

## Partnership Innovation Fund - Guidance Information

### Introduction

The Partnership Innovation Fund is an outcome focused grants programme aimed at helping organisations to design and deliver innovative services which improve outcomes for our older people with an aim to longer term sustainable improvements.

This grants programme is managed and administered by CVS Falkirk and District, the Council for the Voluntary Sector in the Falkirk Council area and the local Third Sector Interface. It has been funded by a local partnership consisting of Falkirk Community Health Partnership (part of NHS Forth Valley), Falkirk Council and the independent and third sectors, through the allocation of funds from the Scottish Government's Reshaping Care for Older People Change Fund. These partners have developed a Change Plan for the Falkirk Council area. The Partnership Innovation Fund therefore fits with the aims of the Falkirk Change Plan.

The Change Fund in Scotland is a £300 million fund between 2011/12 and 2014/15 which is designed to bring about significant and sustainable improvements in how we care for our older people in their own homes or in homely settings. Just under £1.9 million has been made available to the Falkirk Partnership for 2011/12.

More information, including a copy of the Falkirk Change Plan, can be found on our website at [www.cvsfalkirk.org.uk/changefund](http://www.cvsfalkirk.org.uk/changefund)

### What do we mean by Partnership and Innovation?

The Change Plan Partnership is committed to ensuring these funds are allocated to projects and activities which are innovative, or innovative for the local area (i.e. it may well be happening elsewhere but is new to this area). This can include improving existing services. Applications must demonstrate a degree of partnership working – consultation with partners and an indication of support for the project is an absolute minimum level of partnership working which must be demonstrated for applications to be considered. Partnerships should also demonstrate that they have considered the long term sustainability of the project.

A key aim of this Fund is to be build capacity in our communities. We have produced a limited amount of guidance and list of requirements in order to encourage flexible thinking and approaches, i.e. innovation. CVS staff are on hand to assist with enquiries and to support organisations to apply to the Fund and the make the most of this opportunity.

### How much money is available?

A total of £300,000 has been allocated to the Partnership Innovation Fund for the first year (up to March 2012). We hope that at least a similar amount will be available in the three subsequent years of the Change Fund but this is still subject to Partnership agreement. We anticipate funding projects which require more than £10,000, up to a maximum of £50,000. In most circumstances we would not expect an organisation to be part of more than one Partnership Innovation Fund grant at any one time.

### Who can apply for a grant?

Any third sector organisation, or partnership led by a third sector organisation, which meets the criteria as detailed in the Application Form. Briefly, this means organisations need to be incorporated, inclusive and financially robust and be able to articulate their plans and deliver against them. Demonstrating match funding will also strengthen an application, particularly when considering long term sustainability.

A partnership can consist of independent and/or public sector organisations but the application needs to be led by a third sector organisation.

## What can be funded?

Capital and revenue costs directly related to any activity which delivers improved outcomes for older people in the Falkirk Council area. The application needs to be supported by at least one partner agency which will help to further demonstrate need/benefit and importantly, continue to develop partnership working and information sharing locally to the benefit of service users.

We will not fund a short-fall in annual funding for existing activity or an extension to a project where funding is coming to an end unless the application clearly demonstrates need, benefit and either:

- \* innovation by way of improvements to the service, or
- \* clear growth of the service which makes a significant contribution to the required outcomes.

Some suggestions have been made with regard to the kind of services that are likely to be beneficial locally. This is a list of previous suggestions – your project does not have to feature or mention any of them!

- \* Income maximisation for older people
- \* Explore social enterprises for delivering additional services
- \* Befriending service
- \* Information strategy for older people
- \* Develop Care and Repair/handy person services
- \* Develop exercise and leisure activities
- \* Older people's forum
- \* Developing volunteering for older people and with older people as beneficiaries
- \* Independent citizen advocacy
- \* Community transport
- \* Wellbeing – grassroots community group activity and reducing social isolation

The activity we fund will need to demonstrate a clear contribution to the agreed outcomes of the Falkirk Change Plan. You should consider carefully how the activity will build community capacity or could be mainstreamed in order to demonstrate longer term sustainability. Details of the key priorities and outcomes which the Partnership have agreed to focus on can be found in Section 5 of the signed-off Change Plan – this is available for download from our website: [www.cvsfalkirk.org.uk/changefund](http://www.cvsfalkirk.org.uk/changefund)

Key performance measures the Partnership is keen to report against:

- Delayed discharge
- reduced rates of 75+ emergency admissions and bed days
- fewer avoidable A&E attendances and hospital admission/readmission
- more time spent in the community in the last 6 months of life
- increase the provision of reablement services, to reduce dependency in long-term care at home services
- reduced rates of new long term institutional care
- service user and carer satisfaction
- number of carers assessments completed.

