

East Lothian Health and Social Care Partnership Grant Funding

APPLICATION GUIDANCE AND SCORING MATRIX

East Lothian
Health & Social Care Partnership



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Introduction

East Lothian Health and Social Care Partnership would like to invite Voluntary and Community Organisations to apply for grant funding towards the development of health and social care services and the promotion of social welfare within East Lothian. Grant funding is available for project activities between **1st April 2022** and **31st March 2023**. The grant funding application and allocation process will continue on an annual basis thereafter.

Criteria for Funding

Organisations must be able to demonstrate that their project or service is aligned with the key Strategic Objectives and Golden Threads set out in the [IJB Strategic Plan \(2019-22\)](#). A list of these can be found in Appendix 1. Please note that a decision was reached in January 2019 not to include children's wellbeing services in the Integration Joint Board's responsibilities and as such the strategic plan and grants process do not cover children's services. However applications from projects that support children with the transition to adult services are encouraged and will be considered.

Organisations must also be providing services that fall into at least one of the following categories:

- Providing community care services direct to client groups.
- Developing or sustaining the provision of community care services by other organisations.
- Representing voluntary sector concerns in relation to community care issues.
- Representing the interest of people in need of health and social work services.
- Promoting or sustaining general welfare objectives.
- Promoting voluntary social work activity and volunteering.

The Partnership is particularly interested in supporting projects that help to deliver [Community Led Support](#) at a local level, that are truly person-centred and outcome focused.

Applications can be made for either Core Funding or Project Funding up to a **maximum of £10,000**.

Core Funding

Core Funding can be used towards the administrative and other costs of organisations working on projects that meet the criteria above.

Core funding is normally provided for a one-year period although it may be renewed if an organisation can demonstrate that it has operated effectively during the previous grant period, and that it is continuing to contribute to the achievement of the ELHSCP priorities.

Project Funding

Project grants are normally provided for a maximum of one year and are not renewable. Project grants are not available for existing projects whose funding from other sources has or will come to an end.

Who can apply?

Organisations that can apply include community groups, charities and social enterprises. All organisations applying for ELHSCP grant funding must be formally constituted bodies and must have a bank account.

How to apply

Grant applications for Health and Social Care Partnership Funding can be downloaded from the ELC website at: www.eastlothian.gov.uk/funding

Once completed, applications forms should be emailed to ccsat@eastlothian.gov.uk.

Your application will be acknowledged.

Timeframe for Applications, Scoring and Allocation of Funding

Submission of application	1 st November – 30 th November
Submission deadline	30 th November (5pm)
Scoring of applications	By 31 st December
Provisional recommendations shared with other council departments	By 31 st January
Approval by IJB Commissioning Board	By 15 th February
Applicants advised of funding	By 1 st March

The Assessment Process

An Assessment Panel including management from the ELHSCP Planning and Performance Team and an operational adult social care representative will assess applications. Prior to the Assessment Panel meeting input will be sought from relevant staff within the Health and Social Care Partnership and / or East Lothian Council who may have appropriate input on applications (e.g. discussion with relevant Connected Communities Managers). Each application will be scored by the panel using the scoring matrix outlined below. A moderated score will be agreed and, if the application meets the quality bar, a funding recommendation will be made.

- The maximum score available for each project is 100%.
- Any question not attempted will be given a score of 0.
- There is a quality bar of 50%. Applications scoring 50% or less will not be recommended for funding.
- Projects will be scored on the basis of the Assessment Panel appraisal of the information provided in the submitted application.

Once all applications have been scored, the Assessment Panel will evaluate the applications to assess the overall fit with the Strategic Objectives and Golden Threads outlined in the IJB Strategic Plan.

Provisional recommendations for funding will be shared with other Council departments allocating funding for the above time period, including the Community Partnership’s One Partnership Fund, and the Children’s Wellbeing Section 10 Fund, to ensure there is no duplication of funding.

The Assessment Panel will report their funding recommendations to the IJB Commissioning Board for consideration and final approval. The IJB Commissioning Board will then provide a final grant funding report to the full Integration Joint Board for noting.

Project Scoring

Scoring Matrix

Questions 6 to 16 within the application form will be scored using the matrix listed below.

