

Hammersmith and Fulham Clinical Commissioning Group (H&F CCG)

Voluntary & Community Sector Grants Programme 2016/17

Guidance Notes

INTRODUCTION

Hammersmith and Fulham Clinical Commissioning Group (H&F CCG) has commissioned Sobus to manage a Health and Wellbeing grants programme for voluntary and community sector organisations to deliver projects in Hammersmith and Fulham.

This is a new programme and the funding will be for 12 months. The success of this programme will be evaluated during the course of 2016/17 in order to determine whether it should continue in 2017/18.

SCOPE AND PURPOSE

Sobus will administer a grant pool of up to £100,000 (one hundred thousand pounds). This will be allocated to local organisations whose applications are successful and who are able to demonstrate that they can deliver health and wellbeing services in Hammersmith and Fulham. The maximum allocation for any one project is £15,000 (fifteen thousand pounds).

The target population is people registered with General Practitioners (GPs) in Hammersmith and Fulham CCG area, particularly those groups listed below.

Organisations eligible for funding must demonstrate how they will support one or more of the following project objectives. These have been developed from the overall strategic objectives of the CCG which can be found on the CCG [website](#)

1. Enabling people to take more control of their health and wellbeing through information and ill-health prevention
2. People with long term conditions are supported to manage their conditions in the community
3. People are supported and given the information to ensure that they know what services are available and how they are able to access them, including improving access to primary care.
4. Supporting patients and/or carers through the last phase of life
5. Improving and supporting communities and residents mental health and wellbeing
6. Support residents and communities to have a strong voice through community and CCG structures

Please note: we would welcome project applications that target specific 'seldom-heard' groups and communities including:

- Homeless
- Lesbian, Gay, Bisexual and Transgender
- Older people
- Carers
- Those that do not speak English as a first language

ADDITIONAL INFORMATION

- All successful organisations must attend a workshop on how to complete the monitoring framework, prior to the start of the grant. Attendance is a condition of the grant.
- Monitoring (including budget monitoring) will be required on a quarterly basis. Projects must be completed and final reports submitted by Friday 28th April 2017.
- All successful organisations are expected to consider how the impact of their project will be sustained beyond the lifetime of the project and include recommendations in their final reports.
- All successful organisations are expected to attend an event to discuss lessons learnt and ways forward.
- Priority will be given to voluntary and community groups based in H&F working with residents in the borough. Groups that work with residents in H&F but that are not based in the borough can still apply.
- Support is available for organisation's that need help completing the form from support@sobus.org.uk
- Reasonable volunteer expenses can be included.
- This is 12 months of funding and there is no commitment by H&F CCG beyond that.
- The panel reserve the right not to award full amount.
- The panels decision is final.
- H&F CCG are working in partnership with London Borough of Hammersmith and Fulham (LBHF) and if funding is not awarded your application may be passed to LBHF to be considered under their Fast Track programme.
- Grants will be paid in four stages as set out below.
- An outcome framework is currently being developed. Organisations will be expected to use the outcome framework alongside the delivery of the projects outcomes.

ELIGIBILITY

- Local not-for-profit community or voluntary groups
- Proven track record in delivering health and wellbeing services in the geographical areas, for the benefit of local communities, in particular those listed above
- Partnership projects between voluntary sector organisations are encouraged. Please indicate the lead organisation that will be accountable for the project. This means the lead organisation will be responsible for (a) receiving the grant through a business bank account, (b) managing the budget, (c) monitoring project activities and (d) submitting the final report.

HOW TO APPLY

Application form

All applicants need to complete an application form. Forms are available to download from Sobus [website](#)

The application form contains recommended word limits; please be concise and objective. The information you provide must include:

- Geographical area covered and demographics of target population (such as age, gender, ethnicity, disabilities, and so forth)
- Outputs (that is, activities and services that will be provided)

- Delivery plan and timeframe
- An indication of which of the programme outcomes you will meet and any additional outcomes. That is, what are the changes or benefits that your project aims to achieve? If additional outcomes are stated you will need to show how you will measure those outcomes.
- Networking or partnership building with other organisations/stakeholders

ASSESSMENT

- All applications will be submitted to a Grants Panel for assessment against the criteria that compliments the H&F CCG strategic priorities.
- The Grants Panel is constituted by H&F CCG Governing Body and staff members, the London Borough of Hammersmith and Fulham and one independent voluntary sector rep.
- Staff from infrastructure support organisations operating in the geographical areas covered by the grants program, are not involved in the decision-making process to avoid conflicts of interest. Therefore Sobus has no influence on the decisions made.
- If needed, short-listed organisations might be invited to a face-to-face interview before a final decision is reached by panel members.

TIMETABLE

ACTIVITY	DATE
Grants advertised	Monday 18 th January 2016
Support for applications	From Monday 18 th January 2016
Deadline for applications	5pm Friday 12 th February 2016
Grants Panel assessment of applications	Week commencing 22 nd or 29 th February 2016
Applicants notified	Week commencing 7 th March 2016
Contracts signed	Week commencing 7 th and 14 th March 2016
Monitoring and Evaluation Training	Thursday 14 th April 2016
Projects start and end dates	1 st April 2016 - 31 st March 2017
Payments x 4 1 st payment when contract signed Remaining payments on submission of interim reports	April 2016 June 2016 September 2016 January 2017
Reporting – activities & finance Interim Monitoring report Final report	Quarterly reporting starting in June 2016 September 2016 April 2017
Events Presenting and learning	To be confirmed

CONTACTS

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