



An empowered and enabled community

Bassetlaw Clinical Commissioning Group
Grant Aid 2018-2019
Guidance Notes for Applicants

The Application Process

Read This Guide

This guide will help you to understand if we are able to fund your organisation and proposal, and will help you complete the application form. It also provides information on how your application is assessed, and what happens next if you are successful.



Complete the Application Form

Send your application and supporting documents to Bassetlaw Community and Voluntary Service by email to

officecoordinator2@bcvs.org.uk /post to BCVS@ThePriory, The Old Abbey School, Priorswell Road, Worksop, Notts S80 2BU by 12 noon, Friday 23rd November 2018

We will acknowledge receipt of your application by email/telephone

If your application is not complete, we will contact and you will have **3 working days** to send us the missing information.



Application Assessment

Your application will be assessed by a panel comprising of voluntary and community sector representatives - we may need to contact you during this time.



The Decision

You will be notified of the decision by **Monday 31st December 2018**.



Spending Your Funding

You must spend your allotted funding by **Friday 31st March 2019**. You will also be asked to complete an end of grant report to include total spend and achievements.

Who Can Apply?

What Bassetlaw Clinical Commissioning Group Grant Aid will support:

- * Local organisations from the voluntary and community sector that can contribute to the criteria outlined on Page 5.
- * One off projects/activities/capital purchases that meet local need and offer wider social benefits.
- * Organisations that can demonstrate a genuine financial need for support and that meet the financial assessment criteria .e.g. providing value for money.

To apply for Bassetlaw Clinical Commissioning Group Grant Aid, voluntary and community organisations must have:

- * A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
- * At least three unrelated people on their board of directors (companies including community interest companies)
- * At least three unrelated trustees on their governing body (registered charities)
- * At least three unrelated people on their governing body (unincorporated and unregistered not-for-profit associations).

Bassetlaw Clinical Commissioning Group expects any organisations with a membership to be open to all and allow anyone to join, unless there is a good reason why this is not appropriate.

What Will Bassetlaw Clinical Commissioning Group Grant Aid Pay For?

You can apply for funds to pay for some or all of your project/activity/capital costs. The maximum grant size per organisation is £2500.

There are some things that Bassetlaw Clinical Commissioning Group Grant Aid is unable to pay for and these are shown below:

Bassetlaw Clinical Commissioning Group Grant Aid cannot support applications:

- * From individuals
- * That do not meet the criteria detailed in this document
- * From commercial organisations
- * From voluntary and community groups that do not support people from the Bassetlaw District
- * From statutory services that have been cut that were previously the responsibility of a different organisation

How Applications are assessed

Complete Applications

If an incomplete application is received, this will be returned to you, which could cause a delay to your application. You will be given **3 working days** to send us the missing information. Some helpful tips on completing the form are listed below:

- * The main and senior contacts should be different people and the senior contact must be in an appropriate position
- * Each contact must provide a landline telephone number
- * The accounts section on Page 4 of the Application Form should be fully completed. If you are a new organisation which has been running for less than 15 months, you should provide a projection of your income and expenditure and include the amount you are requesting from us
- * The budget table in Part 3 of the Application Form (page 9) should be completed in full, including totals and the amount you are requesting from us.

The Bassetlaw Clinical Commissioning Group Grant Aid Criteria

Below are Bassetlaw Clinical Commissioning Group Grant Aid criteria. During the assessment, how well your request meets at least one or more of these criteria will be considered in order for it to be accepted for a grant:

1. Preventing People from Dying Prematurely
2. Enhancing the Quality of Life for People with Long Term Conditions
3. Helping People to Recover from Episodes of ill Health or Following Injury
4. Ensuring People have a Positive Experience of Care
5. Treating and Caring for People in a Safe Environment and Protecting them from Harm
6. Integration of Services
7. Health Citizenship, Self-Care, Emotional Resilience and Self-Management of Own Health
8. Transport
9. Loneliness and Isolation
10. Workforce Development
11. Communication and Engagement
12. IT and Digital

During the assessment, the following factors will be assessed to help us reach a decision:

