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### NHS BERKSHIRE WEST CLINICAL COMMISSIONING GROUP (CCG) FEDERATION

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## **Partnership Development Fund (PDF)**

### **Funding Criteria 2016-2017(18)**

#### **1) Vision and Aims of NHS Berkshire West Clinical Commissioning Groups Federation**

The South Reading, North West Reading, Newbury and Wokingham Clinical Commissioning Groups (CCGs) have a clear purpose; to work collaboratively with partners and service providers to improve the health of the local population and reduce health inequalities.

The prime objectives for the CCGs as set out in our 5 year strategic plan 2014-2019 are:

- Improving the outcomes and experience for people and
- achieving financial sustainability for the health and social care system.

By the first quarter of 2016/17 we will expect to be in a position to be able to define locally appropriate models of care which offer innovative solutions to support delivery of these objectives in the context of the Five Year Forward View (NHS England October 2014), and which address both the financial challenges facing our system, and the increasing demand for services.

Having built on the report published by the Kings Fund of our Frail Elderly pathway programme in 14/15, we will accelerate the design of a new model of care for older people as an exemplar cohort, setting out the options for future models of care and contracting for delivery from Spring/Summer 2016.

The recently established Joint Primary Care Co-commissioning committee will continue to work to realise the vision for primary care services set out in the CCGs' Five-year Strategic Plan and emerging Primary Care Strategy. This strategy anticipates that primary care will play a pivotal role in a more integrated health and social care system, working to prevent ill-health and support people in the community wherever possible.

The increasing number of people with complex health needs is a major challenge and we wish to move to a more to generic integrated pathways with greater joint working across health and care providers. This will require our providers to work together with the public and a range of partners from all sectors including Primary Care, social care and the third sector to create a fully integrated system delivering new care models.

The CCG will continue in its efforts to secure joint commissioning with the 3 local authorities in the West of Berkshire to continue our commitment to invest in services that improve health and well-being prevent ill health and support people better in the community as well as strengthening local communities.

The CCG will also operate systematic commissioning for any additional and specific patient pathways by applying the Partnership development Fund Process to support transparency and consistency. This will entail organisations being invited to apply to support the CCGs patient pathways and

therefore all commissioning intentions will be published to provide fair access to all relevant organisations.

The CCGs, Reading, Wokingham and West Berkshire Councils are in the process of developing an outcomes framework for Youth Counselling services. The CCGs and the local authorities are planning to pool funds to secure Youth Counselling services from 1<sup>st</sup> April 2016. Providers will be required to adhere to the PDF process and timetable detailed below.

The CCG aims to embed the Public Services (Social Value) Act 2012 to improve the economic, social and environmental wellbeing of Berkshire West. The Social Value Act places a duty on Public Services to consider innovative initiatives to support the implementation of the ACT.

We welcome applications for financial year 2016/17 where Schemes can demonstrate innovation that have the potential to become best practice across the area, as well as those with a specific focus on an issue in one CCG area. The Partnership Development Fund aims to support **all age** groups

To support the work of the voluntary and community sector, NHS Berkshire West CCGs will award grants between £500 and £30,000 to fund project and schemes that complement the CCGs commissioning priorities.

The CCG is inviting applications from organisations that can demonstrate that initiatives provide evidence to support “our priorities and commissioning intentions.

## **2) Purpose of the Partnership Development Fund (PDF)**

To provide a source of flexible, time limited funding to support development of innovative schemes by the community and voluntary sector (CVS). These schemes can complement the services offered by statutory organisations, and provide a means of testing new approaches.

## **3) Eligibility**

We invite applications from registered charities, voluntary and community groups, local self-help and support groups and, community enterprises and community interest companies.

Eligible applicant groups that wish to work together on a collaborative project can submit a joint application. In these cases, one of the organisations should be designated as the lead partner willing to hold and distribute the grant should an application be successful.

## **4) Exclusions -We will not accept applications from:**

- Individuals
- Private groups or companies
- Statutory agencies or organisations
- National or Regional charitable organisations unless the application is for a specific project within the NHS Berkshire West area
- Political parties or organisations

- Churches or religious groups if the activity will promote the religion.

