Supporting Older People and Reducing Pressure in Hospitals

Application Guidance Notes

Social Investment Business

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V1.0













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Section 1 – Key Information

Our objectives

We are excited by the potential of services that use social action to help older people stay well, manage their conditions or recover from illness or injury, and thereby reduce pressure on hospitals.

Currently such services are typically small in scale, piecemeal and often not robustly evaluated.

The Cabinet Office's <u>Centre for Social Action</u> and NHS England, Monitor, the NHS Trust Development Authority (TDA), the Association of Directors of Adult Social Services (ADASS) (from now on referred to as the Tripartite) are therefore launching a £2 million fund.

Our objective is to scale up and robustly test a small number of social action services over winter 2014/15, with a view to mainstreaming successful interventions. By March 2015, we want each project we fund to have:

- 1. Made an impact in its local area/hospital over winter 2014/15.
- 2. Developed a robust evidence base on its effectiveness.
- 3. Laid the foundations for the service to continue and grow on a long-term, mainstream basis.

What we are looking for?

Your project must meet our eligibility criteria (for instance, it must focus on England, and volunteers must be core to your proposed delivery model). Section 1 of the application form below sets out the eligibility criteria in full.

We will prioritise bids which:

1. Are likely to have the impact we are looking for, at good value for money – section 2 asks about this, and is worth 40% in bid evaluation. We will look for bids that fit with our desire to scale up services that are currently promising but small scale. We will look for bids which have a well-evidenced or well-reasoned theory of change – a persuasive argument for why the activity proposed will have the impact we are looking for. The outcomes we are interested in are: a) reductions in A&E attendance, b) reductions in emergency admissions to hospital, c) reductions





in delayed discharges from hospital, d) reductions in emergency readmission to hospital, e) improved patient experience.

- 2. Will be able to robustly measure the impact of their programme section 3 asks about this, and is worth 10% in bid evaluation. We will appoint an external evaluator to work with the projects we fund, and applicants will be able to speak to that evaluator at workshops during the bidding process (see timeline below). We want to be sure you have the capacity to engage fully with that evaluation and that your project is designed in such a way as to enable collection of useful data.
- 3. Are integrated into local health and care systems' wider plans section 4 asks about this, and is worth 20% in bid evaluation. We will look for backing from the relevant Urgent Care Working Group(s), alignment with local resilience plans, and partnership working between key players in the system (providers, commissioners, local authorities, voluntary sector organisations and social enterprises (VCSEs) and others).
- 4. Have a plan for funding in the long term section 5 asks about this, and is worth 15% in bid evaluation. We want our funding to be a springboard for effective projects, helping them secure long-term funding from the local health and care system. We do not want to fund projects which will collapse when our funding runs out as we want to support the development of sustainable plans which will have a positive and on-going impact for patients. So, for instance, we will reward bids that can leverage in match-funding from local partners, and will work with applicants who want to think through how they could be funded on an outcomes-basis in future (i.e. with payment linked to the outcomes they achieve).
- Have the capacity to deliver section 6 asks about this, and is worth 15% in bid evaluation. You will need to be able to set up your project quickly, and have strong performance management skills in place to ensure outcomes are met.

Eligibility criteria

You must be able to state:

- 1. The benefits of my proposal focus only on England
- 2. Volunteers are core to the delivery of the service I am proposing
- 3. I have discussed this proposal with the relevant local Urgent Care Working Group(s), and am attaching a letter of support from them



- 4. The organisation(s) submitting this proposal are in a position to accept a grant offer by July/August 2014 and spend this by end of March 2014
- 5. The money I am applying for will be used primarily to fund revenue costs, with no expenditure on capital items with a value in excess of £5,000
- 6. I can confirm that the proposal complies with **State Aid guidelines.**

Application process

- Applicants must register their interest as soon as possible by visiting sibgroup.org.uk/hospitalfund.
- Applications must be received no later than noon on Friday 13 June 2014, and you must be confident of your ability to set up and deliver your project so that it is fully operational by winter (October to March: 2014/15).

A full timeline is set out below. Please note that the timescales could be subject to change.

