

Guidance Notes

What are the aims of the Flexible Fund?

NHS Newham's Health Improvement and Prevention Programme has set up the Flexible Fund to enable voluntary organisations to support the NHS locally in achieving its strategic objectives.

The Fund aims to improve links with voluntary sector organisations by:

- building closer relationships between voluntary organisations and NHS commissioners
- complementing NHS Newham commissioning decisions
- funding projects that **add to** efforts by NHS Newham to tackle health inequalities and improve access and quality.

It is not intended as a substitute for mainstream commissioning of voluntary sector service providers to meet identified needs. Funding is primarily for proposals that require one-off, time-limited funding to address locally-identified needs in relation to better health and wellbeing.

Applications will need to show how a proposed project or activity supports one of NHS Newham's strategic priorities. These priorities are:

- Reducing heart disease and stroke mortality across the borough,
- Reducing adult smoking prevalence in the White British population (both men and women) and amongst Bangladeshi men
- Reducing infant mortality
- Halting the increase in child obesity
- Improving the early detection and treatment of diabetes
- Improving cancer survival rates to better than London average
- Halting the increase in incidence of Sexually Transmitted Infections (STIs)

Applicants will need to include details about how NHS commissioners might be involved (perhaps in identifying needs, planning events, as participants in partnerships or through consultation on the delivery of a service).

Grant Criteria

Who can apply?

To qualify for a grant, your group must:

- Be based in Newham and benefit Newham residents
- Submit a fully completed application form
- Be formally constituted and have a management committee
- Provide a copy of your constitution
- Provide contact details, including telephone numbers, of all management committee members.
- Have financial systems in place to administer a grant
- Provide an up-to-date financial record of income, expenditure and assets.
- Provide evidence of a Child Protection Policy / Vulnerable Adult Policy if working with children or vulnerable people
- Demonstrate a commitment to equalities, diversity and human rights.

Who cannot be funded?

Flexible Fund grants cannot fund:

- Statutory organisations, although this does not include partnerships with statutory sector agencies where a voluntary organisation is the lead partner and is the recipient of funding
- Any party political activity
- Commercial ventures, although social enterprises can apply.
- Activities where the primary purpose is to promote religious beliefs, or where people are excluded on religious grounds
- Delivery of services that require permanent staff or that run for more than 12 months, although activities can straddle financial years.

What kind of activities can the Flexible Fund support?

The Flexible Fund can support activities that:

- Are one-off and time-limited
- Address locally-identified needs in relation to better health and wellbeing.
- Contribute to better understanding of local health and wellbeing needs
- Support NHS Newham to achieve its strategic priorities set out in 'What are the aims of the Flexible Fund?' above and in Question 13 on the application form.

Funding can be used to support capacity development within the sector or within NHS Newham in relation to commissioning services from voluntary sector organisations. It can also be used for conducting research or for pilot projects.

This year, funding can also be used for one-off health events, up to £5000.

How much can you apply for to organise an event?

Flexible Fund awards for events will be for amounts between £1,000 and £5,000.

How much can you apply for to run a project?

Flexible Fund awards for projects will be for amounts between £5,000 and £30,000.

However, competition for funds will be high. Groups are advised not to automatically apply for £30,000 unless they have an outstanding project that genuinely justifies this level of funding, as their application is more likely to be unsuccessful.

The average award for projects is likely to be between £10,000 and £15,000.

Project proposals for more than £30,000 or less than £5000 will be considered in exceptional circumstances (as long as they meet the grant criteria).

When does money have to be spent or committed by?

Projects must finish by 31 March 2011

How do we apply?

Organisations must complete a Flexible Fund application form and provide any relevant supporting documents.

A hard-copy of the application, with the Declaration in Section 8 signed by the appropriate officers, must be returned by

FRIDAY 6 AUGUST 2010

Late applications will be returned.

