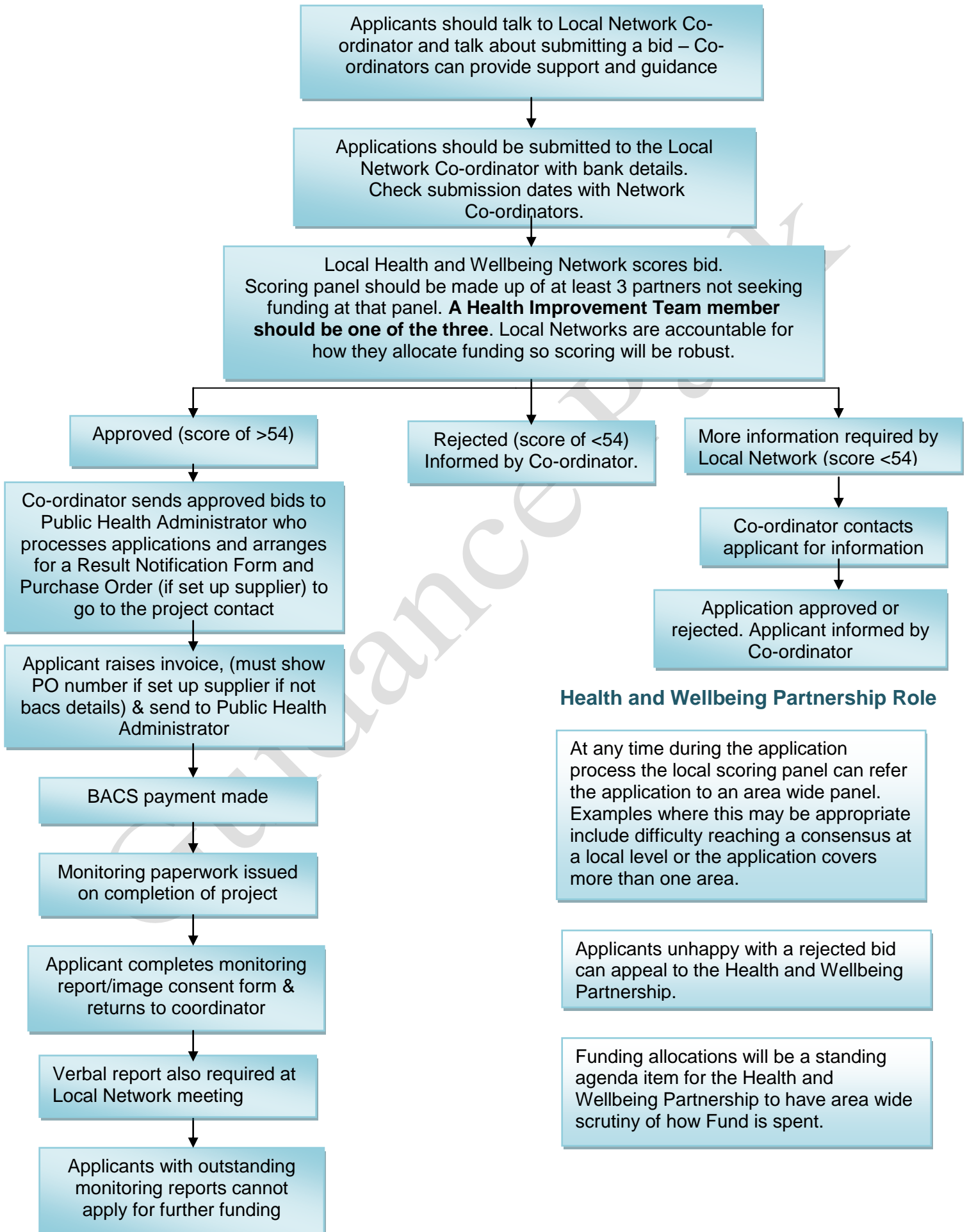
1	Weak
2	More weaknesses than strengths
3	Average
4	More strengths than weaknesses
5	Strong

Criteria	Score Range	Weight	Max Weighted Score
A	1-5	4	20
B	1-5	4	20
C	1-5	3	10
D	1-5	3	15
E	1-5	2	15
F	1-5	2	10

Maximum score = 90 Minimum score = 18 Mid score = 54

Applications scoring less than 54 should be referred back to the applicant or rejected.

