

# Annex 1 – Innovation Fund Criteria and Application Form

## Innovation Fund Grants 2018/19 Guidance & Application Form

### Introduction

Oxfordshire County Council has made changes to daytime support for people aged 18 and over in Oxfordshire. These changes reflect a changing demand for social care and a changing approach to government funding. The Council wishes to work closely with local communities to ensure that the support available for people meets varied and changing needs; and is fit for the future and sustainable over the longer term.

Further information about these funds is available on the council website:  
<https://www.oxfordshire.gov.uk/cms/public-site/daytime-support>

### The Innovation Fund

As part of the changes that have taken place, the Council has introduced the Innovation Fund for daytime support. This fund will provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.

This application process is for grant funding in 2018/19, to support new and innovative ideas in Oxfordshire for daytime support. There is £100,000 available in this fund and we are inviting bids for projects.

### Support available

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

Oxfordshire Community & Voluntary Action, 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.

Contact details:

[www.ocva.org.uk](http://www.ocva.org.uk)

Tel: 01865 251946

Email: [admin@ocva.org.uk](mailto:admin@ocva.org.uk)

**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.

Contact details:

[www.ageuk.org.uk/oxfordshire/our-services/community-information-network/](http://www.ageuk.org.uk/oxfordshire/our-services/community-information-network/)

Phone: 0345 450 1276

Email: [network@ageukoxfordshire.org.uk](mailto:network@ageukoxfordshire.org.uk)

## What will we fund? (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.

It was also agreed that the criteria would be developed in greater detail with interested groups and organisations, to ensure the fund effectively supports the development of innovative new opportunities. The following criteria and application process have been developed following discussion with a group of day opportunities providers, local community & voluntary sector organisations, Colleges of Further Education, 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. These criteria are subject to Cabinet approval, in conjunction with decisions on the bids submitted.

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

- 1) 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**.
- 2) 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. The term 'daytime opportunities' includes any proposed activity which may take place during the day and / or evening.
- 3) 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.

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
  - 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 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 Application Process

- 1) Submit this application form electronically, along with your 3-year business plan and a reference. The reference may be from either a person or organisation who may benefit in relation to your bid

**Please submit your application, business plan & reference by 5pm on Friday 8<sup>th</sup> June**

- 2) Review and evaluation of applications by panel, this may include an invitation to present your idea/service to the panel/opportunity to meet with us

**Mid/end June**

- 3) Decision by Cabinet

**17<sup>th</sup> July 2018**

- 4) Notification to applicants

**In the week commencing 24<sup>th</sup> July 2018**

We want to encourage organisations to submit bids and welcome applicants to contact us early with their expressions of interest or any questions they might have.

Support is available from Oxfordshire Community & Voluntary Action and local knowledge/information is available via the Community Information Network (details as above, including online directory).

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

### How will applications be assessed?

The selected panel will assess all applications against the key criteria set out above and make recommendations to Cabinet. The Cabinet decision is scheduled for 17<sup>th</sup> July 2018. We will let applicants know who will be on the panel nearer the time.

We would like to offer the opportunity to present your idea to the panel, or meet with us face to face, should you feel that this is helpful to you and your bid.

### Awarding the grant

Applicants will be notified by email of the cabinet decision within a week of the decision being made.

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. Where appropriate, funding might be phased.

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.

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)
- Future plans for sustainability beyond Innovation Funding

Successful applicants will be strongly encouraged to keep us informed about the progress of the service/support and any potential setbacks.

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

## **Contacting Us**

If you have any queries about the **Innovation Fund** or the application process, please contact us:

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

**TO BE FILLED IN BY APPLICANT**

**Name of your organisation:**

**Type of organisation:**

**Organisation Address:**

**If a registered Charity, please specify number**

**Contact Name and Position for application (e.g. Trustee, Centre Manager)**

**Telephone**

**Email**

**Address (if different to above, for application correspondence)**

**Contact Name and Position for regular communication (if different)**

**Telephone**

**Email**

## Payment Details

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

<b>Account Name</b>	
<b>Bank or Building Society Name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## ACTIVITY OVERVIEW

### 1. Name of service/proposed project

*Please provide a short name for the project. This should be unique and should not be the name of your organisation*

### 2. Summary of service/proposed project

*Please provide a summary of the project – what you propose to do and what the benefits will be. This should be no longer than 150 words*

### 3. Other Applications for funding (if applicable)

If you are making applications for other funding from other organisations for this project or overlapping work, please list what other funding you have requested, where you have applied and when you expect to be notified of the outcome.

