

# Leicester Adult Social Care Prevention and Wellbeing Grant Fund 2018-21



PREVENTING ADULTS FROM DEVELOPING SOCIAL CARE NEEDS

[hyperlink to fund page here](#)

## Guidance for applicants

**Please read this guidance before you make an application for funding.**

The council has a responsibility to prevent the development of social care needs. We provide a range of services to do this, such as housing adaptations, telecare, supported living, and enablement.

The council believes that there is also a major role for the voluntary and community sector in the prevention of social care needs.

We have therefore created the Adult Social Care Prevention and Wellbeing Grant Fund.

The purpose of the grant fund is to enable Leicester's voluntary and community sector to provide activities and services for people who are at risk of developing social care needs.

We are asking for submissions for projects targeted at helping people who are at risk to avoid or delay those needs; to maintain or improve their health and wellbeing; and to live as independently as possible.

**Your application must reach us by [\[day, date\]](#).**

### 1. The ASC Prevention and Wellbeing Fund

The total fund available for 2018-19 is £250,000. Grants from this fund will be made for eligible organisations and projects to a maximum of £10,000 per project. The grants fund is split into two pots. Applications for small grants up to £1000 are sought and there is also a pot allocated for larger grants from £1000 to a maximum of £10,000.

Organisations are permitted to submit a maximum of three bids, provided that each bid is for a separate eligible project.

Your project must start delivery between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 (Year 1).

If you would like to seek funding for a project that carries on into Year 2 (April 2019 - March 2020) you can also propose this. If so, you will need to identify separately for each of the two years:

- the number of beneficiaries you expect to support: and
- your budget .

If your bid is successful, and your proposal runs into Year 2, we will fund you to run your project for Year 1 (1<sup>st</sup> April 2018- 31<sup>st</sup> March 2019). Towards the end of Year 1 we will evaluate your project and its success and, if it was successful in Year 1 we will then release the Year 2 funding for 2019-20. If the evaluation shows it was not successful, then Year 2 funding will not be given.

It is also intended that a further round of funding will be launched during 2018 for projects starting in 2019-20. This round will be based on our overall evaluation of the Year 1 2018-19 fund.

## **2. Who can apply for funding?**

You can apply for funding if you are an organisation or group with social, charitable or community-based objectives, and you are a not-for profit organisation.

If you are not a registered charity or a company limited by guarantee, you must have a formal constitution and your organisation must have a UK bank account with at least two signatories who do not live at the same address.

Who can't apply?

- Statutory Sector Organisations
- Private Sector Organisations
- Individuals

## **3. How will applications be assessed?**

Applications will be assessed by an evaluation panel consisting of council officers. In addition we will invite people who use social care and preventative services to advise the panel. They will be required to act impartially, and sign a Declaration of Interests. If they do declare an interest in any of the projects or organisations who have submitted a bid they will not advise on those bids. If the advisors are associated with any organisations bidding for funding, those advisors will not be able to evaluate grant applications from those organisations.

Your responses will be given a score of 0 to 4 each, and then bids will be ranked according to their total score:

0	poor or unsatisfactory
1	weak
2	adequate
3	good
4	very good

The decision of the evaluation panel will be final.

Your application must reach us by **[day, date]**. The timeline for the funding process is shown in section 8.

#### 4. What is the council looking for in applications to the fund?

We are looking for proposals that are both small and/or neighbourhood based, or larger schemes. A lot of effective support can come from small initiatives, for example activities that are neighbourhood based. These activities can sometimes provide good support for people, with a relatively small amount of money. But at the same time, larger schemes may reach a wider number of people and may benefit from economies of scale in managing costs.

The council will only fund up to £10,000 per project. Any other funding required for the project will have to be found from other sources.

We will evaluate bids on the basis of your answers to the questions in the application form. All bidders will be required to demonstrate that they or their organisation meet the following criteria. If any one of the criteria is not met then your application will not be considered:

##### **Criteria 1: Are the people who will benefit from your project aged over 18 and living in the city of Leicester?**

Your bid can only be for projects for people who live in Leicester, and who are over 18. This is because we are using Leicester City Council adult social care funding. However, you might want to propose intergenerational work between young and older people. If the main purpose of this work is to benefit older people, we would be happy to consider the proposal.

