

THIRD SECTOR FUNDING 2020

Living Well Grants (Self Management)



FUNDING APPLICATION GUIDELINES

November 2020 to March 2021

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Before beginning to complete the Third Sector Funding Application Form, please read these Funding Application Guidelines

Contact us at if you need any help or have any questions
High-UHB.ABHealthImprovement@nhs.net

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 <http://www.healthyyargyllandbute.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 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.

1. What will we fund?

Priorities

The priorities and outcomes listed, describe what we want to commission to bring about positive and lasting change to adults living in Argyll & Bute. All have equal importance to us. We are looking to fund applications which meet one or more of these:

This year in particular we are keen to focus on supporting people who may be at higher risk of developing or managing health conditions due to the Current pandemic.

Managing fatigue	Increasing Physical activity opportunities particularly post Lock down/Covid
Prevention of diabetes (healthy weight) Particularly motivational opportunities to support people to maintain a healthy weight	Supporting emotional and mental well being of people living in our communities

Key activities

We are looking for creative and Covid compliant activities to support 1 or more of our priorities listed above. Please note your application can support 1 or more of the priorities. 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 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 fatigue
- No of people accessing peer support
- No of people who have been supported with their mental and emotional well being

2. 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) 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 by end of November 2020 or at the latest December 2020 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

3 Application Process

General

- This fund is open for applications from the 24th August 2020 until 11th of October 2020
- **Applications received after 12 midnight on 11th October will not be accepted**
- Funding will be granted for a maximum of 12 months, commencing preferably by end of November or at latest December 2020
- Funding granted for the period from this grant allocation does not result in automatic qualification for any other potential Argyll and Bute HSCP funding from 1 April 2020.
- Funding applications **will not be accepted** unless the applicant can guarantee a start date **of end of November/December and complete within a 12 month period of that date.**
- Funding may be awarded in 2 tranches depending on award allocation. 1st tranche in November/December 2020 and 2nd tranche will be awarded in March 2020 **only if key project outcomes are on track** and will be achieved within timescales
- Single grant applications for 1 locality area **cannot exceed £20,000**, But we will welcome partnership bids that will provide cover for more than 1 locality
- Funding for localities where there are **identified gaps our identified 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

How to submit an application

Completed application forms should be emailed to:

High-UHB.ABHealthImprovement@nhs.net no later than midnight on the 11th October 2020

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. It is expected that bids will outweigh the funding available and will be reviewed on how well they meet the funding stream applied for. **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 20th October 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
- A summary of the process is shown at **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 long term	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.

4 How to complete the Application Form

- All questions should be completed in full.
- Please enclose any requested documentation
- Missing information may result in your application being rejected
- Help text is included in some of the response boxes explaining the information we need. **The help text should be removed prior to completing your response**
- Where appropriate, a maximum word count for each question is shown in brackets and should not be exceeded. Shorter answers can be provided
- Supplementary documents/embedded documents are not allowed, unless expressly asked for. Any documentation supplied that has not been asked for will not be read.
- Applications in other formats will not be accepted

Third Sector Funding Application Form

Please read the application guidelines carefully before completing this application form.

Help text is included in some of the response boxes explaining the information we are looking for. **The Help text should be deleted prior to entering your response.** Where appropriate, a maximum word count for each question is shown in brackets and should not be exceeded. Shorter answers can be provided.

All questions should be completed in full. No supplementary attachments/embedded documents allowed, unless expressly asked for.

Please ensure that you answer all the questions.

All personal information supplied will be treated as confidential and will be subject to the General Data Protection Regulation and Data Protection Act 2018.

Section A. Basic Details

Organisation Name:

Address:
Enter the main address of your organisation. We will use this address for all correspondence

Website Address:

Name of Main Contact:
The person who will be the main point of contact. This person will be our main point of contact during the application process.