Appendix 1 Flowchart for Submitting a HWF Application



Health and Wellbeing Partnership Role

At any time during the application process the local scoring panel can refer the application to an area wide panel. Examples where this may be appropriate include difficulty reaching a consensus at a local level or the application covers more than one area.

Applicants unhappy with a rejected bid can appeal to the Health and Wellbeing Partnership.

Funding allocations will be a standing agenda item for the Health and Wellbeing Partnership to have area wide scrutiny of how Fund is spent.

Appendix 2 Application Form – Click here for a [copy](#)

Project Provider:	
Sector, e.g. public, third sector, voluntary group:	
Main contact Name:	
Position:	
Tel Number:	
Email:	
Name of activity to be delivered:	
Brief description of activity:	
Details of physical activity and/or self management element.	
Local Network:	
Funding Total costs for this activity with full breakdown (1) :	
Funding available from other sources (2) :	
Total Health and Wellbeing Funding being applied for, i.e. 1 – 2 = £	
When will the project commence:	

When will the project be completed:	
-------------------------------------	--

Other funding applied for or allocated:

Funder	Amount	Awarded, rejected, pending

Previous Health and Wellbeing Funding awarded to this applicant/group/company:

Year	Amount Awarded	Date Monitoring report Submitted :

Project Plan –
 Explain what you intend to do with clear actions, dates, names of people responsible and costs:

Our four main priorities within our work and grants:

Getting the best start in life:
 Giving children a good start in life enables them to go on to be healthy adults. It is more efficient to prevent problems from arising than having to solve these problems. Ways of giving children a good start in life include: pre and during pregnancy support; breastfeeding and healthy weaning; active lifestyles; and alleviation of poverty.

Working to ensure fairness:
 Ensuring fairness or reducing health inequalities continues to be a priority. One of the best ways to improve health is to help provide training or experiences. Other areas of fairness include: race, religion, disability, age, gender, sexual orientation, marital status and pregnancy. Argyll and Bute should also consider access to services as people living in remote locations can experience unfairness.

Connecting people with support in their community:

Many health problems are caused or made worse by people experiencing social issues like loneliness, relationship breakdown, debt or homelessness. Supporting self management by enabling people to access community and support mechanisms to improve their health and wellbeing.

Focusing on wellness not illness

Empowering people to be as healthy as they can be and focus on wellness instead of illness. Doing this by building capacity in communities for healthy living and continuing to focus on assets for health i.e. what keeps us healthy.

Tick or X one main health priority your project meets:

Getting the best start in life	
Working to ensure fairness	
Connecting people with support in their community	
Focusing on wellness not illness	

Tick or X any other priority (priorities) your project also meets:

Getting the best start in life	
Working to ensure fairness	
Connecting people with support in their community	
Focusing on wellness not illness	

A – What is the rationale/evidence this activity is needed?

B – In what ways does your project meet the need to increase physical activity/or support the management of long term conditions? How does it link in to NHS/HSCP/Council services

**C – How will you evaluate the effectiveness of this activity?
(How will you know you have done what you set out to do?)**

D - How will this activity be sustained after the Health and Wellbeing Fund grant has been spent

**E - What partners are involved?
You must ensure they know they are named in this application**

Provide any other information you is feel relevant for consideration

Give detail of any funding you have applied for/received from HWF in current year, eg from another Network area:
Was it for the same project?

