



Working together for a caring,
healthier, safer Edinburgh

Edinburgh Integration Joint Board 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 Integration 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, which will run in a **three-year cycle**. 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 per year for small grants, and a dedicated budget of £100,000 per year 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 **20th August 2018** and will close on **1st 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, available on request.

Grant Amounts

The current application window is for two separate grants funds: the large fund and the small fund. In the large fund, there is no upper limit to the amount an applicant can apply for, but there is a lower limit of £25,000 per year. Small grant fund applications 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 choose to apply for one-, two- or three-year grants during the period 2019-22, but the programme will run in a three-year cycle. 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.

Consortiums may only submit one application per discrete service, whether applying as a consortium member or as a separate organisation.

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

26th April

First stakeholder engagement event

7th June

Second stakeholder engagement event

Applications

20th August

Applications open

20th, 21st, 22nd August

Applicant briefing events

21st – 22nd August
& 20th September

Applicant training events

1st October

Application deadline

Assessment

4th October

Assessment process begins

12th November

Initial assessment complete

19th November

Moderation process

7th December

Assessment process complete

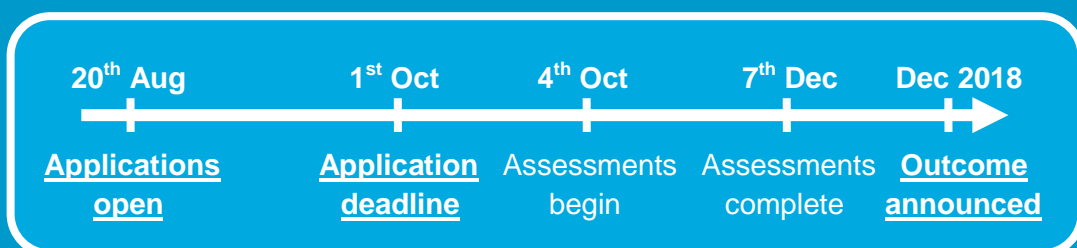
Outcome

December 2018

Applicants notified of outcome

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
B1: Proposal summary	0
B2: Continuous improvement	40
B3: Need for service	100
B4: Collaborative working	40
B5: Outputs, impact, strategic fit	120
B6: Successful delivery	100
Total	400



The Seven Funding Priorities

The activities and services that this programme funds will:

- **reduce social isolation** by promoting social connectivity for vulnerable and socially deprived citizens and will enable them to live fulfilled and independent lives.
- **promote healthy lifestyles including physical activity and healthy eating.** This may include activities and services that increase participation in physical activity, including walking, cycling, dance, chair-based exercise and active travel. We also recognise the health benefits of having access to good quality greenspace and so this may also include activities and services that encourage citizens to make greater use of outdoor greenspace including gardening, food production and the establishment of community gardens. Activities that promote healthy eating by providing cooking skills and eating healthily on a budget for vulnerable or economically disadvantaged citizens will also be considered for funding.
- **improve mental wellbeing**, especially by preventing poor mental health, and particularly those that promote greater self-help and that enable individuals to have more control over their lives and to take greater responsibility. This may also include activities and services that promote peer-support and peer-working, 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.
- **support self-management of long-term conditions** by effectively providing support to those with long-term conditions and multiple morbidities to improve their resilience and capacity to self-manage and to reduce their reliance on statutory

services. This may also include activities and 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.

- **provide information and advice and promote income maximisation** by providing information and advice about specialist services in formats that are accessible to all and by aiming to support people who are vulnerable and economically disadvantaged by improving access to income maximisation and debt advice services. Ensuring a healthy standard of living for all is important in promoting the wellbeing of individuals.
- **reduce digital exclusion** by working to improve the skills and knowledge of vulnerable citizens, thus enabling them to stay connected to family and friends via technology; to feel more safe and secure living at home; and to be confident in self-managing their health and wellbeing.
- **build strong, inclusive and resilient communities** by improving the wellbeing and resilience of communities and by increasing social capital through community participation and volunteering. This may also include 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

The application form should be completed digitally, in Microsoft Word, on a laptop or desktop and it should **not** be filled in without making use of the Applicants' Guidance Notes. Once completed, the form should be digitally signed by an authorised signatory for your organisation and submitted to us, by e-mail, as a Word document. PDF submissions will **not** be accepted.

Applications should be submitted by noon on 1st October to:

H&SCGrants@edinburgh.gov.uk

We understand that some applicants will not be able to complete and/or submit the form digitally. If you cannot complete the form digitally you should instead download it, print it off, fill it in by hand, scan it and submit it to us by e-mail.

If you cannot print the form yourself, or if you require a paper copy 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.** You can download the forms and the guidance notes by using the buttons on the right.

Application Guidance

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

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.

Compatibility

The application forms are designed to be filled out and signed in Microsoft Word on a laptop or desktop, which may be a Windows computer or a Mac.

Please note that the forms are not compatible with other applications such as Google Docs and Open Office. Problems may also arise if applicants attempt to use a mobile phone or a tablet such as an iPad to complete their application form.

[Guidance Notes](#)

[Large Grant
Application Form](#)

[Small Grant
Application Form](#)

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 each application submitted is for a different discrete service. Consortiums may only submit one application per discrete service, whether applying as a consortium member or as a separate 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.

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.

The Application Process

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.

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](#)

Our online FAQs are hosted by Trello. You may experience problems if attempting to access Trello through Internet Explorer. Trello works well with all other major web browsers, including Chrome, Firefox and Safari.

Help & Support

Briefing Events

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

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

Monday 20th August, 10:30 – 11:30,
Tuesday 21st August, 09:30 – 10:30, and
Wednesday 22nd 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 21st August, 10:30 – 12:30,
Wednesday 22nd August, 15:00 – 17:00,
Thursday 20th 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 20th 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

If you have a question or query that has not been answered by this Prospectus, you can find a longer list of FAQs [here](#).

If you still have a query relating to this grants programme, you can e-mail us at: 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. Details of these events will be sent out to those applicants after the outcomes have been announced.



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

Send your queries to: H&SCGrantsQueries@edinburgh.gov.uk