### 4. Current Oxfordshire County Council funding

If your application is a new project related to an existing service, are you currently in receipt of or intending to apply for any other Oxfordshire County Council funding (e.g. Councillor Priority Funds or Adult Social Care Funds)

**5. Research/Evidence**

Please provide any evidence/research you have obtained to demonstrate the need to provide the service, and how this can support a person to live a full and varied life within their local community.

**6. New & Innovative**

We are aware that people's needs are changing and that they are looking for different opportunities and things to do. Please describe the inspiration for your project and how it meets the criteria to be new and innovative.

**7. Activity & outcomes**

**What difference will this service make to support people to live a full and varied life in their communities?**

*Please provide a brief description of how the service will make someone's life better*

**How your service will be based in and linked to the local community:**

*Please provide a brief description of how your service will be:*

<i>Well-used</i>	
<i>Connected to and supported by local organisations, people and businesses</i>	
<i>Linked to other local support and opportunities</i>	

**Nature of the service and anticipated grant awards**

There are a wide range of community and voluntary sector daytime support services already available across the county, all of which provide much valued opportunities and support to people in their local communities. We want to encourage new and innovative ideas to meet the changing needs of people in Oxfordshire.

Please take this into account in your application, and demonstrate the nature of the service in your responses to the questions below.

**What capacity/amount of support will the service provide?**

*Please describe the activity your service will provide over this period (1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019).*

*Please provide a brief description of capacity/amount of support your new/innovative idea will provide:*

**How quickly will you be up and running?**

What is your proposed start date for the service.

**What is the reach/geographical areas covered by the service?**

*We want to enable as many people as possible to benefit from new and innovative ideas. There are a wide range of services available across the county, nonetheless this varies across areas.*

*We want to encourage development of as many locally available opportunities as possible, whilst also supporting services which are able to welcome members from nearby areas which do not currently have similar provision.*

*Which areas does the service cover/invite members/attendees from?*



**How is the service accessible to people with a wide range of needs?**

*We want to enable as many people as possible to benefit from locally available new and innovative ideas. We recognise that these services can provide support where there are identified gaps in the market and to meet the needs of people requesting alternatives to what is already available; providing much valued opportunities for people to live active and fulfilling lives.*

*How will the service be accessible to people with a wide range of needs? Please demonstrate the support in place or planned to enable people to attend, for example people with reduced mobility or dementia.*

**8. Need for funding**

Please explain why you need this funding, according to both sets of criteria we will assess applications on:

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

- *Offering new and innovate opportunities to meet the expressed needs of people in Oxfordshire*
- *Evidence that the service/support is required in the local area*

*Please provide an explanation of why your service meets these criteria:*

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

- *The service is new or a new aspect to a current project which will provide support to meet the expressed needs of people in Oxfordshire or to fill a current gap in the market.*
- *What you will need in the first year that you won't need in the 2<sup>nd</sup> year – one off costs.*

*Please provide an explanation of why your service meets these criteria:*

**9. Sustainability**

*How will you progress towards self-sustainability and reduced need for financial support from the County Council, over this period (1<sup>st</sup> September 18 – 31<sup>st</sup> August 19) Linked to 3-year business plan*

**10. Costs (over the funding period 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019)**

<b>Description</b>	<b>Cost</b>
<i>Please provide us with a breakdown of your projected costs. E.g. Premises costs, Transport, Volunteer Training, Information &amp; Promotion, Equipment &amp; Materials, etc.</i>	
<b>TOTAL</b>	

**11. Fees**

Where applicable, please provide the breakdown of fees to be charged:

Fee element, e.g. attendance fee	Amount

**12. Other funding received**

*Please include details of other funding sources agreed or anticipated for this period (1 September 2018 to 31 August 2019)*

Other grant funding	
Income from fees	
Fundraising	

**13. Reserves (if applicable)**

*Please include details of your reserves and attach your year-end accounts for most recent year available.*