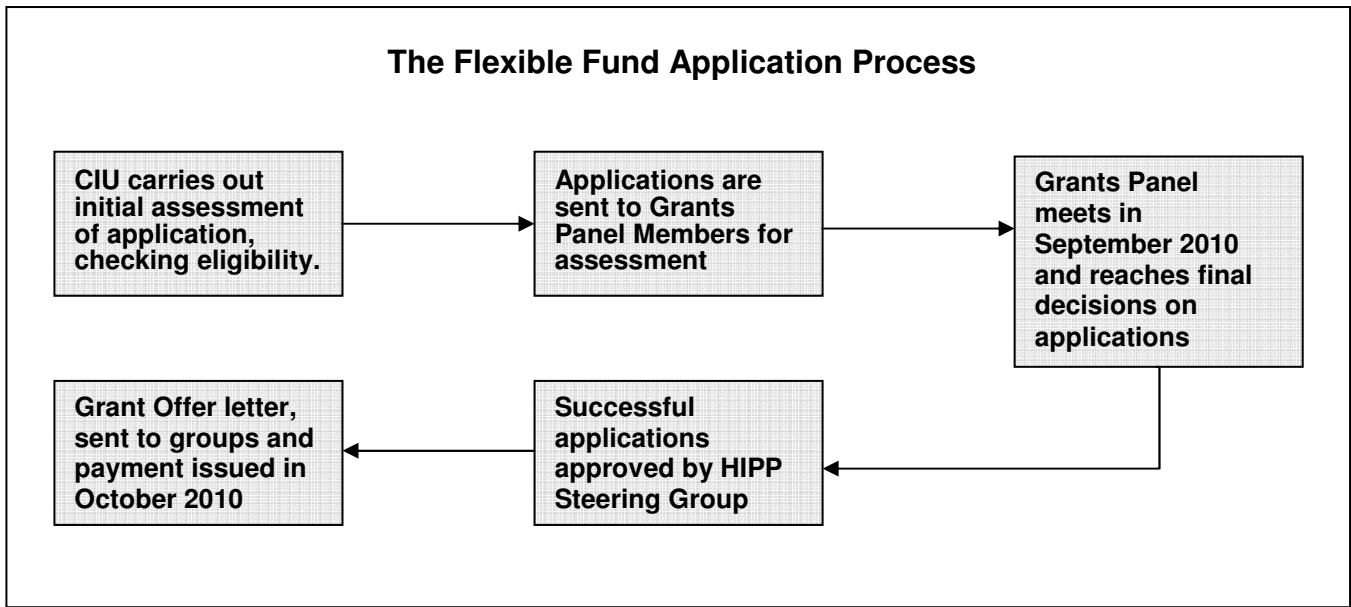
What supporting documents do we need to provide?

All applicants must provide:

- A signed copy of their constitution / memorandum and articles of association.
- The last year's annual accounts or a statement of income and expenditure or photocopies of bank statements for the last 3 months as recent proof of income.
- Your group's equal opportunities policy

Other documents that may need to be submitted **if relevant**:

- Your organisation's Child Protection Policy / Vulnerable Adult Policy.
- Evidence that relevant staff and volunteers are Criminal Records Bureau (CRB) checked
- Copies of any estimates or quotes that you have received from suppliers
- Written confirmation of other funding secured for your project



What happens next if our application is successful?

If your application is successful, you will be sent a Grant Offer letter highlighting any conditions attached to the funding award and a Contract that includes your milestones.

You will need to return:

- The Contract signed by the two signatories in section 8 of the application form.
- Copies of job descriptions for any staff that you plan to recruit using Flexible Fund money.

As soon as these have been returned, grant payment will be issued.

How are Flexible Fund grants monitored?

Aston-Mansfield Community Involvement Unit will aim to undertake monitoring visits with at least 15% of funded groups during the course of their projects.

The focus of our monitoring will be to identify how projects are spending the funds allocated to them (based on the Project Plan provided by your organisation) and to ensure that funds are spent by the end of March 2011.

We will make every effort to encourage and support funded groups so that grants allocated to them are fully spent, but if it becomes clear that funds are not going to be

utilised we may request that any under-spend is returned to allow distribution to other groups within the year.

