

Sevenoaks District Better Care Grant Guidelines

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG

Tel: **01732 227000**

Email: grants@sevenoaks.gov.uk

Please complete the application form electronically, then print out, sign, and post your application to us. Please note, we cannot accept hand written applications.

Introduction

The Sevenoaks District Better Care Grant (SDBCG) encourages Sevenoaks District Council to think strategically about the use within the private sector of home adaptations, technologies to support people to live independently in their own homes for longer and to take a joined-up approach to improving outcomes across health, social care and housing.

The NHS and Social Care provides 24 hour high quality treatment and care. However, some of the additional demands, especially during the winter months, are preventable with early and directed interventions.

The SDBCG would like to improve the way the housing related element of such services is offered and integrate health services, social care, the voluntary sector and Sevenoaks District Council. Better integration between these services will reduce unnecessary demands for both primary and secondary care and improve the wellbeing of our residents. Funding is now able to facilitate innovation in the way preventative and other projects help older people, people with long term conditions and people with disabilities stay well, manage their conditions better or recover from illness or injury.

We would like to see applications for innovative projects working with local people that will identify and reduce avoidable health and social costs associated with housing related issues. By resolving such issues, the health and wellbeing of residents is improved and cost savings are achieved by health and social care providers.

All projects must show how they will increase applications for the financial assistance available via the 2017 Housing Assistance Policy.

Please note that we cannot fund existing services - this funding is for services and projects in addition to those already in place.

What are the scheme's priorities?

We want to see applications that deliver one or more of the primary aims:

- Reduce or eliminate by preventative actions hospital/GP admissions because of housing related issues;
- Consider the long term needs of individuals and reductions in associated treatment and social care costs;
- Undertake works, adaptations or provision of equipment that is not provided by any other service; and
- Where possible, also achieve the secondary aim of allowing speedier discharges from hospital.

What sort of outcomes are expected from the funding?

We expect projects funded to achieve one or more of the following outcomes:

- Increased use of discretionary and mandatory assistance provided via the Housing Assistance Policy 2017;
- Use of technologies to support people to live independently in their own home for longer;
- Reduced demand placed upon GP resources (reduced calls or medication);
- Supported independence and reduce risks within the home;
- Reduced emergency admissions and unplanned surgery;
- Reduced sense of loneliness or isolation;
- Improved mental health;
- Developed services in response to local need;

We expect applications to work with groups of Sevenoaks District residents either in their homes or in community settings.

All grants funded must achieve one or more of the scheme's primary priorities and one or more of the outcomes above.

Who can apply?

You can apply if your organisation is one of the following:

- Registered charity;
- Health organisation;
- Voluntary organisation;
- Community Interest Company.

We welcome partnership applications from two or more organisations working together but the lead organisation will be responsible for the delivery of the project.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

How much and for what can I apply?

The most we will award for any one application is £40,000.

The grant can be spent on project costs including, but not limited to:

- Support for older people;
- Support for people with disabilities;
- Support for people with long term illnesses;
- Equipment;
- Transport costs;
- Premises hire;
- Management costs;
- Staff and volunteer costs.

Terms and Conditions

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place;
- Health and safety risk assessment including a lone working policy and safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent will be refunded to Sevenoaks District Council.

Grant Evaluation Timetable

Applications can be submitted any time up to 28 February 2018 by post or in person to:

Sevenoaks District Better Care Grant, Communities & Business Team, Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG.

- We will confirm receipt of all applications within three days.
- Applications will ~~then~~ be appraised by a team of officers who will make recommendations to Council Members, who will then make the final decision on funding.
- Your application will be appraised against the grant guidelines and we will evaluate the extent to which you meet the priorities and outcomes of the grant.
- All grants awarded will be paid out by 31 March 2018 and organisations receiving funding will have 12 months to deliver their project.

Application form

1. Your details

Organisation:

Contact name:

Position:

Address:

Email:

Telephone no:

Mobile:

Website:

2. Information about your organisation

2.1 Type of organisation (please select below, if other please specify)

2.2 Please give your business registration or charity number:

3. Information about how you would use a grant

3.1 Title of your project:

3.2 Please provide a summary of what the grant will fund: *(no more than 500 words)*
Please include details of which organisations (if any) who will be partnering you.

