



**Living Well (self management) grants
Community capacity building fund
2021**

FUNDING APPLICATION GUIDELINES

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Contact us at nhsh.abhealthimprovement@nhs.scot if you need any help or have any questions

1. Introduction

The Living Well Strategy for Argyll & Bute HSCP was launched in September 2019. A 5 year implementation plan has also been developed to support the Strategy. Both documents can be found at www.healthymarilandbute.co.uk

The Living Well Strategy aims to achieve a shift in how people are supported, with an increase in people accessing third sector led services and projects within our communities, improved understanding of how people live with their conditions, and strengthened leadership within the HSCP. The Living Well strategy aims to promote a more preventative and partnership approach.

The Living Well grants are an opportunity for Third Sector organisations to fund projects that support the health and well being of people living in Argyll & Bute, while aligning to the key priorities set out in the Living well Implementation plan.

2. What will we fund?

Priorities

Applications are invited from third sector organisations that can support us to deliver on the Living Well Strategy. Bids must provide measurable value, lasting change and positive impact on the lives of people living in Argyll and Bute

We would like to fund self management projects that support people to better self manage their existing long-term conditions and/or prevent the development of long-term conditions. This year we are looking to fund projects which have a particular focus on:

Increasing physical activity opportunities as part of self-management or prevention of mental or physical health conditions	Supporting emotional and mental well-being of people living in our communities
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Key activities

We are looking for creative and COVID-19 compliant activities to **support the priority above**. We would welcome partnership bids. We would particularly welcome bids where organisations work together to deliver key outcomes across Argyll & Bute. This funding stream is targeted at **adults over 18 but we will consider bids that also include young people as part of the overall service/project**. Activities should be:

- Enabling
- Improve health and well being
- Motivational
- Compliant with any existing government COVID-19 guidance

Person centred outcomes that we are focusing on this year

I am supported to have improved physical and mental health	I have been supported to be more physically active	I feel better about myself, e.g. self esteem, resilience confidence, and/ or well being	I feel better able to manage my condition
I receive support that increases my resilience, independence and/ or reduces mental health issues	I have access to community networks and support including peer support	I know how different organisations can support my health/ well being and how to contact them	I receive support that improves my health and well being

Suggested Key Performance Indicators (KPIs)

- No of people accessing physical activity opportunities
- No of people who have sustained positive health and wellbeing choices
- No of people who have a plan/tools to help them manage health & wellbeing
- No of people accessing peer support
- No of people who have been supported with their mental and emotional well being

3. Who can apply for funding

Applications will be accepted from constituted groups (or groups who will become constituted if their application is successful and within our timescales for the project to start) and groups who meet our definition of “Third Sector”, which is:

“The Third Sector includes charities, social enterprises, voluntary and community groups. It delivers essential services, helps to improve people’s health, well being, connectedness and contributes to economic growth”

And

- Whose beneficiaries are adults over 18 and resident in Argyll and Bute
- Who are in a position to **start in 2021 and must complete within 12 months**
- Can provide evidence of agreed outcomes within the agreed timeframes
- Who can demonstrate that people who will benefit from the service have been engaged in developing the funding application/idea
- Who will use existing staff (or recruit) and/or volunteers in Argyll and Bute
- Who are committed to fair work practices such as but not restricted to paying the Living Wage for paid staff

We will also look for the following characteristics in all organisations that we fund

True to their mission	Responsive to need
Person centred	Use resources well
Working to create lasting change	Providing direct service delivery
Delivering holistic support	Monitored and evaluated

4. Application Process

- This fund is open for applications from the 8th October 2021 until the 15th of November 2021
- **Applications received after 12 midnight on 15th November will not be accepted**
- Funding will be granted for a maximum of 12 months, commencing in 2021
- Funding granted for the period from this grant allocation does not result in automatic qualification for any other potential Argyll and Bute HSCP funding.
- Funding applications **will not be accepted** unless the applicant can guarantee a start date **in 2021 complete within a 12 month period of that date.**
- Single grant applications for 1 locality area **cannot exceed £10,000**, but we will welcome partnership bids that will provide cover for more than 1 locality
- Funding for localities where there are identified gaps for our key priorities will be looked at favourably in the evaluation process.
- Partners can join up and bid for funding to promote an equitable approach
- Funding is only for revenue and not capital costs
- Funding not spent or committed will be reclaimed by Argyll & Bute HSCP

Completed application forms should be emailed to:

nhsh.abhealthimprovement@nhs.scot no later than midnight on the 15th November 2021

What happens when we receive your application?