At the end of the period of funding, we will ask funded groups to provide a breakdown of expenditure and to complete and return an End of Grant Form. This will include

- A descriptive report on how the grant was spent and any key findings of the project or activity.
- Information on the number of service users who benefited, with profile data on age, gender and ethnicity
- A short statement on the impact of the funding award – on the organisation itself and on the beneficiaries of the grant
- Confirmation that the grant has been spent in full
- Feedback on whether a funded activity will continue after the grant comes to an end
- Feedback on whether the Flexible Fund has enabled the group to raise new funding
- Feedback on the quality of support that was available in completing the application
- Feedback on the ease of completing the application and the End of Grant form

Understanding the Application Form

SECTION 1 – About Your Organisation

Questions 1 to 7 – your organisation's contact details

We need to know how to contact the person in your organisation who will be able to answer questions about your application form. Please give contact details including the full name and address of your organisation, the name of the person filling in the form, their position in the organisation and their contact details.

Question 8 – is your organisation a registered charity?

You do not need to be a registered charity to apply to the Fund but we do, however, need to know your registration number if you are registered. If you belong to an umbrella organisation, please include the main registration number.

Question 9 – when did your organisation start?

Please put down when your organisation was formed, even if this was initially as an informal group.

If your organisation is a registered charity or company limited by guarantee, please **do not** give the date of your charity registration or company incorporation.

Questions 10 and 11 – your management committee and staff

The management committee are the people responsible for taking decisions for your group. Please let us know how many men and women are on your management committee and how many full or part time paid employees your group has, if any.

Question 12 – what does your group do?

Please give a description of what your organisation does and what services and activities it currently provides.

If you are a new group that has not received a grant before, please explain why your organisation was set up and what needs or issues your activities hope to address.

SECTION 2 – Tell us what you want to do with a Flexible Fund grant

Question 13 – NHS Newham priorities

Your application needs to complement the strategic priorities of NHS Newham, set out in 'What are the aims of the Flexible Fund?' on page 1 of these Guidance Notes.

Please tick one box only.

Question 14 – describing the activity you want us to fund

Firstly, please tell us whether your application is for a project or an event.



**KEY
QUESTION**

Question 14b is your opportunity to tell us why you need a Flexible Fund grant and what is special about your proposal.

It is important to set out exactly what your project or activity hopes to achieve and how it would be delivered, as clearly as you can.

Please use clear English and avoid describing in general terms the problems that your organisation's users or members face. This will help the Grants Panel to understand why your project or activity is important and why it is worth funding.

Question 15 – Child Protection Policy / Vulnerable Adult Policy

If your activity involves working with children, young people or vulnerable adults, your organisation must have an appropriate Child Protection Policy / Vulnerable Adult policy. You will also need to submit evidence that staff and volunteers who work with children, young people or vulnerable adults are Criminal Records Bureau (CRB) checked by providing names and CRB disclosure numbers of these staff members or volunteers.

Questions 16 to 19 – when and where your project or activity will take place

Remember to plan ahead and take into account when the Flexible Fund Grants Panel will meet to consider applications (see 'Grants Criteria' for further details).

Please include details of when you aim to start your project and what period you are seeking funding from the Flexible Fund for your activities to take place.

Please remember that your project cannot run for more than 12 months, although activities can straddle financial years.

Include the address and postcode of the venue where activities are planned to be held and the opening days and times of the project.

Question 20 – does your proposal involve a new or an existing activity?

Unlike many sources of funding, the Flexible Fund can support existing activities, provided these activities are not already funded from other sources. Please indicate whether your proposal involves funding a current project or an entirely new activity.

If you are seeking funding for an existing activity, please remember to explain in Question 14 how your proposal represents value-for-money – for example, because it extends the work of an existing service or involves funds for an activity that would otherwise cease without Flexible Fund support.

Question 21 – working with other organisations

There is no absolute requirement for you to work in partnership with other organisations if you have the skills and experience in delivering health-related projects and the particular proposal that you are seeking funding for.

However, in order to maximise the impact of the Flexible Fund, working with other organisations (particularly those with specialist knowledge) will strengthen your application – see also Question 23 below.

Question 22 – demonstrating a need for your project or activity

Please tell us how you know there is a need for your project.



