

# Notice of Meeting and Agenda

## Edinburgh Integration Joint Board

9.30am Friday 10 August 2018

Dean of Guild Court Room, City Chambers, Edinburgh

This is a public meeting and members of the public are welcome to attend.

### Contacts:

Email: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk)

Tel: 0131 553 8242

## 1. Welcome and Apologies

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- 1.1 Including the order of business and any additional items of business notified to the Chair in advance.

## 2. Declaration of Interests

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- 2.1. Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## 3. Deputations

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- 3.1 If any

## 4. Reports

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- 4.1. Appointments to Committees and Sub-Committees – report by the IJB Chief Officer (circulated)
- 4.2. Proposals for the Health and Social Care Grants Review Programme 2019 – report by the IJB Chief Officer (circulated)

## 5. Motions

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- 5.1. None.

## Board Members

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### Voting

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice-Chair), Councillor Robert Aldridge, Michael Ash, Councillor Ian Campbell, Martin Hill, Councillor Melanie Main, Angus McCann and Councillor Susan Webber.

### Non-Voting

Colin Beck, Carl Bickler, Sandra Blake, Andrew Coull, Lynne Douglas, Christine Farquhar, Helen FitzGerald, Kirsten Hey, Jackie Irvine, Ian McKay, Moira Pringle, Judith Proctor, Ella Simpson and Pat Wynne.

# Report

## Appointments to Committees and Sub-Committees

### Edinburgh Integration Joint Board

10 August 2018



#### Executive Summary

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1. This report seeks approval to appoint two Service User representatives to the Integration Joint Board and the Strategic Planning Group.
2. The Integration Joint Board is asked to note the appointment of the new Chief Social Work Officer to the Joint Board and Strategic Planning Group and also the appointment of the new Chief Executive of Penumbra as a member of the Strategic Planning Group.

#### Recommendations

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3. The Integration Joint Board is asked to:
  - i. Approve the appointment of Carole Macartney and Alison Robertson as Service User representatives on the Integration Joint Board.
  - ii. Approve the appointment of Carole Macartney and Alison Robertson as Service User representatives on the Strategic Planning Group.
  - iii. Approve the appointment of Councillor Ian Campbell to the Strategic Planning Group, in his capacity as the City of Edinburgh Council representative on the NHS Lothian Board.
  - iv. Approve the appointment of Dr Richard Williams as a voting member of the Joint Board, replacing Alex Joyce.
  - v. Appoint an NHS Lothian voting member of the Board to the IJB Audit and Risk Committee, to replace Alex Joyce.
  - vi. Note the appointment of the new Chief Social Work Officer to the Integration Joint Board and Strategic Planning Group.
  - vii. Note the appointment of Nigel Henderson, who replaces Graeme Henderson, as a member of the Strategic Planning Group.

## Background

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4. The Joint Board is responsible, in line with section 3 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 (the Order), for appointing voting and non-voting members to the Board.
5. The Joint Board is responsible, in line with section 32 of the Public Bodies (Joint Working) Scotland Act 2014 and section 13.5 of its Standing Orders, for appointing members to its Strategic Planning Group. The Public Bodies (Joint Working) (Membership of Strategic Planning Group) (Scotland) Regulations 2014 (section 2) require that users of health care and social care are represented on the Strategic Planning Group.
6. In terms of section 3 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014, the Chief Social Work Officer must be included in the membership of an integration joint board.

## Main report

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7. As agreed by the Joint Board on 26 January 2018, a recruitment process to fill the two service user vacancies on the Board was launched on 29 January 2018 and ran until 26 March 2018.
8. Following interviews, two preferred candidates have been identified – Carole Macartney and Alison Robertson. This report seeks formal approval to appoint the preferred candidates as non-voting members of the Joint Board. They should also be appointed to the Strategic Planning Group, in line with the Public Bodies (Joint Working) (Membership of Strategic Planning Group) (Scotland) Regulations 2014.
9. This report also seeks the approval of the Joint Board to appoint Councillor Ian Campbell, in his capacity as the City of Edinburgh Council representative on the NHS Lothian Board, as a member of the Strategic Planning Group.
10. Members are asked to note that Alex Joyce has stepped down from the Edinburgh Integration Joint Board, with effect from 1 August 2018. The NHS Lothian Board has nominated Dr Richard Williams as a replacement. This report seeks the approval of the Joint Board for this appointment.
11. Alex Joyce's departure also leaves a vacancy on the IJB Audit and Risk Committee – the Joint Board is asked to appoint a replacement from its NHS Lothian voting membership.

12. Jackie Irvine, the new Chief Social Work Officer, is appointed automatically as an ex officio member of the Joint Board and a member of the Strategic Planning Group, replacing the former Interim Chief Social Work Officer, Alistair Gaw.
13. Nigel Henderson, the new Chief Executive of Penumbra (replacing Graeme Henderson) has been appointed to the Strategic Planning Group.

## **Key risks**

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14. Failure to appoint members to the Joint Board, the Strategic Planning Group and the IJB Audit and Risk Committee would result in the Joint Board failing to meet the requirements of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

## **Financial implications**

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15. None.

## **Implications for Directions**

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16. None.

## **Equalities implications**

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17. None.

## **Sustainability implications**

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18. None.

## **Involving people**

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19. Not applicable.

## **Impact on plans of other parties**

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20. None.

## **Background reading/references**

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21. [Public Bodies \(Joint Working\) \(Scotland\) Act 2014](#)

22. [The Public Bodies \(Joint Working\) \(Integration Joint Boards\) \(Scotland\) Order 2014](#)
23. [Public Bodies \(Joint Working\) \(Membership of Strategic Planning Group\) \(Scotland\) Regulations 2014](#)
24. [Edinburgh Integration Joint Board – Standing Orders](#)
25. [Formal Establishment of the Strategic Planning Group](#)

## **Report author**

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**Judith Proctor**

**Chief Officer, Edinburgh Health and Social Care Partnership**

Contact: Jamie Macrae, Committee Officer

E-mail: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) | Tel: 0131 553 8242

# Report

## Proposals for the Health and Social Care Grants Review Programme 2019

### Edinburgh Integration Joint Board

10<sup>th</sup> August 2018

#### Executive Summary

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1. The purpose of this report is to share the proposed prospectus for the Health and Social Care Grant Programme 2019/20 to 2021/22 and to agree the next steps.
2. Any member wishing additional information on the detail of this paper should contact the author in advance of the meeting.

#### Recommendations

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3. The Integration Joint Board is asked to:
  - a. agree the prospectus for the Health and Social Care Grant Programme 2019/20 to 2021/22; and
  - b. issue a direction to the City of Edinburgh Council to run a grants programme in accordance with this prospectus.

#### Background

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4. In November 2017, the Board agreed the scope, methodology and timescale for the review of health and social care grant programmes, based upon recommendations from the Strategic Planning Group. Following this, the grants review steering group (the steering group) was established and it has been meeting regularly since December 2017. Both the Board and the Strategic Planning Group have received regular updates on progress, including details of the engagement with the third sector.
5. The steering group has now developed a prospectus and a range of associated documentation, including an application form, guidance notes and assessment materials. In order to maintain the planned timescales of having a new grants programme in place for 1st April 2019, applications will need to open on 20<sup>th</sup> August.



