

## **Community and voluntary sector daytime support Innovation & Sustainability Funds 2020/21 Grant Guidance & Criteria**

### **Introduction**

Daytime support is an important part of the lives of many people, providing vital links to communities and helping people to live independent and fulfilling lives.

As demand for social care grows and government funding reduces, we need to make sure that the support available for people meets varied and changing needs; is fit for the future and sustainable over the longer term.

There are over 200 community and voluntary sector daytime support opportunities for people aged 18 and over across the county providing excellent support to people, and the majority do so without county council funding.

We want to ensure that there is choice between a range of different opportunities, which can meet a wide variety of needs for care and support. We aim to increase choice with the Innovation Fund, which will offer one-off grants to self-sustaining enterprises to create additional daytime opportunities and the Sustainability Fund, which will support the continuation and development of existing daytime opportunities in Oxfordshire.

### **What do we mean by Innovation?**

The intention of the Innovation Fund is to support new and innovative ideas which would create additional daytime opportunities for people in Oxfordshire or create a daytime opportunity in an area where the service does not already exist (to fill a gap to meet specific needs).

The fund is available for existing and new organisations, including individuals, in the process of setting up a new service, or a new aspect to an existing service which will create additional daytime support opportunities.

The term 'daytime opportunities' includes any proposed activity which may take place during the day and/or evening.

### **What do we mean by Sustainability?**

We realise that many voluntary and community services have gone on to become self-sustaining (no longer requiring funding from Oxfordshire County Council), as they have found alternative ways to generate an income and raise funds to enable the service to develop and continue. However, we understand that this hasn't been possible for all services, and that some may still require a funding contribution to support their plans of becoming self-sustaining; meaning that they are exploring alternative options to raise funds and cover the day to day running costs of the service they provide thus reducing their dependence on Oxfordshire County Council

funding, but they have not yet achieved this or are unlikely to achieve total independence.

There is no limit to how many times you can apply to the Sustainability Fund, but it is expected that the amount requested each year will be less than the amount requested for the previous year, unless there are unforeseen or one-off costs which wouldn't have been included in your business plan.

## Grant Funds for 2020/21

### The Innovation Fund

The Innovation Fund is open to all voluntary and community groups supporting people in Oxfordshire. The total amount of the Innovation Fund for 2020/21 is **£100,000**.

This fund will provide one-off funding to support the development of self-sustaining projects, delivering new and innovative opportunities for adults in Oxfordshire.

### Innovation eligibility criteria

The **Innovation Fund** budget and scope was agreed by the council in January 2017 as part of the overall changes to daytime support. The scope of the fund is to support innovative, self-sustaining initiatives which meet gaps and broaden the current offer for daytime support opportunities.

The following criteria and application process have been developed and recently reviewed following discussion with a group of day opportunities providers, local community & voluntary sector organisations, the Community Information Network (provided by Age UK), Oxfordshire Community & Voluntary Action and a range of people across Oxfordshire. These criteria provide some additional guidance on the already agreed scope of innovative, self-sustaining initiatives meeting gaps and broadening the offer.

#### **Please consider the following criteria in making an application:**

These funds are open to applications from community and voluntary sector organisations, including existing organisations and organisations in the process of setting up. The fund is intended to provide **financial support to enable innovation**.

Bids will need to demonstrate that they are offering a **new service that is based on the changing needs of people** and how they want to see different opportunities available to them, which will support them in living a full and varied life. In the case of this fund, it is expected that initiatives will support **adults in Oxfordshire** with social contact; getting out of the house; maintaining independence; seeing friends; and meeting expressed needs.

Organisations wishing to bid will need to demonstrate how they know that there is a **need for this new and innovative idea in their local community** and what is already available. For an existing service with a new and different aspect, they will

need to demonstrate where the need has come from and how it is different to what is currently being offered.

Bids are welcome from individuals with an innovative idea which will create a service offer for additional daytime opportunities.

Please be aware that costs associated with the recruitment of a person specifically raising funds for your service, will not meet the criteria of the Innovation Fund, unless the application clearly demonstrates how the increased costs associated with this will be met from increased fundraised income in a sustainable manner.

We will assess applications according to the following:

**1. The need for the service**, including:

- The benefits that it will offer people (adults in Oxfordshire)
- The gap in existing services that this service will help to fill by offering a new service, or a new aspect to an existing service able to create additional daytime support opportunities
- How it will link to other services already available in the community to enhance the support available
- How the service will add value to the local community

**2. The need for our financial support**, including:

- The service is providing support in an area where similar services are not currently available
- The service will demonstrate value for money
- There is clear information regarding what the innovation fund will cover, which may include set up costs.
- There are 3-year sustainability and business plans in place to fund the service on an ongoing basis.
- Why funding is needed to set this up

**3. An innovative approach** to supporting people in their communities:

- For example, trialling something that hasn't been tried before

## The Sustainability Fund

The Sustainability Fund is open to all voluntary and community groups supporting people in Oxfordshire. The total amount of the Sustainability Fund for 2020/21 is **£250,000**.

The fund can provide a contribution which can be used to support existing services to continue to operate and offer daytime support opportunities.

