

NHS Highland

Third Sector Funding

2025/2028 Round

GUIDANCE NOTES FOR APPLICANTS

The purpose of the fund

The under £50k (i.e. £49,999) funding from within NHS Highland is intended to provide smaller pots of funding to locally delivering third sector organisations who can support delivery of services, projects and activities against our priorities to achieve better outcomes for the people of Highland, this does not include the Argyll and Bute area of NHS Highland.

We understand that the third sector and communities have a vital role to play in supporting health and resilient communities and individuals and this fund is one of the ways we continue to aspire to working closer with the sector.

Our Priorities

In April and May 2024 NHS Highland co-hosted a series of sessions with Highland Third Sector Interface to gain feedback, insight and ideas around the key needs within communities.

Based on that process the following priorities were identified as important to communities, the third sector and NHS Highland:

- **Living Well:** People living with a long term condition are supported to better take control of their own health and wellbeing and have access to activity, services and support that enables them to live well and stay well.
- **Staying Well:** People living in our communities, particularly older people, are supported to live well, more independently and at home for longer. This includes supporting their physical and mental wellbeing, reducing the impact of isolation and increasing inclusion within communities, activities and service.
- **Value Well:** People in Highland who act as an unpaid carer for a loved one are valued, able to collaborate in a way that recognises their experience and that they have support to help them have positive experiences and feel recognised.

Our Principles

Through the same process, the principles have been dated in relation to the applications, our behaviour principles have stayed the same.

1. **Co-production and co-design:** The applications should include evidence of co-production and co-design with the people who use the services or are intended to benefit from them. This means involving them in all stages of the service development, delivery, and evaluation, and ensuring that their views, needs, and preferences are respected and addressed. Co-production and co-design can enhance the quality, relevance, and impact of the services, as well as the satisfaction and empowerment of the service users.
2. **Innovation and learning:** While applications for existing activity are welcome we are interested in understanding how consideration to innovation and learning in the design and delivery of the services is happening. This may mean exploring new ways of working, using evidence-based practices, and adapting to changing circumstances and feedback within the balance of their approach. Innovation and learning are necessary parts of the evolution of services to ensure ongoing effectiveness, efficiency, and sustainability of the services, as well as the outcomes and experiences of the service users and providers
3. **Collaboration and partnership:** The applications should show collaboration and partnership with other organisations and stakeholders in the community sector. This means working together to achieve shared goals, avoid duplication, and leverage resources and expertise. Collaboration and partnership can increase the reach, diversity, and integration of the services, as well as the capacity and resilience of the community sector.

Important dates

Applications for funds of up to £49,999 opened on the **15th of July 2024 and close on the 15th of August 2024.**

Applications should include the form, a full set of the last accounts and a budget sheet appendix.

Once the applications have been received, they will be assessed, and final decisions will be reached at or shortly after the beginning of September and communicated on or just after the end of September 2024.

Funding will be provided for delivery to start on the 1st of April 2025.

Assessment

Applications will be assessed evenly across five themes:

1. Quality and appropriateness
2. Fit with local need
3. Collaboration
4. Priorities and outcomes
5. Fit with the principles

Applications will also go through different pathways depending on the priority they have been submitted under.

Applications that related to the **'Value Well'** priority will then be considered by a panel that specifically considered the potential impact and benefit for Carers. This panel will be formed from both NHS Colleagues and Third Sector member.

Applications that relate either to **'Living Well'** or **'Staying Well'** will be subject to a similar process, this panel will include some representation from local and regional leads and will include members from NHS and Third Sector colleagues.

Final decision across all three priorities will take into consideration the overall commissioning impacts and whether the collective outcome provides delivery against

the priorities and principles as fully as are looking for – in essence is the final balance appropriate.

The outcome and the reason behind the decision will be available to all applying groups and you can seek advice on how to improve future applications if you are unsuccessful.

Guidance on the application

First of all, make sure you have given yourself time and that someone else will read through the full and final version before sending it, just in case there is anything that doesn't make sense to ensure you do justice to your organisations ideas.

Each question below has a guide for what we want to see covered, if you have any questions or aren't sure then please contact nhsh.thirdsectorfunding@nhs.scot

Q1. The legal name of the organisation as it shows on your governing document.

This is the name of your organisation as it appears on your constitution, articles or other form of governing document.

Q2. What would you like to call this application/activity.

This is the name of your activity, service or project; something that will easily identify it both within the application process but also potentially thereafter in future correspondence.

Q3. Tell us about what you are proposing to do.

Ideally we are looking for your description to be focused and direct. You should try to keep this under 400 words or less. Make sure you cover:

What you will do: Be careful you don't start telling us about the what, but not the how, or, the how but not the what. What is it you are providing/doing, for example, *providing an ongoing mental health welfare service with drop sessions, peer support groups and 1-1 session.*

Who will your activity be for: Are you looking to support a particular age group or gender? Are there characteristics or a geographical boundary that you need to tell us about? For example, *any adult over the age of 21 living within the XX community.*

How are you going to do it: This is where you need to start telling us about the sorts of activities and resources you are going to do or need. For example, *we will provide weekly peer support groups facilitated by a trained support worker*

Things to think about include:

- 1) Breaking your answers into clearly defined sections helps to structure the description for the assessor.
- 2) If you can include estimates for the number of people who will directly benefit and how you have reached that estimate, it will help.
- 3) Do not try to cover more in this question than you actually need to, other aspects are explored further down. Keep it focused.

Q4. Tell us what Community Partnership areas of Highland are you going to be working in.

You need to select at least one of these options.

If you operate across more than one, but not the whole of Highland, select all that apply.

If you operate across an area smaller than the whole of a Community Partnership area, then write a more specific geography in the box below. You do not need to include that

information if you deliver across the full Community Partnership area.

Q5. When will you start and finish your activity?

Your start date can not be any earlier than the 1st of April 2025.

Your end date will be determined by the length of your activity. In most instances it is anticipated that activities will run for the financial year 2025/2026 and then on for a further two years.

Q6. How much will your activity cost and how much would you like from us?

You will complete a more detailed budget sheet at the end of the application. Here you just need to provide the costs associated with delivery of the project.

If you have match funding this will be reported on the detailed finance sheet.

If you are asking for less than the overall costs there should be a difference between the 'Total Cost' and the 'Amount from us' that reflects the funding you already have or are seeking.

Q7. We want you to tell us about who you have spoken to and involved in developing your project/activity. Tell us about any other evidence you have gathered about why this activity is needed.

This question wants you to tell us about how you know that this service, project or activity is needed within your area. How you came to know that and who was involved in making that decision.

Please be careful not to assume that because a service is already in place and being used that this is sufficient evidence alone – you should be checking that your existing service is still meeting the needs in the community as well as or better than alternative approaches.

We suggest you think about telling us how you identified 1) the health and wellbeing needs in your area, 2) how the people you identified in Q.3 have been involved in designing your approach and 3) how your service, project or activity will help to meet that need for those people.

Please try to keep your answer focused and under 400 words.

Q8a. Please outline how the people who will benefit from your activity have been involved in designing and shaping your proposal

It is now expected that people who benefit from an activity, project or service are involved in the process of designing it, monitoring its success and reshaping it as things progress based on the learning that is gathered and shared.

We want you to tell us how and how many have they been involved in creating your idea. Will they be involved in checking in how the service is working, monitoring its progress or its evaluation.

Q8b. Tell us about how you are working with other organisations, agencies, or businesses in your area.

We have been told consistently from the groups and organisations that we engaged with around designing this approach that collaboration is increasingly important. For that reason, we want to see evidence that you are working well with others in your area.

We are not defining how that should happen or what that needs to look like but would encourage you to think about how you reach out, how people are involved in your work and the partnerships you have in place.

You do not need to put in place new partnerships or other collaborative work for this application, though if you think it

appropriate that is great. We want to see evidence that you do not work in isolation from the other organisations around you.

Q8c. Tell us about how you are considering learning and developing your approach, specifically how are you changing to meet the challenges around our communities and workplaces:

Depending on what you are doing, it is useful and can support continuous improvement and sustainability to consider how you change what you do as new technology, practice and needs emerge.

Tell us about how you are responding to the changing world around you, how you are considering using different approaches or models to help you stay live to need and opportunity around you.

Q9a. Please select the Priority that you will impact on the most (x) *please select only one.*

Please select the Priority that you feel best aligns to your proposed activity. We understand that it is possible you may contribute to more than one but we want to know which one is the strongest alignment.

Q9b. Tell us about why your proposed activity will help to meet this priority.

Having selected one priority in Q9a. you now need to tell us about why your proposed service, project or activity will help to delivery against this priority.

Make sure that this explanation is consistent with what you have already told.

This answer should be focused specifically on matching your activity to your chosen priority, keep the word count low and definitely under 200 words.

Q9c. Please provide a small set of outcomes that you feel will be delivered by your project/activity and which of the priorities they link to.

We were told that decisions and monitoring should be more focused on outcomes, rather than outputs. So, we want you to define a small set of outcomes that you feel will result from your work and linked back to the priorities.

Make sure that what you write is an outcome and not an output! Remember an outcome is about the change you want to make. So an output could be, *25 peers support sessions attended by 45 distinct individuals over the last six months*, but an outcome may be, *participants are more resilient, better able to make more informed decisions about their health, resulting in a reduction in absence due to mental ill health.*

Your outcomes and changes you are describing should be measurable within the timeframe of your project. Don't make sweeping statements you can't measure or evidence if asked to.

Finally, remember that outcomes are not measurements of activity, more does not always equate to better. One outcome done well and achieving long term change can be better than four, unmeasurable, unsustainable ones.

Q10a. How many staff do you employ?

To help us understand the overall picture please firstly tell us how many people you employ, this doesn't include people you hire on a self-employed basis. This is a total head count.

Then tell us how many of the people you employ will be funded, fully or partly, by this

funding. Please include staff that you would recruit if this funding was awarded.

Finally tell us about any staff you employ, who will not be funded either wholly or partially through the funding provided, but will still support the delivery of this activity.

Please (✓) to indicate that you understand all staff funded through this funding must be employed at least living wage.

Q10b. Please describe how you will apply the Fair Work practice of supporting your staff to have a voice within their work?

Please outline how your staff are involved in decision making and influencing the work and culture of the organisation.

Q11. What is the legal structure of your organisation?

Please select the appropriate description, noting that you should select all that are applicable i.e. Registered Charity and Registered Company.

Q12. If you are a registered charity and/or a company please tell us your registration number(s).

Please provide your full number(s).

Q13. You will be asked to attach a copy of your last accounts (or an alternative if you are a new organisation) at the end, but please complete the following for your organisation for the period ending 31st March 2024.

You need to provide information for the 12 months previous to the end of March 2024, in essence the financial year.

If your organisation manages their finances over the calendar year, then please indicate the year end 31st December 2023 in the first box and complete the figures for that period.

This information is usually accessible through your organisations balance sheet but you may need assistance accessing this. Please make sure you build in enough time to access this from the person who handles your finances, especially if this is someone who is external to the organisation. Failure to include this may result in your application from not being assessed.

Please do not differentiate between restricted and unrestricted in the table, you will be able to explain about your unrestricted reserves in the text box below.

How much unrestricted reserve your organisation has? Please outline the total unrestricted reserve you had at the end of the period you reported on in the above table.

How you have identified how much you need to have in normal circumstances? Different organisations calculate reserves differently, please outline how your reserves are calculated, ideally confirming if you have a reserves policy and the rationale for setting your reserves at this. Explaining your rationale is particularly important if you are carrying a high level of reserve and it would help to have that set into the context of your overall annual turn over or monthly overheads.

The reason for any deviation between what you need and what you have: if you have a figure that is significantly lower or higher than

your identified reserve preference, please explain why this is the case.

Reserve figures will be taken into consideration but more than that, the demonstration of the rationale, its appropriateness both in terms of context and wider practice, will help inform overall appropriateness and quality of the application.

Q14. Organisation Address

Provide your main correspondence, or if you are registered your registered address.

Q15. Key Contact Name and Details

These should be the details of the person we will be corresponding with the most, the person likely to have an operational responsibility for the work outlined in the application.

Q16. Second Contact Name and Details (board or committee member)

This should be the contact details for a nominated member of your Board or Committee with strategic/overall responsibility for the work outlined in your application.

Q17. How many people are on the board or committee that runs your organisation?

Please total how many people are on the committee at the time of application.

Submitting your application

Applications must be in by **15th of August 2024**

They should be sent electronically to nhsh.thirdsectorfunding@nhs.scot

Please confirm that you have included the following:

- A fully completed application form
- A completed finance breakdown, Appendix 1
- A copy of your most recent accounts or a 12 month project for new organisations

Appendix 1 : Budget Sheet

Applications will not be considered complete without a completed Budget Sheet.

Project costs may include, but are not restricted to the following:

- Staff salaries (including pensions and employers costs)
- Professional fees
- Insurances
- Payroll overheads
- Room hire
- Travel costs
- Small unfixed assets

Again you can add in rows to the form but the items do not need to be itemised on an individual basis.

Although match funding is not required, some organisations will already have this in place or will be able to add value to the potential NHS funded activities through additional activity which is complimentary or a core part of the proposal. If you have funding which is anticipated to come in (i.e. from trading) or an award that is confirmed or applied for, then please add these details as appropriate. **This income should then be deducted from the overall total costs and this will leave the amount of funding you are requesting from the NHS.**

The amount requested through this application should be the total costs, less any match or other funding. This figure should be consistent with your response to **question six**.