**KEY
QUESTION**

The Grants Panel expect to see clear evidence that the potential users need your project or activity. As much as possible, try and use up-to-date figures or provide evidence that demonstrates need. Explain how you have established evidence of need, whether (for example) you have spoken to potential beneficiaries, how this was carried out, how you have documented their views and how you have analysed the information you have been given.

It may also be appropriate to point to relevant research or local statistics to explain why there is a need for your project or activity. Newham Council's annual publication "Focus on Newham" and the Newham Information Management System (NIMS) at www.newham.info/IADS/ are both valuable sources of information.

Question 23 – groups doing a similar project or activity in your area

It is important to be able to demonstrate that you are aware of similar projects or activities in your area (where they exist) and to show that your proposal complements or adds to existing services.

You should take the time to find out what other projects there are locally and to contact them, so you know the differences between their activity and your proposal, whether you can work with them and why you are best placed to deliver your proposed project or activity.. It is important to only claim that your proposal is unique if you are completely certain that this is true.

Question 24 – your organisation’s experience and capacity to deliver your proposed project or activity

**KEY
QUESTION**

Please detail the experience that your organisation has to deliver the project effectively. For example, you will need to demonstrate that you have suitably qualified staff (and to outline their qualifications), or that you have planned your project to include GPs, other health professionals or other specialist voluntary organisations in the delivery of your proposed project or activity.

It is particularly important that you show that a project offering information or advice on health matters has staff who are qualified to provide such information.

Question 25 – demonstrating success

If you do receive a grant, we will ask you to give some feedback on what difference your activity has made and ask for information on the people your activity has helped. Please give us details of how you intend to measure the success of your project and how you intend to measure your achievements.

Questions 26 and 27 – milestone and outcomes

**KEY
QUESTION**

Please give us examples of the milestones and outcomes of your project or activity.

A **milestone** is a significant event or stage in the process of planning and delivering your project or event. It is useful in planning your project or event to draw up a ‘timeline’ of the different stages of your project and think of milestones as important in order to keep track of your activities

An example of a milestone could be the submission of a report, the recruitment of a certain number of beneficiaries or the distribution of publicity for an event.

In 26a, you need to **list the different activities** that together make up your project or event. This is a brief step-by-step summary of your project or event and will be used to help draw up a contract.

Outcomes are the changes that will come about as a direct result of your work. These could include direct changes in your beneficiaries’ health (such as a reduction in their level of obesity or improvement in their cardiovascular health) or changes in attitudes.

To measure the impact of your work, you need to consider how you will measure the change or improvement it brings about.

For example, in seeking to change levels of obesity, you may decide to work with a GP or health professional to record the weight or BMI Index of your beneficiaries at the beginning and end of the activity you are planning.

SECTION 3 – Your project or activity’s budget

Questions 28 and 29 – much money are you applying for

We need to know how much money you want from us. Your project or activity may, however, cost more than the maximum available from the Flexible Fund, so we also need to know the total cost of your project, how much you have raised so far from other sources and how you plan to raise additional funds. Don't forget to include any income from fees that you may charge.

If you have written evidence of support or confirmation of funding then please send copies with your application.

Question 30 – your total income over the last three years

Please give details of the total income of your organisation for each of the last three years. If your organisation is less than three years old, please provide details for each year since your organisation was set up.

Question 31 – annual accounts or a statement of income and expenditure

Please provide your annual accounts or a statement of income and expenditure for the last financial year. If you are a new group and are unable to therefore provide this information, please provide photocopies of bank statements for the last three consecutive months.

Question 32 – previous funding

Please outline any previous funding you have received, with details of the funding body, the year when funding was provided, the amount you received and what the funding was for.

Question 33 – the budget for your Flexible Fund proposal

You need to explain how you will spend a grant from us if your application is successful.

**KEY
QUESTION**

Please set out the different areas of expenditure and explain how the total costs for each have been calculated (there is an example on the form). It is important to remember the following:

- Funding is available for the full costs related to the successful delivery of your project. The Flexible Fund seeks to make one-off or non-recurrent awards and in general, the core cost of your group cannot be funded.

