innovation fund

Tees, Esk and Wear Valleys NHS Foundation Trust

Round 3 Application and Guidance
Spring 2019

Introduction to the TEWV Innovation Fund

Background

TEWV are committed to identifying and developing innovative approaches to improving mental health for people within the York and Selby locality and to maximising outcomes delivered through mental health system resources. In particular we recognise the important contribution made by the voluntary, community and social enterprise (VCSE) sector in achieving both these aims and we continue to build ever stronger relationships with the sector. The TEWV Innovation Fund is rooted in this belief in the value of the VCSE contribution and specifically its ability to bring innovation and new thinking to service delivery. The funds aim is to enable further development of innovative ideas and approaches aligned with a number of our key service themes as identified in this guidance.

Purpose of the TEWV Innovation Fund

Funded by Tees, Esk & Wear Valleys NHS Foundation Trust (TEWV), the TEWV Innovation Fund aims to support innovative projects supporting individuals living with, or at risk of, mental ill health and/or learning disabilities.

Projects should:

- Support individual beneficiaries in achieving better mental health
- Contribute to reducing pressures on mental health system resources

We are looking to fund genuinely innovative projects designed to engage with beneficiaries who are in receipt of, or at risk of requiring, mental health support and contribute to reducing pressures on system resources within York and Selby. Successful projects will support beneficiaries to overcome barriers related to achieving good mental health and emotional well-being and reduce the likelihood or duration of support needed from mental health system resources in the future.

This programme will require a high level of commitment from successful organisations and will include participant and organisational monitoring as well as a focus on evaluation and impact.

How much funding can you apply for?

The total amount of funding for this round is £40,000 which will be awarded to projects within the North Yorkshire districts of York or Selby within the TEWV service boundaries.

Grants of between £5,000 - £10,000 are available for organisations to apply for so we are looking to fund 4-8 projects. Funds must be used to pay for the revenue costs of delivering a service and cannot be used to fund capital-based projects.

Timescales

The application window will be open from Wed 13th March 2019 and will close on Friday 12th April 2019 (2pm). Project delivery will take place from the end of April 2019 until the end of March 2020.

Project Themes

This table shows the themes and sub-themes for this fund. Projects should link to at least one of the themes and the sub-themes are intended to give further clarity around the types of areas a project in that theme may want to focus on. This is intended as a guide for the types of project this fund is looking for, if you are in any doubt the eligibility of your project you should contact us for support.

For this round of funding we are particularly interested in proposals that can show positive contributions through innovative approaches to improving outcomes for those experiencing rehabilitation and recovery as well as projects specifically designed to improve the mental health of children and young people.

TEWV Innovation Fund Themes - 2019	
Theme	**Sub-theme**
People are supported through their individual recovery journey	- Flexible and personalised provision - Holistic approaches to recovery support - Localised support models - Joined up recovery models i.e. advocacy, work, volunteering - Peer and lived experience support
People experience social and emotional wellbeing	- Early intervention - Flexible and personalized provision - Holistic approaches to good mental health - Joined up support i.e. seamless access to additional services
Carers experience good mental health and emotional wellbeing	- Early intervention - Increased/expanded provision of support - Personalised support - Joined up career support models i.e. links to advocacy, employment, respite
People are supported through local support networks and community support	- Increased/expanded provision of community-based support - Peer and lived experience support within communities - More flexible community support models - Joined up community models i.e. links to advocacy, volunteering, employment - Early intervention
Children and young people	- Early recognition and intervention - Improved mental health resilience and wellbeing - Reduced stigma and improved understanding of mental health within young people - Peer and lived experience support

Who can apply?

The application form has an eligibility checklist on the front page. Please complete this before writing your application to ensure your organisation is eligible for funding. The following criteria apply to all organisations wishing to apply:

- The organisation is part of the voluntary and community/not-for-profit sector (this includes charities, social enterprises, not-for profit companies, and community groups). If in any doubt, give us a call.

