

**Voluntary Sector Services:
Application for Grant Funding for the financial year 2012-13: Guidance Notes**

STATEMENT OF INTENT

North East Essex PCT provides funding to voluntary sector services for the following reasons:

- To facilitate access to services, especially for vulnerable groups or in areas of health inequality
- To meet gaps in service provision, especially for vulnerable groups or in areas of health inequality
- To promote efficient and effective use of statutory services
- To ensure that services exist that readily identify, and seek to address, changing needs
- To promote community engagement and to help sustain a significant voluntary sector presence in the area.

EXPECTATIONS OF THE VOLUNTARY SECTOR

To secure PCT funding you must demonstrate that your organisation is:

- A good employer
- Financially robust
- Focussed on service outcomes
- Able to evidence collaboration or joint working with statutory or other voluntary agencies

FUNDING AVAILABLE

The maximum grant available is £30,000 per year (inclusive of all costs) with a maximum term of 3 years.

CRITERIA FOR FUNDING

To qualify for PCT funding for the financial year from April 2012 voluntary sector services must provide services with health-related outcomes which address at least one of the criteria set out below. Please note that your service does not need to address more than one of the criteria. You must however explain how the service to be provided addresses the criteria, and how you will demonstrate that it provides measurable, health-related benefit for individuals.

1. The needs of children and young people

Measures which will help the PCT meet this need include those which address one or more of the following:

- Support for vulnerable children and families
- Support for parents of children with specific and identified needs

2. Managing long term conditions and improving quality of life

Measures which will help the PCT meet this need include those which address one or more of the following:

- Support to patients and carers to reduce the need of people accessing health services
- Access to detailed support and guidance when required, especially for managing specific conditions or disabilities

3. Improving health outcomes for vulnerable and marginalised groups

This may include services which increase health potential for one or more of the groups listed below, for example by increasing access to healthcare or by encouraging people to adopt or maintain healthy lifestyles. Groups include:

- Homeless people
- Children and adults with learning disabilities
- Travellers
- People who have experienced, or have a history of, abuse or domestic violence
- Looked after children

EVIDENCE-BASED PRACTICE

In order to attract PCT funding services must demonstrate relevance to best practice (e.g. NICE guidance; Department of Health documents), where appropriate. If no current best practice model is available for the service need in question you must outline how the service model has been developed.

Services must deliver measurable outcomes which clearly address the identified need for individuals and/or communities, and be able to demonstrate this in regular monitoring. These outcomes may be quantitative, qualitative or a mixture of both. They may be based on systems already in use elsewhere or developed specifically for the initiative for which you are seeking funding.

Please note that outcomes do not need to be complicated, they simply need to demonstrate whether or not the service is meeting the identified need and how you know that this is the case.

Please contact Emma Bishton if you need more information in this area.

COSTINGS

Please ensure that your costings are as accurate as possible. The costings must be broken down into the main elements of expenditure. If your service receives PCT funding you will be required to provide quarterly monitoring information which includes how you have spent the funding.

Please note that the PCT will not pay VAT for services provided within the voluntary sector.

CORE MANAGEMENT COSTS

Applications should usually be for specific services rather than for core costs. However, the budget for the service should include the core costs incurred in the delivery of that service, in line with full cost recovery.

You need to give some information about what kind of costs are covered. These might include office costs, contribution to regional or national offices, local management and administration staff. You also need to indicate what percentage of the total of these costs you are asking for from the PCT.

When working out the core costs due for a specific service, please note that these should be proportional to the impact on your organisation of providing that service. (For example, it would not be usual to seek to recover 45% of your core costs when applying for funding for a service which accounts for 12% of your organisation's income, or work.)

Please contact Laura Cooper or Emma Bishton if you need more information in this area.

RETURNING THE FORM:

Enclosures:

If your organisation is receiving funding from NEEPCT during 2011-12 you need only enclose the most recently audited accounts.

Format:

Application forms can be returned by email to voluntarysector@northeastessex.nhs.uk but must also be sent in hard copy to Laura Cooper, with a signature and all relevant enclosures by the deadline.

Receipt:

You will be sent email confirmation that we have received your application. If you do not receive a confirmation email within 2 working days of submitting your application, please contact us immediately.

FUNDING PROCESS AND TIMESCALES

The deadline for receiving applications is 10am on Friday 28th October 2011. No late applications can be accepted.

1. Applications will be reviewed by the Voluntary Sector Funding Panel during December 2011. This panel will include representatives from across the PCT, statutory partners, CVS chief officers and patient representatives.

The panel will consider:

- The relevance of the application to the funding criteria
- The quality of the application
- The level of risk to the PCT associated with the application
- Whether the application represents value for money

Please note that applications can only be judged on their own merit and information not provided by the requested deadline cannot be taken into account later in the process.

2. Recommendations will be made by PCT executive directors to the PCT Board in January 2012.

Applicants will be notified after the January board meeting whether or not bids have been successful.

If unsuccessful, brief feedback about the reasons for this will be given upon request.

3. If successful:

Funding for services **new** to the PCT will be available from April 2012 for a maximum of 3 years (or less if appropriate to a particular project and as identified on the application).

TIMESCALE FOR SERVICE LEVEL AGREEMENTS

In order to promote sustainable services the PCT recognises the need for service level agreements of more than one year. The voluntary sector funding panel, when considering the applications, will make recommendations on the duration of SLAs. This may be between 1 and 3 years.

TERMS AND CONDITIONS

The PCT will issue documentation to the successful bidders, which will include all required terms and conditions (such as compliance with Freedom of Information/ Data Protection etc), notice periods, invoicing arrangements, monitoring arrangements and other basic issues.

QUESTIONS?

For general advice regarding PCT funding, for clarification of the funding criteria or of any parts of the application form, please contact Laura Cooper at the PCT on 01206 286776 or at voluntarysector@northeastessex.nhs.uk .