About the Community Wellbeing Innovation Fund 2015

Hertfordshire County Council’s Community Wellbeing Team (CWB) commissions preventative and wellbeing services on behalf of the council and the two Clinical Commissioning Groups in Hertfordshire. CWB are in the process of reviewing our contracts and re-commissioning services under the following eight themes:

CWB Contracts Review - Phase 2: Themes and planned tenders

<table>
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<tr>
<th>Supporting Carers</th>
<th>Promoting Mental Health &amp; Emotional Wellbeing</th>
<th>Information, Advice &amp; Advocacy</th>
<th>Keeping People out of Hospital</th>
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<tr>
<td>Tim Napper</td>
<td>Louis Sanford</td>
<td>Susan Carter</td>
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**Tenders:**
- i. Specialist carers services
- ii. Community based recovery & employment focused activities
- iii. Talking therapies

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<th>Reducing Social Isolation &amp; Maintaining Independent Living</th>
<th>Staying Active &amp; Physically Well</th>
<th>Connecting &amp; Developing Individuals &amp; Communities*</th>
<th>Living Well with Long Term Conditions</th>
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<tr>
<td>Daisy Sanghera</td>
<td>Kim Ho</td>
<td>Tim Napper</td>
<td>Matt Peirce</td>
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**Tenders:**
- i. Countywide Befriending
- ii. Lunch clubs – Friendship Groups
- iii. Support for user-led groups to be self-sustainable

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<td>i. Herts Sports Partnership</td>
<td>i. Support for small organisations</td>
<td>i. Crisis Intervention <em>(due October 2015)</em></td>
<td>i. Dementia support services (x2) <em>(first dementia tender due October 2015)</em></td>
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<td>ii. Physical Activity</td>
<td>ii. Countywide volunteering / timebanking</td>
<td>ii. Advocacy</td>
<td>ii. Sensory services</td>
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<td><em>These tenders have already gone live</em></td>
<td>iii. Brokerage &amp; Direct Payments service</td>
<td>iii. Support for Neurological Conditions</td>
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We want to help develop services that are better integrated with one another and the wider health and social care system, and services that deliver clear outcomes for the people who use them.

This Innovation Fund has been designed to complement the re-commissioning process that is taking place over the next 12-18 months and meet the prevention-focused outcomes agreed across the East of England region. A key aim of this Fund is to help organisations/groups to develop new services and delivery models that will help prepare them to apply for or be involved in (e.g. as a delivery partner or sub-contracted provider) upcoming contract opportunities.

A total of between £250,000 and £300,000 is available for the whole of Hertfordshire.
Please ensure that you fully read and understand this guidance before completing the application form

Section A: Who can apply?
Voluntary, charitable organisations, community groups and housing associations can all apply. This Innovation Fund is intended to be flexible; however, for an application to be considered, organisations/groups applying for funds must have a set of rules and comply with the following conditions.

- Hold a bank account in the name of the group, requiring at least two signatories
- Have a Management Committee of at least three people
- Be non-profit making or reinvest profits for community or social benefit
- Be committed to equality and diversity in employment and service delivery

Section B: Proposal Requirements

B1: Overall requirements
CWB are looking for innovative proposals that test new partnerships or delivery models and develop the existing work and/or skills of organisations.

All applications will need to set out clearly how the proposed project will:

- Address one or more of the eight key themes listed above
- Develop innovative ways of working
- Work in partnership with other organisations
- Benefit targeted groups of people in Hertfordshire and involve them in developing the project
- Prepare the organisation/group to apply for or be a delivery partner in upcoming CWB contract opportunities

All applications must set out a proposal for continuing the service/activity beyond the initial grant funding – e.g. by tendering for CWB contract opportunities or introducing charges.