### Work of the grants review steering group

6. The work of the group has culminated in the production of the draft prospectus attached as appendix 1 to this report and the draft application form as appendix 2. One of the key objectives of the group was to actively engage with and seek the views of the third sector. This was accomplished through representation on the steering group itself, ongoing dialogue through existing forums and groups and two sets of engagement sessions held for current and potential grant recipients between April and June 2018.
7. Through these engagement sessions, the steering group:
  - shared information on the context in which the grants review is taking place, the overall vision in terms of the IJB priorities, proposed priorities for the programme and the areas for consideration in terms of the operation of future programmes;
  - gained the views and ideas of the participants on the information shared, the challenges and opportunities the review presents for the third sector, opportunities for improved joint working and options for delivering the 10% efficiency target;
  - provided stakeholders with the opportunity to identify any gaps, suggest improvements and raise any issues and concerns;
  - gauge the level of support amongst stakeholders for part of the grants budget being ring-fenced to operate a small grants and/or innovation fund(s);
  - invite stakeholders to express interest in collaborating on an ongoing basis through the establishment of:
    - a grants forum
    - a short life working group to develop the evaluation framework for monitoring of grants awarded through the new programme
    - a short life working group to explore the opportunities for leveraging funding from other sources such as crowd funding.
8. Detailed briefing papers were shared before each event and the feedback received influenced the later sessions as well as the shape and content of the draft prospectus.



9. Although the feedback received from all the sessions was largely positive some concerns were also raised. These are detailed in the table below, along with any mitigating action proposed by the steering group:

| Issue   | Mitigation  |
|---|---|
| <p>Nervousness that the emphasis on “innovation” and “progressive” ideas would disadvantage current grant recipients who do not want to change their service and feel that they should be judged on their “track record”.</p> | <ul style="list-style-type: none"> <li>• Applicants will receive credit for track record in the section on of the application which focuses on deliverability. This will be made clear in the assessment pack.</li> <li>• Reflecting these concerns, the language in the prospectus has been changed to “continuous improvement”.</li> <li>• The steering group strongly agreed that it is reasonable to expect all grant recipients (in line with all other service deliverers) to have an ethos of, and appetite for, ongoing service improvement.</li> </ul> |
| <p>The impact of funding decisions made through the grants review on other existing funding that organisations have in place.</p>   | <ul style="list-style-type: none"> <li>• The application form gives organisations the opportunity to highlight any such arrangements and the associated risks.</li> <li>• An impact assessment has been carried out on existing recipients of grants. This will be re-run when the interim results of the assessment are available.</li> </ul>  |
| <p>The request for more information on how individual applications will be assessed and by whom and whether assessors will have the appropriate skills, knowledge and experience.</p>   | <ul style="list-style-type: none"> <li>• This is addressed in the prospectus and associated assessment documentation.</li> </ul>  |
| <p>Concern about the expectations on citywide services to deliver in localities.</p>  | <ul style="list-style-type: none"> <li>• This is addressed in the FAQ section of the prospectus.</li> </ul>   |
| <p>The likelihood of the “pot” for prevention, early intervention and tackling inequalities increasing.</p>   | <ul style="list-style-type: none"> <li>• Through its strategic plan the IJB recognises the importance of early intervention and tackling inequalities. It also recognises the challenge associated with funding these areas in the context of current pressures. In response, the IJB</li> </ul>  |

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|  | has confirmed its commitment by agreeing an investment of c£2m in community led support. |
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10. These are all clearly legitimate concerns, some of which are addressed in the draft prospectus but it should be acknowledged that, despite the high levels of positive engagement, it is unlikely that all stakeholders will be satisfied with the outcome.

**Recommendations from the grants review steering group**

11. The draft prospectus reflects the discussions and review of best practice undertaken by the steering group as well as feedback from the stakeholder events. It is attached as appendix 1 to this report and incorporates the following proposals:

- Grants will be awarded for **3 years**, although shorter awards are available if requested.
- Applications will be **assessed** on the basis of seven funding priorities drawn from the Strategic Plan for Health and Social Care in Edinburgh 2016-19, the Locality Improvement Plans produced towards the end of 2017 and the Outline Strategic Commissioning Plans for learning disabilities, mental health, older people, physical disabilities and primary care. These are:



- The assessment will involve each application being “**scored**” by one of a number of small panels, each of which will be chaired by a member of the Grants Review Steering Group. The proposed scoring mechanism is included in the draft prospectus and is set out in the table below:

| Criteria                            | Weighting (%) | Maximum score |
|-------------------------------------|---------------|---------------|
| Continuous improvement              | 10            | 40            |
| Need for service                    | 25            | 100           |
| Commitment to collaborative working | 10            | 40            |
| Outputs, impact and strategic fit   | 30            | 120           |
| Successful delivery                 | 25            | 100           |
| <b>Total</b>                        | 100           | 400           |

- The scores will be collated for all applications and moderated by a partnership group. We will seek to appoint an independent chair for this group and, whilst membership is still to be finalised, it will include representation from the grants review steering group, locality managers and strategic leads. As well as the “score” for each application the group will consider the balance across the 7 priorities and/or the 4 localities and may apply discretion over the final allocation to address any material imbalance. The aim is to have the assessment process completed by the end of November 2018.
- Support for a separate **small grants fund** and a separate **innovation fund** was assessed using an electronic voting system during the engagement events. There was clear support for establishing a small grants fund and majority support for the proposed innovation fund. Consequently the draft prospectus includes:
  - a sum of circa £500k p.a. available for grants of under £25k. Organisations would only be eligible to apply for one grant from this fund and any organisation that applies to this small grant fund is not permitted to make any application to the large grants fund. The application process would be the same for small grants as for large grants, but the level of detail requested would be more limited;
  - a ring fenced fund of £100k p.a. is created to support creative and original ideas which may have less of a track record. To allow time to fully develop this new approach a sub group, under the leadership of Stephanie-Anne Harris the Strategic Development Manager of the Edinburgh Community Health Forum. This group will include members from the third sector and it is proposed that applications for this fund are delayed until early

2019 with the intention of awarding grants in the same timescales as the main programme (i.e. from 1<sup>st</sup> April 2019).

- Organisations may apply to either the small grant fund or the large grant fund, but not to both. Applications to the small grants fund will be limited to one per organisation.

## Timescales

12. Assuming agreement of the draft prospectus the key dates are as follows:

| Task  | Date                         |
|---|------------------------------|
| Briefings for applicants x2   | 21/08/2018<br>and 22/08/2018 |
| Launch grant programme - applications on line (6 weeks)                         | 20/08/2018                   |
| Training session/support for applicants (EVOG/Edinburgh Community Health Forum) | 21/08/2018<br>and 22/08/2018 |
| Deadline for application submissions  | 01/10/2018                   |
| Assessment of applications  | 04/10/2018                   |
| Panel meetings to moderate assessments and make recommendations                 | w/c 19/11/2018               |
| Report to EIJB  | 14 <sup>th</sup> Dec 2018    |

## Key risks

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13. A risk register has been developed which categorises the risks relating to this project as either:

- Operational risks;
- Third sector impacts; or
- Statutory sector risks

14. High risks relate identified through this process relate, in the main, to:

- the sustainability of 3rd sector organisations and the consequence of any disinvestment on services;
- a failure to adhere to the process as set out; and
- the impact that the volume of applications may have on the timescales.