Timeline	
April 2014	Fund launched. In parallel, local NHS and social care organisations will be thinking about how they manage winter pressures on the NHS in 2014/15. In the next few months, the Tripartite will be issuing guidance to local systems on operational resilience and capacity planning for 2014/15.
April 2014	Applicants register their interest at sibgroup.org.uk/hospitalfund
May 2014	Workshops for applicants to help you understand what we are looking for. All potential applicants are encouraged to attend one of these workshops.
13 June 2014	Deadline for applications. Later in the summer, local Urgent Care Working Groups are expected to submit their draft plans for operational resilience and capacity planning for 2014/15 – the Tripartite will expect to see integration between those plans and the proposals submitted to this fund.





End June 2014	Announcement of successful applicants
July 2014	Subject to due diligence checks, first grant payments, and discussion between projects and programme evaluator to ensure projects can be robustly evaluated
July 2014 onwards	Project delivery and evaluation. If you are successful in winning funding, we will need you to commit to sharing data and supporting us to disseminate learning from the project.

Have a question?

- Please email <u>info@sibgroup.org.uk</u>. We will publish your question and our answer on a regularlyupdated online Q&A at <u>sibgroup.org.uk/hospitalfund</u>.
- You will be able to ask us further questions at the regional workshops we run in May. Find out more at <u>www.sibgroup.org.uk/hospitalfund/events</u>.





Section 2: Application Form Guidance

This section gives detail on the questions in the application form that may need further clarification. If you have a question that is not covered below please call the enquiry line at 0207 842 7788.

Eligibility checklist

- The benefits of my proposal focus only on England. Answer Y/N
- Volunteers are core to the delivery of the service I am proposing. Answer Y/N
- I have discussed this proposal with the relevant local Urgent Care Working Group(s)*, and am attaching a letter of support from them. Answer Y/N
- The organisation(s) submitting this proposal are in a position to accept a grant offer by July/August 2014 and spend this by end of March 2014. Answer Y/N
- The money I am applying for will be used primarily to fund revenue costs, with no expenditure on capital items with a value in excess of £5,000. Answer Y/N
- Can confirm that the proposal complies with State Aid guidelines**. Answer Y/N

* **Guidance for applicants**: urgent care working groups are non-statutory networks comprised of all relevant stakeholders in the local urgent and emergency care system. They are responsible for overseeing plans for how local health and care systems will spend the non-recurrent funding made available to address additional pressures on the system over 2014/15.

****State Aid guidance**: Will the social action project you propose result in creating any goods or services which could affect trade between EU member states? If yes, if your organisation has received state aid during the current and preceding two financial years, please list – amount, financial year offered, description of service. <u>More information on state aid</u>.





Your Proposal

Through this section we want to understand some of the details of your proposal. We are particularly interested in assessing:

- How well your proposal fits with our desire to scale-up and robustly test services that are currently promising but small scale
- How likely you are to have the impact we are interested in
- Whether your proposal represents value for money

This section is worth 40% of evaluation.

Question 1

Please describe the existing service/initiative that you plan to build on/scale up through this proposal, and how our money will help you do that? (Maximum 500 words)

We want to provide funding to projects that:

- can mobilise/scale-up rapidly, and
- can give us some confidence they will have the impact we're looking for
- can use our support to move from the margins to being a mainstream way for the NHS to manage pressure on hospitals

That means:

We are interested in funding projects which	We are unlikely to fund projects which
build on an existing service or existing set-up work, for instance by scaling up the service to reach a larger group of people or operate across a larger geography	might be a great idea but have little chance of getting set up in time to have an impact over winter 2014/15









are building on services with some promising indication of impact, or are innovations with a well- evidenced hypothesis for why such a service should work	are totally untried and untested, with little evidence to back up the hypothesis that they will work
are innovations or are building on small-scale existing services, and therefore have significant potential to be scaled up	are already operating at scale in a mainstream way across the NHS

- Please use this box to describe what you are currently doing, including the number of people your service currently helps and over what geography
- Then tell us briefly about how our money will build on, scale-up or adapt that service. For instance, will our money help you reach more people? Operate over a larger geography? Operate more hours per week?
- We will consider applications for funding where the service being proposed is new, but where we would be building on and catalysing long-standing local discussions/planning for an exciting new service. If your project fits into this category, please tell us about the discussions/planning that has taken place to date, and how our funding would add to this.