Applicant signature:

Supporting signature, *e.g. Head of Department, Director, Trustee, Referee etc:*

Date: **DD/MM/YYYY**

I agree to the following Terms and Conditions:

Yes

No

1. I have read the privacy policy available at:
<http://healthyargyllandbute.co.uk/local-information/privacy-policy/>
2. By submitting this application I am agreeing to my details being held on file by the local Network and NHS Highland.
3. This form, including applicant details will be circulated for scoring to HWN members, Argyll and Bute HSCP Public Health team members may also include members of the public
4. Awards must be used for the purposes set out in this application and for no other reason.
5. Applicants must complete an end of project monitoring report or they will be unable to apply for future funds, this should include photographs and quotes from people taking part in the activity. This will then be published to the Healthy Argyll & Bute website.
6. It is my responsibility to ensure the application has been received by the Network Co-ordinator and all requested paperwork by the specified date for the application to progress – failure to do this could result in the grant application process not meeting the deadlines and therefore not given.
7. Applications must be made on the form for the current year of the fund.

Application forms must be completed electronically and emailed to relevant Network Co-ordinator.

Please note that a copy of the image consent form that you may need for taking pictures for your monitoring report can be found here:

<http://healthyargyllandbute.co.uk/image-consent-form-hwf/>



For office use only

Date application considered by scoring panel:

DD/MM/YY

Bid approved:

Yes No

Amount Awarded - £

Criteria	Score Range	Weight	Score Given
A - Rationale	1-5	4	
B - Priority	1-5	4	
C – Evaluation	1-5	3	
D - Sustainability	1-5	3	
E - Partnership Working	1-5	2	
F – Value for Money	1-5	2	
Total Score			

Appendix 3 Result Notification Form

HWF ?? 19-20
Project Title

RESULT OF BID

Congratulations, your bid has been successful

AMOUNT AWARDED _____ **£** ??.?? _____

As your bid has been approved, please now arrange to invoice for the funds and the team will be in touch next year when the monitoring report is due.

Please also note that once the project is implemented feedback on your activities must be provided to your local network. For more details please see [the guidance pack](#).

Further Instructions to access funds – PLEASE READ

You have been provided with an invoice template below, this does not have to be used, but if you are using your own invoice please ensure the compulsory information is provided. This information is highlighted in the template below for completion.

All invoices must include: Company/Project Name, full address, Date, HWF reference number, payment details (PO number or BACS info), contact name, contact email address and amount awarded.

All invoices should be returned to High-UHB.ABHealthImprovement@nhs.net

Please do not return directly to finance.

Do you need a PO Number or BACS?

You will be informed in the below invoice template if you are a set up supplier or not.

Purchase order (PO) number:

If you are a set up supplier then you will need to provide a PO number on your invoice in order to receive payment. This will be sent in a separate email, and may be sent directly to your finance department. If you have not received this in 5 working days please get in touch. Add this to your invoice and return.

BACS Payments

If you are not a set up supplier you will be prompted to add your bank details and return.

NHS Applicant?

Please reply to this email with your budget code number and an internal transfer will be arranged.

No funds can be released until your invoice is received and this must be submitted by the date specified by the HWN co-ordinator or you will be in danger of not receiving the funding.

Signed _____ *Aislinn McCann* _____

Date _____ DD/MM/YYYY _____

Example for set up suppliers – That will get a PO

Health and Wellbeing Fund (HWF)

Public Health Dept
Aros Headquarters
Blarbuie Road
Lochgilphead
PA31 8LB

High-UHB.ABHealthImprovement@nhs.net

Payment To: [Must insert organisation name and address here & CHARITY Number if appropriate]

Date: Please add date

DESCRIPTION	AMOUNT
<p>Approved 06/12/2018</p> <p><i>NHS Manager Alison McGrory</i></p> <p>Project Name Grant recipients name Grant recipients email address HWF ?? 19-20</p> <p style="text-align: right;">Award Amount</p> <p>You are not a Pecos Supplier Please provide bank details.</p> <p>PO – (if already a supplier)</p> <p>Bank Payment Details ACCOUNT NUMBER – (if not already a supplier) SORT CODE - (if not already a supplier)</p>	<p>£ ???</p>
Total	£ Add Here