15. The steering group is refining the risk register and ensuring appropriate mitigation is in place.
16. As part of this mitigation, the grants review steering group has assessed the approach against the “lessons learned” checklist developed following the grants process undertaken by the Children and Families Department of the Council. The outcome of the H&SC grant programme assessment against the CEC best practice guidelines is attached as appendix 3 to this report.

## Financial implications

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17. This report details the progress in delivering the review of the existing health and social care grant programmes. However, there are no direct financial implications arising from the report.

## Implications for directions

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18. The proposals in this report will contribute to the delivery of Direction EDI\_2017/18\_16 c), which directs the City of Edinburgh Council and NHS Lothian to “collaborate with partners to review existing grant programmes”.
19. If approved this direction will be replaced with one directing the City of Edinburgh Council to run a Health and Social Care grants programme in accordance with the prospectus.

## Equalities implications

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20. An initial integrated impact assessment has been undertaken in respect of the grants review, which identified both equality and sustainability implications. The steering group will follow up the recommendations and undertake a final assessment on the impact of the proposed awards.

## Sustainability implications

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21. As above.

## Involving people

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22. The priorities within our strategic plan and the outcomes in the Locality Improvement Plans have already been the subject of public consultation. The priorities within the outline strategic commissioning plans will be subject to public consultation later in the year. We will expect grant applications to include details of the engagement undertaken with citizens as part of the evidence that there is a need for the service/project.

## Impact on plans of other parties

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23. It is recognised that there is a possibility that some organisations may lose funding as a result of the grants review. However, we are keen to maintain the stability of the third sector and the huge contribution that they make to improving the health and wellbeing of the citizens of Edinburgh. The proposals for the new grant programme will be subject to a range of risk and impact assessments, following which action plans will be developed to minimise any adverse impacts on the stability of organisations and the services they provide.

## Background reading/references

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Review of grant programmes – report to the EIJB September 2017

Grants review, scope, methodology and timescales – report to the EIJB November 2017

Grants Review Interim Report – report to the EIJB in May 2018

## Report author

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Moira Pringle, Chief Finance Officer

E-mail: [moira.pringle@nhslothian.scot.nhs.uk](mailto:moira.pringle@nhslothian.scot.nhs.uk) | Tel: 0131 469 3867

## Appendices

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|                   |  |
|-------------------|--|
| <b>Appendix 1</b> | Draft Edinburgh IJB Grant Programme Prospectus |
| <b>Appendix 2</b> | Draft application form                         |
| <b>Appendix 3</b> | Lessons learned assessment                     |



# Edinburgh IJB Grant Programme Prospectus

2019-22



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# Introduction

Health and Social Care grants in Edinburgh are changing. This prospectus aims to provide all interested parties with clear and comprehensive information on how the new application and assessment process will work.

## Why are things changing?

In April 2016, a new body known as the Edinburgh Integrated Joint Board (IJB) became responsible for Health and Social Care planning in Edinburgh.

Most of the money that was formerly used to fund grants from the City of Edinburgh Council and NHS Lothian's Edinburgh Community Health Partnership is now the responsibility of the IJB. The Edinburgh Health and Social Care Partnership is responsible for managing these funds on behalf the IJB. We have created a new grants application and assessment process for Health and Social Care grants in Edinburgh.

## How are things changing?

Former grant programmes are being combined into a single grant process. This process will award funding to activities and services that prevent poor health and wellbeing outcomes through early intervention and/or address health inequalities in Edinburgh. Funding will only be awarded to activities and services that are aligned to at least one of our seven funding priorities, namely: reducing social isolation; promoting healthy lifestyles; improving mental wellbeing; supported self-management; information and advice; reducing digital exclusion; and building communities.

Three separate grant programmes will run in 2019-22:

- a large grant fund for grants worth £25,000 or more per year,
- a small grant fund for grants worth less than £25,000 per year, and
- an innovation fund.

There will be a dedicated budget of approximately £500,000 for small grants, and a dedicated budget of £100,000 for the innovation fund.

This Prospectus is concerned only with the large grant fund and the small grant fund, which will run at the same time. Applications to the innovation fund will run separately, in early 2019.

## When are things changing?

Applications for large and small grants will open on **20<sup>th</sup> August 2018** and will close on **1<sup>st</sup> October 2018**. We will provide support to prospective applicants during this application period.

Applications will be assessed during October and November, and organisations will be notified of the outcome of their application in December 2018. Support sessions for unsuccessful applicants will follow, in early 2019.

More specific information is provided in the 'Key Dates' section of this Prospectus.

Grants will be awarded in a three-year cycle although, for both the large and small grant funds, applicants may apply for one-, two- or three-year grants. Applicants will be asked to specify the size and duration of the grant they are applying for in their application.

# Key Information



## Who can apply?

To apply for a grant, your organisation must be constituted and not-for-profit. 'Constituted' means that your organisation must either be a registered charity or company or it must have a constitution, statement of aims or memorandum and articles, which must be supplied on request.

## Grant Amounts

The current application window is for two separate grants funds, the large fund and the small fund. In the large grants fund, there is no upper limit to the size of the grant for which an organisation can apply, but there is a lower limit of £25,000 per year. Applications to the small grants fund must be for less than £25,000 per year, but there is no lower limit. All applications must be fully costed.

## Grant Lengths

Organisations can apply for one-, two- or three-year grants during the period 2019-22. Organisations will be asked to specify the value and length of the grant that they are applying for in the application form and to provide a costing for their application for each year.

## Multiple Applications

Organisations may apply to **either** the small grant fund **or** the large grant fund, but not to both.

Applicants to the small grant fund may submit one application only. Applicants to the large grant fund are permitted to submit multiple applications, but only on the condition that each application is for a different discrete service.

## What are the grants for?

The grants are for activities or services that help us to progress our strategic aims of (1) preventing poor health and wellbeing outcomes, and (2) reducing health inequalities, as set out in the Strategic Commissioning Plans and the Locality Improvement Plans.

### Preventing Poor Health and Wellbeing Outcomes

We aim to prevent poor outcomes by supporting and encouraging people to:

- achieve their full potential, stay resilient and take more responsibility for their own health and wellbeing
- make choices that increase their chances of staying healthy for as long as possible
- utilise recovery and self-management approaches if they do experience ill health.

### Tackling health inequalities

By both supporting those whose health is at greatest risk from inequality and by tackling the root causes of health inequalities, we aim to:

- support individuals to maximise their capabilities and have control over their lives
- create healthy and sustainable communities that can resist the effects of inequality on health and wellbeing
- ensure that core Health and Social Care services are delivered in a way that reduces and does not worsen health inequality, and
- recognise that some sections of the population need targeted support in order to address the causes and effects of inequalities.