### Sustainability eligibility criteria

These funds are open to applications from community and voluntary sector organisations providing daytime support services. We want to support these services to continue to exist, flourish and develop across Oxfordshire.

These **daytime support services** support people to **live well** in their **local communities**. They need to **offer what people have told us they need** from daytime support. In the case of these services, this is mostly: social contact; getting out of the house; maintaining independence; seeing friends; having a meal. Many of these services also provide a much-valued break for carers.

Please be aware that costs associated with the recruitment of a person specifically raising funds for your service, will not meet the criteria of the Sustainability Fund, unless the application clearly demonstrates how the increased costs associated with this will be met from increased fundraised income in a sustainable manner.

We will judge applications according to both:

#### 4. The **need for the service**, including

- The increased risk of multiple deprivation to local people, with limited alternative opportunities for daytime support available in the area
- The increased risk of loneliness and isolation to local people, emphasising the increased need for daytime support opportunities in this area

The **need for our financial support**, including:

- The service is providing support in an area/to people at risk of multiple deprivation, and is unable to become completely self-sustaining, having reached its maximum potential for self-sustainability.
- The service is already good value for money, largely volunteer-run and raises some income through fundraising, but there remain expenses which it cannot cover without this funding.
- Where possible, the service can demonstrate that they have taken steps to maximise self-sustaining options available to them.

- There is clear information regarding what the sustainability fund will cover, which may include one off costs
- There is a 3-year business plan in place to support funding the service on an ongoing basis.

### Support available

**Oxfordshire Community & Voluntary Action (OCVA)** is available to provide support to organisations wishing to bid for innovation or sustainability funding, and to provide advice and information on alternative funding opportunities.

OCVA, in partnership with other Oxfordshire organisations, provides a wide range of support, including promoting and developing volunteering, supporting voluntary and community organisations to increase their effectiveness and build their capacity, and facilitating networking and partnership-working.

To contact them for support, please see: [www.ocva.org.uk](http://www.ocva.org.uk)  
Email: [admin@ocva.org.uk](mailto:admin@ocva.org.uk)  
Tel: 01865 251946

**The Community Information Network (CIN)** provides information on local support services and activities. They have knowledge of what is currently available and where there may be gaps and opportunities for partnership working. They have been working with communities to help them to develop new opportunities. Their online directory holds details of a wide range of opportunities available, searchable by area.

To contact them for information, please see:  
[www.ageuk.org.uk/oxfordshire/our-services/community-information-network/](http://www.ageuk.org.uk/oxfordshire/our-services/community-information-network/)  
Email: [network@ageukoxfordshire.org.uk](mailto:network@ageukoxfordshire.org.uk)  
Phone: 0345 450 1276

### The Application Process - key dates

- **12<sup>th</sup> August 2019** - The Sustainability Fund opens
- **3<sup>rd</sup> and 5<sup>th</sup> September 2019** - Applicant workshops
- **12 noon on Friday 20<sup>th</sup> September 2019** – closing date
- **23<sup>rd</sup> & 24<sup>th</sup> September 2019** - Officer scoring process
- **Week commencing the 7<sup>th</sup> October 2019** - cross party panel meetings – details below
- **10<sup>th</sup> December 2019** - Applicants notified of recommendations
- **21<sup>st</sup> January 2020** - County Council Cabinet, for final decision
- **28<sup>th</sup> January 2020** - Applicants notified of final decisions
- **From 1<sup>st</sup> April 2020** - Payments to successful applicants

We encourage applicants to contact us early with their expressions of interest or any questions they might have.

We require all application forms to be submitted electronically, unless agreement has been sought for alternatives prior to the closing date.

Please complete and submit this application form electronically, along with your most recently available, year-end accounts and 3-year business plan by **12 noon on Friday 20<sup>th</sup> September 2019**.

#### **How will applications be assessed?**

Officers will carry out a scoring process for all applications to the Innovation and Sustainability Funds, using the criteria set out in the relevant fund against the responses to the questions within the application form.

All applications meeting the criteria will be assessed at the cross-party panel, supported by officers and consisting of members, service users and carers, where innovation fund applicants may be offered the opportunity to present their idea, should they feel that it is helpful to their bid. The cross-party panel will make recommendations for award.

These recommendations will be presented at Cabinet, for final decision, on 21<sup>st</sup> January, and the decisions will become effective 7 days after the Cabinet date, which will be 28<sup>th</sup> January 2020.

#### **Awarding the grant**

Successful applicants will be asked to sign a legal agreement with the council. Once the legal agreement is signed, we will then transfer the funding into the organisation's bank account on or just after 1<sup>st</sup> April 2020.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

#### **Monitoring**

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project during the period of funding (1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021)

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants will need to complete a monitoring report towards the end of the funding agreement. A copy of the monitoring report will be sent out with the signed grant agreement, at the beginning of the funding period.

Any unspent grant funding will be recovered by the county council.

### **Contacting Us**

If you have any queries about the **Daytime Support Grant Funds** or the application process, please contact us:

**Email:** [contracts.admin@oxfordshire.gov.uk](mailto:contracts.admin@oxfordshire.gov.uk)

**OR**

**Email:** [rebecca.lanchbury@oxfordshire.gov.uk](mailto:rebecca.lanchbury@oxfordshire.gov.uk)