**Grants can be awarded towards the following areas of expenditure and related directly to the CCGs funding criteria detailed in table 1 below:**

- Non-recurrent staffing costs for full or part time staff, including recruitment and training (*Remember to include a job description and person specification for the post*).
- Administration – items such as printing, publicity materials, stationery and telephone.
- Equipment –small pieces of equipment but not large scale capital items.
- Premises - rent for premises or hire charges for using a school, youth or community centre or other premises, heating and lighting costs.
- Contribution to the set up costs for one-off Schemes and developmental work.
- Reasonable out of pocket volunteer expenses to support the funding criteria.
- Staff and volunteer training and development that are linked to the funding criteria.

**Please note:** We will make one award per year starting the 1<sup>st</sup> of April for each successful project and this will **not exceed £30,000 per annum**. We will not fund major building Schemes. Grants will not be awarded retrospectively or to cover expenditure incurred before the contractual start date.

\* If your organisation is already in receipt of funding from the Partnership Development Fund, you are still eligible to apply. Applications can be downloaded from the CCGs website or the following organisations:-

Reading Voluntary Action, INVOLVE and Empowering West Berkshire and sent electronically to

[WOCCG.pdf@nhs.net](mailto:WOCCG.pdf@nhs.net)

For any further information, please contact [Sarita.Rakhra@nhs.net](mailto:Sarita.Rakhra@nhs.net)

Application forms must be fully completed, signed and submitted with the appropriate supporting evidence by **11<sup>th</sup> December 2015**.

In addition to your completed, signed and dated application, you must send us:

- A signed copy of your constitution, Articles of Memorandum, or set of governing rules for your group
- A copy of your organisation's equal opportunities and diversity policy
- Your latest set of accounts or most recent management accounts
- If you wish another organisation to hold a grant on your group's behalf, please enclose a letter from that organisation agreeing to this arrangement

- If you are applying to fund one year’s funding for new or existing staff post, you must include a copy of the job description and person specification.
- Safeguarding Policy.
- Confirmation of current DBS checks for relevant staff and volunteers

**TIME-TABLE**

<b>ACTIVITY</b>	<b>DATE</b>
<b>PUBLICATION OF THE CCGS COMMISSIONING INTENTIONS – WEBSITE</b>	<b>30<sup>th</sup> OCTOBER 2015</b>
<b>THE APPLICATION FORM WILL BE AVAILABLE TO COMPLETE ON THE CCG WEBSITE.</b>	<b>2<sup>th</sup> NOVEMBER 2015</b>
<b>CCG TO RECEIVE COMPLETED APPLICATIONS BY 5.00PM</b>	<b>11<sup>th</sup> DECEMBER 2015</b>
<b>ASSESSMENT OF APPLICATIONS BY THE FUNDING PANEL</b>	<b>11<sup>TH</sup> JANUARY 2016</b>
<b>REPORT TO QIPP AND FINANCE</b>	<b>26<sup>th</sup> JANUARY 2016</b>
<b>SUCCESSFUL APPLICANTS WILL BE NOTIFIED</b>	<b>8<sup>TH</sup> FEBRUARY 2016</b>

**5) PDF Selection Process**

The 2016/17 PDF process will be overseen by the Director for Joint Commissioning and grants will be allocated based on the organisation’s ability to meet the CCGs Commissioning intentions. The CCG’s funding panel will include a lay member, GP Clinical leads, an Operations Director, Finance Lead, Contract Lead, Public Health lead and the Voluntary Sector Commissioning Lead.

This panel will assess applications on the merit that the organisations can target the priority CCG groups as detailed above and the matrix below will be used to score applications in a fair and consistent manner. Applications will be ranked by the scores awarded to them against the criteria in the matrix.

In order to enact this process, sufficient checks and audit trail will be put into place to record the CCG’s decisions to fund organisations to maintain transparency and equality and equity of access for PDF funds.

## **6) NHS Berkshire West CCG Federation Commissioning Intentions**

The CCG welcomes applications for funding that will support our work in the following key areas:

The Berkshire West CCGs remain committed to the vision of keeping people well and out of hospital through joint working and service integration. The intention is to work with providers, local authorities and patients to ensure that care is safe, of a high quality, affordable and delivered in the most appropriate setting.