# Key Dates



## Previous Engagement

|                        |                                     |
|------------------------|-------------------------------------|
| 26 <sup>th</sup> April | First stakeholder engagement event  |
| 7 <sup>th</sup> June   | Second stakeholder engagement event |

## Applications

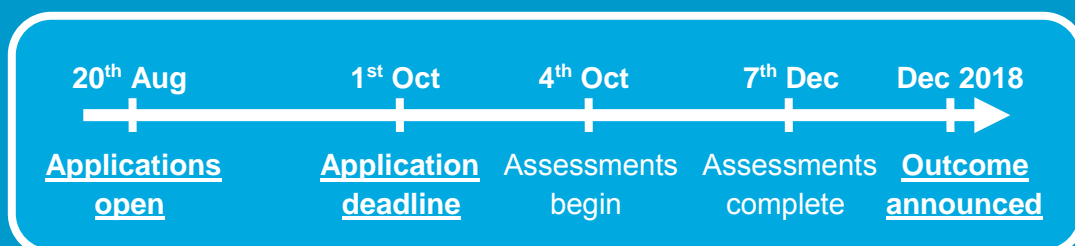
|  |                             |
|--|-----------------------------|
| <u>20<sup>th</sup> August</u>  | <u>Applications open</u>    |
| 21 <sup>st</sup> – 22 <sup>nd</sup> August                                 | Applicant briefing events   |
| 21 <sup>st</sup> , 22 <sup>nd</sup> August<br>& 20 <sup>th</sup> September | Applicant training events   |
| <u>1<sup>st</sup> October</u>  | <u>Application deadline</u> |

## Assessment

|                           |                                     |
|---------------------------|-------------------------------------|
| 4 <sup>th</sup> October   | Assessment process begins           |
| 12 <sup>th</sup> November | Initial assessment complete         |
| 19 <sup>th</sup> November | Verification and moderation process |
| 7 <sup>th</sup> December  | Assessment process complete         |

## Outcome

|                      |  |
|----------------------|--|
| <u>December 2018</u> | <u>Applicants notified of outcome</u>        |
| January 2019         | Support sessions for unsuccessful applicants |



# Assessment

Your application must address one or more of our seven funding priorities, below.



## General Guidance

Part B of the application form requires applicants to provide detailed written responses to six questions, B1 to B6, most of which have strict word limits. Applications will receive a numerical mark for their responses in Part B, which will be determined by a set of written assessment criteria. You should familiarise yourself with these assessment criteria, which you can find in the Applicants' Guidance Notes.

The extent to which your application addresses our funding priorities will heavily influence the outcome of your application.

## Finances

All applications must be appropriately costed and based on need. All organisations will be asked to provide copies of their most recent accounts as a part of their application.

## Question Weightings

It is very important for all applicants to note that not all questions on the application form carry the same weight in the assessment process. Some questions are worth *three times* as many marks as others. A full explanation of question weightings is included in the Applicants' Guidance Notes, and a summary is shown in the chart below.

| Question                            | Marks      |
|-------------------------------------|------------|
| Proposal summary (B1)               | 0          |
| Continuous improvement (B2)         | 40         |
| Need for service (B3)               | 100        |
| Collaborative working (B4)          | 40         |
| Outputs, impact, strategic fit (B5) | 120        |
| Successful delivery (B6)            | 100        |
| <b>Total</b>                        | <b>400</b> |

## The Seven Funding Priorities

### Reducing social isolation

We will fund activities or services that promote social connectivity for vulnerable and socially deprived citizens and enable them to live fulfilled and independent lives.

### Promoting healthy lifestyles including physical activity and healthy eating

We will prioritise activities and services that promote physical activity and healthy eating. Activities that increase participation in physical activity, including walking, cycling, dance, chair-based exercise and active travel, will be supported by this grant programme. We also recognise the health benefits of having access to good quality greenspace and we will support activities that encourage citizens to make greater use of outdoor greenspace including gardening, food production and the establishment of community gardens. Activities and services that promote healthy eating, provide cooking skills and eating healthy on budget for vulnerable or economically disadvantaged individuals will also be supported.

### Improving mental wellbeing

We will fund services and activities that prevent poor mental health, particularly those that promote greater self-help that enables individuals to have more control over their lives and to take greater responsibility. Activities and services that promote peer-support and peer-working, that help to reduce levels of anxiety and depression in service users and that reduce the damage to mental health from all forms of abuse and violence will be supported.

### Supported self-management of long-term conditions

We want to fund services and activities that effectively support those with long-term conditions and multiple morbidities to

improve their resilience and capacity to self-manage and reduce their reliance on statutory services. We will support services that provide good-quality information that enables those with long-term conditions to have better control over their condition(s); that utilise supported self-management approaches; and that use technology to improve patients' efficient use of services and prevent early progression of their condition.

### Information and advice – income maximisation

Ensuring a healthy standard of living for all is important in promoting the wellbeing of individuals. We will support activities that aim to provide information and advice about specialist services in formats that are accessible to all and that aim to support people who are vulnerable and economically disadvantaged by improving access to income maximisation and debt advice services.

### Reducing digital exclusion

We will support services and activities that reduce digital exclusion by improving the skills and knowledge of vulnerable citizens, enabling them to stay connected to family and friends via technology, helping people feel more safe and secure living at home and improving people's confidence in self-managing their health and wellbeing.

### Building strong, inclusive and resilient communities

We will support services that improve the wellbeing and resilience of communities by increasing social capital through community participation and volunteering. We want to fund activities and services that increase community capacity and promote cultural bridging, particularly for those communities of interest that experience discrimination and stigma.

# How to Apply

## The Application Form

Applicants should complete the application form found by clicking the button below. The form should be completed digitally in Microsoft Word and should **not** be filled in without making use of the Applicants' Guidance Notes. The form should then be digitally signed by an authorised signatory for your organisation and submitted to us, by e-mail, as a Word document. You can find further submission details at the end of the form and in the Guidance Notes.

We understand that some applicants will not be able to complete and/or submit the form digitally. If you require a paper copy of the application form, of the Applicants' Guidance Notes, or of this document, please contact us on 0131 529 3659. This telephone number should only be used to request paper copies, not for queries.

The application forms for the large grant fund and the small grant fund are separate. **You must ensure that you fill out the correct application form.**

[Application Form](#)

## Application Guidance

All applicants should make full use of the Applicants' Guidance Notes, which can be found by clicking the button below. If you are unable to access this document digitally, you can obtain a paper copy by contacting us on 0131 529 3659.

[Applicants' Guidance Notes](#)

## Digital Preference

The Partnership is committed to ensuring that the application process is accessible for all applicants and that no applicant organisation is disadvantaged by a lack of digital capabilities.

However, the Partnership respectfully requests that paper documents and postal application services are only requested by organisations that are unable to apply digitally so that we can keep the cost and environmental impact of the application process to a minimum.



# FAQs

## The Grants

### **Are there maximum and minimum grants?**

Applications for a small grant must be for less than £25,000 per year, but there is no minimum. Applications for large grants must be for £25,000 or more per year, but there is no maximum.

### **Can one applicant apply for multiple grants?**

Applicants to the small grant fund are **not** permitted to apply to the large grants fund. Applicants to the large grant fund are **not** permitted to apply to the small grant fund.

In the small grants fund, applicants can only make one application. An applicant to the large grants fund can submit multiple applications so long as every application submitted is for a different discrete service. Consortiums as a whole may only submit one application per discrete service, whether applying as the consortium or as a member organisation.

### **Will there be a separate budget for the small grant fund?**

Yes, a dedicated budget will be provided to fund small grants of less than £25,000 per year. Any organisation applying for a small grant will be permitted to apply for one grant only, and will not be permitted to apply to the large grant fund.

### **What does 'fully costed' mean?**

In your application, you will be asked to provide us with an explanation of the costs to your organisation that are associated with delivering your proposal. The amount of money you apply for must be based on these costs. You will be asked to produce a 'costing' showing what the costs to you are and how these make up the amount of money that you are applying for.