Example for non set up suppliers – That will need to provide bank details

Health and Wellbeing Fund (HWF)

Public Health Dept
Aros Headquarters
Blarbuie Road
Lochgilphead
PA31 8LB

High-UHB.ABHealthImprovement@nhs.net

Payment To: [Must insert organisation name and address here & CHARITY Number if appropriate]

Date: Please add date

DESCRIPTION	AMOUNT
<p style="text-align: center;">Approved DD/MM/YYYY</p> <p style="text-align: center;"><i>NHS Manager Alison McGrory</i></p> <p style="text-align: center;">Project Name Grant receipts name Grant recipients email address HWF ?? 19-20</p> <p style="text-align: right;">Award Amount</p> <p style="text-align: center;">You are a Pecos Supplier Please add your purchase order number once received.</p> <p style="text-align: center;">PO – (If already a supplier)</p> <p style="text-align: center;">Bank Payment Details ACCOUNT NUMBER – (if not already a supplier) SORT CODE - (if not already a supplier)</p>	<p style="text-align: center;">£ ???</p>
Total	£ Add Here

Appendix 4 Monitoring Template

As part of the requirements for receipt of Health & Wellbeing funding your organisation/group is required to complete a monitoring report. Please note page two (case study) is a suggested template; you may prefer to use your own format.

Your case study will be published on: www.healthyargyllandbute.co.uk/

Case studies may also be used for further marketing of the funding, including but not limited to: the [Healthy Argyll and Bute website](#), [Health Argyll and Bute facebook page](#) and in other health reports, e.g. the Argyll and Bute Public Health annual report. Please ensure that all photographs and information have the relevant permissions for use and if needed also submit an [image consent form](#).

By signing this from you are granting permission for the above.

If your case study includes any photographs you are also required to complete the NHS Highland Image Consent Form, which should be returned to your coordinator with your monitoring report.

Should you have difficulty inserting photos, please attach as a separate file and send with the document. Should you have any difficulties completing the attached please contact your local network coordinator. Your case study will be reviewed by your coordinator and they will notify you of any changes to be made, it will then will submit to the NHS for publication.

Please note handwritten or printed reports will not be accepted. Please complete and return this form within 28 days to:

Project Title:	
HWF Reference:	
Contact Name:	Email:
Project Start Date: Project End Date:	HWF Allocation: £
Is project finished (yes/no)? If no, when is the expected completion date?	

Financial monitoring

Item	HWF funding allocated £	Cumulative spend to date £	Remaining funds available £
TOTAL	£	£	£

Name: _____

Designation: _____

Signature/Electronic Signature: _____

Date: _____

If you wish to complete a monitoring forms before one is sent to you please contact:

High-UHB.ABHealthImprovement@nhs.net

Project Name...



Share your experience: Tell us about the funded project – what did you set out to achieve? Who participated? How successful was the project? Will your project continue? Were there any unexpected outcomes?

If you wish to complete a monitoring form before one is sent to you please contact:

High-UHB.ABHealthImprovement@nhs.net

Quotes

Include a picture or two

What were the health benefits?

Contact details for Project:

Name:

Phone number & email address:

HF Number:

Amount Awarded:

This information is required to capture the stories of each grant funded project. All case studies will be uploaded onto the Argyll and Bute's Health Argyll and Bute website at: www.healthylargyllandbute.org.uk
Please add/attach anything else you think is appropriate e.g. reports, minutes, press cuttings, photographs, letters etc.

By accepting a grant you will be responsible for ensuring that you have permissions for anything submitted in your case study to be published.

Appendix 5 Privacy Policy

Health and Wellbeing Fund – Processing information - 29th May 2018

About the Health and Wellbeing Fund

The Health and Wellbeing Partnership is responsible for administering the Health and Wellbeing Fund (HWF) on behalf of Argyll and Bute Health and Social Care Partnership (HSCP). The Health and Wellbeing Partnership is organised by Argyll and Bute HSCP Public Health team and is linked to the Community Planning Partnership (CPP). It includes the coordinators of eight local Health and Wellbeing Networks (HWN), members of the Public Health team and representatives from members of the CPP. Applications to the HWF are sent to your local HWN coordinator. HWN membership is open to anyone with an interest in health and wellbeing at a local level.