##### **Criteria 2: What group/s of people are you planning to aim your project at?**

There is evidence that certain groups of people are particularly at risk of developing social care needs. These include older people (65 and over); people with poor physical and/or mental health; people living with dementia; long term health conditions; sight loss or hearing loss; loss of mobility; substance misuse problems; or those experiencing loneliness and social isolation. The fund is also open to groups who can provide support to carers whose health and wellbeing may be at risk because of their caring responsibilities.

We are looking for projects that seek to support people in these groups, but we are happy to consider any project proposal that shows any good evidence of need.

**Criteria 3: What evidence do you have that that these group/s of people are at risk of developing a need for social care?**

We would like to know what reasons or evidence you have that the group/s of people you will be supporting are at risk of needing social care support. This may be from national evidence (please give links to the source of information). Alternatively your reasons or evidence may be from local information and knowledge, again please give sources of evidence where possible.

**Criteria 4: Will your project be for people from certain areas or neighbourhoods in the Leicester or for people from anywhere in the city. If part of the city, please say why you have chosen this area/these areas.**

You may want to focus your activity on certain areas of the city where you believe there are significant needs/not enough support for people who may be at risk of developing greater problems. You may be a small organisation that wants to focus on a specific neighbourhood area, or you may be seeking to support people with particular needs but who may live in any part of Leicester. We welcome proposals for all of these approaches, but please give us information as to why you are choosing your area.

**Criteria 5: What kind of activity you are planning to provide for these people, and why do you think this would be an effective way of supporting them to avoid or delay the need for social care?**

Please outline the activities or services you are proposing to provide with the grant funding in as much detail as possible. Broadly speaking, we would like to see proposals that meet one or both of the following aims:

**Enabling people at risk of developing social care needs, including carers, to be active, stay well, both physically and emotionally, and maintain or improve their independence.**

**Reducing loneliness and isolation amongst people at risk of developing social care needs, including carers. Helping them to reconnect with family, friends and the community, and to make use of the facilities and support available to them in the community.**

You may have ideas of your own about projects, or want to look at the wide range of ideas and schemes already around, especially where there is evidence of effectiveness in helping people avoid or reduce dependence on social care services. We would also like to receive proposals for innovative or new ideas that could inform future planning.

**Criteria 6: Please explain how this activity or service will reduce social care needs.**

Please provide your ideas and evidence as to how and why you think this activity will prevent the development of adult social care needs in the group/s you are targeting. You might want to refer to national evidence, local evidence, or your own views (especially if your proposal is new or innovative).

**Criteria 7: How will you identify and engage the specific individuals that you are planning to support?**

Please explain how you will make contact with the people you want to take part on your project service, and how you will encourage them to participate or use your service.

**Criteria 8: What are the start and finish dates for your service or project?**

Your project or service must start in year 1 between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019. The end date can be within that year, or in year 2 (1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020).

**Criteria 9: How many people do you aim to benefit over the duration of the project?**

Please tell us how many people you aim to support over the lifetime of your project.

If you are proposing a project that will be delivered in year 1 2018-19 and year 2 2019-20, please give numbers for each year.

We would like projects to support as many people as possible, but it is also important that your targets are realistic and achievable, so please don't over-estimate. A larger number of beneficiaries would be good, but also a small scale project that avoids or delays social care needs in a group of people who would otherwise be at a high risk, could be just as valuable.

**Criteria 10: Will there be any cost to people taking part, and if so what will it be, and what is the purpose of charging?**

Please let us know if you will be charging people for the service, and if so how much. We would prefer services to be delivered free of charge to beneficiaries, but we know that there can be good reasons for charging. If you do intend to charge people, we will ask you to say why you are charging and require you to confirm that any income from the project and service must be used to offset the costs of the project itself. We will ask for evidence of both expenditure and income when contracts are monitored.