### **Do you fund core costs?**

We will fund core costs, so long as they are apportioned across all activities or services that an organisation provides. Example: An organisation applies for a grant to fund an activity or service that it provides, and an employee spends 10 salaried hours per week working to deliver that activity or service. We will fund 10 hours' pay per week for that employee but we will not, for instance, fund that employee's entire full-time salary.

### **Are grants 'all or nothing'?**

You should expect the amount of money that your organisation applies for to be either be granted in full or declined in full. We reserve the right to offer partial funding.

### **Will there be an innovation fund?**

Yes, we will ringfence £100,000 per year over a three-year cycle as an innovation fund. Applications to this fund will run separately, in 2019. You can apply to the innovation fund regardless of whether or not you apply to the small or large funds.

**Continued overleaf...**

## The Application Process

### **Can any supporting documents be appended to the application form?**

In order to ensure that the application process is as fair as possible, we will only consider the contents of the application form and any other documents that we have requested (e.g. your accounts) when assessing your application.

### **Will the application process be the same for all organisations, regardless of their size?**

Yes, the application process is the same for all applicants. However, the word limit imposed on responses to questions in the application form will differ according to the size of grant being applied for. You must ensure that you complete the correct form.

## The Assessment Process

### **How important is collaboration and partnership working?**

Displaying collaboration and partnership working in your application is strongly recommended. Explaining how you plan to work more collaboratively in the future will also help your application.

### **Will applications be assessed solely on the basis of qualitative and quantitative evidence?**

Consideration will be given to all relevant information provided on the application form and any documents (e.g. accounts) that we have requested. In exceptional circumstances, we may contact applicants for further information.

### **Will there be an appeals process?**

There will be no appeals process. However, support will be provided to applicants in the form of briefing and training sessions, details of which can be found in the Help & Support section of this Prospectus. We also aim to provide support to unsuccessful applicants after outcomes have been announced.

### **How will organisations that work across multiple localities be assessed?**

Every application will be assessed on its own merit and on its ability to demonstrate the need for the service the applicant proposes to provide, whether across one locality or multiple localities.

### **Who will assess applications and what training will be provided to them?**

The assessors will be experienced individuals from backgrounds including but not limited to Edinburgh's third sector, NHS Lothian, the City Council and the Health and Social Care Partnership. Full training will be provided to assessors, and we will undertake a moderation process following the completion of the initial assessment process. We are also seeking to appoint an independent chair to oversee the assessment process.

## Support for Applicants

### **Will organisations be given feedback on their applications?**

The scale of this process means that we will not be able to provide individual feedback, but we will provide information about common issues after the process is complete, and we will be offering support sessions and relevant signposting to unsuccessful applicants.

### **What support will be available to organisations?**

Organisations will be invited to attend the pre-application training and support sessions, details of which may be found overleaf.

**You can find the answers to more FAQs by following the link below. We will update the online FAQs regularly.**

[More FAQs](#)



# Help & Support

## Briefing Events

We have arranged two briefing sessions for prospective applicants, which are now fully booked. Both sessions will be at:

The Royal Commonwealth Pool,  
21 Dalkeith Road,  
Edinburgh. EH16 5BB

**Tuesday 21<sup>st</sup> August, 09:30 – 10:30, and  
Wednesday 22<sup>nd</sup> August, 14:00 – 15:00.**

Additional sessions will be provided if there is demand. You will be able to find further details [here](#). Places are limited to one per applicant and will be allocated on a first come, first served basis.

## Training Sessions

There will also be training sessions available to applicants who have little experience in completing funding applications or those who have found that their recent applications have been unsuccessful. The first two sessions will be held at the Royal Commonwealth Pool (address as above), and will directly follow the briefing sessions. The times are:

**Tuesday 21<sup>st</sup> August, 10:30 – 12:30,  
Wednesday 22<sup>nd</sup> August, 15:00 – 17:00,  
Thursday 20<sup>th</sup> September, 14:00- 16:00.**

The sessions will support you to produce a good funding application by helping you to clearly and effectively explain the need for your proposal and demonstrate the good work you are doing. The sessions will also highlight some of the common reasons that applications are unsuccessful.

Our training sessions have already received a lot of interest, but there are still spaces on the 20<sup>th</sup> September. You can register your interest [here](#). We urge applicants to carefully consider whether they need to attend this training given the limited number of places.

# Further Information

## Contact Us

For queries relating to this grants programme, you can e-mail us at:

[H&SCGrantsQueries@edinburgh.gov.uk](mailto:H&SCGrantsQueries@edinburgh.gov.uk)

For paper copies of documents relating to this grants programme, please telephone:

0131 529 3659

Our postal address is:

Health and Social Care Grants,  
Business Centre 1.8,  
Waverley Court,  
4 East Market Street,  
Edinburgh.  
EH8 8BG

## Strategic Documents

You can find our Strategic Plan [here](#).

You can find our Locality Improvement Plans [here](#).

You can find our Joint Strategic Needs Assessment [here](#).

## Conditions of Grant

All grants awarded via this programme are subject to the Council Conditions of Grant, which can be found [here](#).

## Unsuccessful Applicants

Unsuccessful applicants will have the opportunity to attend a support session after application outcomes have been announced, in early 2019. Details of these events will be sent out to those applicants after the outcomes have been announced.



• EDINBURGH •  
THE CITY OF EDINBURGH COUNCIL

Working together for a caring,  
healthier, safer Edinburgh

**Health and Social Care Grants,**  
Business Centre 1.8,  
Waverley Court,  
4 East Market Street,  
Edinburgh.  
EH8 8BG

Send your queries to: [H&SCGrantsQueries@edinburgh.gov.uk](mailto:H&SCGrantsQueries@edinburgh.gov.uk)



# Edinburgh Integrated Joint Board

## Large Grant Application Form

2019-2022

This application form is for the **large grants programme only**, i.e. for grants of £25,000 or more per year. This application form should **not** be filled out without reading the Applicants' Guidance Notes. You should also make use of the checklist at the end of this form. For more information about the application process and answers to FAQs, please see the Prospectus. Click the buttons below to access these documents.

[Prospectus](#)

[Guidance Notes](#)

The deadline for submitting this form is **1<sup>st</sup> October 2018**.

### Part A – Organisation Details

#### A1: Proposal Details

Proposal Title:

Click here to enter text.

Proposal Summary:  
(50 words)

In no more than 50 words, give us a brief summary of what you are proposing to deliver.

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**A2: Please list all other large grant applications your organisation/consortium is submitting.** To apply, to the large grant fund, you must not have submitted any applications to the small grant fund.

|    | Project title             | Sum applied for (p.a.) |
|----|---------------------------|------------------------|
| 1) | Click here to enter text. | £ Enter sum here.      |
| 2) | Click here to enter text. | £ Enter sum here.      |
| 3) | Click here to enter text. | £ Enter sum here.      |
| 4) | Click here to enter text. | £ Enter sum here.      |
| 5) | Click here to enter text. | £ Enter sum here.      |
| 6) | Click here to enter text. | £ Enter sum here.      |

Part A – Organisation Details (continued)

**A3: Organisation Contact Details**

|                              |                           |
|------------------------------|---------------------------|
| Organisation name:           | Click here to enter text. |
| Organisation postal address: | Click here to enter text. |

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**A4: Nominated Contact in the Organisation**

|                   |                           |
|-------------------|---------------------------|
| Name:             | Click here to enter text. |
| E-mail address:   | Click here to enter text. |
| Telephone number: | Click here to enter text. |

**A5: Organisational Governance** – State the type of organisation you are, e.g. ‘an association’, ‘a charitable company’, ‘a SCIO’. If your organisation is not registered as a charity or a company, please tell us about your organisation’s rules, governing document or constitution. (Any documents you list here must be available on request.)

