



**Living Well (self management) grants  
Community capacity building fund  
2022-2023**

**FUNDING APPLICATION GUIDELINES**

# Contents

1. Introduction
2. What we will fund
3. Who can apply for funding
4. Application process
5. Scoring checklist
6. Application form guidance

Contact us at [nhsh.abhealthimprovement@nhs.scot](mailto:nhsh.abhealthimprovement@nhs.scot) if you need any help or have any questions

## 1. Introduction

The Living Well Strategy for Argyll & Bute HSCP was launched in September 2019. A 5 year implementation plan has also been developed to support the Strategy and a mid-strategy report has been published. All documents can be found at: <https://www.ablivingwell.org>

The Living Well Strategy aims to achieve a shift in how people are supported, with an increase in people accessing third sector led services and projects within our communities, improved understanding of how people live with their conditions, and strengthened leadership within the HSCP. The Living Well strategy aims to promote a more preventative and partnership approach.

The Living Well grants are an opportunity for Third Sector organisations to fund projects that support the health and well being of people living in Argyll & Bute, while aligning to the key priorities set out in the Living well Implementation plan.

## 2. What will we fund?

### Priorities

Applications are invited from third sector organisations that can support us to deliver on the Living Well Strategy. This year we would like to invite applications that focus on outcome 2 of the Living Well Strategy:

*'Communities: there are a wide range of local services to support people to Live Well'*, specifically around community resources to support self-management and volunteering.

This is also in line with the Argyll and Bute HSCP Joint Strategic Commissioning Strategy 2022/2025 <sup>1</sup> priorities of 'Living Well and Active Citizenship' and 'Community Coproduction', and the following commissioning intentions

- We will develop a preventative approach and promote independence and self-management within our communities.
- Where possible we will commission services locally and capacity build providers and third sector partners.

Volunteers and Third Sector organisations are key to the success of the Living Well strategy and a thriving third sector is better able to support prevention and self management activity in the communities they serve. We are aware through engaging with our communities and these organisations that the legacy of the COVID-19 pandemic and the cost of living crisis means there are challenges facing third sector organisations, particularly around volunteer recruitment and wellbeing.

We're also aware of the current challenges facing our communities in terms of isolation and access/cost of healthy food. These in turn impact on the Living Well objectives of emotional and mental wellbeing and healthy weight.

This year therefore we are looking to fund third sector projects which have a particular focus on:

- **Supporting volunteer wellbeing.** These can be activities that you provide to support the wellbeing of the volunteers in your organisation
- **Reducing isolation and improving community networks,** e.g. through befriending or peer support
- **Supporting healthy weight or access/cost around food via sustainable food programmes in our communities,** e.g. community garden projects

---

1

<https://www.nhshighland.scot.nhs.uk/OurAreas/ArgyllandBute/Pages/JointStrategicCommissioningStrategy.aspx>

## Key activities

We are looking for activities to **support the priorities above**. We welcome partnership bids. This funding stream is targeted at **adults over 18 but we will consider bids that also include young people as part of the overall service/project**. Activities should be:

- Enabling
- Improve health and well being
- Motivational

## Suggested Key Performance Indicators (KPIs)

- Number of volunteers taking part in wellbeing activities
- Number of people accessing healthy food
- Number of people taking part in sustainable food activities
- Number of people who have sustained positive health and wellbeing choices
- Number of people who have a plan/tools to help them manage health & wellbeing
- Number of people accessing peer support or befriending
- Number of people who have been supported with their mental and emotional well being

## 3. Who can apply for funding

Applications will be accepted from constituted groups (or groups who will become constituted if their application is successful and within our timescales for the project to start) and groups who meet our definition of “Third Sector”, which is:

*“The Third Sector includes charities, social enterprises, voluntary and community groups. It delivers essential services, helps to improve people’s health, well being, connectedness and contributes to economic growth”*

And

- Whose beneficiaries are adults over 18 and resident in Argyll and Bute
- Who are in a position to **start in 2022 or early 2023 and must complete within 12 months**
- Can provide evidence of agreed outcomes within the agreed timeframes
- Who can demonstrate that people who will benefit from the service have been engaged in developing the funding application/idea
- Who will use existing staff (or recruit) and/or volunteers in Argyll and Bute
- Who are committed to fair work practices such as but not restricted to paying the Living Wage for paid staff

We will also look for the following characteristics in all organisations that we fund

