



Argyll and Bute Community Health Partnership

Health and Wellbeing Fund 2015- 2016

GUIDANCE PACK

PROTOCOL FOR SUBMITTING AN APPLICATION

The Health and Wellbeing Partnership is responsible for administering the Health and Wellbeing Fund (HWF) on behalf of Argyll and Bute Community Health and Social Care Partnership. This Fund consists of NHS public health resources provided for upstream preventative health improvement activities. The HWF is distributed using a resource allocation formula based on the NHS National Resource Allocation Committee (NRAC). It is distributed to the 8 Health and Wellbeing Networks as follows:

Area	Amount
Bute	£5,900
Cowal	£11,555
Helensburgh	£16,416
Islay and Jura	£3,156
Kintyre	£6,502
Mid Argyll	£7,411
Mull, Coll and Tiree	£3,504
Oban, Lorn and inner Isles	£12,256
Total	£66,700

Applications for funding should be submitted using the form in appendix 2.

Refer to the flowchart in appendix 1 for guidance on submitting applications.

Guidelines for approving allocations from the HWF

The following guidelines and scoring system will be used by the assessment panel to approve applications:

1. Principles

- Fairness
- Equity
- Community involvement

2. Criteria

- There is a clear rationale for the project and an identified need.
- The project targets one or more of the strategic priorities
- Activity has clear aims and objectives
- Bids should be for non-recurring expenditure
- Local networks may have different arrangements but in most cases a maximum award of £2,000 can be made

Monitoring and Evaluation

The Health and Wellbeing Partnership requires annual feedback on the progress of all HWF activity including outcomes, completion dates and financial monitoring (appendices 5&6). Until a monitoring report is returned to a satisfactory standard, applicants will not be eligible to submit further HWF applications.

Scoring System

CRITERIA		STRONG PROJECTS WILL HAVE...	WEAK PROJECTS WILL HAVE...
A	Priority	Clear links to local health improvement priorities.	No links to health improvement priorities.
B	Rationale	Evidence that the community needs this project. Clear links to policies or research stating that this project is appropriate.	Proposals based on anecdotal evidence or out of date research with no direct reference to the client group.
C	Value for money	Makes best use of resources. Identified match funding. Applying for other funding.	No references to other funding sources or existing in-kind resources; or it is a costly project.
D	How will the project be evaluated?	Clearly explained method for measuring the success of the projects.	Little evidence of an evaluation plan.
E	Is the project time limited? Can the project be sustainable in the long term?	There is a plan for how the initiative will continue without HWF funding in future.	No thought has been given to what will happen to the project when the grant funding ends.
F	Partnership working	Clear links with other partners.	No links with other partners.