Click here to enter text.

**A6: Scottish Charity Number** (as entered on the OSCR Register, if applicable)

Click here to enter text.

**A7: Company Registration Number** (if applicable)

Click here to enter text.

**A8: Is your organisation part of a consortium?** Yes  No   
(please tick)

Please be aware that your organisation can only apply once for each discrete activity or service that it delivers. If a consortium submits an application for funding for an activity or service that it delivers, an organisation that is a member of that consortium cannot make an application for funding for that same discrete service or activity and *vice versa*.



## Part B – Your Proposal

### B1 – Tell us about your proposal. (750 words)

Using a maximum of 750 words, tell us some of the key details about what you are proposing to deliver and how it will work to prevent poor health and wellbeing outcomes.

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## Part B – Your Proposal (continued)

**B2 – Tell us how you will evidence continuous improvement and how your proposal relates to known best practice. (750 words)**

Using a maximum of 750 words, tell us about:

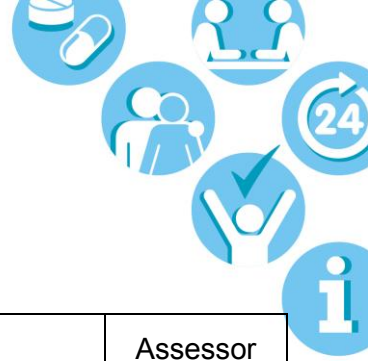
- what you will do to ensure that the service you are proposing will continuously improve as your organisation gains knowledge about how best to deliver this service
- how your organisation learns from best practice – have you learnt from similar projects or adopted tried and tested methods?

[Click here to enter text.](#)

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## Part B – Your Proposal (continued)

### B3 – Tell us why this project is needed. (1000 words)

Using a maximum of 1000 words, tell us about:

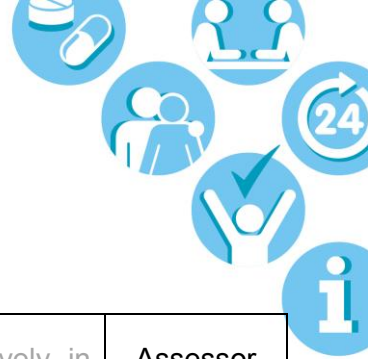
- the demand for what you are proposing to deliver,
- the gaps that your proposal will fill,
- whether or not this will duplicate an existing provision, and
- connections your organisation has with the community you're proposing to serve.

You should aim to address all four of the above bullet points in your answer.

[Click here to enter text.](#)

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## Part B – Your Proposal (continued)

### B4 – Tell us about your commitment to collaborative working. (500 words)

Using a maximum of 500 words, let us know how you plan to work collaboratively in delivering this proposal. For instance, you might tell us about how you plan to increase financial leverage using this grant, share premises or other resources, or work in partnership with other organisations.

[Click here to enter text.](#)

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## Part B – Your Proposal (continued)

### B5 – Tell us what you will deliver and the impact it will have.

You should include information on the number of sessions/activities planned and state how these would contribute to the improved health of service users. Please complete a new row for each new activity, adding as many rows as you think are relevant. If you require more space, please use the 'Question B5 Extension Sheet', which you can find on the website with this application form.

| Activity  | Which one or more of the seven funding priorities does each of your activities address? (tick all that apply) |                              |                            |                           |                        |                            |                      | What will you deliver?<br>Activity volumes and outputs  | What impact will this have on the health and wellbeing of your service users?  |
|---|---|------------------------------|----------------------------|---------------------------|------------------------|----------------------------|----------------------|---|--|
|   | Reducing social isolation   | Promoting healthy lifestyles | Improving mental wellbeing | Supported self-management | Information and advice | Reducing digital exclusion | Building communities |   |  |
| <b>EXAMPLE</b><br>Deliver confidence building courses for people who are feeling anxious or depressed | X   |                              | X                          | X                         |                        |                            | X                    | 3x6 weekly confidence building group sessions each with 10 participants per session.<br><br>Total of 30 individuals to benefit from the confidence building sessions. | <ul style="list-style-type: none"> <li>• 60% report they feel more able to cope with the ups and downs of everyday life</li> <li>• 50% report feeling their mental health is better</li> <li>• 50% report they feel less isolated</li> <li>• 40% report they feel more connected to their community</li> </ul> |

| Activity | Which one or more of the seven funding priorities does each of your activities address? (mark all that apply) |                              |                            |                           |                        |                            |                      | What will you deliver?<br>Activity volumes and outputs | What impact will this have on the health and wellbeing of your service users? |
|----------|---|------------------------------|----------------------------|---------------------------|------------------------|----------------------------|----------------------|--|---|
|          | Reducing social isolation   | Promoting healthy lifestyles | Improving mental wellbeing | Supported self-management | Information and advice | Reducing digital exclusion | Building communities |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |

| Activity | Which one or more of the seven funding priorities does each of your activities address? (mark all that apply) |                              |                            |                           |                        |                            |                      | What will you deliver?<br>Activity volumes and outputs | What impact will this have on the health and wellbeing of your service users? |
|----------|---|------------------------------|----------------------------|---------------------------|------------------------|----------------------------|----------------------|--|---|
|          | Reducing social isolation   | Promoting healthy lifestyles | Improving mental wellbeing | Supported self-management | Information and advice | Reducing digital exclusion | Building communities |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |

| Activity | Which one or more of the seven funding priorities does each of your activities address? (mark all that apply) |                              |                            |                           |                        |                            |                      | What will you deliver?<br>Activity volumes and outputs | What impact will this have on the health and wellbeing of your service users? |
|----------|---|------------------------------|----------------------------|---------------------------|------------------------|----------------------------|----------------------|--|---|
|          | Reducing social isolation   | Promoting healthy lifestyles | Improving mental wellbeing | Supported self-management | Information and advice | Reducing digital exclusion | Building communities |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |
|          |   |                              |                            |                           |                        |                            |                      |  |   |



## Part B – Your Proposal (continued)

### B6 – How will you successfully deliver this proposal? (1000 words)

Evidence you could use here in 1000 words or less includes:

- your organisation/consortium’s delivery plan
- your organisation/consortium’s suitability to deliver this service
- your organisation/consortium’s current track record in successful delivery and achieving targets
- what you need to make this project work – are there any conditions essential to make it a success, and if so...
  - how you will manage these risks or dependencies?

[Click here to enter text.](#)

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## Part C – Your Costs and Finances

If you are only applying for a one-year grant, just fill out the first column in each table. If you are applying for a two- or three-year grant, please fill out the second and/or third columns, as appropriate.