All applications will need to demonstrate that the proposed project will help support people in Hertfordshire to achieve one or more of the following outcomes (including how these outcomes will be measured – ideally using a recognised outcomes measurement tool):

- Reduce their feelings of social isolation
- Maintain their independence
- Manage their health and wellbeing better and more safely
- Improve their feelings of self-worth and mental wellbeing
- Access appropriate information and advice that meets their needs
- Support and sustain carers
- Become financially better off
- Improve their general health and fitness
- Have more involvement in the design and delivery of services

B2: How much can I apply for?
Organisations and community groups can apply for projects costing between £20,000 and £75,000. We are aiming to award funding as equitably as possible across the county to cover different areas. Partnership bids are also encouraged.
**Applying for your own Grants Funds**

Organisations can also bid for their own Grants Fund, which they can then use to award grants to other groups. In previous grants processes, we have received applications for this from CVSs but if you feel you have good links with a range of groups in your community or can reach out to ‘hard to reach’ individuals across Hertfordshire, we would encourage you to apply.

As above, you can bid for funding between £20,000 and £75,000 to be given out as much smaller awards to groups or individuals. You must distribute the Grants Funds to organisations/groups to deliver projects by **24 December 2015**. Any grants to individuals must be distributed by **30 June 2016**. There is a separate section in the application form for groups applying for their own Grants Fund.

**B3: Identifying need**
Priority will be given to bids that clearly identify need for the project(s) being proposed and demonstrate a clear understanding of how this can best be met. You are encouraged to use a range of data, including Census data, information in Hertfordshire’s Joint Strategic Needs Assessment (JSNA) - [http://jsna.hertslis.org](http://jsna.hertslis.org) – and any other information you have.

**B4: What can be funded?**
- Revenue as a ‘one-off’ grant for a specific project, event or programme of events
- New projects or innovative ways to develop existing activities
- Short term staffing costs needed to extend an existing project on a short term basis
- Capital items (small equipment purchases)
- Volunteer Management expenses
- Projects delivered in Hertfordshire for Hertfordshire residents

**B5: What cannot be funded?**
- Long term or ongoing revenue costs
- Activities promoting religious or political beliefs
- Projects involving improvement or repair to buildings
- Capital projects in buildings or other capital cost improvements e.g. street lighting
- Projects that take place outside Hertfordshire

The Fund may not, under any circumstances, be used to support currently commissioned services that may be loss making or have an operational shortfall. It can also not be used to maintain currently commissioned services that may be required to make budget cuts in relation to existing services. The Council will take measures to recover money where there is evidence that financial allocations via this Fund have been misused.

**B6: Are there any special conditions on the funding?**
All successful applicants will be required to sign a Data Protection Declaration as a condition of receiving funds (see application form). Applicants may be subject to individual conditions, which relate to the application and these will be confirmed in their offer letter. In addition:
- We reserve the right to signpost your organisation or community group to local partners that you should work with to ensure a joined up approach across the county.
- We may ask for your support in future to publicise consultation and key Hertfordshire County Council messages to users of your service(s).
• Where projects are dependent on another source of funding, the Council may make any funds conditional on the success of the other application(s).
• All funding must be spent by the end of June 2016 but the majority must be spent before the end of March 2016.

**Section C: How do I apply?**

All applications must be submitted using the Community Wellbeing Innovation Fund application form. You will also need to submit the following:

• Set of rules which govern your group (or constitution)
• Charity number
• Recent bank statement or 1 year’s accounts
• Safeguarding vulnerable people policy or statement
• Equality and diversity policy or statement

Applications open on **24 September 2015**
Applications will close on **26 October 2015**

Applications should be returned by email to: tracy.webber@hertfordshire.gov.uk
Any applications received after the closing date will not be considered.

**Section D: Making a decision on applications**

**D1: How will my application be assessed?**

Applications for projects/initiatives will be checked first against mandatory eligibility criteria. Applications that meet these will then be evaluated and scored by a grants panel against the criteria set out in this document and the application form. In summary:

• How well your application meets the requirements in Section B above
• How well you have identified the need for the project being proposed
• The extent to which partnerships between different organisations and agencies are developed through the project/initiative
• The level of innovation proposed
• The extent to which your application demonstrates value for money
• How your project will be sustained beyond initial funding

Recommendations will be made to CWB managers who will make the final decision on all applications based on best evidence.

Applications for Grants Funds will be scored according to how the bidding organisation will:

• Develop a simple, proportionate and accessible grants process
• Use their networks to promote the fund to a range of organisations/groups/individuals
• Report on the outcomes achieved in a simple but robust way

Funding available for Grants Funds will depend on the number, range and quality of proposals submitted for projects/initiatives.