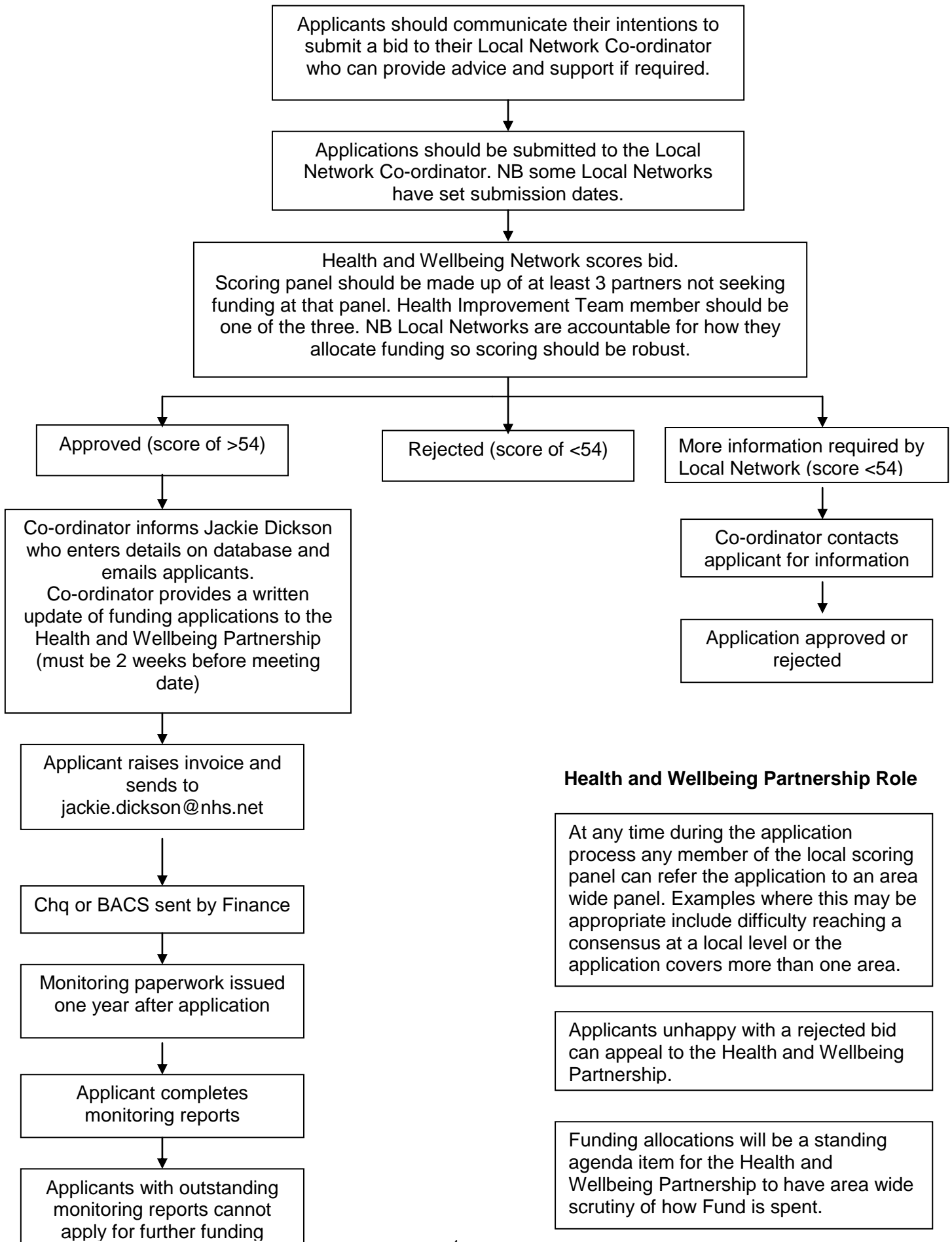
SCORING SYSTEM	
1	Weak
2	More weaknesses than strengths
3	Average
4	More strengths than weaknesses
5	Strong

Criteria	Score Range	Weight	Max Weighted Score
A	1-5	4	20
B	1-5	4	20
C	1-5	2	10
D	1-5	3	15
E	1-5	3	15
F	1-5	2	10

Maximum score = 90 Minimum score = 18 Mid score = 54

Applications scoring less than 54 should be referred back to the applicant or rejected.

Appendix 1 Flowchart for Submitting a HWF Application



NB If bid is successful applicants must arrange to draw down the funds ASAP. Funds cannot be released until an invoice is received and all invoices must be received in time for payment to be made prior to the end of the financial year (31 March).

- **If you are an NHS group then a journal entry will suffice as an invoice**
- **If you are a local authority group then you should contact your finance dept to raise an invoice**
- **If you are a charity or independent group please use the template invoice in Appendix 4 or use your own template**

Appendix 2 Application Form

NB Do not complete this form. Co-ordinators will provide template forms and please ensure the form you complete is for the appropriate year.