### C1 – How much money are you applying for each year in total?

| 2019/20         | 2020/21         | 2021/22         |
|-----------------|-----------------|-----------------|
| £ Click here... | £ Click here... | £ Click here... |

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### C2 – How is this broken down?

| Staffing Costs     |                 | 2019/20                      | 2020/21                      | 2021/22                      |
|--------------------|-----------------|------------------------------|------------------------------|------------------------------|
| Staff Post         | FTE Salary      | Amount to be funded by grant | Amount to be funded by grant | Amount to be funded by grant |
| Click here...      | £ Click here... | £ Click here...              | £ Click here...              | £ Click here...              |
| Click here...      | £ Click here... | £ Click here...              | £ Click here...              | £ Click here...              |
| .....              | £ ...           | £ ...                        | £ ...                        | £ ...                        |
| .....              | £ ...           | £ ...                        | £ ...                        | £ ...                        |
| .....              | £ ...           | £ ...                        | £ ...                        | £ ...                        |
| .....              | £ ...           | £ ...                        | £ ...                        | £ ...                        |
| <b>Total Costs</b> |                 | <b>£ Click here...</b>       | <b>£ Click here...</b>       | <b>£ Click here...</b>       |

| Non-Staffing Costs | 2019/20                | 2020/21                | 2021/22                |
|--------------------|------------------------|------------------------|------------------------|
| Click here...      | £ Click here...        | £ Click here...        | £ Click here...        |
| Click here...      | £ Click here...        | £ Click here...        | £ Click here...        |
| .....              | £ ...                  | £ ...                  | £ ...                  |
| .....              | £ ...                  | £ ...                  | £ ...                  |
| <b>Total Costs</b> | <b>£ Click here...</b> | <b>£ Click here...</b> | <b>£ Click here...</b> |

| Summary   | 2019/20         | 2020/21         | 2021/22         |
|---|-----------------|-----------------|-----------------|
| <b>Total Cost of Project</b>                        | £ Click here... | £ Click here... | £ Click here... |
| <b>All other contributions / sources of funding</b> | £ Click here... | £ Click here... | £ Click here... |

Please give details, if applicable. You should deduct any other contributions from the total cost of your project in order to calculate the total grant you're applying for.

|   |                 |                 |                 |
|---|-----------------|-----------------|-----------------|
| <b>Total grant applied for</b><br>This should match C1. | £ Click here... | £ Click here... | £ Click here... |
|---|-----------------|-----------------|-----------------|



**Part C – Your Costs and Finances(continued)**

**C3 – Summary of Accounts**

| Total projected expenditure from... | 2019/20 | 2020/21 | 2021/22 |
|-------------------------------------|---------|---------|---------|
|                                     |         |         |         |

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**Table to follow...**

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**Part D – Service User Profile**

**D1 – In which neighbourhood partnership areas will you be delivering services?**

Please tick all that apply. If you provide a citywide service, please tick the citywide box and leave all others blank.

| North West Locality |                          |
|---------------------|--------------------------|
| Almond              | <input type="checkbox"/> |
| Forth               | <input type="checkbox"/> |
| Inverleith          | <input type="checkbox"/> |
| Western Edinburgh   | <input type="checkbox"/> |

| North East Locality    |                          |
|------------------------|--------------------------|
| Craigtinny/Duddingston | <input type="checkbox"/> |
| Leith                  | <input type="checkbox"/> |
| Portobello/Craigmillar | <input type="checkbox"/> |



| South West Locality |                          |
|---------------------|--------------------------|
| Pentlands           | <input type="checkbox"/> |
| South West          | <input type="checkbox"/> |

| South East Locality |                          |
|---------------------|--------------------------|
| City Centre         | <input type="checkbox"/> |
| South Central       | <input type="checkbox"/> |
| Liberton/Gilmerton  | <input type="checkbox"/> |

OR

|                 |                          |
|-----------------|--------------------------|
| <b>Citywide</b> | <input type="checkbox"/> |
|-----------------|--------------------------|

**D2 – Which group(s) of citizens will benefit be specifically targeted by your proposal?**

Please tick all that apply.

|  |                          |  |                          |                                   |                          |
|--|--------------------------|--|--------------------------|-----------------------------------|--------------------------|
| People aged under 18   | <input type="checkbox"/> | Men  | <input type="checkbox"/> | People with mental health issues  | <input type="checkbox"/> |
| People aged 18 - 59  | <input type="checkbox"/> | Women  | <input type="checkbox"/> | People with addictions            | <input type="checkbox"/> |
| People aged 60 - 75  | <input type="checkbox"/> | Transgender, intersex and non-binary people          | <input type="checkbox"/> | People with learning disabilities | <input type="checkbox"/> |
| People aged over 75  | <input type="checkbox"/> | Lesbian, gay, bisexual People                        | <input type="checkbox"/> | People with physical disabilities | <input type="checkbox"/> |
| People from BME communities  | <input type="checkbox"/> | People who are unpaid carers                         | <input type="checkbox"/> |                                   |                          |
| People on low income and/ or living in an area of multiple deprivation (based on the SIMD classifications) | <input type="checkbox"/> | People who are homeless or at risk of being homeless | <input type="checkbox"/> |                                   |                          |

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## Part E – Declaration

### Declaration

By signing this, you are confirming that you are an authorised signatory for your organisation and that you have been given responsibility to apply to the EIJB for funding. You are also confirming that the contents of this application are accurate and that the applicant organisation has, and will continue to ensure that it has, robust governance arrangements. To allow us to process your application for grant funding, this form will be shared with partners who will be assisting in the assessment process. These partners will be from within the CEC and external to CEC. A spreadsheet holding the contact information will be compiled to facilitate communications. The period of grants is for up to 3 years and so the information will be retained for at least this time period. By signing this declaration, you are consenting to the use of your data described above. For more information about how the Council processes personal data, and your information rights, please see our full Privacy Notice [here](#).

### Authorised Signatory Details for the Grant Applicant Organisation

**Full name:**

Click here to enter text.

**Job Title/Status/Designation in Applicant Organisation:**

Click here to enter text.

**Contact address:**

Click here to enter text.

**Telephone:**

Click here to enter text.

**E-mail:**

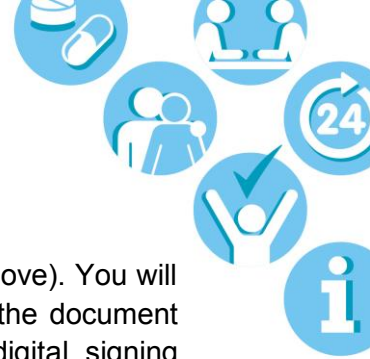
Click here to enter text.

---

**Signed:**

|                      |
|----------------------|
| <b>X</b>             |
| Authorised Signatory |

**Date:** DD/MM/YYYY



## Digital Signing Guidance

To digitally sign this document, double click the inside of the signature box (above). You will be prompted to type your name into a pop-up window. You should not sign the document until the form has been fully completed. Once you have completed the digital signing process, editing the form in any way will invalidate your digital signature and you will have to re-sign the document before submission.

### You must submit your organisation's accounts with this application form.

If your organisation is a charity, the accounts you should send must include all of the component parts as submitted to OSCR. This includes the Trustees' Annual Report and an Independent Examination or Audit report.

If you are not a charity, you must provide accounts that have been checked and signed by an independent person. This request is in line with the requirements of the Office of the Scottish Charity Regulator (OSCR).