**D3: When you will be informed of the outcome**

We will send you a decision by **6 November 2015**.
Any grant offer is subject to the availability of funding and approval by the Council. The decision of the grants panel and CWB managers is final. Unsuccessful applicants can request feedback and are welcome to reapply (if appropriate) in any future rounds.

**Section E: Project monitoring / evaluation**

Any money awarded via the Fund must be spent wholly on the project outlined in the bid proposal. Council and panel members will meet within six months of the end of the projects to review and evaluate the success and effectiveness of the project funded using evidence presented by successful bidders.

All successful applicants should take photographs and keep evidence of the success of the project. You will be required to submit an update report within 3 months of the funding being received. Additional controls may be put in place and the Council may request receipts/invoices/other proof of spend so ensure that records are maintained.

**Section F: Summary Timeline**

*Applications for projects:*
- Applications open: 24 September 2015
- Applications close: NOON, 26 October 2015
- We will send you a decision by: 6 November 2015
- All projects must be able to start by: end of November 2015
- All funding to be spent by: 30 June 2016
- Evaluation must be submitted by: 31 July 2016

*Applications for Grants Funds:*
- Applications open: 24 September 2015
- Applications close: NOON, 26 October 2015
- Grants for groups to deliver projects to be fully distributed by: 24 December 2015
- Grants for individuals to be distributed by: 30 June 2016
- Evaluation must be submitted by: 31 July 2016

**Section G: FREQUENTLY ASKED QUESTIONS**

**We are a new group, can we apply?**  
Yes, new groups can apply for grant funding as long as the group has a legal structure that is appropriate to the size and nature of the organisation. This should be set out in a constitution or memorandum and articles of association that clearly outlines the aims and rules governing the organisation.

**Can we apply to the Innovation Fund if we’ve previously applied to a different CWB grants fund?**  
Yes, if it meets the funding criteria and is not for a project that has previously been funded. Community & Voluntary organisations or groups cannot apply for more than one grant for the same project or activity.

**How are decisions made?**  
All applications are first checked against mandatory eligibility criteria. Applications that meet these are then evaluated and scored by a grants panel against the criteria set out in
the application form and guidance document. Recommendations are then made to CWB managers who will make the final decision on all applications based on best evidence.

**Is it likely we will be awarded a smaller amount than we have asked for?**
It is possible. The grants procedure is a competitive process and we often receive more good quality applications than we are able to fund. In some circumstances we may therefore decide to make an offer to fund only a percentage of the amount requested.

**Why would an application be rejected?**
Every situation is different and feedback is given on an individual basis. However the grants procedure is a competitive process and CWB often receive many more requests than we can fund. Grant applications are assessed by a panel and evaluated on the information that is provided to us in the grant application form. CWB managers will approve all final decisions and will consider the range of activity that projects will deliver, including any known overlaps with existing projects. Examples of why applications may be rejected include: it failed to provide enough evidence of need; it failed to clearly explain how outcomes would be addressed; it did not involve working with a wide enough range of people.

**Will there be terms and conditions attached to a grant award?**
Yes. Each community and voluntary organisation / group awarded a grant from CWB will be expected to sign an acceptance letter before any funding is released. This will include:
- Your signed application form in which you set out how you will deliver the project
- Brief grant terms and conditions
- Any other conditions we specify having reviewed your application (we will discuss these with you first). An example may be to work with a particular group delivering a related project or to focus on the needs of a particular care group

**Why can’t I bid for a project worth more than £75,000?**
We have made a commitment in our Voluntary Sector Strategy that we will award grants for projects/services with a total value under £75,000.

**Will you give feedback if our application is unsuccessful?**
We aim to feedback to all organisations that have been unsuccessful in applying for funds. We will aim to give clear positive feedback that explains every decision made and hope the feedback supports the decision making rationale.

**Can I get any help to make an application?**
We hope this application guidance document provides clear, comprehensive information about key aspects of the form and will enable you to submit an application. If you need additional help, your local CVS may be able to support you with your application. Hertfordshire Community Trust run training events and may also be able to offer advice.