3.3 How will your project meet the priorities of the Sevenoaks District Better Care Grant? *(no more than 500 words)*

Please include details of how you will increase applications for the financial assistance available via the 2017 Housing Assistance Policy.

3.4 When will your project start?

3.5 When will your project be completed?

3.6 What is the total expected cost of your project?

£

3.7 Please select which of the Sevenoaks District Better Care Grant priorities your project links to?

Please select all that apply:

- ☐ Reduce or eliminate by preventative actions hospital/GP admissions because of housing related issues;
- ☐ Consider the long term needs of individuals and reductions in associated treatment and social care costs;
- ☐ Undertake works, adaptations or provision of equipment that is not provided by any other service;
- ☐ And, where possible, also achieve the secondary aim of allowing speedier discharges from hospital

3.8 How many people within the Sevenoaks District will directly benefit from this grant?

3.9 How will the funding benefit the health and wellbeing of Sevenoaks District residents? (max 200 words)

4.1 Total amount requested from the grant fund

£

[illegible][illegible]

5. Outcomes and performance indicators

5.1 We need to be able to measure the outcomes of your project.

Please set out how you will measure the impact of your project. (max 200 words)

5.2 Please provide performance indicators that will help us measure the outcomes of your project.

Performance indicators need to be something you can measure easily and show the benefit of your project.

Please set out at least three performance indicators for your project. Please note that the information you provide here will help us to assess the level of grant awarded to you and help us to monitor your project throughout the year. Failure to complete this section may mean that we cannot fund your organisation.

If you need help with providing performance indicators, please contact Simon Davies, Partnership and Project Officer, on 01732 227000.

Performance Indicators	Number

6. DBS Checks, safeguarding and child protection policy

6.1 Do all staff and volunteers who have unsupervised access to children, young people or vulnerable adults have enhanced level DBS checks?

☐ Yes ☐ No ☐ N/A

6.2 Have all staff and volunteers who have access to children, young people or vulnerable adults had safeguarding training?

☐ Yes ☐ No ☐ N/A

6.3 Does your organisation have a Child Protection Policy?

☐ Yes ☐ No ☐ N/A

6.4 Does your organisation have a Safeguarding Policy that covers children, young people and vulnerable adults?

☐ Yes ☐ No ☐ N/A

6.5 How does your organisation safeguard children, young people and vulnerable adults?

Please enclose a copy of your Safeguarding Policy and Child Protection Policy with your application.

7. Your confirmation

7.1 I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. If my application is successful, I agree to acknowledge the support of Sevenoaks District Council in any publicity.

I confirm that my organisation aims to comply with all relevant statutory requirements.

Signed on behalf of organisation:

Designation:

8. Equal opportunities statement

8.1 recognises that everyone has a contribution to make to our society and a right equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Pregnancy and maternity |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Marital or civil partnership status |
| <input type="checkbox"/> Age | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Religion/Belief | |

Signed on behalf of organisation:

Designation:

9. Your bank details

9.1 Any grant awarded will be paid by BACS transfer. Please set out your bank details below:

Bank:

Account No:

Sort Code:

Checklist

It is very important to present your application clearly and to explain why the work of your organisation is important. Give good reasons for your grant request, state clearly how much you need and why you feel you should receive financial support.

The following checklist may be helpful; use it to make sure you have done everything requested. It may also help if you are applying elsewhere for grants.

1. Have you completed the application form electronically? ☐ Yes ☐ No
2. Have you completed all parts of the form? ☐ Yes ☐ No
3. Have you completed the budget costs for your project, including all income and expenditure? ☐ Yes ☐ No

To submit your application:

Please print out your completed application, sign sections 7 and 8 and enclose all supporting documentation:

- Copies of your examined accounts for the last two years;
- Your organisation's constitution or set of rules;
- Your safeguarding policies.

Please deliver your application by hand or post to:

Sevenoaks District Better Care Grant, Communities and Business Team,
Sevenoaks District Council, Argyle Road,
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