

# Adapt and Innovate Grant Fund Project 2020/21

## Application Form Guidance Notes

### Background

The voluntary and community sector (VCS) have made significant changes to their service delivery models over the last few months due to the Covid-19 pandemic. VCS organisations have adapted to suit the environment and the changing needs of their communities in ways that they may never have envisaged.

This evidence suggests that there is strong potential for organisations to continue to adapt and innovate as the external environment changes, to provide new and better ways of working and supporting communities going forward.

West London Clinical Commissioning Group (WLCCG) has commissioned Kensington and Chelsea Social Council (KCSC) to manage a grants programme for VCS organisations to deliver Self-Care Innovation projects.

There has been a very high demand for the national funding programmes which have been released in response to the pandemic, making it difficult for many organisations that need additional support to change and innovate their services for the longer-term. In order to do this and harness good relationships that have been forged between the VCS, NHS and RBKC we are launching a grant scheme called the 'Adapt and Innovate Grant Fund'.

### Aim of the Adapt and Innovate Grants Fund

The overall aim of the Adapt and Innovate grants fund is for organisations delivering Self-Care services to continue to innovate and develop the new ways of working demonstrated during the pandemic crisis, and build new and sustainable ideas for the future. It is not simply about delivery during the continuing pandemic, but a new way of working in the longer-term. This might be through different models of service-delivery, or perhaps collaborations and partnerships – either within the VCS, or including NHS partners such as GP surgeries or Primary Care Networks.

### Provider Applications

Applications are encouraged from organisations delivering health and well-being services within the borough of Kensington & Chelsea. Successful organisations will enter into a grant agreement with KCSC, setting out the terms and conditions upon which funding is made. Organisations will then receive funding to be used to provide and/or expand services. The following information will outline eligibility criteria, funding arrangements and guidance to support organisations in completing the application form.

## Eligibility Criteria for Organisations

### The following organisations are eligible to apply:

- Registered Charities with a legal structure, e.g. Charitable Companies Limited By Guarantee, or Charitable Incorporated Organisations (CIOs);
- Social Enterprises with a legal structure e.g. Community Interest Company.

### Organisations must:

- Have written governing documents and a legal structure
- Have in place standard policies including Safeguarding and Working with Vulnerable Adults
- Be a current provider of services to people living in Kensington & Chelsea, Queens Park and Paddington area

### The service must:

- Respond to health inequalities in some way and/or work with one or more BAME communities
- Aim to support the development of skills and/or increase clients' knowledge and understanding to reduce reliance on services
- Be flexible so that delivery can continue should face-to-face contact be restricted or altered due to Covid-19 guidelines
- Have clear outcomes which should include building resilience within the target community group or group of service-users, thus providing sustainable benefits beyond the funding period
- Be delivered by a partnership of a minimum of two organisations (either both from the VCS or one VCS and one NHS 'organisation').
- Not already be funded by other sources, or if being expanded, be operating to full capacity under the current funding arrangements.
- Have a plan for signposting service users after they have completed their maximum number of sessions.

## Funding Arrangements

Funding will be available **from** January 2021 and run for 12 – 15 months. Funding will be paid quarterly in advance. Successful applications will need to provide an exit strategy to demonstrate how the service will be managed once funding ends.

This may be:

- A plan for sustaining the service when funding ceases
- A demonstration that the service works within the timescales
- Evidence that a service can contract back to its original size without destabilising
- A plan for signposting to other relevant services

## Timescales

Mid Oct	Start advertising - applications will be assessed on a rolling basis from Mid Nov.
Mid Nov	Start to assess applications
End Nov	Organisations selected
Dec	Arrangements finalised and preparations start
Jan '21	Projects start, and run for 12 – 15 months – end-date is therefore Dec '21 – March '22.

## 7. Support on the Application Form:

### Section A: About

Aims to provide an overview of your organisation

### Section B: Your Project

This is the most important part of the application form. It provides detail about the service for which you are applying for funding and background on your ability to deliver such services

### Section C: Funding

Details about your projects funding arrangements, budget plan and any other funding sources.

### Section D: Declaration

A declaration for you to sign, covering the key requirements you agree to in submitting your application

If you need any support in completing your application, please contact [michael@kcsc.org.uk](mailto:michael@kcsc.org.uk).

## Section A: Your Organisation

### 1. Organisation Name:

Provide the name your Organisation is registered under.