- The organisation has an independent bank account that the funding can be paid into

- This project is in line with the project themes

- The organisation has a constitution/governing document

- The organisation has policies relating to Health and Safety, Safeguarding, Equality and Diversity and Information Security

- The organisation has in place both employers and public liability insurance as legally required. (If not currently in place, we can accept confirmation that if successful, the required insurance cover will be in place prior to the start of the project)

Those organisations previously in receipt of TEWV Innovation funding are eligible to apply in round 3 providing they comply with all other eligibility requirements. Applications may be for funding to enable development of projects funded through rounds 1 and 2, or for new projects. Receipt of round 1 or 2 funding does not constitute any guarantee of additional funding through round 3.

Eligible activities

- Projects must be delivered in the North Yorkshire districts of York or Selby within the TEWV service boundaries.

- Potential projects may be new projects or existing projects extended to reach new beneficiary groups or expanded geographically in to new areas within the eligible project boundaries i.e. from York in to Selby.

- In order to be eligible, beneficiaries must be:

   o Resident within the North Yorkshire districts of York or Selby within the TEWV service boundaries.

   o Beneficiaries must be shown to be living with, or at risk of, mental ill health and/or learning disabilities.

   o There is no age restriction on project beneficiaries

Payment Structure

Successful grant recipients will receive three payments in total, based on the breakdown below

Payment	Initial payment	Interim payment	Final payment
Percentage	30%	30%	40%
Terms	The initial payment will be made into the recipient's bank account following attendance at the Mandatory Workshop and receipt of the signed Grant Agreement.	Interim payments will be made approximately half way through the project following receipt of the Interim Report and submission of evidence demonstrating that 50% of participants have been engaged and activities and outputs have been achieved	The final grant payment will be made at the end of the project following receipt of the Project Evaluation Report and submission of evidence demonstrating that 100% of participants have been engaged and activities and outputs have been achieved

Please note – payments are linked to evidence of activities and outputs being achieved including evidence of the number of participants engaged. If evidence is insufficient or unsatisfactory then payments may be reduced in reflection of this.

Application process

Your Consortium is committed to ensuring that the bidding process is simple and straight forward. Below is a timetable showing the dates and deadlines for both the application process and the overall project.

Key Dates	Activity
Wed 13th Mar 2019	Application round opens
Fri 12th Apr 2019	Deadline for applications (2pm)
w/c 15th Apr 2019	Application scoring
w/c 22nd Apr 2019	Awards and notification
w/c 29th Apr 2019	Mandatory workshop for successful applicants
w/c 29th Apr 2019	Following mandatory workshop, all project activities may start
Tue 31st Mar 2020	All project activities complete and evidence submitted

Once received, all applications will be scored using standard scoring criteria. All organisations will be notified whether their application has been successful or unsuccessful following scoring by the end of the week commencing 22nd April 2019.

All organisations that are awarded a grant are expected to attend a Mandatory Workshop, which will take place on a date to be confirmed on the week commencing 29th April 2019. We strongly recommend that the person responsible for the delivery and administration of the project attends this workshop.

Requirements of Successful Applicants

All successful applicants will be required to attend a Mandatory Workshop prior to receiving their grant.

Once the Mandatory Workshop has been attended, all successful applicants will be required to sign a Grant Agreement with Your Consortium agreeing to the terms and conditions of grant awards which includes the following:

- Spending the grant on the project identified in the application and as indicated

- Completing and submitting all monitoring and evaluation materials pertaining to the delivery of the grant including data capture information, appropriate measurement tools, marketing materials, attendance records, evaluation forms and other documents as required, and in a format approved by Your Consortium (templates will be provided). Please note participant personal details will be required to provide existence and eligibility

- Completion of 2 evaluative reports at the interim and final stages of the project (templates will be provided)

- Compliance with health and safety requirements

- Participation in evaluation activities undertaken by Your Consortium
- Participation in review visits undertaken by Your Consortium

Measurement Tools

In order to ensure the information that we collect is consistent, meaningful and can be used to demonstrate the impact of each project effectively, the following measurement tool has been identified as being an important part of the monitoring for projects supporting individuals' mental health.