**Criteria 11: How will you measure the difference your project has made to the people who took part?**

We would like to know how you will assess whether your project or service is helping people to maintain or improve their health and wellbeing and/or to reduce social isolation and be more connected to the community. In most cases the best approach is to ask people taking part whether or not their health and wellbeing has improved as a result of the project or whether they feel more

socially connected (depending on the aim of the project). This could be done either through a short questionnaire or interview, or discussion group. We suggest that you utilise a monitoring tool such as the Short Warwick-Edinburgh Mental Wellbeing Scale to monitor beneficiaries' wellbeing. You may also decide to ask an independent person to carry out this evaluation on behalf of your organisation so that participants or service users can speak freely. Hyperlink to SWEMWBS tool here <http://www2.warwick.ac.uk/fac/med/research/platform/wemwbs/>

All successful organisations will be asked to complete an end of grant form before final grant payments are made [can we withhold any payment till this is received?]. The form includes questions asking for your evidence that the project or service made a difference to the people who received it. The End of Grant form is available on the ASC Prevention and Wellbeing Fund web page.

**Criteria 12: How will you help people to access your project if they might experience barriers to being included, such as disability, language barriers, learning disability, caring responsibilities etc.?**

It is important that your project is accessible to everyone you are seeking to engage and support. Please identify how you will ensure your project avoids discrimination and promotes equality through the way in which it is delivered.

**Criteria 13: Do you have any proposals about how you could sustain the project after this funding ends, and if so what are they?**

This has two aspects:

- How will support to your project beneficiaries be maintained when the project finishes? Is it intended that they will have become enabled to support themselves or find support from elsewhere by the end of the project? If so, please say how.
- Will you be seeking further funding from elsewhere? If so, please give as much detail as you can at this stage.

## **5. What can and cannot be funded**

The majority of the funding should be to fund direct project activities and can only be used for recovery of all the eligible, direct costs of the project, including but not limited to:

- Seasonal staff costs directly related to the activity in this application.
- Overhead costs directly related to the activity in this application.
- Staff training and recruitment where this is directly related to the activity in this application.
- Monitoring and evaluation of the activities described in this application.
- Marketing and publicity of the activities described in this application.

- Professional and legal fees associated with expenditure on this project or activity.
- Consumable items like paper, stationery, blank discs and refreshment where these purchases do not exceed 10% of the overall cost of the grant requested.
- Rent directly related to the activity in this application.
- Utilities bills directly related to the activity in this application.
- Insurance costs where this is directly related to the activity in this application.
- Non-recoverable VAT costs directly related to the activity in this application.
- Salaries and other costs e.g. National Insurance, pensions, travelling and subsistence expenses for people directly working within the project or activity, including volunteer expenses.

#### What the Grant won't pay for

- Activities that do not demonstrate how, if successful, they could be sustained.
- Items that benefit an individual rather than delivering project outcomes.
- Any item or activity which someone else has agreed to pay for or for which funding has already been secured.
- Travel outside the UK.
- Funds to build up a profit or surplus, or loan repayments.

#### The Grant **CANNOT** be used for:

- Any items which could be sold at the end of the project for profit; this includes vehicles, building purchases, computers or office furniture.
- Redundancy or TUPE costs.
- Routine repairs, maintenance or any other general improvements.
- Building refurbishments and major building costs.
- Recoverable VAT costs or VAT paid on items that are zero rated.

## 6. Acknowledgement of Leicester City Council funding

You will have to agree to make it clear in any information and publicity about your project or service that it is funded by Leicester City Council, and display the Leicester City Council logo.

## 7. End of Grant report

All successful organisations will be asked to complete an end of grant form before final grant payments are made [can we withhold any payment till this is received? The form includes questions asking for your evidence that the project made a difference to the people who received it. The End of Grant form is available on the ASC Prevention and Wellbeing Fund webpage.