Score	Meaning
0	Unsatisfactory response: <ul style="list-style-type: none"> • Demonstrating a significant misunderstanding of the criteria • Not meeting the criteria even to a minimum standard
1	Weak response <ul style="list-style-type: none"> • Meeting certain aspects to a minimum extent but fails in others • Little evidence of ability to meet or deliver to the proposed criteria
2	Fair response <ul style="list-style-type: none"> • Meeting the majority but not all aspects of the criteria • Adequate evidence of ability to meet or deliver to the proposed criteria
3	Good response <ul style="list-style-type: none"> • Meeting all aspects of the criteria • Comprehensive, clear proposal demonstrating a good understanding of the criteria • Clear evidence of ability to meet or deliver to the proposed criteria
4	Response which exceeds the criteria <ul style="list-style-type: none"> • Materially exceeding the criteria, through a creative or innovative response or where additional added value areas have been identified • Clear evidence of ability to exceed the proposed criteria

Weighting

Scored questions will be weighted as follows:

Question		Weighting %
Q6	Description of the activities or services you propose to deliver	10
Q7	Strategic Objectives the project will support	5
Q8	Golden Threads the project will support	5
Q9	Areas that will benefit from the project	7
Q10	Number of people that will benefit from the project	7
Q11	Evidence of how the Strategic Objectives will be supported Description of how the project will be delivered	20
Q12	Evidence of demand Evidence/monitoring of impact	15
Q13	Evidence of consideration of possible challenges or barriers to the project	7
Q14	Meeting the needs of those with protected characteristics	7
Q15	Communicating information to those with protected characteristics	7
Q16	Value for money (for the partnership, community and provider)	10
Total		100

Guidance on completing the application form

Q1	<p>Contact details for your organisation</p> <p>Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us this as well.</p> <p>Provide the address of your organisation that will be used for communication relating to the project. If a different address is to be used for verification and compliance checks, please provide details.</p>
Q2	<p>Contact details of the person responsible for the application</p> <p>The main contact person should be someone who has a good knowledge of the application. We may contact this person when carrying out the assessment, or if we have any queries. The telephone number and email address should be relevant to this individual.</p>
Q3	<p>About your organisation</p> <p>Applicants should identify the primary type of organisation as it appears on any governing document, for example a registered charity or registered company. If your organisation is not one of those listed, please provide additional details under “Other”.</p> <p>If your organisation is a registered charity and / or registered company, please include your registration number (OSCR or Companies House). Include information about the primary aim of your organisation, as well as the date it was set up.</p>
Q4	<p>Project Title</p> <p>Include the name of your project</p>
Q5	<p>When will the project / area of work start and finish?</p> <p>Include the proposed start and planned end date of the project</p>
<i>Scored Questions in Grey</i>	
Q6	<p>Please describe what activities and / or items you would like us to fund</p> <p>Provide a brief summary of the activities that you would like us to fund. More detailed information can be provided later in the application.</p>
Q7	<p>Referring to the IJB Strategic Plan, which of the following Strategic Objectives will your project support?</p> <p>The Strategic Objectives listed refer to those identified within the IJB Strategic Plan and therefore form the basis of the work undertaken by ELHSCP. Applicants should refer to this document for more detailed information. Using the check boxes provided, indicate which of the 10 Strategic Objectives listed that your project will support. More than one may be selected.</p>

Q8	<p>Referring to the IJB Strategic Plan, which of the following “Golden Threads” will your project support?</p> <p>The golden threads are issues that must inform our thinking across all areas of strategic planning. They reflect themes that have a universal impact. Applicants should use the check boxes provided to indicate which of the golden threads their project will support. More than one may be selected. <i>It is a requirement that applicants demonstrate that their project supports the following golden thread: “equality and diversity, including tackling health inequalities and discrimination”</i></p>
Q9	<p>Which area(s) will benefit from the project?</p> <p>Using the check boxes, indicate which towns/areas within East Lothian will benefit from the work of the project. Select more than one if required.</p>
Q10	<p>How many people will benefit?</p> <p>Please indicate the number of people who will benefit from the project. The figure may be an estimation if required.</p>
Q11	<p>Explain how this project will support the Strategic Objectives and “Golden Threads” outlined in Question 7 and 8 above and how the service will be delivered?</p> <p>The application should clearly demonstrate that the proposed project or service addresses the Strategic Objectives and golden threads contained within the IJB Strategic Plan. If more than one has been marked in Questions 7 & 8, the application should explain how you plan to support each one. Where possible projects should demonstrate innovation of approach and outline how the proposal constitutes a “test of change” that could have wider impact in helping to deliver the strategic objectives.</p> <p>Include details of how the service will be delivered. This may include a brief outline of the project plan, proposed timescales, number of staff to be involved and any targets that you have set.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: red;">As COVID may have changed the way you deliver or plan to deliver services please use this section of the application form to detail how your project would operate within current or future restrictions.</p> </div>
Q12	<p>Explain how you have evidenced demand for the project, and how you will monitor the impact of this funding.</p> <p>Indicate how you have determined the demand for the project. This may include reference to the IJB Strategic Plan and/or other sources of information or research. There should be evidence that where appropriate the most relevant and up to date data and statistics have been used. In addition, the justification should be consistent with local, regional and national policies.</p>