Warwick-Edinburgh Mental Well-being Scale (WEMWBS) – *this tool will be required for projects supporting adults experiencing mental health conditions*

The Warwick-Edinburgh Mental Well-being scale was developed to enable the monitoring of mental wellbeing in the general population and the evaluation of projects, programmes and policies which aim to improve mental wellbeing. It is used by health services across the UK.

WEMWBS is a 14-item scale with 5 response categories, summed to provide a single score ranging from 14-70. The items are all worded positively and cover both feeling and functioning aspects of mental wellbeing.

The scale is designed to be completed at various intervals to show the difference in score ratings.

Further information about this scale can be found here - http://www2.warwick.ac.uk/fac/med/research/platform/wemwbs/

For projects supporting older adults or children, WEMWBS may not be appropriate and we will work with you to ensure we establish a meaningful way of monitoring the project.

Support and Guidance

If you have any questions about your organisation's eligibility for the fund or any questions about completing the application form, please contact Alex Kelley on 01423 795300 or e-mail via akelley@yourconsortium.org.

Guidance to complete the Application Form

Application Form - Overview

The table below provides an overview of the application form, including the weighting of each question and any maximum word counts. This is included to help you plan the completion of your application form. More detailed guidance is provided below for each question.

No	Question	Word count	Value	Additional information
1	Organisation details	-	I	Information only
2	Bank details	-	I	Information only
3	Eligibility	-	T	Threshold question - this **must** be completed*
4	Aims and objectives	100	I	Information only, unless incompatible with fund ethos
5	Geographical focus	100	I	Information only, at least one must be ticked
6	Project themes	100	T – 5	Threshold question – at least one theme **must** be met and described*
7	Project type	-	I	Information only, at least one must be ticked
8	Project summary	400	15	Summary of the project including start and end dates
9	Evidence of need	150	10	Evidence of the need for the project
10	Project milestones	150	10	Evidence that projects are clearly planned
11	Activities and outputs	300	15	Describe the project activities and specify outputs
12	Monitoring information	150	10	Plans to ensure completion of monitoring information
13	Project sustainability	150	5	Plans to sustain activity beyond life of this funding
14	Project costs	150	5	Breakdown of costs between £5,000 - £10,000
15	Health and safety	150	T - 5	Evidence that participants will be safe Threshold question - this **must** be completed*
16	Safeguarding	150	T - 5	Evidence that participants will be safe Threshold question - this **must** be completed*
17	Equality and diversity	150	T - 5	Evidence of equality, diversity and inclusion Threshold question - this **must** be completed*
18	Information security	150	T - 5	Evidence of information security and data protection Threshold question - this **must** be completed*
19	Insurances	-	T	Threshold question - this **must** be completed*
20	Declaration	-	T	Threshold question - this **must** be completed*
Total		**2,350**	**95**	

> *Please note,* **if you do not fully complete a threshold question, your application will not be scored.**

Application Form – Detailed Guidance

1. Organisation details

Please complete all contact details and relevant information as requested. Please see Q3 Eligibility for information about company legal status.

2. Bank details

Please include details of the bank account for your group. This should be an account in the name of your group/organisation, and it should have two signatories. You are also required to include a photocopy of a recent bank statement (within the last 6 months) and the details on this statement must match the bank details given in this question. Please tick the box to confirm that you have included a statement for the account stated. This is the bank account that will be used for making all grant payments for successful bidding organisations.