All applications

We need to process your information under the lawful bases of 'contract' and to fulfil our 'public task'.

Your application form will be shared with the Argyll and Bute Health and Social Care Partnership (HSCP) Public Health team for the purposes of recording and auditing the process of awarding grants. It will be stored on a secure NHS drive which only members of the Argyll and Bute HSCP Public Health team have access to.

Your application form will be shared with a scoring panel to enable them to score your application. The scoring panel will include the HWN coordinator, a member of Argyll and Bute HSCP Public Health team, other members of the local HWN and it may also include members of the public. The HWN coordinator may also share your application with other members of the HWN, outside of the scoring panel, to obtain their feedback about your application. The HWN coordinator will inform reviewers that applications sent to them cannot be sent to or shared with others.

In the event of the local scoring panel needing further guidance or support, or in the event of an appeal regarding a rejected application or applications, your application may be shared with the Health and Wellbeing Partnership.

Please note that anyone reviewing your application will be sent/shown the whole application which will include your name, organisation and contact details.

Contact details in applications

Your contact details from your application may be used to get in touch with you:

- if the coordinator/scoring panel need further information in your application
- for feedback on, and evaluation of, the effectiveness of the Health and Wellbeing Fund
- in reference to your invoice, if you are successful
- about your monitoring report, if you are successful
- for other reasons related to the health and wellbeing fund

Unsuccessful applications only

Unsuccessful applications will be kept by the HWN coordinator and you may be contacted by them or the Argyll and Bute HSCP Public Health team in the future regarding your application. We do this to help support potential projects. Your application will not be kept for longer than one year after the end of the financial year that the application was made in.

Successful applications only

The details from your application including your name, organisation and contact details, will be added to a Health and Wellbeing Fund database. The Health and Wellbeing Fund database is stored on an NHS server and is maintained by Argyll and Bute HSCP Public Health team.

The local HWN coordinator will also keep a copy of all successful applications. Applications will not be kept by the HWN coordinator for longer than two years after the end of the financial year that the application was made in.

Details of successful projects will also be shared with the Health and Wellbeing Partnership members in the papers they receive for the quarterly meetings.

Use of the Health and Wellbeing Fund database

The details from your application that are stored on the database will be used for a number of things:

- To email you your notice of success
- To send you your monitoring report form, when it is due
- To record whether monitoring information has been completed
- To monitor the distribution of the HWF
- To evaluate HWF

Grant application invoices

Grant application invoices will be seen by Argyll and Bute HSCP Public Health team and NHS Highland finance department. The finance department may get in touch with the contact details on your invoice if they have any queries regarding your invoice.

Monitoring reports

You are asked to provide case studies to support the evaluation of your project. These will be published on the Health Argyll and Bute Website – <http://healthyargyllandbute.co.uk/case-study/>

It is your responsibility to ensure that the information you provide does not contain personal information and that there is no copyright for the information provided.

Duration of application and supporting documents storage

Your application and relevant supporting documents to your grant, i.e. invoice, monitoring report, and the details added to the database will be stored by the NHS in line with the Scottish Government guidance on Records Management for the NHS. This is to ensure monitoring of all funds granted can be evidenced and reported on.

Your rights

You have the right to request to see what personal information we hold and for the information held to be corrected if appropriate. Please do inform us of any changes to the contact details that you have provided us.

Our contact details:

High-UHB.ABHealthImprovement@nhs.net

NHS Highland data protection notice is available here:
<http://www.nhshighland.scot.nhs.uk/Pages/YourRights.aspx>

If you have any concerns regarding data protection you can raise these with the information commissioner: <https://ico.org.uk/>

Guidance Pack