Question 2

We want to fund projects which we think are likely to have the impact we are looking for. This means:

We are interested in funding projects which	We are unlikely to fund projects which
identify a defined target group and sets out why the proposed service is particularly likely to work for them	identify a target group that is unclear or ill- suited to the proposed service











propose a service backed up by a persuasive hypothesis as to why it will have the impact suggested, or by evidence from any existing services that are being built on	provide an unclear or unconvincing hypothesis as to why the proposed service would have the intended impact, with no evidence that any existing service you are building on has had a similar impact
set out a plausible service that convincingly puts all this thinking into operation	set out a service that does not reflect this thinking, or seems unlikely to operate effectively
propose to have an impact at sufficient scale to be robustly evaluated or have a wider impact on policy/practice	propose to have an impact at a scale which is too small to be robustly evaluated or have a wider impact on policy/practice

Question 2a

Please describe the service that you would provide in the area where you use our funding. (maximum 600 words)

Please include:

- How people will be referred to your service, or if they are not being referred, how you will work with them
- What service they will receive, and where
- How you will deliver it, including the role played by volunteers and/or. paid staff
- Your partnership working





Question 2b

Who will be eligible to benefit from this service? And why have you focused on this group? (Maximum 500 words)

- Please be as specific as possible about the group you intend to target. For instance, do you intend to support older people who live alone, or people with a specific long-term condition? Or do you plan to make your service available to all older people over a certain age?
- Please tell us why you have chosen this group and how you identified their specific needs. You
 might, for instance, have chosen a particular group because they are more likely to need health and
 social care services over winter, or because your service is more likely to meet their needs, or your
 choice might be determined partly by the practicalities of referral mechanisms

Question 2c

What is the expected scale/reach of this service? (Maximum 300 words)

- Please tell us what geographical area you plan to cover with your service, being as specific as possible. For instance, you might plan to cover a particular local area, or operate in a particular hospital/group of hospitals/community/communities.
- Please also tell us how many people you envisage helping over August 2014 March 2015.

Question 2d

What is the likely impact of this service? (e.g. A&E attendance, emergency admissions, delayed discharge, readmissions, patient experience) (Maximum 200 words)

- NB you do not need to have an impact on all these indicators. Please choose those which you think you are most likely to have an impact on, and would be happy to be measured against
- Please also tell us about any other positive impact you think your service might have

Question 2e

Why do you think the service you have described will have this impact? What is the evidence for this?

(Maximum 500 words)



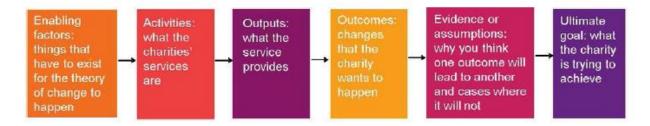


- What evidence is there, if any, that what you are proposing will result in the outcomes we are interested in (e.g. reductions in A&E attendance, emergency admissions, delayed discharge & emergency readmissions, or improved patient satisfaction)?
- What is your 'theory of change' your thinking on why the activity you are proposing will lead to these outcomes? Find out more about theory of change at **sibgroup.org.uk/impact/help/plan**.

Theory of change

New Philanthropy Capital provide guidance on writing a theory of change in "*Theory of Change: The beginning of making a difference*" written by Angela Kail and Christopher Lumley (April 2012). You can access this at <u>thinknpc.org/publications/theory-of-change</u>.

Your theory of change should outline how the outputs of your social action project lead to your intended impact. This is usually presented in a series of chains, like the one below (also from the above named publication).



You may have one overarching ultimate goal, but you will have a number of different outputs and activities for your social action project. You can see an example theory of change on the NPC website address above.

You do not need to set out your thinking using the language/examples above, but we do want to be able to understand clearly **why** the project you are proposing would lead to the impact you suggest.

Organisations can submit a diagram showing their theory of change as a supporting document. This is not compulsory and is simply an option available to applicants.

Measurement of Impact

Through this section we want to know how well placed you will be to robustly measure the impact of your programme.





This section is worth 10% in bid evaluation.