## 8. What happens when you have made an application?

**3 August 2018** Deadline for applications

**17 August 2018** We will contact you to confirm that we have received your application.

**17 August – 28 September 2018** The *ASC Prevention and Wellbeing Grant Fund* panel will carry out evaluations of all applications. Applications will be assessed by an evaluation panel consisting of council officers.

In addition we will invite people who use social care and preventative services to advise the panel. They will be required to act impartially, and sign a Declaration of Interests. If they do declare an interest in any of the projects or organisations who have submitted a bid they will not advise on those bids. If the advisors are associated with any organisations bidding for funding, those advisors will not be able to evaluate grant applications from those organisations.

**1 October 2018** We will contact you to let you know the decision. The decision is final. If your application is successful, we will arrange for the contract to be issued. Two copies of the grant agreement will be sent to you. Please ensure that you return one signed copy to us as soon as possible, as no payment of the grant can be made until it is received. Once the signed copy of the grant agreement is received, we will release the funds in accordance with the terms and conditions of your grant agreement. CaAs/legal to advise once contract developed with legal

**Date November 2018** We will publish information on the *ASC Prevention and Wellbeing Grant Fund* web page hyperlink about the projects that we have agreed to fund.

**From January 2019** You will start your project. We will monitor whether the project and funding is delivering what was agreed. We will contact you to arrange for you to provide evidence of expenditure, such as invoices and receipts. We will need evidence that the activity has taken place as set out in your application and that the funding is being spent as agreed. If this is not the case we may claw back funding as appropriate or withhold future payments until evidence is provided.

**When your project ends**, we will request your **End of Grant report**. The End of Grant report form can be found at the *ASC Prevention and Wellbeing Grant Fund* webpage hyperlink.

We also will check that **Leicester City Council has been acknowledged** clearly as having funded the project and that the Leicester City Council logo has been used on information or publicity.

When the project is completed and the monitoring shows that it was satisfactory, final payment will be made



If the activity has **not** been carried out as agreed, or if there is no evidence that the outcomes were achieved, or you cannot provide evidence of expenditure, we will exercise the right to withhold the final payment..

If your project extends beyond 1 January 2020 – into Year 2 we will decide whether to release year 2 funding on the basis of our evaluation of your Year 1 delivery.

## 9. Contact Us

Enquiries can be made to:

**Email** ASCPreventionGrants@leicester.gov.uk

**Address** ASC Prevention Grants, Strategic Commissioning Team, Leicester City Council,  
1st floor, Bosworth House, 9-15 Princess Road West, LEICESTER LE1 6TH

## Leicester Adult Social Care Prevention and Wellbeing Grant Fund 2018-21

PREVENTING ADULTS FROM DEVELOPING SOCIAL CARE NEEDS

[hyperlink for fund page here](#)



Final form will be a separate document pdf with fillable fields

### Application Form

**Please read the guidance before you make an application for funding.**

This guidance and application form, along with other information about the fund is available on the ASC Prevention and Wellbeing Grant Fund webpage [hyperlink](#). You can complete this form electronically and save it to your device, then send it to us by email. This is the method we prefer. Alternatively you can print it and fill it in by hand and post it to us. If you do this please write clearly in black ink.

**The deadline for applications is [day, date].**

We are seeking applications for projects that will start in 2018-19.

If you need more space please expand the boxes if you are filling the form in online or add more sheets if you are sending your application by post. Please answer all the questions as any applications that are incomplete cannot be considered. Do not exceed the word limits where they are included.

**[Form to be formatted]**

1. Title of your project
2. Name of your group or organisation
3. Organisation's main address
4. Contact details: Main contact / second contact
5. Is your organisation a registered charity? Yes / No. If yes, please provide your registration number and confirm your registered address, if different to your response to question 2.
6. Is your organisation a company limited by guarantee? Yes / No
7. If 'no' to x or y above, does your organisation have a constitution Yes/ No.
8. Please provide a copy of your constitution with your application. If your organisation does not have a constitution, we will contact you if your bid is successful to ask for a copy before any funding is released. Please tick one box below as appropriate:

I have sent a copy of the organisation's constitution with this application

I will send a copy of the organisation's constitution if my bid is successful

9. Are you receiving funding from any other organisation for this project? Yes / No
10. If yes please give details below, including amount awarded.

