

Community and voluntary daytime support

Transition Fund Grant – Guidance & Application Form

Background

Daytime support is an important part of the lives of many people. It provides vital links to the community that help people to live independent and fulfilling lives.

As demand for social care grows and government funding reduces, we need to make sure that daytime support is fit for the future and sustainable over the longer term. We are therefore creating a new, flexible countywide system of daytime support.

Oxfordshire's voluntary sector delivers excellent support to many vulnerable people; and the majority do so without funding from Oxfordshire County Council. Currently funded **daytime support voluntary sector services**' funding is guaranteed until end of August 2017, when their contracts end. We want as many of the voluntary sector providers partly funded by us to continue as possible, but recognise that this is a decision for individual organisations.

Community and voluntary organisations providing currently funded daytime support are now able to apply to the **Transition Fund** for transition funding, to enable them to transition to more self-sustaining models as their contracts end.

The **Sustainability and Innovation Funds** will be open to all voluntary and community groups supporting people in Oxfordshire. These will be awarded in 2018, alongside additional transition support.

Further information is available at:

<https://consultations.oxfordshire.gov.uk/consult.ti/DaytimeSupport/consultationHome>

Our approach

We recognise the importance of supporting and enabling currently funded services to transition to more self-sustaining models. We are providing £550,000 in a **Transition Fund** for the next two years:

- **£300,000** will be available for currently funded services for **1st September 2017 to 31st March 2018**. **This application form is to apply for this funding**, and applicants are asked to **outline how they would use the funding applied for to work towards becoming self-sustaining**. It will be awarded in time for current funding ending; to start on 1st September 2017.
- Alongside the Sustainability Fund, there will be £250,000 available in the Transition Fund for 2018/19. This will enable the awarding of some additional support to those services which have become more self-sustaining in 2017/18, but require some further support before they can be fully self-sustaining.

Support available

As a county council, we fund a voluntary infrastructure service to support voluntary and community organisations, and communities and groups.

The service 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. This is led by **Oxfordshire Community and Voluntary Action**, in partnership with other Oxfordshire organisations.

This service can support currently funded services to develop and action their **sustainability plans**, for example through providing fundraising advice. It can also support those services which rely on **transport** from the council, to identify **alternatives**.

For further information on **alternative funding opportunities and support available** from **Oxfordshire Community and Voluntary Action** and partners, please see: www.oxfordshire.gov.uk/cms/content/funding-community-groups

To contact them for support, please see: <https://ocva.org.uk/about/contact/>
Or email at: admin@ocva.org.uk
Or phone on: 01865 251946

What will we fund? (Eligibility criteria)

This fund is open to applications from **currently funded community and voluntary daytime support services**, whose funding from us ends in August 2017. We want to **support these services to continue to exist and flourish** 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.

They also need to be **rooted in local communities**; this means well-used; connected to and supported by local organisations, people and businesses; linked to other local support and opportunities; and supported by volunteers.

We will **prioritise** the transition **grant funding** at supporting those services which **require this financial support** to enable them to transition to increased self-sustainability as their contracts end.

We will judge applications according to **both**:

1. The **need for the service**, including
 - o Increased risk of multiple deprivation, with reduced alternative opportunities for daytime support.

- Increased risk of loneliness and isolation, with increased need for daytime support.

2. 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 self-sustaining through combinations such as increasing charges and fundraising.
- The service is already good value for money, largely volunteer-run and raises significant income through fundraising, but there are critical expenses which it cannot cover without this transition funding as their contracts end.
- The service is provided by a community/voluntary organisation which cannot reasonably rely on its own resources to support its transition to a more self-sustaining model.

The Application Process

- 1) Submit this application form, along with your most recent year end accounts.
Please submit your application by 5pm on Wednesday 29th March 2017.**
- 2) Review and assessment of applications by Transition Fund cross party panel
April**
- 3) Decision by Transition Fund cross party panel
April**
- 4) Notification to applicants
April / May**

We encourage applicants to contact us early with their expressions of interest or any questions they might have, to avoid any delays in the council assessing the applications and making a decision.

How will applications be assessed?

The cross-party panel will assess all applications against the key criteria set out above.

Awarding the grant

Applicants will be notified by email of the panel's 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)

Successful applicants will be strongly encouraged to keep us informed about the progress of their sustainability planning and implementation.

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

Contacting Us

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

Email: daytimesupportreview@oxfordshire.gov.uk

Telephone: 07392 318 939

Post:

Daytime Support Review Team
Oxfordshire County Council
County Hall, New Road,
Oxford OX1 1ND

TO BE FILLED IN BY APPLICANT**Name of your organisation:**

Type of organisation:

Organisation Address:

If a registered Charity, please specify number

Contact Name

Telephone

Email

Payment Details

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

Account Name	
Bank or Building Society Name	
Account number	
Sort code	

ACTIVITY OVERVIEW**1. Name of service**

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2. Other Applications to this fund (if applicable)

If you are making applications for multiple services please list all other applications by service name

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3. Activity & outcomes

Please describe the activity your service will provide over this period (1st September 2017 to 31st March 2018)

Sessions: *Please complete the below table for the relevant days:*

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Length of Session</i>							
<i>Number of available places</i>							

How your service will support people to live well in their communities:

Please provide a brief description of how the service meets what people have told us they need (e.g. social contact; getting out of the house; maintaining independence; seeing friends; having a meal.)

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How your service is rooted in the local community:

Please provide a brief description of how your service is:

<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>	
<i>Supported by volunteers</i>	

Transport:

Please provide a brief description of any transport support you will provide/help to arrange and how many people you anticipate will require this

4. Need for transition funding

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

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

- *Increased risk of multiple deprivation, with reduced alternative opportunities for daytime support.*
- *Increased risk of loneliness and isolation, with increased need for daytime support.*

Please provide an explanation of why your service meets this criteria:

*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 self-sustaining through combinations such as increasing charges and fundraising.*
- *The service is already good value for money, largely volunteer-run and raises significant income through fundraising, but there are critical expenses which it cannot cover without this transition funding as their contracts end.*
- *The service is provided by a community/voluntary organisation which cannot reasonably rely on its own resources to support its transition to a more self-sustaining model.*

Please provide an explanation of why your service meets this criteria:

5. Costs

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

6. Other funding received

Please include details of other funding sources agreed or anticipated for this period (1 September 2017 – 31 March 2017)

<i>Other grant funding</i>	
<i>Income from fees (including fee amounts)</i>	
<i>Fundraising</i>	

7. Reserves

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:

8. Transport transition arrangements

This service uses the Oxfordshire County Council Integrated Transport Unit

Yes / No (delete as appropriate)

If Yes

Please describe how you plan to manage transport when this service ends at the end of August 2017 (please contact Oxfordshire Community and Voluntary Action if you need support in developing a plan) –

9. Sustainability

How will you progress towards increased self-sustainability over this period?

10. Requested amount of Transition Grant funding

What total amount are you requesting from the Transition Fund, to support your transition to a self-sustaining model?

Applicant Agreement

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

<p>Name:</p> <p>Signed:</p> <p>Date:</p> <p>On behalf of (organisation):</p>

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.**
- **You have attached your most recent year-end accounts.** This is essential for your application to be considered.

Please submit your applications to: daytimesupportreview@oxfordshire.gov.uk, by **5pm on Wednesday 29th March 2017.**