3. Eligibility

Please read and tick all eligibility requirements. TEWV Innovation Fund is open to any voluntary sector organisation including not-for-profit Company Limited by Guarantee, Community Interest Company, Registered Charity etc. Where an organisation is affiliated to a larger organisation outside of the voluntary sector it must show clear autonomy through both a separate constitution and bank account. Multi-agency partnerships may apply for this fund; however the project must be led by an independent voluntary organisation which will be responsible for all outcomes and receive all funding. All organisations must have in place both employers and public liability insurance and evidence of both must be enclosed with the application. If your organisation does not have current insurance cover in place, please enclose a letter confirming that if successful, the required insurance cover will be in place prior to the start of your project.
If you have any doubt about your organisation's eligibility, please contact us before submitting an application.

4. Aims and objectives

This should be the mission statement or core aims of your group/organisation. Though the specific aims of this project do not need to be the primary aim of your group, you must indicate how this project adds value to or complements the other aims.

5. Geographical focus

Select the delivery location of your project (York or Selby). If the project will be delivered across both districts, please tick both options. You should give further detail about the delivery location areas, villages, towns and cities in the space provided.

6. Project themes

In this section you must tick at least **one** theme and any secondary theme(s). No themes will be scored higher than others, however marks will be awarded in relation to describing how your project meets your chosen theme. You should refer to the themes and sub-themes in the guidance above and demonstrate how your project meets its main theme, any secondary themes and also refer to the specific sub-themes.

7. Project type

Please specify whether the project you are applying for is a continuation of an existing project that is at risk, an expansion or development of an existing project to have a wider impact or if it is a completely new project.

8. Project summary

This is your opportunity to summarise your project and should include information about what your project aims to achieve, how it will benefit participants and communities and the main activities that will take place. If your application is successful, the project summary you provide in this section will be used on both the Your Consortium website and in other relevant marketing materials, so please ensure this accurately describes the project. Strong answers will clearly show a well-developed project idea which addresses at least one project theme. Please also state the start and end dates of your project – projects can start once the Mandatory Workshop has been attended and Grant Agreements are signed. All activities must be completed by 31st March 2020.

9. Evidence of need

Please use this section to describe how you have identified the need for your project. Information should include any research you have undertaken, feedback or views from the participants you intend to work with requesting this type of activity, statistics or studies done in the community you wish to work, evidence of the lack/shortage of the activity your project will deliver and anecdotal evidence from your organisations own experience. Strong answers will clearly show an overwhelming need for your project activity.

10. Project implementation and milestones

Provide a summary of the key milestones of your project and the plans you have in place to ensure they are met. The purpose of this question is to ensure that projects have been well thought out and that timescales and activities are realistic. Please provide information about any planning that you have already undertaken that will support implementation.

11. Project activities and outputs

As this fund aims to support a wide range of projects, we have not set prescriptive activities or outputs. This question gives you the opportunity to identify the specific activities and outputs that your project will achieve.

Strong answers will include activities and outputs that show a high level of impact in line with the project themes and demonstrate good value for money. Activities and outputs you include in this question will form the basis for the funded activities within your Grant Agreement along with the number of participants you support, so please ensure that they are SMART (specific, measurable, attainable, realistic, time-bound) as you will need to submit evidence to demonstrate they have been achieved and your project will be monitored against them.

12. Monitoring information

In this section please provide information detailing how your organisation will ensure accurate monitoring information will be completed, within the timescales required for all participants your project engages with. Please be aware that personal details from participants such as name, address and date of birth will be required as well as the use of validated measurement tools where appropriate. Use examples of current systems and processes you have in place or experience of other funders monitoring requirements and how you met these.

13. Project sustainability

Priority will be given to projects that want to use this funding as a catalyst to create alternative and sustainable funding for their activities in the future. This could include, but is not limited to, personal budgets, match-funding, sponsorship, charged-for services, donations and other contracting funds. Where appropriate applicants should provide details of an exit strategy for their project.

14. Project costs

Please specify the amount of funding applied for (£5k-10k) and state the number of participants you will work with during your project. Please choose a realistic number of participants, as you will be expected to collect monitoring information for each person. We suggest working with between 10 and 30 individuals depending on the amount of funding applied for and level of support.