**'Criteria' questions below word limit=500 to be put in each response box**

11. Are the people who will benefit from your support aged over 18 and living in the city of Leicester? Yes/No
12. What group/s of people are you planning to provide your project to?
13. What evidence do you have that that these group/s of people are at risk of developing a need for social care?
14. Will your project be for people from certain areas or neighbourhoods in the Leicester or for people from anywhere in the city. If part of the city, please say why you have chosen this area/these areas.

Whole of Leicester

Part of Leicester, please say where

Reasons (250 word limit)

15. What kind of activity you are planning to provide for these people, and why do you think this would be an effective way of supporting them to avoid or delay the need for social care?
16. Please explain how this activity or service will reduce social care needs.
17. How you will identify and engage the specific individuals that you are planning to support?
18. What are the start and finish dates for your service or project?
19. How many people do you aim to benefit over the duration of the service or project?

Year 1 2018-19

Year 2 2019-20 (if applicable)

20. Will there be any cost to people taking part, and if so what will it be, and what is the purpose of charging?
21. How you will measure the difference your project has made to the people who took part?
22. How will you help people to access your project or service if they might experience barriers to being included, such as disability, language barriers, learning disability, caring responsibilities etc.?
23. Do you have any proposals about how you could sustain the project after this funding ends, and if so what are they?
24. Do you agree to make it clear in any information and publicity about your project that it is funded by Leicester City Council, and display the Leicester City Council logo. Yes / No
25. Does your project involve work with vulnerable adults and/or work with children/young people?

Yes / No

If yes, those directly involved will have to have undertaken a Disclosure and Barring Service (DBS) check. Please provide names of those involved and certificate numbers of DBS checks in the box below.

**Add more rows if needed**

Name	DBS certificate number

26: Budget: Please provide a breakdown of the costs of your project. Please be as precise as you can in describing costs and how they are calculated.

**Add more rows if needed**

<b><u>Year 1 2018-19</u></b>	
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Item	Cost £s
Example: 1 trainer to train volunteers working 2 hours per week x 12 weeks at £10 an hour.	£240
<b>Total cost of project Year 1 2018-19</b>	
<b>Amount you are requesting from the ASC Prevention Fund</b>	

<b>Year 2 2019-20</b> If applicable. If you are not proposing a project that runs into year 2 please leave blank	
Item	Cost £s
Example: 1 trainer to train volunteers working 2 hours per week x 12 weeks at £10 an hour.	£240
<b>Total cost of project Year 2 2019-20</b>	
<b>Amount you are requesting from the ASC Prevention Fund</b>	

26. Is your organisation registered for VAT? Yes / No
27. Please provide your bank details. You must have a UK bank account with at least two signatories who do not live at the same address

<b>Account name</b>	
<b>Sort Code</b>	
<b>Account number</b>	
<b>Bank or building society name and address</b>	

### Declaration

I have read and understand the *ASC Prevention and Wellbeing Grant Fund - Guidance for Applicants* and I agree to abide by the arrangements set out in the guidance and in the terms of the grant agreement, if awarded. I confirm that the information I have given on this form is true and that I am authorised by the organisation to submit this bid on their behalf. I will inform the council immediately if any of the information I have given on the form changes.

<b>Signature</b>	
<b>Name</b>	
<b>Organisation</b>	
<b>Date</b>	

### Sending your application

You can send your application by email or by post. You can complete this form electronically and save it to your device, then send it to us by email. This is the method we prefer. Alternatively you can print it and fill it in by hand and post it to us. If you do this please write clearly in black ink. Please make sure you have filled in all sections of the application.

**The deadline for us to receive your applications is [day, date].**

**Email** ASCPreventionGrants@leicester.gov.uk

**Address** ASC Prevention Grants, Strategic Commissioning Team, Leicester City Council, 1st floor, Bosworth House, 9-15 Princess Road West, LEICESTER LE1 6TH