<b>True to their mission</b>	<b>Responsive to need</b>
<b>Person centred</b>	<b>Use resources well</b>
<b>Working to create lasting change</b>	<b>Providing direct service delivery</b>
<b>Delivering holistic support</b>	<b>Monitored and evaluated</b>

## 4. Application Process

- This fund is open for applications from the 31<sup>st</sup> October 2021 until the 25<sup>th</sup> of November 2022
- **Applications received after 12 midnight on 25<sup>th</sup> November will not be accepted**
- Funding will be granted for a maximum of 12 months, commencing in 2022 or early 2023
- Funding granted for the period from this grant allocation does not result in automatic qualification for any other potential Argyll and Bute HSCP funding.
- Funding applications **will not be accepted** unless the applicant can guarantee a start date **in 2022 or early 2023 complete within a 12 month period of that date.**
- Single grant applications **cannot exceed £5000.**
- We also welcome joint bids from organisations e.g. organisations which want to join up and deliver volunteer wellbeing opportunities.
- Funding for localities where there are identified gaps for our key priorities will be looked at favourably in the evaluation process.
- Funding is only for revenue and not capital costs
- Funding not spent or committed will be reclaimed by Argyll & Bute HSCP

**Applications should be completed to no later than midnight on the 25<sup>th</sup> November 2022. Applications should be completed electronically at:**

<https://forms.office.com/r/5QTWtZDuL5>

Guidance on use of the electronic application form can be found in section 6. If you are unable to use the electronic form you can request a word format by emailing [nhsh.abhealthimprovement@nhs.scot](mailto:nhsh.abhealthimprovement@nhs.scot).

**What happens when we receive your application?**

- You will receive an acknowledgement of receipt and a unique reference number for your application
- An Evaluation Panel consisting of sector/service user representation will evaluate applications and score against set criteria below, additionally the application will be reviewed against the priorities and outcomes identified in the funding guidelines.
- **Funding is limited; the scoring process will be used to triage and assist with the overall evaluation of the bid**
- Applicants may receive full, partial or no funding.
- In the event Argyll & Bute HSCP receives more applications than available funding, **Argyll and Bute HSCP reserves the right to award funding based on best fit with our priorities and timescales and prioritise applications accordingly**
- Applicants (successful and unsuccessful) will be informed of the funding decision by mid December 2022 or if any delays applicants will be notified
- Successful applicants will be sent (by email) an offer letter/funding agreement outlining the terms and conditions of the funding award and the next steps.
- Successful applicants will require to sign the offer letter/funding agreement prior to payment of Argyll and Bute HSCP funding
- All decisions made are final and Argyll and Bute HSCP cannot revisit any decision
- All awards made must be used for the purpose for which they are allocated and will be monitored

## 5. Scoring System

	Criteria	Strong Projects will have	Weak Projects will have
<b>A</b>	Rationale (reason)	Evidence that the community needs this project. Clear links to policies or evidence stating that this project is appropriate and meets the funding stream description applied for.	Lack of evidence and no direct reference to the client group
<b>B</b>	Priority	Clearly meets 1 or more of the identified priorities	No links to the identified priorities
<b>C</b>	How will the project be evaluated	Clearly explained method for measuring the success and is outcome focussed. Clear plans to meet 3 identified KPIs	Little evidence of an evaluation plan.
<b>D</b>	Is the project time limited? Can the project be sustainable in the long term?	There is a clear plan for how the initiative will continue when this funding stream ends.	No thought has been given to what will happen to the project when the grant funding ends
<b>E</b>	Partnership working	Clear links with other partners	No links with other partners
<b>F</b>	Value for money	Makes best use of resources. Identified match funding. Applying for other funding.	No references to other funding sources or existing in-kind resources; or it is a costly project

Scoring System	
1	Weak
2	More weaknesses than strengths
3	Average
4	More strengths than weaknesses
5	Strong

Criteria	Score range	Weight	Max weighted score
<b>A</b>	1-5	4	20
<b>B</b>	1-5	4	20
<b>C</b>	1-5	3	15
<b>D</b>	1-5	3	15
<b>E</b>	1-5	2	10
<b>F</b>	1-5	4	20

Maximum score=100 Minimum score = 21 Mid score 60

***Applications scoring less than 60 should be rejected or sent back to the applicant of further detail or rejected.***

***Projects for volunteer wellbeing will not be scored against sections C, D and E.***

## 6. Application form guidance

### Third Sector Funding Application Form Guidance

The application form is an electronic form using Microsoft Forms. There is no ability to save and return to your application, please ensure you have answers to the questions below before using the electronic form. You may wish to type responses to longer questions in advance and copy and paste these responses into the form.