We will appoint an external evaluator to work with the projects we fund, and applicants will be able to speak to that evaluator at workshops during the bidding process (see timeline below). We want to be sure you have the capacity to engage fully with that evaluation and that your project is designed in such a way as to enable collection of useful data. That means:

We are interested in funding projects which	We are unlikely to fund projects which
give us confidence that the organisation has the thinking, culture, people and processes in place to collect the data needed and work effectively with an external evaluator	give us concerns about the organisation's thinking, culture, people and processes on collecting/analysing data and ability to work with an external evaluator

Question 3

Please tell us what data you collect, and how, from any relevant service(s) that you currently run and which you plan to scale up/build on with this funding (Maximum 300 words)

Please include:

- What data you routinely collect
- How you collect this
- How is this stored
- Who currently collects your data
- Additional data that you will collect as a result of this grant

Question 4

How would you envisage working with the external evaluator we plan to recruit? (Maximum 300 words)





We will be appointing an external evaluator, and will ask them to work with successful applicants to design a robust evaluation strategy for your service. Here we would like you to set out your starting point on:

- Who in your organisation would be responsible for working with the evaluator, and how much time they would be able to devote to it
- What data you believe you would need to collect, and how you envisage collecting it

Integration with the wider health and care system

Through this section we want to assess how well integrated your proposals are with the wider plans of your local health and care system.

This section is worth 20% in bid evaluation.

We are interested in funding projects which	We are unlikely to fund projects which
are integrated into the wider health and care	are not integrated into the wider health and
system, with senior-level buy-in from key local	care system, and do not have senior-level buy-
players, and a high likelihood of the service	in from key local players, resulting in doubts
therefore operating effectively and being sustained	about the service's ability to operate effectively
in the long term.	or be sustained in the long term.

Question 5

Please describe how your proposal fits into the broader plans and priorities of the key players in your local health and care system (Maximum 500 words)

- As a minimum, to be eligible for this funding you must provide evidence that your local Urgent Care Working Group(s) is endorsing your proposal (see section 1 above). You can use this space to set out other local priorities/work streams, and how this proposal fits with those
- You can also use this space to set out any partnership working involved in your proposal



Sustainability

Through this section we want to understand how well placed you are to ensure your service's sustainability beyond 31 March 2015, when this funding runs out.

This section is worth 15% in bid evaluation.

We are interested in funding projects which	We are unlikely to fund projects which
give us strong confidence that the service is sustainable: building on existing funding relationships, with a convincing plan for funding the service after 31 March 2015, and ideally match- funding secured	give us concerns about the sustainability of the service, because they: do not build on any existing funding relationships, have secured no match funding, and have unconvincing plans for securing funding for the service beyond 31 March 2015

Question 6

Please briefly outline the current funding model for any existing relevant services you deliver which you would be building on/scaling up/adapting with this proposal? (Maximum 300 words)

Please set out:

- Who currently funds you
- How much funding you receive
- The timeframe over which you have received/will receive this funding (e.g. 'contract from April 2012 to March 2015')
- If your proposal is to use our funding to build on long-standing discussions/planning for a new service, rather than scaling up/adapting up an existing one, please explain here.

Question 7

If we choose to fund your proposal, our funding will stop on 31 March 2015. How do you envisage funding your service thereafter? (Maximum 300 words)





Please include:

- Who you envisage funding your service after 31 March 2015
- Why you think they might fund you (including any indication from them that they are interested)
- Your plan for securing that funding between now and 31 March 2015.

Question 8

Please list any match-funding from external sources you have secured against any grant from this fund (maximum 300 words)

It is not a requirement for you to secure match funding, but it will count heavily in your favour if you do, as an indication of local buy-in and likelihood of future sustainability. Please list amounts of all match funding applied for, the name of funder/investor/commissioner, indicating if this is match in-kind or cash and if the funding has been secured yet.

Question 9

Please list any other recent funding proposals you have made to other government departments/ or any external organisations for this kind of work in the locality in question. (Maximum 300 words)

Please list the name of the funding body, investor or commissioner, how much you have applied for, what your bid was for, and whether or not you have been successful, unsuccessful or are still awaiting news

Question 10

Would you be interested to explore how your project could be funded on an outcomes-basis from 2015 onwards (e.g. through a social impact bond)?

You may want to consider seeking to fund your service from 2015 onwards on an outcomes basis – i.e. with the commissioner of your service funding you partly on the basis of the outcomes you achieve. If so, we may be able to help you with advice and development funding.





If you are interested in discussing this further, please let us know here. Your answer will not affect how your bid is evaluated.