This means that whilst we will not fund the total cost of a manager's post, where her/his time is spent on the project, such as supervising a project staff member, these costs can be included. Similarly, although we cannot fund the cost of producing your end-of-year accounts, you may include an element of these costs in your budget, as long as you explain how they were calculated.

If you need clarification on full-cost recovery, please contact the Community Involvement Unit for further help.

- You should avoid including large costs under a vague budget heading. For example, 'Refreshments' needs to include a breakdown of how your total costs have been calculated.
- If you include volunteer costs, these can only cover out-of-pocket expenses based on receipts or proof of payment for meals or bus and rail tickets. Remember that you must keep records for these expenses.
- If you intend to purchase equipment, you need to provide us with two estimates or quotations from suppliers
- If you plan to employ staff, you should set out how many people you plan to recruit, their hourly, daily or monthly rate of pay and show how overall salary costs have been calculated. For example:

2 sessional staff x £70 per day x 3 days a week x 16 weeks

- Please do not simply make a guess about the amounts you need.
- **Remember to make sure that your total budget adds up.**

SECTION 4 – Your bank account details

Questions 34 to 39 – your bank account details

In most cases, you must have a bank account in the name of your organisation. Please provide details including the account name, your bank or building society's name and address and the account number and sort code.

Questions 40 and 41 – account signatories

Your bank account must be set up so that at least two designated signatories (usually management committee members or senior members of staff) – who are not related to each other – must sign all cheques. Please provide details of all signatories.

If your application is successful, we expect all payments from the account for your project or activity, other than basic petty cash, to be made by either cheque or BACS payments.

SECTION 5 – if another group is accepting a grant on your behalf

Section 5 should ONLY be completed if another organisation has agreed to accept funding for you.

Questions 42 to 50 – details of another group that has agreed to accept the grant

It is expected that you have a bank account in the name of your group but we accept that ***in some rare cases*** groups have not managed to set up an account at the time of application. In these instances you can get another voluntary organisation to accept approved funding on your behalf.

The organisation should be experienced in managing finances and they will be contacted to discuss their experience in handling money. They will be expected to have a minimum of two people to sign cheques and to report the Fund in their annual accounts, a signed copy of which must be submitted to Flexible Fund's administrators, the Aston-Mansfield Community Involvement Unit.

SECTION 6 – Who benefits from your activity?

Questions 51 and 52 – the beneficiaries of your project or activity

We recognise that it is hard to judge the exact number of people who will benefit from your project or activity, so in question 51, please provide your clearest approximation of the number of beneficiaries you expect and in question 52, explain who the main beneficiaries will be.

Question 53 – ages of beneficiaries

Again, we need your **best guess about the number of beneficiaries** in each age group. Please make sure that the numbers you give here are equal to the total number you provided in question 51.

Question 54 – the ethnic origin of MOST of your beneficiaries

Please tick the relevant boxes that best reflect the ethnic origin of **MOST** of the people that will benefit from the project. We understand that there may be people from other communities that may participate in your project but if these are relatively few please do not include them as this will distort the information we require.

Please do not feel that you have to tick every box.

SECTION 7 – Details of your management committee and staff

Questions 55 and 56 – information about your management committee and staff

We require the names, address and contact telephone numbers of all management committee members and details of any family relationship between them or members of staff. We also need to know the names of all paid staff and any family relation they may have with other members of staff or with management committee members.

We need contact information for all management committee members because we recognise that the main contacts for organisations may change and we want to make sure that we are able to stay in contact with you. Information about any family relationships between management committee members and staff reflects Charity Commission advice about transparency over potential conflicts of interest. Management committee members need to publicly declare any potential conflict of interest between their loyalty to their organisation and their loyalty to a member of their family as part of their overriding duty is to act in the best interests of their organisation.

SECTION 8 – Declaration

Please read the Declaration and make sure that you understand the terms and conditions of the grant. This section needs to be signed by the person completing the application form (who may be a manager or member of staff) and by a member of the management committee (preferably the Chair, Secretary or Treasurer)

SECTION 9 – Checklist

The Checklist is designed to help you ensure that you have included all the information necessary for us to make an initial assessment of your eligibility and for the Grants Panel to make an informed decision on your proposal. Please tick all sections that are relevant.