The CCGs will be working to ensure that their commissioning activities over the coming years deliver improved outcomes these include

- Reducing years of life lost for treatable conditions
- Improving the health related quality of life for people with long-term conditions
- Reducing avoidable admissions and develop more integrated care in the community outside hospital
- Increasing the proportion of elderly living independently at home following post discharge from hospital
- Reducing the proportion of people reporting very poor experience of primary care
- Making significant progress towards eliminating avoidable deaths in hospital

### **6.1 CCG's Key Priorities**

The CCGs' key priorities for the next five years are as follows:

- Placing a greater emphasis on prevention
- Putting patients in control of their own care planning
- Better use of technology
- Better integration between health and social services
- Implementation of Hospital at Home
- Commissioning hospital services delivered through new models of care – fewer centres of excellence, one stop shops, combining hospital and community services

To qualify for CCG funding for the financial year from April 2016 voluntary organisations must provide services with health-related outcomes which address at least one of the criteria set out below. You must however explain how the service to be provided addresses the criteria, and how you will demonstrate that it provides measurable, health-related benefit for individuals.

## 6.2 Outcomes

Increase opportunities for people who live and work in Berkshire West to lead healthy lifestyles, through skills and motivation or developing and participating in community-led opportunities to improve health.

Schemes should be based on evidence e.g. from national or local research and evaluation of what is most likely to bring about the desired outcome.

The CCG will be looking for projects/schemes that support people to lead healthy lifestyles, supporting people, who are most at risk of leading unhealthy lifestyles, to make changes to their health related behaviour. For example by:

- Increasing opportunities to participate in physical activity e.g. through supporting and encouraging to enhance their physical and mental health well-being.
- Supporting individuals to increase their knowledge and skills to lead healthy lifestyles e.g. through peer support.
- Increasing resilience and improving mental wellbeing, enabling individuals and families to cope well, overcome barriers to achieving their potential and make the most out of life's opportunities e.g. through increasing the skills of parents and carers.

Developing and embedding ways of working with communities that enable local people to actively participate in improving their own and their community's health. For example by:- Supporting people to volunteer as 'health champions' – neighbours with know-how who engage with their friends and neighbours encouraging, supporting and signposting to healthy lifestyles.

**Table 1 –CCG COMMISSIONING PRIORITIES AND EXAMPLES OF SCHEMES**

CCG Commissioning Priorities	Examples of PDF Schemes
<p>Health &amp; Well-being and reducing health inequalities</p> <p>To facilitate access to services, especially for vulnerable groups or in areas of health inequality, that promote prevention</p>	<p>Ensuring adults with care needs can access information about types of services likely to be relevant to them, specific support available locally, and how to access this.</p> <p>Innovative, community-based approaches to promote physical activity and healthy eating with children and adults – including family initiatives.</p> <p>Activities that promote early intervention to avoid health problems.</p> <p>Schemes to engage older people that will improve health and well-being, prevent avoidable hospital admission, and which complement existing community services</p> <p>Provide advice on how to navigate care and support services</p> <p>Targeted work on promotion of healthy lifestyles in areas of deprivation and with groups of people most at risk of developing health problems</p>
<p>Children and young people Ensure active engagement with children, young people and families</p> <p>The primary focus should be targeted towards children’s health and social care to Improve the health and wellbeing of children and young people with a focus on early intervention and prevention</p>	<p>Schemes that improve the health and wellbeing of children and young people with a focus on early intervention and prevention</p> <p>Schemes that offer practical support to vulnerable families and children.</p> <p>Schemes that promote emotional health and well-being in children and young people.</p> <p>Innovative, community-based approaches to promote physical activity and healthy eating with children and adults – including family initiatives</p> <p>Schemes that promote support parents and children through early learning opportunities.</p>
<p>Older People,</p> <ul style="list-style-type: none"> <li>• Integration and support for frail elderly.</li> <li>• Support for Long Term Conditions.</li> <li>• Improving the quality of care for older people and those with dementia</li> </ul>	<p>Schemes that enable timely return home from hospital and to prevent admission/ readmission elements to include, maintenance of independence and rebuilding confidence.</p> <p>Integration and signposting to services in the wider community; Outreach to help people match their personal interests with suitable opportunities to strengthen community connections.</p>