- You will receive an acknowledgement of receipt and a unique reference number for your application
- An Evaluation Panel consisting of sector/service user representation will evaluate applications and score against set criteria below, additionally the application will be reviewed against the priorities and outcomes identified in the funding guidelines.
- **Funding is limited; the scoring process will be used to triage and assist with the overall evaluation of the bid**
- Applicants may receive full, partial or no funding. Partners working together can apply for more than 1 funding stream as long as it is a different lead partner and shows clear evidence of partnership working
- In the event Argyll & Bute HSCP receives more applications than available funding. **Argyll and Bute HSCP reserves the right to award funding based on best fit with our priorities and timescales and prioritise applications accordingly**
- Applicants (successful and unsuccessful) will be informed of the funding decision by end November 2020 or if any delays applicants will be notified

- Successful applicants will be sent (by email) an offer letter/funding agreement outlining the terms and conditions of the funding award and the next steps.
- Successful applicants will require to sign the offer letter/funding agreement prior to payment of Argyll and Bute HSCP funding
- All decisions made are final and Argyll and Bute HSCP cannot revisit any decision
- All awards made must be used for the purpose for which they are allocated and will be monitored

5. Appendix 1 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 and meets the funding stream description applied for.	Proposals based on informal evidence or out of date research with no direct reference to the client group
B	Priority	Clearly meets 1 or more of the identified priorities on page 3 of the funding application guidelines	No links to the identified priorities
C	How will the project be evaluated	Clearly explained method for measuring the success and is outcome focussed. Clear plans to meet 3 identified KPIs	Little evidence of an evaluation plan.
D	Is the project time limited? Can the project be sustainable in the	There is a clear plan for how the initiative will continue when this funding stream ends.	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	15
D	1-5	3	15
E	1-5	2	10
F	1-5	4	20

Maximum score=100 Minimum score = 21 Mid score 60

Applications scoring less than 60 should be rejected or sent back to the applicant of further detail or rejected.

6. Appendix 2 – Application form and further guidance

Section A. Basic Details	Organisation Name Address Website Address Name of Main Contact Job Title Telephone number Email of main contact Charity Number Date constituted Company Number Other Status
Section B. Your Organisation	
1. Give a brief description of your organisation. (300 words)	<p>What is the purpose of your organisation and what are its main aims and objectives? Briefly describe the range of services you provide and what you do on a daily basis. You should include a brief description of your organisations structure, board and management and length of time established.</p> <p>If you are submitting a bid but plan to work with partners please indicate this at this stage. Identify any partner organisations you plan to work with and have they also submitted a bid for this award.</p>
2. Explain why your organisation is well placed to meet the needs of the people you want to help. (300 Words)	<p>We are interested in understanding the skills and experience that you have in your organisation, including how and who you might collaborate with to meet the needs of the people you want to help.</p>

Section C. Funding Request											
<p>3. Describe the work you are asking us to fund and the specific Argyll and Bute HSCP priority/priorities it will contribute to. (750 words)</p>	<p>All funding bids must meet 1 or more of our priorities. A description of the priorities is on page 3 of the guidance. We want to understand what you plan to deliver and specific Argyll & Bute HSCP priority/priorities you will meet. Please outline your project plan. This is likely to include:</p> <ul style="list-style-type: none"> • What you will do (e.g. the type of service or resources that you will provide) • Who will deliver it (staff, volunteers) • Where it will be delivered (community centre, refuge, hall etc.) • How it will be delivered (group, 1 to 1, virtual etc.) • Frequency of delivery (e.g. daily, weekly, monthly) • The number of people you intend to help each year <p>If you receive an award you will be expected to report on progress you have made. You will also be expected to identify key performance indicators that we will expect you to report on. Please consider this when devising your project plan. More detail will be expected later on in the application form.</p>										
<p>4. Please select the area(s) where you plan to deliver the project(s) you are asking us to fund from the list below. Place an X in all relevant boxes.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Area</th> <th style="width: 50%;">Area</th> </tr> </thead> <tbody> <tr> <td>Cowal</td> <td>Kintyre & Islay/Jura</td> </tr> <tr> <td>Bute</td> <td>Mid Argyll</td> </tr> <tr> <td>Lorn isles Mull, Coll, Tiree, Colonsay</td> <td>Oban</td> </tr> <tr> <td>Helensburgh & Lomond</td> <td>All</td> </tr> </tbody> </table>	Area	Area	Cowal	Kintyre & Islay/Jura	Bute	Mid Argyll	Lorn isles Mull, Coll, Tiree, Colonsay	Oban	Helensburgh & Lomond	All
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Helensburgh & Lomond	All										
<p>5. Who will your work support and why is this needed? (500 Words)</p>	<p>Describe the population group(s) you will work with. Describe the challenges to these population groups(s) and whether there are any other challenges in the area that you are looking to deliver the project that should be taken into account. Please provide data, information from beneficiaries, research, or information from other organisations to support the case you are making.</p>										