If you're not sure about your idea or how it might fit with the outcomes agreed by the Partnership then please contact us. We will expect you to have downloaded the relevant documentation and the Change Plan before you get in touch with us.

Please remember that this is a competitive funding process and the Panel will be scoring your application against others. It is unlikely that we will be able to fund all of the submitted activities, so it is important that you take time to demonstrate how your application meets the outcomes set out in the Falkirk Change Plan, the extent of partner involvement and how you'll demonstrate the impact your project will have.

## What support can your organisation/partnership expect?

### Information sessions

Find out more about the Partnership Innovation Fund, what activity can be funded, how to apply for a grant, and what monitoring and reporting information you will need to provide.

### Training sessions

- How to develop your ideas and complete the application form
- Outcomes – what are outcomes, identifying your outcomes, demonstrating how you'll achieve them
- Monitoring and evaluation – different ways of measuring and recording success.

### Networking sessions

2 – 3 times a year we will organise a networking session for all those who have received funding or are applying for funding so that you can find out what others have been doing and learn from them.

Groups and organisations that are successful in receiving funding will be expected to send at least one member of their group to at least one training or networking session.

If you'd like further support, or have queries that are not answered in this guidance document or the publication "Completing the Application Form", please do not hesitate to contact us.

### General organisational development support

The Council for the Voluntary Sector (CVS) and Volunteer Centre provides a range of training and support to organisations, groups and people in the Falkirk Council area. Please use Section 13 of the application form to let us know if you would like any support, for example to recruit volunteers, develop a volunteering policy, retaining volunteers, running your group, committee responsibilities, applying for funding, insurance, employing staff etc.

## How are applications assessed?

We will acknowledge receipt of your application. Applications are then initially assessed by CVS staff against the Partnership Innovation Fund criteria. If applications contain all required information and meet the criteria they will then be submitted to the Funding Panel for scoring and a decision. The Funding Panel consists of third sector, independent sector and public sector representatives. It is chaired by the CEO of the CVS.

Dates of panel meetings will be established flexibly to try and speed up decisions. We aim to provide a final decision to applicants within 6 weeks of submission. All applicants will normally hear within 1 week of the panel meetings of the outcome of their application.

All applications will be assessed consistently. The Panel will operate to strict procedures to ensure transparency, accountability and integrity, with clear procedures to manage any potential conflicts of interest.

## How do you apply?

All applications must be submitted on the Partnership Innovation Fund application form. These are available on our website, or by contacting us. Guidance on how to complete the application form is also available.

Applications can be submitted at any time and must be submitted in hard copy with all required information including authorised signatures. It is important that you adhere to the instructions on the application form and the guidance documentation.

## What will happen if your application is successful?

You will be required to agree to the standard terms and conditions of grant prior to the funding being released to your organisation. There may also be additional conditions placed on your application which will have to be agreed to prior to any funds being released.

There will be an expectation that some members of your group will attend relevant training or support sessions that we will hold as part of the Partnership Innovation Fund.

You will be required to provide monitoring information during the lifetime of the funded activity and upon completion of the activity or the end of the funding period (whichever is sooner). The range of information will be relevant to your application and could include such things as:

- What activity you said you would do and whether it was completed as expected
- Where the activity took place and who was involved
- What outcomes you achieved and how you know you achieved them
- Any unexpected outcomes or results
- Any networking/training events attended
- Any additional joint working as a result of the networking or delivering your project/activity

## What will happen if your application is not successful?

You will receive feedback explaining why it was not successful. It may be that further detail or clarification is required in which case you will be invited to submit additional information. There are no routes of appeal – you will be able to amend your application and resubmit it, as long as you address the points which are cited as reasons for the previous rejection.

## Spending the grant award

We would normally expect the funded activity to be completed within 12 months of receiving the grant. Grant money can be carried forward into subsequent financial years as long as it is consistent with the conditions of grant set out in the letter of award. Any underspend will need to be explained and how you intend to spend it. We may seek to recover any underspend and use it to fund other projects.

If your activity will continue for more than 12 months it is important that you clearly state this in your application. Successful organisations will have to submit an end of grant report at the end of the 12 month period or when the activity is completed, if that's within 12 months of receiving the grant.

Organisations are required to complete quarterly reports until the end of the funding period. This will be a straightforward report, showing that your project/activity is progressing and to demonstrate use of finances.

Payments will be made quarterly in advance based on the spend profile submitted in the application and the monitoring returns. We will need you to retain original receipts and invoices and be able to demonstrate spend and compliance with all relevant legislation.

### What if you don't spend all of the grant money awarded?

If any part of a grant is not spent then it should be returned straight away to CVS Falkirk and District so that it can be directed toward other Change Fund activity.

## Help or support with applying to the Partnership Innovation Fund

Please contact us if you have any queries or would like help with applying to the Fund:

Phone: **01324 692000** E-mail: **changefund@cvsfalkirk.org.uk**