	Indicate how you will evidence the impact of the project including what monitoring you plan to undertake throughout the duration, the frequency of this and how this will be evaluated.
Q13	Outline any barriers or challenges to the project and how you will address these Applicants should consider the barriers/challenges to successful implementation of their project including, for example, legal, financial, practical, institutional, cultural or technological barriers. Organisations should demonstrate how they would manage these.
Q14	How will your project meet the needs of those with protected characteristics, and how will you ensure that it is as inclusive and accessible as possible? Applicants should demonstrate how the project will meet the needs of those with protected characteristics under the Equalities Act 2010. This should include examples of how your equal opportunities policy will be put into practice.
Q15	How will you communicate information about this project to those from protected groups? (e.g. to those with hearing loss, speech impairment or English as a second language) Applicants should demonstrate that they have considered how they will communicate information about their project to people from protected groups who may have difficulties in accessing information, who may have English as a second language, or be British Sign Language users.
Q16a Q16b	How will you ensure your project provides value for money? How do you anticipate this project being funded in the longer term? The score given will reflect the value for money of the project by comparing key outputs and impacts against the overall project cost. Applicants should be able to provide justification for the cost of the project as well as how consideration has been given to providing best value and future funding.
Q17	Please provide a detailed breakdown of the costs of this project List all the items/activities that will be required to fund the project for the year. Costs may include staffing, premises, travel, training, events, publicity etc. In the second column, note the total cost for each item/activity to run the project. In the third column for each item/activity, note what funding you are requesting from ELHSCP.
Q18	Applicants are expected to explore additional sources of funding to support the project. Detail other funding you have applied for Note whether the organisation will be receiving any additional funding from other sources to be used towards the cost of the project, the amount to be provided and whether this funding has been approved, or whether the application is in progress. If the project is dependent on match funding from other sources, and your application is provisionally approved for ELHSCP funding, we may require

	confirmation that funding from other sources has been approved before ELHSCP funding is released.
Q19	Are you currently in receipt of any other income from East Lothian Council or NHS Lothian? List whether you are in receipt of any other income from East Lothian Council or NHS Lothian, including the amount received, the purpose and which department is providing this. This should include current and future funding.
Q20	Bank Details This should be bank account details of your organisation. These will be used for payments of grant funding to your organisation.

Monitoring of Grants Awarded

Organisations awarded funding will be required to complete an end of project report on its use, outlining:

- How well they performed against the Strategic Objectives that the project aimed to support.
- The activities the grant funded.
- Target groups that benefitted from the project.
- How well the project supported equal opportunities.
- A breakdown of how the funding was spent.

A template will be provided to organisations for this purpose.

Further Information

For any queries regarding the application process, or application forms you can contact a member of the Adult Wellbeing Planning and Performance Team by contacting 01875 824 309 / ccsat@eastlothian.gov.uk.

Appendix 1 – Strategic Objectives and Golden Threads

<u>IJB Strategic Plan Objectives</u>
A: To make health and social care services more sustainable and proportionate to need and to develop our communities
B: To explore new models of community provision which involve local communities and encourage less reliance on health and social care services
C: To improve prevention and early intervention
D: To reduce unscheduled care and delayed discharges
E: To provide care closer to home
F: To deliver services within an integrated care model
G: To enable people to have more choice and control
H: To reduce health inequalities
I: To build and support partnership working
J: To support change and improvement across our services
“Golden Threads”
<ul style="list-style-type: none"> • Early intervention and prevention • Carers needs • Self-Directed Support Rights • Equality and diversity, including tackling health inequalities and discrimination (Required) • Re-ablement / recovery • Needs of people with dementia • Health promotion • Partnership working • Communication, engagement and involvement • Community justice • Maximising effective use of resources • Use of integrated information technology and technology enabled care • Tackling social isolation