### 2. Contact Information

Provide clear contact details for your organisation. Ensure you provide an email address and contact number for someone who can be reached during the day, in case details given in the application form need clarification

### 3. Legal Status:

Please indicate by putting an X in the relevant box, quoting registration numbers where relevant and supply any supporting documents

- Please also indicate your organisations liability cover where relevant by listing the liability you have in place

### 4. Financial Situation

Please state your organisation's annual financial turnover. If your organisation is less than a year old, please enter N/A.

### 5. Broader organisational status

Please indicate if your organisation is part of a larger organisation that operates across multiple regions/nationally.

### 6. Aims/Objectives:

Provide a clear summary of your organisations aims and objectives as outlined by your governing document.

### 7. Engagement:

Please provide a brief description of your approach to engaging stakeholders and service users. You should consider:

- How you involve them in the service evaluation
- How you incorporate perspectives into evaluating, improving and developing your projects

## Section B: The Project

This is the most important section of your application. Funding will be awarded to applicants who best demonstrate their ability to meet the criteria.

All sections in Part B form part of the application assessment process. Several questions have an allocated word count, please aim to stay within the specified limit.

### 1. Your Plans

Please provide clear details about the project you are seeking funding for. This should include:

- An outline of the changes you intend to make
- Why you feel these developments are necessary and how they will benefit
- Any new services or delivery models to be introduced as part of the changes
- A description of the activities to be provided (where relevant)
- How the activities will be delivered, where and by whom
- The aims the project is intended to achieve.

### 2. Target Group:

Please provide information about what community groups and demographics you are aiming to support/target with your project. You should consider questions such as:

- How you will engage this group prior to and during the project
- What this specific group's needs are and how this project will aim to support them

You should also consider how your project will respond to health inequalities in the area and/or work with one or more BAME communities.

### 3. Previous Experience

Please provide a detailed description of your history of delivering Grant funded projects in the past. You should aim to demonstrate why your organisation is suitable and capable of delivering these sorts of projects to a high standard. When completing this section, you should consider:

- What kinds of services you've delivered in the past
- What was/is required to carry out these projects safely and effectively (e.g. resources, capacity etc) and the required expertise, knowledge, skills or qualifications of staff/volunteers
- How you've carried out monitoring & evaluation processes on these projects
- Your approach to the participation/consultation of service users

- Your approach to the recruitment, supervision and monitoring of staff/volunteers
- Your approach towards quality assurance (how you ensure your project meets relevant standards of care)
- Your approach to meeting relevant deadlines

#### 4. Monitoring and Evaluation

Please provide an outline of how you would monitor and evaluate any services delivered as part of this change. For this answer you should consider:

- What health and wellbeing changes or outcomes do you hope to demonstrate?
- What measures or questions will you use to capture these changes in service-user wellbeing?
- Why would these effectively capture and demonstrate your outcomes?
- How will you ensure you are able to complete these evaluations should Covid-19 guidelines restrict the service in anyway?

#### 5. Service Flexibility

Please describe how your project is planned to respond flexibly to changing Covid-19 restrictions.

- You should consider any elements of services that can be held online or via telephone
- How you will support service users with technical difficulties/low technical skill
- How you will conduct risk assessments and consider the different vulnerabilities of service users
- How your services will reach new people in a lockdown
- Any other flexible elements of the project that will enable it to operate under changing conditions

#### 6. Disclosure and Barring Checks:

All staff working directly or indirectly on the project must have valid, up-to-date DBS checks to ensure they are legally permitted to work with service users. Please indicate whether all relevant staff are checked and up to date.

## Section C: Funding

### 1. Prior funding

Indicate whether your organisation has received funding from KC&C or the WLCCG before. This could be funding of any sort or for any project.

### 2. Other Funding Sources

As part of the Grant Agreement you must report if any elements of your project will be funded by sources other than this Grant. Please indicate by ticking the appropriate box. If yes, you must provide details of the other funding sources, how much funding is being provided and what elements of the project you intend to use it for.

### 3. Cost breakdown

Provide a breakdown of all costs the project is likely to incur, to indicate how funding will be spent. This question is designed to demonstrate your ability to effectively anticipate costs for the project and plan to budget accordingly. If a part of the project is funded by any other sources, you must note this in the question above, showing the total amount funded by other sources.

## Section D: Declaration

The declaration must be signed and dated by someone who is authorised to do so on behalf of the organisation.

Ensure you read through each of the terms set out under the declaration. Grant Funding is made available under these terms, among others laid out in the full agreement. Not complying with these terms could result in funding not being given, suspended or withdrawn at a later date.

## Checklist

Before submitting, please ensure you've attached all the required documents with your application form.

Send your finished application to Michael Godfrey at [michael@kcsc.org.uk](mailto:michael@kcsc.org.uk), with the subject line **[Your Organisation] - Grant Application**.