The final part of this question asks you to provide an indicative breakdown of the funding and what it will be spent on, please account for the full amount of grant you are applying for. In addition, please also provide details of any match funding or in-kind support which will add value to the project. Though it is not essential to contribute any funding or in-kind support to the project, priority will be given to applications that represent good value for money. Match funding may include money from fundraising, charged for services or other grants, while in kind support can be demonstrated where at least part of the project is delivered by volunteers.

*Please note that very small capital costs within a project may be accepted, however capital only or large capital funding applications will **not** be accepted.*

15. Health and safety

In addition to attaching your organisation/groups Health & Safety Policy, this question ensures you have embedded health and safety at all stages within your project, this question prompts you to thoroughly examine your own health and safety arrangements in order to ensure project activities are delivered in safe, healthy and supportive environments.

In this section you should give details of where the project activity will take place (please note if delivery will take place in more than one venue give details of each). You should also include how you will assess potential health and safety risks to participants and explain what measures you will put in place to minimise the impact of any risks.

16. Safeguarding

In addition to attaching your organisation/groups Safeguarding Policy (Childrens/Vulnerable Adults/Both), this question ensures you have embedded safeguarding issues at all stages within your project. You should include information about how you will ensure learners are safe from harm and abuse; explain what systems your organisation has in place in order to deal with safeguarding issues and how you make project participants themselves aware of how to raise any issues related to safeguarding.

17. Equality and diversity

In addition to attaching your organisation/group's Equality and Diversity Policy, this question ensures that you have embedded equality, diversity and inclusion at all stages within your project. You should include information about how you will ensure equal access and opportunity and any ways in which your project will celebrate diversity.

18. Information security

In addition to attaching your organisation/groups Information Security or Data Protection policy, this question ensures that you have embedded information security at all stages within your project. You should highlight any particular systems you will employ to protect sensitive data and keep information secure and mention any quality marks or specific training/expertise you have in this area.

19. Insurances

All organisations/groups applying for this fund must have both Employers Liability and Public Liability Insurance. Please state the value of cover and attach copies of the policies. If your organisation does not have current insurance cover in place, please enclose a letter confirming that if successful, the required insurance cover will be in place prior to the start of your project.

20. Declaration

Please read the declaration statement and sign and date in the box provided.

And Finally...

Before submitting your application form, please check the following:

- All questions have been completed *(Please note, if you do not complete a threshold question, your application will not be scored)*

- The declaration has been signed and dated

- A copy of a recent bank statement, in line with the bank details provided is enclosed

- A copy of your Health and Safety Policy is enclosed

- A copy of your Safeguarding Policy is enclosed *(please enclose a policy relevant to the participants you will be working with on this project, children or vulnerable adults or both)*.

- A copy of your Equality and Diversity Policy is enclosed

- A copy of your Information Security Policy is enclosed

- A copy of your governing document/constitution is enclosed

- Copies of both employers and public liability insurances are enclosed. *(If not currently in place, please enclose a letter confirming that if successful, the required insurance cover will be in place prior to the start of your project)*

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*Please note Your Consortium Ltd will only accept applications in hard copy, sent by post or delivered by hand, applications sent by e-mail will **not** be accepted.*

*Your Consortium Ltd cannot be held responsible for the accuracy or completeness of any submissions, applications will not be opened until the deadline has passed at **2pm on Friday 12th April 2019**. Applications received after this deadline will not be accepted.*

Please ensure your submission is sent prior to the deadline and includes absolutely everything required, as we will not be able to inform you of any missing documents before the deadline.

To ensure transparency and fairness to all applicants, Your Consortium will not answer any questions from individual applicants in relation to the scoring criteria. However, if you have any questions about your organisation's eligibility for the fund or any practical questions about completing the application form, please contact Alex Kelley on 01423 795300 or e-mail via akelley@yourconsortium.org.