- * The request meets a stated priority(ies) of the Bassetlaw Clinical Commissioning Group, Bassetlaw Accountable Care Partnership (ACP) and/or meet an identified need within the local community
- * Your outcomes are clearly identified and deliverables are SMART (Specific, Measureable, Achievable, Realistic, Timely)
- * Does the request support reductions in the cost of NHS services either currently or in the future
- * Does the request support improvements in the effectiveness of existing services
- * Does the request offer good value for money
- * Ensure the request does not duplicate other local services, therefore reducing inefficiency
- * The request supports people who reside in Bassetlaw
- * Whether or not you are currently in receipt of Bassetlaw Clinical Commissioning Group funding

The Bassetlaw Clinical Commissioning Group Grant Aid fund is a limited fund and it may not be able to support all of the applications it receives. The scoring system is designed to fairly decide who to award the grants to. More points are given to applications that:

- * Show strong evidence of need
- * Meet more of the criteria

Each application will be assessed equally and fairly.

Policies and Insurances

Projects Working with Children, Young People or Vulnerable Adults

If you are applying for a project/activity/capital to work with children, young people and/or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. It is **your responsibility** to have acceptable safeguarding policies and procedures in place which you may be asked to produce if you are offered a grant.

The NSPCC has produced an effective guide for organisations to safeguard children called 'Firstcheck'. You can find out more at www.nspcc.org.uk or you can buy a copy by calling NSPCC Publications on 020 7825 7422.

Insurance and Safety

You may need public liability insurance or qualified leaders depending on the project/activity/capital that you are proposing. It is **your responsibility** to ensure you have adequate insurance in place.

This should include cover for any assets you buy or events and activities you run using the grant. You may be asked to produce your policies at any time.

If your project/activity involves a dangerous sport or activity, your organisation **must be** affiliated to a governing body.

Equal Opportunities

It is expected that projects/activities/capital will be open to all who want to be involved, unless you can give a good reason why this should not be the case.

If there are any restrictions to who can take part, you should explain why in your application, so that it can be considered whether this is acceptable.

Your application should show your commitment to Bassetlaw Clinical Commissioning Group equity of access. You may be asked to show your organisations Equality and Diversity policy during the course of your project/activity/capital.

What happens if you receive a Grant offer?

Confirming the Grant

Bassetlaw Community and Voluntary Service will write to you to confirm the grant offer and request that payment is made to by you by Bassetlaw Clinical Commissioning Group.

Monitoring Your Grant

If your request is funded, you will need to complete an End of Grant monitoring Report detailing how your grant has been spent and what has been achieved, by the 31st March 2019. Please make sure that you get receipts for all of the items or services you buy with the grant and that you keep them somewhere safe as you may be asked to provide them. Please keep Bassetlaw Community and Voluntary Service up to date if your request or any of your contact details change at any stage during your grant. Please also inform us if you are at risk of not achieving your project/activity/capital spend by 31st March 2019.

Supporting Documentation

Voluntary and Community Organisations

The following documents need to be supplied along with your application form in order for your proposal to be considered by the board.

- A copy of your organisations latest approved and independently examined annual accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If your organisation has been running for less than 15 months, you may not be able to give this to us. In these cases we will accept a 12-month financial projection for the year when you will be spending the grant.
- The latest edition of your organisations' Annual Report (if applicable).
- A copy of your organisations' governing document, constitution or set of rules.

Bank or building society account requirements

- * You must have a UK based bank or building society account in the name of the organisation that submits the application and will carry out the project.
- * At least two people are required to sign each cheque or make a withdrawal (including debit card or internet purchases and cash withdrawals).
- * If any signatories are related or live at the same address, written confirmation from your bank or building society will be necessary to demonstrate that these people cannot authorise payments together.

Internet bank

If your organisation uses an internet account, original, paper statements will need to be presented. You will need to ask your bank or building society to send these to you, as **downloaded versions will not be accepted.**

Two people will be required to authorise a payment. If any of the people who can authorise a payment are related or live at the same address, we will need written confirmation from your bank or building society that they cannot authorise the same payments.

New organisations

If your organisation has been running for less than three months, original statements you have received from your bank or building society will need to be provided (or certified copies of all the pages from your building society passbook that have transactions on them).

An original letter from your bank or building society showing your account details and when the account was opened will also be required.

If the Application is Unsuccessful

All applications received are in competition with each other and it is understandable that you will be disappointed if you are not offered a grant.

If your application is not successful, you will be written to detailing the reasons why.