<p>6. How will you monitor and evaluate the work that you will deliver and use this information to improve what you do?(500 Words)</p>	<p>We want to understand that the project you are asking us to fund is evaluated in such a way that it gives you and Argyll & Bute HSCP confidence in its results</p> <ul style="list-style-type: none"> • How will you know if the work and the outcomes you hope to achieve have been a success • What measures will be used • What steps will you take to collect quality data to assess and improve the project as it develops <p>Please identify the key performance indicators that you will measure your progress against, these will form part of your 6 month and final report.</p>
<p>7. What will the outcomes be for the people you will work with, demonstrating the priorities you will be addressing as identified in question 3? (300 words)</p>	<p>We would like you to explain the difference your work will make by setting out your intended outcomes. In Questions 3 we asked you to state the priority areas your project intends to meet. Page 3 of the funding application guidelines sets out the outcomes that we are looking for. When we assess your application we will be looking to see how well it fits within the outcomes we are looking for.</p>
<p>Section D Financial Information</p>	
<p>8. Total Funding Requested</p>	<p>Please enter the amounts, start date and length of project</p>
<p>9. Please provide a budget plan, to include costs covered by other funding sources</p>	<p>Please give as much information as possible about how you reached the total cost within your application</p> <p>Break down your costs into categories that make sense to you. Tell us what contribution your organisation is making to the overall package if any. Give details of the value of any contribution from other organisations for this project. Has your organisations applied for other funding bodies for this project?</p> <p>Please check your figures to ensure that columns and rows add up.</p>
<p>10. Provide a summary of your last annual accounts/financial statement</p> <p>Income Expenditure</p>	<p>Select Y or N</p> <p>Please enter amount Please enter amount</p>

<p>11. Please provide details of any other sources of support for this project already secured as outlined in question 9 (300 words)</p>	<p>We anticipate you will have other sources of support (financial and non financial) to deliver your services. Please provide information on any contribution your own or other organisations are putting towards the service. Please clearly state if applications for other sources to fund this project are awaiting a decision</p>
<p>12. Please describe how you will sustain the work when the Argyll & Bute HSCP funding ends. (300 words)</p>	<p>The funding we are awarding is for a set period. If you plan to continue to deliver this work beyond the end of the funding period then please tell us how you plan to fund the service beyond the funding date. No applicant should work on the assumption that it will receive further funding from Argyll & Bute HSCP after the period to which funding has been awarded.</p>
<p>Section E. Policies and Insurances</p>	
<p>13. Please confirm your organisation has up-to-date safeguarding policies</p>	<p>Please tick as appropriate</p>
<p>14. Please tick to confirm that PVG checks are carried out on all staff and volunteers working with vulnerable adults. If PVG checks are not necessary, please explain why</p>	<p>Please tick as appropriate</p>
<p>15. If the service you are asking us to fund could incur employee and/or public liability please confirm that you already have or can commit to obtaining prior to commencement of the funding award.</p>	<p>Please confirm as appropriate</p>
<p>16. Please ensure you include the following with your application form:</p> <ul style="list-style-type: none"> • A copy of your last annual financial statement • A copy of your governing documentation/constitution if you are not a registered charity 	<p>Please tick as appropriate</p>
<p>Declaration</p>	<p>Please sign, date and enter full name and job title and organisation of the person signing</p>

I agree to the following terms and conditions

YES

NO

- I have read the privacy policy available at:
<http://healthyargyllandbute.co.uk/local-information/privacy-policy/>
- By submitting this application I am agreeing to my details being held on file by Argyll and Bute HSCP.
- This form, including applicant details will be circulated for scoring to an evaluation panel, made up of Argyll and Bute HSCP Public Health team and relevant partners.
- I confirm we can deliver within the timescales specified and complete within 12 months
- Awards must be used for the purposes set out in this application and for no other reason.
- Applicants must complete a 6 month and final monitoring report. The end of project monitoring report should include photographs and quotes from people taking part in the activity. This will then be published to the Healthy Argyll & Bute website. (Please note that a copy of the image consent form that you may need for taking pictures for your report will be sent to successful applicants)