



Self Care Innovation Grants Programme 18/19

Guidance Notes

INTRODUCTION

West London Clinical Commissioning Group (WLCCG) has commissioned Kensington and Chelsea Social Council (KCSC) to manage a grants programme for voluntary and community sector organisations to deliver Self Care Innovation projects in Kensington and Chelsea, Queens Park and Paddington areas.

SCOPE AND PURPOSE

Funding is available for voluntary and community sector organisations to deliver Self Care activities in **Kensington and Chelsea, Queens Park and Paddington**.

Aim: We are looking for new and innovative projects that encourage, and empower adults 18+ to take control of their health and wellbeing through self care activities

Target: Adults at risk of poor health that are accessing a GP in Kensington and Chelsea, Queens Park and Paddington.

ADDITIONAL INFORMATION

- All successful organisations must attend a workshop on how to complete the monitoring framework, prior to the start of the grant. Attendance is a condition of the grant.
- Monitoring (including budget monitoring) will be required on a 3-month basis, using KCSC monitoring framework. Projects must be completed by 31st August 2019 and final reports submitted by 31st September 2019.
- All successful organisations are expected to consider how the impact of their project will be sustained beyond the lifetime of the project and include recommendations in their final reports.
- All successful organisations are expected to attend at least two events during the programme - to present their projects at the beginning of the grant year and a second event to discuss lessons learnt and ways forward
- Grants will be paid over four instalments; First payment at the start of the project and then all reminding payments are conditional to submission of the monitoring reports and delivery.

- Priority will be given to voluntary and community groups based in the WLCCG catchment area working with residents in the two boroughs. Groups that work with residents in WLCCG area but that are not based in the borough can still apply.
- This is 12 months of funding and there is no commitment by WLCCG beyond that.
- The panel reserve the right not to award full amount; the panel's decision is final.

ADDITIONAL ELIGIBILITY

- Local not-for-profit community or voluntary groups that have written governing documents
- Partnership projects between voluntary sector organisations are encouraged. Please indicate the lead organisation that will be accountable for the project. This means that the lead organisation will be responsible for (a) receiving the grant through a business bank account, (b) managing the budget, (c) monitoring project activities and (d) submitting the final report.
- Priority will be given to small, innovative pieces of work that help WLCCG achieve their objectives.

HOW TO APPLY

↳ Application form

All applicants need to complete an application form. Forms are available to download from www.kcsc.org.uk or email hayley@kcsc.org.uk

The application form contains recommended word limits, please be concise and objective. The information you provide must include:

- Geographical area covered and demographics of target population (such as age, gender, ethnicity, disabilities, and so forth)
- Outputs (that is, activities and services that will be provided)
- How the project will demonstrate impact e.g. how will you know that the project has made a difference to local communities
- Delivery plan and timeframe
- An indication of which of the programme outcomes you will meet and any additional outcomes. That is, what are the changes or benefits that your project aims to achieve? If additional outcomes are stated, you will need to show how you will measure those outcomes.
- Networking or partnership building with other organisations/stakeholders

Support is available for organisations that need help completing the form from hayley@kcsc.org.uk

Kensington & Chelsea Social Council is a local charity working to strengthen local voluntary and community organisations. We offer free services to local charities such as help with funding

application, health checks, trainings, governance advice and monitoring support. Find out more with our welcome pack.

Assessment

- All applications will be submitted to a Grants Panel for assessment against the criteria that complements the WLCCG strategic priorities
- KCSC will be administering the grant but are not a member of the grants panel.
- If needed, shortlisted organisations might be invited to a face-to-face interview before a final decision is reached by panel members

TIMETABLE

ACTIVITY	DATE
Grants advertised	11th June 2018
Deadline for applications	9 th July 2018
WLCCG shortlisting	10 th -11 th July
WLCCG Grants Panel assessment of applications	17 th July
Follow up interviews if needed	
Second panel meeting if needed	
Applicants notified	23rd July 2018
Contracts signed	By August 31 st 2018
Projects start and end dates	1 st September 2018 – 31 st August 2019
Monitoring & Evaluation Training for new grantees	W/C 13 th August 2018
Payments x 4 1 st payment when contract signed Remaining payments on submission of interim/final reports	Sept 2018, Dec 2018, Mar 2019, June 2019
Reporting – activities & finance 1 st Monitoring report 2 nd Monitoring report 3 rd Monitoring report 4 th and Final report	Dec 2018, Mar 2019, June 2019, Sept 2019
Feedback and Info Sharing Event (Including next steps in project)	May 2019
Showcase Event	At projects end

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CONTACTS

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