- No, I am not interested
- Yes, I am interested and would welcome the opportunity to discuss

Capacity to deliver

Through this section we want to understand how well placed you are to deliver on your proposals.

This section is worth 15% in bid evaluation.

We are interested in funding projects which	We are unlikely to fund projects which
give us confidence in the experience of key staff and the roles they are being assigned to	give us concerns about the experience of key staff and the roles they are being assigned to
set out a comprehensive mobilisation plan that gives us strong confidence the organisation will be able to mobilise in time to have an impact by winter 2014/15	give us concerns that the organisation will not be able to mobilise in time to have an impact by winter 2014/15
give us strong confidence that the organisation would be capable both of spotting any dip in performance, and addressing it	give us concerns that the organisation would not be able to identify a dip in performance or address it

Question 11

Who will be directly responsible for the day-to-day running of the project, and what is their experience? (Maximum 400 words)

Please set out:





- Names and positions of relevant staff
- Their experience
- If relevant, details of roles you plan to recruit to fill

Question 12

We plan to confirm grants to successful applicants in early July. We want the projects we fund to be fully operational by winter 2014 (Oct 2014 to Mar 2015) – so between July and winter projects will need to set up/scale up at speed. Please set out your mobilisation plan detailing how you will set up/scale up your project between having your grant confirmed and winter 2014.

We want to be sure that you have a good understanding of, and robust plans in place for, what you will need to do if you are to scale up/adapt your existing service in time to be delivering a high-performing service by winter 2014/15. You might want to include:

- Recruitment of staff / volunteers
- Formation of relationships / referral mechanisms with other organisations
- Liaising with external evaluator
- Setting up processes for data collection

Question 13

How will you know, during the delivery of your project, whether or not it is having the impact you intend? And how would you act to improve performance if necessary? (maximum 500 words)

We want to be confident that your service will have the impact you hope it will, and that you will be able to turn things round if your impact isn't as good as expected. So we want to be sure you will be able to spot when things aren't going as planned, and act to manage performance upwards if necessary.

Question 14

Please specify the milestones and key deliverables for your proposal in the project plan template.

Your project milestones need to take into account timeframes and deadlines for delivery of outputs and activities. It needs to link to the proposed spend and the overall budget for your project. Your project will





be monitored and assessed against these milestones and this will form part of the grant contract if we do make you an offer.

Question 15

Please provide a budget breakdown for your project.

Please provide us with the cost heads (e.g. staff, travel, training) for your project. We might require you to provide us with more detail on your spend profile during the assessment process, if you are successful at the initial stage.

Question 16

Please complete the table below to show your organisations recent financial track record for the last financial year for which you have audited accounts and management figures for the current year to date.

Please enter your financial information in the table provided. We might ask for a copy of your audited accounts and management accounts during the assessment process, if you are successful at the initial stage. You can use the additional space to provide narrative to clarify the figures provided or the complexity of accounts in your organisation. If you have any trouble completing this section, please call our enquiry line.





Section 4 - Selection Process

Applications received will at first instance be reviewed to ensure the information in the body of the application matches the responses in the eligibility checklist.

Eligible applications will then be scored in line with the guidance set out above.

Shortlisted applicants will be interviewed.

Acceptance of funding

Please note there may be slight alterations to this process for Local Authorities, hospital trusts and other public bodies

All successful applicants will be notified by 30 June. If you are successful in your application you will be required to accept the offer of funding within one month of the date of the offer letter. During that time we may also ask you to work with the independent evaluator to ensure that your project can be robustly evaluated. Any offers not accepted within this timescale may be withdrawn unless an extension to the offer has been agreed in writing (email and letter).

To accept our offer the lead organisation must sign both copies of the offer letter and terms and conditions, returning one copy to us and keeping the other for your records.

You must send us a certified copy of a Board resolution accepting the investment offer and authorising specific individuals to sign the Offer Letter and draw down requests. We can provide a sample Board resolution to successful applicants on request.

In addition, we will require:

- An original bank statement (less than 3 months old) for the account into which the funds will be paid. This account must be in the legal name of your organisation. We will copy it and return to you.
- A completed Bank/Building Society Account Details Form. This form asks you to provide some information about your bank account and account signatories. You will need to take this form to your bank and have them counter sign this.