Where appropriate, a maximum word count for each question is shown in brackets and should not be exceeded. Shorter answers can be provided.

#### Section 1: Basic Details

1. Provide the project title
2. Enter the amount you wish to apply for, maximum £5000
3. Enter the anticipated start date of your project, should occur before March 2023
4. Enter the end date of the project
5. Enter your organisation's name
6. Enter the address listed for your organisation
7. Please enter the name and job title of main contact, contact details should be for this person, they may be contacted should we have questions about your application.
8. Enter the telephone number for the organisation or main contact
9. Enter the main contact email address
10. Enter the charity number if applicable
11. Enter the date constituted
12. Enter the status of your organisation if not a registered charity
13. **Give a brief description of your organisation and the skills and experience you have to meet the needs of the people you want to help:** 350 words. To answer this please consider: What is the purpose of your organisation and what are its main aims and objectives. Briefly describe the range of services you provide. If you are submitting a bid and plan to work with partners please indicate this here, indicate if they have also submitted a bid. We are interest in the skills and experience within the organisation which mean you are well placed to meet the needs of the people you want to help.

#### Section 2: Your Organisation

14. **Describe the project you are asking us to fund and the specific Argyll and Bute HSCP (Living Well) priority/priorities it will contribute to** 500 words. Please consider: All bids must meet one or more of our Argyll and Bute HSCP (Living Well) priorities, a description of which is on page three above. We



want to understand what you plan to deliver and how it meets one or more of these priorities.

An outline of your plan should include:

- What you will do e.g. the type of service or resource you will provide
- Who will deliver it (staff, volunteers)
- Where it will be delivered (premises, community centre, hall etc)
- How it will be delivered (group, 1 to 1, virtual etc)
- Frequency of delivery (one off, daily, weekly etc)
- The number of people you intend to help

**15. Select the area/s from the list where the project will be delivered**

**16. Who will your work support and why is this needed?**

200 words. Please consider: Describe the population group(s) you will work with and the challenges faced by these groups. Please provide data, information from beneficiaries, research, or information from other organisations to support the case you are making.

**17. How will you monitor and evaluate the work that you will deliver and use this information to improve what you do? (Not applicable for volunteer wellbeing bids)**

200 words. Please consider: How will you know if the work and outcomes you hope to achieve have been a success? What measures will be used? What steps will you take to collect quality data to assess and improve the project as it develops? Identify the Key Performance Indicators (page 4) that you will measure your progress against, this will form part of your evaluation.

**18. What will the outcomes be for the people you will work with and what difference will your project make? (Not applicable for volunteer wellbeing bids)**

200 words. Please consider intended outcomes and the difference these will make if achieved.

## **Section 3: Financial Information**

**19. Please provide a brief budget plan for the amount you have requested.**

This should include; itemised spending plans for each item and activity.

**20. Please provide a summary of your last annual accounts/financial statement.**

This should include Income, Expenditure and Year End Date.

**21. Please provide details of any other sources of support this project has already secured. Only if applicable.**

200 words. If you have secured other support, financial or partnership working, and it may benefit your application please describe this here.

**22. Please describe how you will sustain the work when the Argyll and Bute HSCP funding ends? (Not applicable for volunteer wellbeing bids)**

200 words. Funding awarded is for one year maximum, please tell us how you plan to continue this work at the end of the funding period.

## **Section 4: Policies and Insurances**

**23. Tick yes to confirm your organisation has up to date safeguarding policies.**

**24. Tick yes to confirm PVG checks are carried out on all staff and volunteers working with vulnerable adults**

**25. If you ticked no, please explain why PVG checks are not necessary.**

**26. If the project you are asking us to fund could incur employee liability, please confirm you already have or can commit to obtaining prior to commencement of the funding award. Please select the appropriate option.**

**27. If the project you are asking us to fund could incur public liability, please confirm you already have or can commit to obtaining prior to commencement of the funding award. Please select the appropriate option.**

**28. Read all of the terms and conditions before clicking confirm.**

**Once all sections are complete you should click confirm.**