	<p>Schemes/s to reduce social isolation and loneliness in older people and people with long term conditions. - through providing access to a range of local social, leisure, educational, community health &amp; recreational activities; Promotion of good physical and mental health and self-care;</p> <p>Schemes to engage older people that will improve health and well-being, prevent avoidable hospital admission, and which complement existing community services.</p> <p>Offering older people and adults with long term health conditions opportunities to engage with their community and develop friendships and social activities suitable for older adults or those with long term health conditions.</p> <p>Supporting re-ablement at home after an illness or injury, including support to re-settle at home after a stay in hospital.</p>
<p><b>Mental Health &amp; Learning Disabilities</b></p> <p>To improve the mental health and wellbeing of our population through early intervention and focus on a good start in life.</p>	<p>Schemes that lead to improving the skills and knowledge of people to promote self-help.</p> <p>Schemes that lead to physical health improvement of people with mental health problems and learning disabilities.</p> <p>Schemes that lead to people with learning disabilities and autism receive person centred support and services that are based on an understanding of their needs, goals and preferences.</p> <p>Individually tailored support services that promote independence and community participation.</p> <p>Schemes that support people with Learning Disabilities, autism and/or mental health problems to live independently in the community.</p> <p>Schemes that actively reach out to people from hard to reach BME groups who may experience barriers in accessing care, to have better awareness of, and support, to access health care provision as early as possible. Provide early advice, guidance and support to access support appropriate to their needs.</p> <p>Schemes that promote access to specialist information and support to promote mental health well-being.</p> <p>Support and services which enable people to live as independently as possible in community settings.</p>

<p><b>Carers</b></p> <p>Improve the health and well-being of carers and increase identification of carers including young carers</p> <p>Personalised support for carers</p> <p>Support to remain mentally and physically well</p>	<p>Support and services that enable people to develop their links with their local community and develop friendships and relationships based on their preferences and personal interests. Schemes that promote the independence and well-being of Carers</p> <p>Schemes that support the CCGs to identify young carers and promote activities targeted at young carers and their families.</p> <p>Schemes that actively encourage participation of carers who are the most excluded in the community and provide access to support that effectively support them in their caring role.</p> <p>Schemes that provide support carers to manage end of life of a loved one in their own home.</p>
<p><b>Urgent care and crisis support</b></p> <p>Ensure a prompt response to the patient in need, their family and/or carers and other agencies.</p> <p>Develop on-going services that may be needed to intervene early to minimise relapse.</p>	<p>Schemes and services that ensure a prompt response to the patient in need, their family and/or carers and other agencies.</p> <p>Early intervention to minimise the risk of crisis and the patient lapsing into a subsequent crisis or risk of harm.</p>

**Each applicant group must be able to tell us;**

- What outcomes they expect from their project
- How they will reach vulnerable communities and groups
- How they have identified the need for the proposed activity or service
- The ways in which they have consulted with the local community in developing their ideas and plans.

**7) Scope of Funded Activities**

The Partnership Development Fund will consider funding suitable Schemes, activities or services for one year. Groups can apply for short term grants to develop innovative Schemes or facilitate key activities for joint ventures.

All applicant groups will need to show that the proposed project is based on real need in the community and how that need was identified. Groups will also need to tell us how they have consulted with the local community, voluntary groups and statutory agencies in developing their plans and how they will link in with other services provided in their area. All applicants will be required to clearly define realistic outcomes that they will achieve through their Schemes. These will

provide the basis from which successful groups can then demonstrate the progress of their Schemes and positive health outcomes for the population they engage.

## **8) Sustainability**

The Partnership Development Fund is time-limited and contracts will be issued for 1 year with a view to longer term contracts. The CCG will therefore require organisations/groups to provide plans how service will be sustained in the future.

## **9) How to apply**

### **Preparing your application**

Please read through the Clinical Commissioning Group's Commissioning (CCG) Intentions, application form and supporting papers before you complete your application. Guidance on the scoring and weighting criteria is built into the application form.

The CCG is committed to work together with voluntary organisations and community organisations and community groups to achieve health goals and deliver services to build strong, cohesive and self-determining communities.

Please ensure that your application focuses on achieving the CCG commissioning priorities and achieving health outcomes.

If you are planning to submit more than one application proposal for a commissioning priority, please ensure that you submit a separate application form for each proposal. This will make it easier to evaluate your application.

### **Submitting your application**

Please make sure you complete your application in full and with the correct details and that you include the correct financial information as we cannot consider applications for funding which are incomplete. You should submit only the documents that are required to complete the application process, as we will not consider supplementary papers.

Submission deadline and the address

You will need to submit an electronic copy and a signed paper copy of the application form and associated documents by **5.00pm on 11<sup>th</sup> December 2015** to:- [WOCCG.pdf@nhs.net](mailto:WOCCG.pdf@nhs.net)

### **Appraisal of applications and awards**

We will appraise all applications using the process set out below to identify proposals of the highest standard. Please note that submitting an application form does not guarantee funding.

### **Awards Stages**

Your application will go through progressive stages of:-

#### **Eligibility checking and screening**

Initially your application will be checked and then screened to ensure that the essential criteria are met and that your proposal addresses the CCGs commissioning Priorities. Applications that meet these criteria will continue to the next stage without being contacted. Applications that are unsuccessful will be contacted at the end of the PDF process via email/letter.

**10) Standard Terms and Conditions in your grant contract**

All organisations awarded a grant are required to:

- Use the grant for the purpose for which it was awarded
- Operate within the requirements of health and safety law
- Comply with your organisation's equal opportunities and diversity policy and the Equality Act 2010
- Acknowledge the contribution of NHS Berkshire West on any publicity material
- Provide an agreed number of monitoring reports on the use of the grant within a specified period.

**11) Monitoring and review arrangements**

Commissioners will develop a monitoring process that will include an initial meeting with organisations that are awarded PDF funds.

The CCG will expect to receive a mid-year report highlighting key outcomes and plans for the future. Where there are irregularities in performance we will require you to produce an exceptions report which will set out how you will recover performance within an agreed period of time. We may need to hold additional meetings with you to help improve.

Performance requirements will include:

- A minimum data set which ensures the delivery of equitable services. For example, postcode area, ethnicity, gender
- Referral data
- Safeguarding and complaints monitoring
- Milestones and costs, based on your proposal
- Case studies
- Satisfaction questions for clients and carers
- Performance indicators for each commissioning outcome

**12) Suspension or repayment of the grant**

In the event that NHS Berkshire West CCG is of the opinion that a serious breach of the agreement has occurred, the CCG may deduct payment of the grant for failure to provide services. We may arrange for a third party to provide the services, deduct funding to cover

the costs, and terminate part of the services. We may also require repayment of any part of the grant which has not been used to provide services set out in the funding agreement.

**13) Evidence-Based Practice**

In order to qualify for CCG funding, services must demonstrate relevance to best practice

(e.g. NICE guidance; Department of Health documents), where appropriate. If no current best practice model is available for the service need in question you must outline how the service model has been developed. Services must deliver measurable outcomes which clearly address the identified need for individuals and/or communities, and be able to demonstrate this in regular monitoring. These outcomes may be quantitative, qualitative or a mixture of both. They may be based on systems already in use elsewhere or developed specifically for the initiative for which you are seeking funding.

**14) What happens if our application is unsuccessful?**

We will write to explain why your application was unsuccessful and provide guidance on whether or not you should reapply in the future. **All decisions made by 11<sup>th</sup> January 2016 will be final.**

# Partnership Development Fund - Grant Application | 2016/17

This application form must be fully completed and signed hard copy must be returned on 11<sup>th</sup> December 2015 no later than **5pm**. Please write or type your answers in black ink.

## 1. About your organisation

Name of your organisation

Main Address	<input type="text"/>	
	<input type="text"/>	Post Code: <input type="text"/>
Correspondence address if different from above	<input type="text"/>	
	<input type="text"/>	Post Code: <input type="text"/>

### Main Applicant Contact

### Second Contact Person

Contact's Name	<input type="text"/>	<input type="text"/>
Position/Title	<input type="text"/>	<input type="text"/>
Daytime Telephone No:	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>

## 2. How would you describe your organisation?

**Type** ( tick one option)

**Status** ( tick one option)

<input type="checkbox"/> Voluntary or community organisation	<input type="checkbox"/> Independent
<input type="checkbox"/> Self-help group	<input type="checkbox"/> Branch
<input type="checkbox"/> Registered charity Charity No: <input type="text"/>	Name of Parent Organisation: <input type="text"/>
<input type="checkbox"/> Community or social enterprise Company or CIC No: <input type="text"/>	Registered No. of Parent: <input type="text"/>
<input type="checkbox"/> Company Limited by Guarantee	Date <b>your</b> organisation started: <input type="text"/>

Company No:	
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Does your organisation operate?     Locally     Regionally     Nationally

**About your organisation (*continued*)**

**What area does your project cover?** ( Tick the options that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Reading North & West | <input type="checkbox"/> Reading South | <input type="checkbox"/> Reading All  |
| <input type="checkbox"/> West Berkshire       | <input type="checkbox"/> Wokingham     | <input type="checkbox"/> Throughout Berkshire West (Covering Reading, West Berkshire and Wokingham) |

**3. Tell us about your Governing / Management Committee / Trustee Board**

How many members are there on your Committee, Management or Governing Board?	<input type="text"/>
How many are users of your group?	<input type="text"/>

**4. Staff and Volunteers**

How many full-time members of staff are employed by your group?	<input type="text"/>
How many part-time members of staff are employed by your group?	<input type="text"/>
How many people involved with your group are regular volunteers?	<input type="text"/>

Do any of your staff or volunteers work with children or vulnerable adults?     Yes     No

If yes, do you carry out Criminal Record Bureau or POVA checks?     Yes     No

If yes, do you carry out ISA checks?     Yes     No

**5. What are the main activities of your organisation or what services do you provide?**

(Please describe your group and its aims – maximum 100 words)

6. Does your organisation have an Equal Opportunities Policy?  Yes  No

7. a) How many people use your service each week/year?

Week	Year

b) How many of these people are Reading, West Berkshire or Wokingham residents?

8. Who benefits from the activities or services you provide? How do you take into account the need to be fair to people irrespective of their abilities, age, ethnicity, gender, religious belief, sexual orientation, pregnancy and maternity and marriage and civil partnerships?

**About your Project**

9. What is the Name and overall aim of your project?

Name of Project:

Aim:



**9a. Which of the Partnership Development Fund's Funding Priorities (see the Policy and Criteria Guidelines) is your project intended to meet?**

**9b. Tell us how your project will help us achieve our commissioning priorities?**

**10. What outcomes do you expect to see from this project?**

**10a. What activities will your organisation need to undertake in order to meet the CCGs commissioning intentions? Please provide a description of the activities, including the objective and target for each activity and by whom the work will be carried out?**

**11. Who will benefit from your project? Please tell us in what ways you consider them to be in need of your support. Also indicate their gender, ethnic background, age range, whether or not they have a long-term health condition or a disability.**

**11a. How many people do you estimate will benefit from your project each year/week?**

Week	Year

**11b. What percentage of users of your project are located in each area (estimate):**

Area	Reading	West Berkshire	Wokingham	Total
	%	%	%	= 100%

**11c. What percentage of users are in each age range (estimate):**

Age:	0-7	8-13	14-19	20-25	26-55	56-75	75+	Total
	%	%	%	%	%	%	%	=100%

**11d. What percentage of users are in each ethnic origin (estimate):**

Ethnicity	White	%	Mixed	%	Asian or Asian British	%	Black or Black British	%	Other Ethnic Groups	%	
	British		White & Black Caribbean		Indian		Caribbean		Chinese		
	Irish		White & Black African		Pakistani		African		Other		
	Other White		White & Asian		Bangladeshi		Other Black				
			Other Mixed		Other Asian						
<b>Total</b>		%		%		%		%		%	<b>=100%</b>

**12. How have you identified the need for the proposed activity? Please also tell us about the ways in which you have consulted with the local community and other organisations to develop your plans.**

**13. Is this a new or existing project?  New  Existing**

**If it is an existing project, how is it currently funded?**

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**14. Where will the project activities take place?**

**15. How will your project help reduce health inequalities?**

**16. Do you anticipate that there will be people who will indirectly benefit from your project? If so, please tell us who you think they will be and how they may benefit.**

**17. How will you know that your project is making a positive difference and improving the health, well-being and quality of life for the people taking part? What kinds of useful reporting information will you collect so that you can keep track of your project's progress and how will you do this?**

If your application is successful, you will need to send us written reports that detail the difference your project is making for the people you are working with and how you spent the grant awarded.

**18. What performance objectives/milestones will be set to establish that your project plan is achieved? Please provide clear objectives/milestones you plan to meet and how you will know when the objective has been achieved.**

**18a. What data will be used to measure/track what is achieved?**

**18b. What is your baseline figure for the targets set?** For example if your target is to increase attendance for an activity, what is your current number of participants?

**19. Who will be responsible for managing the project and sending us the written progress reports?**

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**20. Your Project Budget**

Please use the tables below to list the full costs of your project broken down by non-salary and salary costs. **Please include the amount you are asking the Partnership Development Fund to provide for each item.** Grants will not be awarded retrospectively or to cover expenditure already incurred before the contractual start date, if your application is successful. You will be asked to provide regular financial reports to justify your expenditure against the budget and grant awarded. Any unspent grant amount or misused funds must be paid back to the Clinical Commissioning Group.

**20a. Project Costs Excluding Salaries** (e.g. equipment, venue hire, transport, insurance, volunteer travel expenses, training, publicity, postage, telephone, stationery, utility bills).

Description	£ Year 1 01/04/16 – 30/03/17	£ Total Cost of project	£ Total Amount requested from PDF

<b>Total Non Salary Project Costs (A)</b>			

**20b. Project Salary Costs**

If you wish to apply for a paid staff member, please complete the table below and **send us copies of the relevant job descriptions and person specifications** with your application form. (e.g. Put the gross salary and Employer’s NI contributions per year on separate lines, recruitment costs, training, travel expenses, supervision costs, CRB and/or POVA checks) **Please include the amount you are asking the Partnership Development Fund to provide for each item.** Please clearly indicate the total cost of the project and also the total amount of funding requested from the Partnership Development Fund.

**Please note that that the amount of funding requested From the Partnership Development Fund must not exceed £30,000.**

<b>Description</b>	<b>£ Year 1 01/04/16 – 31/03/17</b>	<b>£ Total Cost of project</b>	<b>£ Total Amount Requested from PDF</b>
<b>Total Salary Costs (B)</b>			
<b>Total Project Costs (A+B)</b>			

<b>Total Requested from PDF (Must NOT exceed £30,000)</b>			
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**20c. If there is a difference between the project costs and the grant that you are asking for, how will you raise the rest of the funding?**

**21. How will you demonstrate value for money?**

**22. Describe any contribution your organisation is making towards this project either in cash or in kind – e.g. the amount of management or volunteers' time, any fees charged.**

**23. PDF Funding**

Do you currently or have you ever received a grant from the Partnership Development Fund? If you have received more than one, please provide all details.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please fill in the following:			
<u>Year(s) grant received</u>	<u>Project Description</u>	<u>Amount of grant</u>	




**24. CCG Funding**

Do you currently receive funding from NHS Berkshire West CCG other than the Partnership Development Fund?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please fill in the following:			
<u>Year(s) grant received</u>	<u>Project Description</u>	<u>Amount of grant</u>	

**25. What other sources of funding have you applied for in the last year?**

Purpose	Funding Body	Amount (£)	Successful		
			YES	NO	Awaiting Outcome


**26. Project Start Date**

Please be advised that the project funding will begin on 1 April 2015. What preparations will be made so that the project can begin promptly at the start of April 2015?

**27. When do you expect this project to end?**

End Date (DD/MM/YY)

**28. Your Exit Strategy**

Please remember that Partnership Development Funding is time-limited and you should not assume that further PDF grant money will be forthcoming in the future. You should have a pre-planned exit strategy for your project.

Please give details of your exit strategy; tell us if, and how, you intend to maintain and develop the project once any Partnership Development Funding has ended. Please outline discussions you may have had with other funders who have indicated they would consider funding your project in the future.

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**29. Your Most Recent Annual Accounts**

Please send a copy of your most recent annual accounts. If you are a new group, send us a summary of your financial forecast and / or copies of the 3 most recent bank statements.

<b>Accounts for the year ending:</b>		
<b>Total (gross) income (A)</b>	£	
<b>Total Expenditure (B)</b>	£	
<b>Surplus / Deficit for the year (A-B)</b>	£	
<b>Any other liabilities (amounts you owe)</b>	£	
<b>Amount held in Reserve</b>	Restricted: £	Unrestricted: £

**30. Bank Details**

Your **Bank Account Name** or the name of the group that is willing to hold the grant on your behalf:

Name of Bank or Building Society	

Branch Location	
Sort Code:	
Account Number	
How many people are authorised to sign each cheque or withdrawal from this account?	

**31. Nominate an independent referee**

Your referee should be someone outside your organisation and independent from it. However, they should know your work and be available to discuss your project proposal.

Referee's Name	
Address	
Daytime Phone No.	
Evening Phone No.	
Email Address	
How does the Referee know your organisation?	

**32. Declaration**

All applicants must sign the following declaration to confirm that they accept the conditions under which the grants are awarded.

We, the undersigned, are applying on behalf of  
 .....

(organisation name). This is an accurate view of the project proposed by this organisation and has been seen by the Management Committee. We declare that:

- 1) We have noted the conditions under which the grants are made and confirm that, if successful, the Management Committee of the organisation that we represent will abide by them;
- 2) We undertake on behalf of the organisation, that any grant made by the Clinical Commissioning, or such part of it as the Clinical Commissioning Group may determine, will be repaid if:
  - a) The organisation is found to be in breach of the conditions applied to the grant
  - b) The grant ceases to be used for the purpose for which it was given
  - c) The organisation ceases to operate.

<b>Signed</b>		<b>Signed</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Date</b>		<b>Date</b>	

### Checklist for submission by Friday 11th December 2015

<b>Important!</b> Fully answer all the questions on the form and send it with the following information:		
• A signed copy of your organisation's constitution, set of rules or governing document	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• A copy of your Equal Opportunities Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Your latest annual report and accounts or, if you are a new organisation, a summary of your financial forecast and / or copies of the 3 most recent bank statements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• A letter from the organisation agreeing to hold funds on your behalf, if appropriate, and you are successful (see section 29)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Any quotes you have obtained to support the project budget you have prepared	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• A copy of the job description and person specification, if you are applying for a salaried post	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• The full contact details for an independent referee	<input type="checkbox"/> Yes	<input type="checkbox"/> No

When you have completed the application, the main contact and a second representative of the organisation (e.g. a senior manager or Trustee) should sign and date the form.

Take a copy for your records and send the original by post to:  
**Sarita Rakhra, Partnership Development Fund,  
NHS Berkshire West, 57-59 Bath Road, Reading, RG30 2BA**

We will acknowledge receipt of your application if submitted by the deadline. (Do make sure that you have provided sufficient postage for your application otherwise it could be delayed). If your main contact is unavailable, we will get in touch with the second contact person nominated on the application form. This should also be someone familiar with your project and plans.

If your application is eligible and goes forward for consideration by the Partnership Development Fund Committee, we will write to your nominated referee for a reference. We will also arrange to talk to the main contact or second contact person to assess the application. It may be necessary to ask for additional information.

*It is the intention of NHS Berkshire West CCG Federation to record your organisation's name, address and contact details on our computer system. This data will be protected in accordance with the Data Protection Act (1998).*

**Total Score (when multiplying score against weighting) - /99**

Criteria & Weighting	The proposal scores HIGH (3)	The proposal scores MEDIUM (2)	The proposal scores LOW (1)	The proposal scores NONE (0)	SCORE (0-3)	WEIGHTED SCORE	EVIDENCE (add summary of evidence from relevant section to justify scoring)
<b>FUNDING PRIORITY FIT (8)</b>							
	Major contribution to at least one of the CCGs Commissioning Intentions	Significant contribution to at least 1 important target /goal or to the CCGs commissioning intentions	Contributes to at least 1 important target/goal or to CCGs Commissioning Intentions	No evidenced contribution to any important target/goal of the CCGs Commissioning Intentions			
<b>QUALITY AND HEALTH OUTCOMES (8)</b>							
	Clearly defines expected outcomes, and demonstrates that there is a major contribution to improving both health and quality outcomes	Defines expected outcomes, and demonstrates that there is a contribution to improving both health and quality	Defines expected outcomes, and demonstrates a contribution to improving outcomes in either health or quality of care.	Does not define expected outcomes, and/or there is no evidence that the plan contributes to health or quality outcomes.			
<b>ACHIEVABILITY WITHIN 1 YEAR FUNDING (6)</b>							
	There is a clear plan for achieving the scheme with realistic assumptions and timescales and clarity on how it will be evaluated.	There is a clear plan for how the scheme might be achieved but with targets and timescales which seem unlikely to	There is a plan for delivery but it has inadequate detail on how the plan will be delivered and evaluated.	There is no clear plan for delivery or evaluation			
<b>Access &amp; Prevention (6)</b>							
	Significantly facilitating access to services, especially for vulnerable groups or in areas of health inequality, that	There is a clear plan to show how the CCG funding will be spent to increase access and promote	There is some evidence to show access and prevention will be promoted.	There is no evidence of promoting access and prevention			
<b>REFERENCE/PREVIOUS EXPERIENCE (5)</b>							
	Excellent reference and positive feedback from Health/social care colleagues where applicable	Respectable reference and good feedback from Health/social care colleagues where applicable	Unsatisfactory reference feedback from Health/social care colleagues where applicable	Poor or no reference			