## Checklist

### Have you...

- |   |                          |
|---|--------------------------|
| ... made use of the Applicants' Guidance Notes in completing this form?     | <input type="checkbox"/> |
| ... identified your principal contact person?                               | <input type="checkbox"/> |
| ... answered all the questions in Part A?                                   | <input type="checkbox"/> |
| ... answered all the questions in Part B?                                   | <input type="checkbox"/> |
| ... submitted all the relevant financial information referred to in Part C? | <input type="checkbox"/> |
| ... prepared your accounts to be submitted with this form?                  | <input type="checkbox"/> |
| ... answered all the questions in Part D?                                   | <input type="checkbox"/> |
| ... fully completed the declaration in Part E?                              | <input type="checkbox"/> |

Please submit this form along with a copy of your organisation's accounts to [H&SCGrants@edinburgh.gov.uk](mailto:H&SCGrants@edinburgh.gov.uk) by Monday 1<sup>st</sup> October 2018.

## LESSONS LEARNED

The checklist below was designed following recommendations from

- Inspiring Scotland following a review of the Children and Families grants programme;
- Internal Audit on Culture Grants;
- EVOC; and
- Feedback from grant applicants

The proposed Edinburgh IJB grants programme has been assessed against this best practice and the results are shown in the table below.

|    |   | <b>Assessment and comment</b>  |
|----|---|--|
|    | <b>The Application Process</b>  |  |
| 1. | Provide clear guidance and guidance notes for applicants, and set up application process support sessions   | YES  |
| 2. | Allocate funding within themes and/or geography which relate to the priorities of the appropriate strategic plan to ensure that provision is not based solely on application score but also reflects the strategic assessment across the city | YES<br>Independent Chair will oversee the moderation process and the final allocation process          |
| 3. | Apply a maximum word count per question   | YES  |
| 4. | Establish a small group of people to read all applications to provide a wider view of what is on offer. This will provide an early indication of which are strong, middling and weak applications   | NO<br>not viable due to scale of applications likely to be received                                    |
| 5. | Include a set of accounts for financial assessment alongside project information to allow Finance to assess the sustainability of the applicant organisation. (OSCR recommends 3 months running costs as reserves)                            | YES<br>Assistance requested from Corporate Finance to test viability of organisations within timescale |

|     |  | <b>Assessment and comment</b>  |
|-----|--|--|
| 6.  | Include a question in the application form about the applicant organisation's previous achievements.   | YES  |
| 7.  | Add a question to the application form that asks applicants to demonstrate their links to the local community  | YES<br>connection to community Q B3  |
| 8.  | The Council should direct applicants towards independent support with writing applications   | YES<br>additional support sessions planned   |
| 9.  | In order to encourage funding diversity and assist assessment, the application form should include a question asking what steps each applicant organisation is taking to secure funding elsewhere. | YES/PARTIAL<br>Q C1 asks about matched/ additional/co-funded resources                   |
|     | <b>Training for Assessors</b>  |  |
| 10. | Provide assessors with mock applications to practise on or have some 'challenge' sessions where scores are challenged between individuals and groups to reinforce scoring consistency.             | YES<br>incorporated into training  |
| 11. | Use fewer assessors, in line with good practice, and provide them with longer and more in-depth training. This should include training and information on charity finance and governance           | NO<br>not viable due of scale of applications/will be mitigated through bespoke training |
| 12. | Training for assessors should include providing a good understanding of what constitutes core costs.   | YES  |
|     | <b>The Assessment Process</b>  |  |
| 13. | Set up a senior or peer review group to check a representative sample of applications.   | YES<br>Nominated officer to oversee consistency across 10 funding panels                 |

|     |   | <b>Assessment and comment</b>   |
|-----|---|---|
|     | <b>The Grading/Marking Scheme</b>   |   |
| 14. | Document the consensus discussions to provide transparency. This could also improve the quality of feedback to unsuccessful applicants.   | YES/PARTIAL<br>due to scale individual feedback will not be offered, however a lessons learnt session will be offered to applicants |
| 15. | Record all scores on a spreadsheet to eliminate any possibility of arithmetical errors.   | YES   |
|     | <b>General</b>  |   |
| 16. | Continue to explore the relationship between third party revenue grants and emerging locality models for service delivery where appropriate   | YES/PARTIAL<br>Locality representation on the steering group and funding panel  |
| 17. | Introduce a cap on the amount organisations can apply for in the Main Grants Programme  | NO  |
| 18. | Offer guidance to clarify what is meant by core funding and to set out expectations regarding spread of funding where appropriate   | YES<br>in guidance notes  |
| 19. | Provide a brief description (50 words) of each project/award when recommendations are made to Committee. Organisations should be asked to provide this when they apply to the fund. | YES<br>Short question added to application form   |
| 20. | Lessons from other Council departments should be taken into account when implementing recommendations   | YES   |
| 21. | There should be a named lead officer for the grants programme   | YES   |

|     |   | <b>Assessment and comment</b>   |
|-----|---|---|
| 22. | Benchmark the Grants Programme against wider best practice for continual improvement.   | YES<br>Partnership approach adopted and continued co-production offered via establishment of a Grants Forum                   |
| 23. | Offer unsuccessful applicants an information pack detailing other funding sources and advice  | YES/PARTIAL<br>Lessons learnt session to be offered to applicants and generic links to other funding sources will be provided |
| 24. | Investigate outsourcing, and/or partnership working, for future revenue grants programmes   | YES<br>already a partnership model applied to review  |
| 25. | Once agreed, the process, including parameters put to the sector, will be adhered to throughout the entire process  | YES   |
| 26. | An Equalities and Rights Impact Assessment should be completed prior to the report going to Committee so that Members are able to make decisions that take account of that information and recommendations for action | YES<br>Took place on 19 July 2018   |
| 27. | Organisations should not be expected to submit a Business Plan as the application form provides sufficient detail on project planning and sustainability.   | YES   |
| 28. | Attendance i.e. observation at Board meetings for large grants to identify early on any financial or governance concerns.   | YES (where required)  |
|     | <b>Small Grants Fund</b>  |   |
| 29. | Invite applications to the Small Grants Fund from the beginning of November   | NOT APPLICABLE  |

|     |  | <b>Assessment and comment</b>   |
|-----|--|---|
| 30. | Include a question in the application form about the applicant organisation's previous achievements  | YES   |
| 31. | Set aside a large majority percentage of the Small Grants Fund for small local organisations, where small is defined based on Charity Finance Regulations (ie an organisation with an annual income less than £25,000 per annum, OSCR)   | YES/PARTIAL<br>Ring fenced pot to be set aside for applicants requesting less than £25k |
|     | <b>Conflicts of Interest</b>   |   |
| 32. | Where Councillors sit on the boards of organisations they are awarding to this could result in the perception of conflicts of interest as in effect, elected members are awarding grants to organisations that they are connected to and have an interest in.  | Aware of the potential conflict and will be avoided wherever possible                   |
| 33. | The Councillors' Code of Conduct set by the Standards Commission for Scotland defines holding office in a company or voluntary organisation as a declarable non-financial interest (section 4.22). The Code states that an elected member must withdraw from the meeting room until any discussion or vote on an item where they have a declarable interest is concluded (section 5.7). The Code further advises that councillors should not accept a role or appointment if it would mean they frequently declare an interest at a particular committee on which they sit (section 5.22). | YES<br>same rule to be applied to potential applicants on funding panel                 |
| 34. | There is an exemption for Council owned companies set up to provide the Council with services in which case it is sufficient to declare an interest.   | YES   |