Argyll and Bute Community Health Partnership Health and Wellbeing Fund

Application for Funding 2015-2016	
Project Title:	
Brief Project description:	
Project Provider:	
Registered charity: Yes/No	
Main contact details	Name: Tel Number: Email:
Local Network:	
Level of HWF funding sought including breakdown of spending:	
Total =	
When will the project commence:	
When will the project be completed:	
Tick one main health priority your project meets:	
Alcohol and drugs	
Early years (0-5 years)	
Health inequalities	
Healthy weight	
Mental wellbeing	
Older people	
Teenage transition (13 – 19 years)	
Tobacco	

Tick any other priority/priorities your project also meets:		
Alcohol and drugs		
Early years (0-5 years)		
Health inequalities		
Healthy weight		
Mental wellbeing		
Older people		
Teenage transition (13 – 19 years)		
Tobacco		
Who is the intended target group?		
What partners are involved?		
How was the need for the project identified?		
What is the rationale for this project or why is this project a good idea?		
Other funding applied for or allocated:		
Funder	Amount	Received Yes/No
Sustainability Plans:		
How will this project be sustained after the HIF allocation has been spent?		

What do you plan to do?

How will you evaluate the effectiveness of your activities?

What do you hope will be the outcome of your activities?

How will you know you have achieved these outcomes?

Please provide any other information you feel relevant for consideration:

Signature Applicant:

Date:

For office use only

Date application considered by scoring panel:

Criteria	Score Range	Weight	Score
A	1-5	4	
B	1-5	4	
C	1-5	2	
D	1-5	3	
E	1-5	3	
F	1-5	2	

Total

Further information requested:

Bid approved:

Yes

No

Appendix 3 Result Notification Form

Title of Bid & HWF Ref

RESULT OF BID

SUCCESSFUL **AMOUNT AWARDED** _____ **£** _____

Please submit all invoices to Creditors, Finance Dept, Aros, Lochgilphead. No funds can be released until invoices are submitted. Invoices must be submitted before the end of the financial year.

UNSUCCESSFUL

Reason for rejection:

Further information required:

Signed: _____

Date: _____

Appendix 4 Sample Invoice to be used by projects without a Finance Department.

HWF Funds

Creditors Dept
 Finance Dept
 Aros
 Blarbuie Road
 Lochgilphead
 PA31 8LB

DATE:

Payment To: [Must insert organisation name and address here & CHARITY Number and VAT details if appropriate]

DESCRIPTION	AMOUNT
<p>Approved at Local Health and Wellbeing Network meeting (insert date)</p> <p>NHS Manager Alison McGrory</p> <p>(Insert project title and contact details) (Insert HWF reference number)</p> <p style="text-align: right;">Award Amount</p> <p>If you wish the funds to be transferred directly into the bank account please provide the account number and sort code below</p> <p style="text-align: center;">Account Number - Sort Code -</p>	<p style="text-align: center;">£</p>
TOTAL	£

Appendix 5 Monitoring Template

This information is required for audit purposes and will be stored on the grant database in the Public Health Department, Argyll and Bute CHP.

Argyll & Bute Community Planning Partnership

Health and Wellbeing Partnership

**HEALTH AND WELLBEING FUND
PROJECT MONITORING FORM (2 parts)**

HWF Reference:

Annual Project Status Report Period Ending:

Project Title:	
Contact Name:	Telephone:
Project Start Date:	HWF Allocation:
Is project finished? Yes/No	
If no, when is the expected completion date?	

2. Financial monitoring

<i>Item</i>	HWF funding allocated £	Cumulative spend to date £	Remaining funds available £
TOTAL	£	£	£

Name (please print):

Designation:

Signature: _____

Date: _____

May 2015

Appendix 6 Case Study Recording Template

This information is required to capture the stories of each grant funded project. All case studies will be uploaded onto the Argyll and Bute's Health and wellbeing website at:

www.healthylargyllandbute.org.uk

Please add/attach anything else you think is appropriate e.g. reports, minutes, press cuttings, photographs, letters etc.

Being the Healthiest we can be in Argyll and Bute

Project Title:

Priority from JHIP:

What we did and when:

Our results:

What people said about the project:

Where to get more information: