

Community and voluntary sector daytime support Sustainability/Transition Fund Grants 2018/19 Guidance & Application Form

Introduction

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.

There are over 200 community and voluntary sector daytime support opportunities across the county providing excellent support to people, and the majority do so without county council funding. We want to support community and voluntary daytime support services to continue and flourish.

Support is available from Oxfordshire Community and Voluntary Action, for example with sustainability planning and fundraising. Grant funding is also available to enable the ongoing delivery of services which need financial support, and to support the development of new opportunities. Daytime support grant funds are open to all voluntary and community groups supporting people in Oxfordshire.

Grant Funds

There are grant funds available to support the continuation and development of community and voluntary sector daytime support opportunities in Oxfordshire.

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

This application process is for grant funding in 2018/19, to support community and voluntary sector daytime support services to continue and flourish. There is £500,000 available in this fund.

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 services to develop and action **sustainability plans**, for example through providing fundraising advice. It can also support services to identify **transport** options.

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)

These funds are open to applications from community and voluntary sector organisations providing, or seeking to provide, 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.

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 **grant funding** at supporting those services which **require this financial support** to enable them to provide daytime support opportunities locally.

We will judge applications according to both:

1. 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.
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 funding.
- 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 Monday 11th December 2017
- 2) Review and assessment of applications by Transition Fund cross party panel
December 2017
- 3) Decision by Cabinet
January 2018
- 4) Notification to applicants
February 2018

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

How will applications be assessed?

The cross-party panel will assess all applications against the key criteria set out above and make recommendations to Cabinet. The Cabinet decision is scheduled for 23rd January 2018.

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

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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 **Daytime Support Grant Funds** or the application process, please contact us:

Email: contracts.admin@oxfordshire.gov.uk

Post:

Rebecca Lanchbury
Daytime Support Grant Funds
Contracts Team, Joint Commissioning (3rd Floor), 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 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).

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**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>	

Nature of the service and anticipated grant awards

There are a wide range of community and voluntary sector daytime support services available across the county, all of which provide much valued opportunities and support to people in their local communities. We want to encourage all of these services to continue and flourish.

With daytime support changing, we recognise there is a **particular need** to support community-based daytime support services which: meet **moderate needs** within local communities, for example supporting people with **dementia**; offer **increased and maximised capacity**, including offering services to people from **other areas**; and ensure **comprehensive transport arrangements** for everyone who wishes to attend, including people who use wheelchairs.

The awarding of funding will reflect this. Small grants of in most cases between £1,000 to £5,000 will be awarded to support local, community-based provision. Medium grants, of in most cases between £5,000 to £15,000, will be awarded to support services which provide higher levels and amounts of support.

Funding will also be awarded to support one-off measures which will enable applicants to increase the self-sustainability of services so they are able to become fully independent or continue with reduced levels of grant funding.

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

What is the capacity/amount of support the service provides?

Please describe the activity your service will provide over this period (1st April 2018 to 31st March 2019).

Sessions: Where applicable, 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>Total number of available places</i>							
<i>Number of places currently taken up</i>							
<i>Number of places currently available</i>							
<i>If you are operating a waiting list, how many people are currently awaiting a place?</i>							

If the above does not reflect the nature of the service (e.g. it is a drop-in), please provide further explanation of available capacity below:

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

We want to enable as many people as possible to benefit from locally available community and voluntary sector daytime support opportunities. There are a wide range of services available across the county, nonetheless this varies across areas.

We want to encourage the sustainability and 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?

Please also include any variation, for example if there is a priority order or transport arrangements only apply to people in the immediate area.

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 community and voluntary sector daytime support opportunities. We recognise that these services are key to preventing loneliness and isolation and supporting carers to have a break, and provide much valued opportunities for people to live active and fulfilling lives.

How is the service 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, sight impairment etc.

Where applicable, how does the service support people living with dementia?

We want to support people living with dementia to lead active and fulfilling lives in their local communities. Local, community and voluntary sector daytime support services play a key role in enabling this.

We recognise the ability of services to support people with dementia will vary. For example, you may be equipped to provide specialist support in a safe setting, or you may be able to support people with higher functioning dementia to take part in meaningful activity but not have the facilities required to support people with lower functioning dementia.

Training and support is available from Dementia Oxfordshire. For further information, please see www.dementiaoxfordshire.org.uk or contact them on: info@dementiaoxfordshire.org.uk or 01865 410 210.

Does the service support people living with dementia?

Please demonstrate the support the service provides, or plans to provide:

How do people get to the service, and what transport support is provided?

We want to enable as many people as possible to benefit from locally available community and voluntary sector daytime support opportunities.

We recognise that transport arrangements are a significant challenge for many services, and there are various ways in which services provide, arrange or facilitate transport.

Support is available from Oxfordshire Community and Voluntary Action in developing transport arrangements. For contact information, please see the guidance above.

Please explain how people get to the service, and the arrangements which are in place to support people to attend. Please explain in particular the arrangements for people who use wheelchairs, and for people who live outside the immediate area:

General

For people who use wheelchairs

For people outside the immediate area

4. Need for funding

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

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

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- *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:

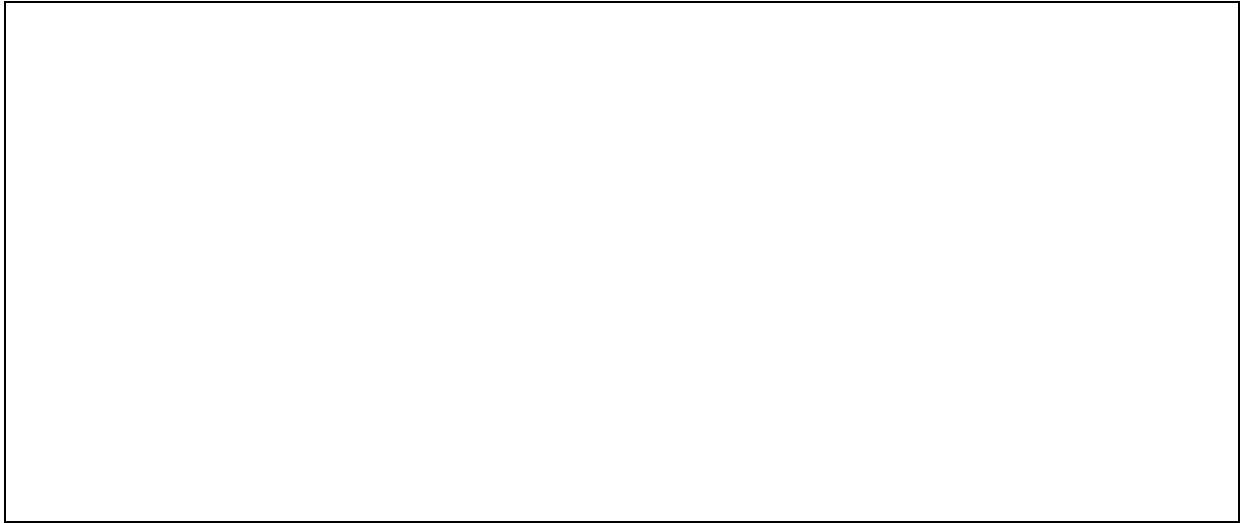
- *The service is providing support in an area/to people at risk of multiple deprivation, and is unable to become self-sustaining through combinations such as increasing charges and fundraising.*
- *The service is already good value for money, largely volunteer-run and raises significant income through 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. Sustainability

How will you progress towards increased self-sustainability and reduced need for financial support from the county council, over this period (April 18 – March 19)?

For services with transition funding from the county council required to provide a sustainability plan, please attach this to your application.



6. Costs (over the funding period 1st April 2018 to 31st March 2019)

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

7. Fees

Please provide the breakdown of your fee charges:

<i>Attendance</i>	
<i>Lunch/refreshments</i>	
<i>Transport</i>	

8. Other funding received

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

<i>Other grant funding</i>	
<i>Income from fees</i>	
<i>Fundraising</i>	

9. 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:

10. Requested amount of grant funding –

What total amount are you requesting, to support the provision of the service and enable the service to work towards increased self-sustainability over this period?

Please note this is for the period 1st April 2018 to 31st March 2019.

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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.
- 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. Please ensure your application reaches us by **5pm on Monday 11th December 2017.**

If you need to submit your application by post, please use the address provided in the guidance above.