**Reserves amount:**

**Confirmation of attachment of year-end accounts:**

**14. Requested amount of grant funding –**

*The intention is that this will be a one-off fund to enable you to set up the new, self-sustaining service.*

*Please be aware that **Sustainability Funding** is available to support the continuation of and development of daytime support opportunities in Oxfordshire. Oxfordshire Community and Voluntary Action can also advise on alternative funding sources.*

*What total amount are you requesting to enable the set-up of this new service?  
Please note this is for the period 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019.*

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**Applicant Agreement**

The organisation undertakes that the information provided on this form is true and accurate.

Name:

Signed:

Date:

On behalf of (organisation):

Please ensure that:

- You have signed the application form before submission. Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**
- If applicable, you have attached **your most recent year-end accounts.** This is essential for your application to be considered.
- You have provided the **correct contact details** for the application process, and for regular communication.

Please submit your applications to: [contracts.admin@oxfordshire.gov.uk](mailto:contracts.admin@oxfordshire.gov.uk). Please ensure your application reaches us by **5pm on Friday 8<sup>th</sup> June 2018**

## Annex 2 – Cross-party panel recommendations

### Summary

1. Applications for the Innovation Fund closed on June 8<sup>th</sup>, 2018 at 5pm. A cross party panel comprised of Cllr Lawrie Stratford, Cllr Sobia Afridi and Cllr Richard Webber as well as representation from people using services was held on June 12<sup>th</sup>, 2018 to evaluate applications and make recommendations to Cabinet for award.

### Cross Party Panel Recommendations

2. The table below reflects the Cross Party Panel Recommendations for award as well as conditions for award and rationale supporting decisions not to award on this occasion.

	Organisation	Project	Amount requested	Amount recommended by panel	Supporting Information/Conditions
1	Witney Day Centre	Witney Day Centre	5,000	5,000	
2	Oxfordshire Chinese Community & Advice	Innovative and Creative Project for Chinese Older People	11,500	11,500	OCCA to develop inclusive approach to integrate with other groups and report to the Council on how they are achieving this as part of the grant award monitoring.
3	Green Pastures	The Nostalgia Café	2,212.60	2,212.60	
4	My Life My Choice	Oxfordshire Gig Buddies	22,477	22,477	
5	Aspire/Oxfed	Demand responsive supported transport for adults in the city	30,000	No award	Back office and Infrastructure support should be coordinated across the entire Council, does not meet the criteria for this Fund. Organisation to be directed to any future opportunities in Communities.
6	Oxfordshire Mind	A city-wide wellbeing service for South Asian women	7,870	No award	Project within remit of services for which organisation already receives funding.
7	Age UK Oxfordshire	Age Friendly Cultural Network Oxfordshire	8,000	8,000	
8	Oxfordshire Neighbourhood Partnership	Transport Solutions for Oxfordshire	17,500	No award	Back office and Infrastructure support should be coordinated across the entire Council, does not meet the criteria for this Fund. Organisation to be directed to any future opportunities in Communities.

9	Faringdon Sensory Garden	Nostalgia Café	4,805	4,805	
10	Marston Community Gardening	Communal food growing and community gardening	2,500	2,500	
11	Dimensions	Working together for change	24,300	No award	Project within remit of services for which organisation already receives funding.
	<b>TOTALS</b>		136,164.60	56,494.60	
	<b>BUDGET</b>		190,230.00	190,230.00	
	<b>DIFFERENCE TO BUDGET</b>		54,065.40	133,735.40	

3. The total amount recommended for award by the Cross Party panel is £56,494.60. If this is approved by cabinet the fund will have £133,735.40 remaining in it.

### Innovation Fund Phase 2

4. Applications for the second phase of the Innovation fund will open immediately and close on Friday September 21<sup>st</sup>, 2018 at 12 noon.
5. Key dates are as follows:

Week commencing Oct 1 <sup>st</sup> , 2018	Cross Party evaluation panel
October 17 <sup>th</sup> , 2018	CLT
November 20 <sup>th</sup> , 2018	Cabinet
W/c November 26 <sup>th</sup> , 2018	Communication to applicants on outcome
January 2019	Allocation of funding awards