North Kensington Self Care Programme

Application Form Guidance Notes

Background

Kensington and Chelsea Social Council (KCSC) manages contracts on behalf of the West London Clinical Commissioning Group (WLCCG). KCSC's manages the advertisement, implementation and monitoring of provider performance among other tasks.

Aim of North Kensington Self Care Programme

The North Kensington Self-Care programme aims to support the communities in North Kensington affected by the Grenfell Tower fire to manage their long-term health conditions, build confidence, knowledge and skills to manage their health and wellbeing. It also aims to provide tools to improve health outcomes and to identify barriers to health and develop solutions.

Provider Applications

Applications are encouraged from organisations delivering health and well-being services within the area of North Kensington. 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.

- Unincorporated Associations and Trusts who are able to provide evidence of the policies and liability cover outlined in the Application form

Organisations must:

- Have written governing documents

- Have in place standard policies including Safeguarding and Working with Vulnerable Adults

- Be a current provider of services to people either living in the North Kensington area or who were affected by Grenfell

The service must:

- 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 dates as specified on individual advertisements and will be paid as agreed in the grant agreement. Successful applications will need to provide an exit strategy.

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

Timescales

- Funding applications are working on a rolling deadline to encourage early applications. The panel will review the applications regularly. All projects will need to be started by January 2021.

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

Section A:
Your Organisation

1. Organisation Name:

Provide the name your Organisation is registered under.

2. Contact:

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 state whether you are a part of a larger regional or national organisation by ticking the appropriate box. Provide details if Yes.

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

4. Broader organisational status

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

5. Aims/Objectives:

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

6. Engagement:

Please provide a brief description of your approach to engaging stakeholders and service users. Consider how you involve them in the service and how you incorporate perspectives into evaluating, improving and developing your projects

Section B: Your 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 project

Please provide clear details about the project you are seeking funding for. This should include a description of the activities to be delivered, the proposed number of sessions/workshops, how the activities will be delivered, where and by whom, and the aims the project is intended to achieve.

2. Who does the project aim to support and how will it help them?

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

3. What experience have you had delivering this sort of project in the past?

Please provide a detailed description of your history of delivering this kind of project 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:

- o What kinds of services you've delivered in the past

- o What was/is required to carry out these projects safely and effectively (e.g. resources, capacity etc) incl. next bullet - linked

- o The required expertise, knowledge, skills or qualifications of staff/volunteers

- o How you've carried out monitoring & evaluation processes on these projects

- o Your approach to the participation/consultation of service users

- o Your approach to the recruitment, supervision and monitoring of staff/volunteers

- o Your approach towards quality assurance (how you ensure your project meets relevant standards of care)

4. 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 you intend to use it for.

3. Unit 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.

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, 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 james@kcsc.org.uk, with the subject line [Your Organisation] - Grant Application.