As well as this general documentation we may require other evidence as specific pre-conditions relating to your investment and this must be provided before the drawdown of funds. For example, we would require confirmation that any relevant match funding that your proposal is reliant on is secure.

Please note there may be slight alterations to this process for Local Authorities and other public bodies.

Your Offer Letter will provide more detailed guidance on the documents required in order to draw down your grant.

Unsuccessful applications

All unsuccessful applications will be informed by 1 August. Due to the high volume of applications that we are likely to receive we will not be able to provide detailed verbal feedback on unsuccessful cases. We will however write to applicants indicating the key reason for the application being unsuccessful.

Please note that the decision will be final.

If you have a complaint about the way your application is handled we suggest you contact your Grants Executive listed in the Offer Letter in the first instance. If you cannot resolve the matter then follow our complaints process as detailed at <u>sibgroup.org.uk/contact-us/complaints</u>.





Section 5 - Reporting and Monitoring

Drawing down money

Payment will be made according to the payment schedules agreed in the grant agreements, outlining milestones and deliverables required for the programme. Payment will be made quarterly. Payments will not be made if required milestones have not been achieved. Changes to payment schedules can be made, but will need to be agreed by both parties.

When you have fulfilled your pre-conditions you can then start to draw down the money. All agreed funding must be drawn as agreed and spent within 3 months of receipt of funding at each instalment. Each grant schedule will vary but our expectation is that 25% will be released before 1 September 2014 and the remaining 75% before 31 March 2015.

A Drawdown Request Form will be included with your Offer Letter. When you are ready to drawdown the money you need to complete this form, attach any evidence requested and ensure it is signed by someone who is authorised by the Board Resolution / Management Committee minutes before submission to us.

Funds will be transferred to your bank account within 6 to 10 working days after the receipt of your Drawdown Request Form.

Monitoring requirements

It is a condition of any investment awarded that recipients must submit information relating to expenditure, achievement of milestones and evaluation and any other subject related to the investment. We may ask you to take part in follow up surveys and provide materials for case studies and other publicity so that other organisations can learn from your work.

In addition to the regular reporting, successful applicants will also need to provide ad hoc information about programme delivery. Social Investment Business will aim to give as much notice as possible.





Section 6 - Background Information

Centre for Social Action

The Cabinet Office Centre for Social Action was launched in April 2013 and will invest around £40 million in 2013/2014 and 2014/ 2015, to identify and accelerate the development and spread of social action initiatives which can help tackle key public service delivery challenges by:

- identifying social action innovations;
- supporting organisations with promising initiatives to scale up and become sustainable;
- developing the evidence base on the impact of social action based interventions;
- working with policy makers and those delivering public services to help them understand the value of individuals and communities to their service offer; and
- mobilising large numbers of volunteers by making the ask appealing and the act easy and rewarding.

More information on the Centre for Social Action can be found at gov.uk/centre-for-social-action.

Social action can broadly be defined as practical action in the service of others, which:

- is carried out by individuals or groups of people working together;
- is not mandated and not for profit;
- is done for the good of others; individuals, communities and/or society;

is bringing about social change and/or value; and includes the giving of time and money.

Tripartite Group

In May 2013, NHS England, Monitor and the NHS Trust Development Authority put in place tripartite arrangements to oversee the development and implementation of local improvement plans for the delivery of the A&E standard. Together it also oversaw winter resilience planning for 2013/14, and is leading on operational resilience planning for 2014/15. The Association of Directors of Adult Social Services is also represented in the group, although it is still referred to as the 'tripartite'.





The Social Investment Business Group

The Social Investment Business Group (SIB Group), the largest social investor in the UK, exists to help social enterprises, charities and community organisations do more of what they do best – supporting people and communities most in need.

The Social Action to Reduce Pressure on Hospitals Fund is administered by the Social Investment Business on behalf of the Cabinet Office Centre for Social Action.

The SIB Group also manages the Futurebuilders Fund, Social Action Fund and the Investment and Contract Readiness Fund on behalf of The Office for Civil Society, the Social Enterprise Investment Fund for the Department of Health and the Communitybuilders Fund which was endowed to parent charity the Adventure Capital Fund by the Department for Communities and Local Government.

Have a question?

Call our enquiry line on 0207 842 7788 or email info@sibgroup.org.uk.