Job Title:
Please enter the job title of the main contact

Telephone number:
Please enter the best number for the main contact, as this will be the number we use if we have any questions regarding your application

Email of main contact:
We will use this email address to contact your organisation, throughout the process, please ensure that you provide a suitable email address

Charity Number:

Date constituted:

Company Number:

Other Status:
If you are not a registered charity, please state your charitable status

Section B. Your Organisation	
<p>1. Give a brief description of your organisation. (300 words)</p>	<p>What is the purpose of your organisation and what are its main objectives? Briefly describe the range of services your organisation provides and what you do on a daily basis.</p> <p>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 other partner agencies please indicate this at this stage, and identify any partner organisations you plan to work with to deliver this service and have they submitted a bid to us as part of this funding allocation/award</p>
<p>2 Explain why your organisation is well placed to meet the needs of the people you want to help and the challenges they face. (300 Words)</p>	<p>We would like to understand the challenges in the areas you are looking to deliver the service, and how you know there is a need for the service you are asking us to fund.</p> <p>We are also interested in understanding the skills and experience that you have in your organisation, including how and who you might collaborate with to address these issues</p>
Section C Funding Request	
<p>3 Describe the work you are asking us to fund and the specific Argyll and Bute HSCP priority(ies) it will contribute to. (750 words)</p>	<p>All funding awards we make must meet one or more of our priorities. We want to understand what you plan to deliver and the specific priorities you will meet. This is likely to include</p> <ul style="list-style-type: none"> • The type of service(s) you will provide (examples) • Who will deliver the service(staff, volunteer) • Where the service will be delivered (community centre, refuge, care home) • Frequency of the service (e.g. daily, weekly, monthly)

	<ul style="list-style-type: none"> • How the service will be delivered (group based, 1 to 1) • The number of people you intend to support. <p>All of our priorities are of equal importance to us. A description of each of the priorities can be found on page 3 of the funding application guidelines</p>																
<p>4 Please select the area(s) where you plan to deliver the service(s) you are asking us to fund from the list below. Place an X in all relevant boxes.</p>	<table border="1" data-bbox="810 571 1401 779"> <tr> <td>Cowal</td> <td></td> <td>Kintyre & Islay/Jura</td> <td></td> </tr> <tr> <td>Bute</td> <td></td> <td>Oban</td> <td></td> </tr> <tr> <td>Helensburgh</td> <td></td> <td>Lorn isles, Mull, Tiree, Coll, Colonsay</td> <td></td> </tr> <tr> <td>Mid Argyll</td> <td></td> <td>All</td> <td></td> </tr> </table>	Cowal		Kintyre & Islay/Jura		Bute		Oban		Helensburgh		Lorn isles, Mull, Tiree, Coll, Colonsay		Mid Argyll		All	
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Mid Argyll		All															
<p>5 Who will your work support</p>	<p>Describe the characteristics of the people you will support and the issues they face. Please provide your own data, information from beneficiaries or other organisations and/or independent research in the area as appropriate 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 service 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 are your Key Performance Indicators (KPIs) • What steps will you take to collect quality data to assess and improve the service 																
<p>7 What will the outcomes be for the people you will work demonstrating the priorities as identified in question 3</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 service 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 be looking to see how well it fits within the outcomes we are looking for</p>																

Section D Financial Information	
8 Total Funding Requested: Start date	Please enter the amounts Start date and length of project
9 Please provide a budget plan, to include costs covered by other funding sources.	Please give as much information as possible about how you reached the total cost within your application 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? Please check your figures to ensure that columns and rows add up.
10 Provide a summary of your last annual accounts/financial statement Attached to application Income Expenditure	Select Y or N Please enter amount Please enter amount
11 Please provide details of any funding already secured as outlined in question 9	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
12 Please describe how you will sustain the work when Argyll & Bute HSCP funding ends.	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.

Section E policies and Insurance	
13 Please confirm your organisations has up to date safeguarding policies	Please tick as appropriate
14 Please tick to confirm that PVG checks are carried out on all staff and volunteers when working with vulnerable adults. If not necessary please explain why	Please tick as appropriate
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 public liability insurance	Please confirm as appropriate
Please ensure you include the following with your application form <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 	Please tick as appropriate Please tick as appropriate
Declaration	Please sign, date and enter full name and job title and organisation of the person signing
I agree to the following terms and conditions <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <ul style="list-style-type: none"> • 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 • Awards must be used for the purposes set out in this application and for no other reason. • Applicants must complete a short bi monthly summary on progress and outcomes and an end of project monitoring report, this 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) 	

Appendix 1

Once we receive your application form what happens next?

