



Healthy Rutland Grant Scheme

Rutland County Council

Healthy Rutland Grant Scheme

Guidance Notes

September 2019

The Healthy Rutland Grant scheme is funded by Public Health Grant and the Better Care Fund.



About the Healthy Rutland Grant Scheme

The **purpose** of the Scheme is to support and enable community based projects which will;

- improve the health and wellbeing
- promote independence
- reduce impact of long term health conditions

for the people of Rutland. The grants criteria is detailed under what type of projects are eligible, but a key focus is on getting people more active and opportunities for social connection to improve mental wellbeing.

This guidance explains what the County's funding priorities are, and how each project proposal will be assessed.

Who can apply?

Application is open to any organisation that fits into one of the categories listed below; provides services to Rutland residents; and is either based in Rutland or is seeking to be based in Rutland:

- Community groups, clubs and associations
- Rutland Parish, Town Councils
- Schools (for community use of their facilities) & youth organisations
- Charitable organisations, including Charitable Incorporated Organisations
- Social enterprises, Community Interest Companies Not for profit organisations
- Hall Management Committees

Who can't apply?

- Private individuals
- Private limited companies or franchises
- Private members clubs
- Organisations operating openly discriminatory practises
- Organisations that do not currently have a base in Rutland and are not seeking to establish a base in Rutland.
- Organisations that do not offer services to Rutland residents.

What type of project is eligible?

The central aim is to encourage projects which are designed to improve health and wellbeing for the people of Rutland by enabling people to have a **healthy life**; schemes should enable people to be more **active**, to improve diet and nutrition and be a **healthy weight**, have **good mental wellbeing** and offer opportunities for social connection, with a view to improving wellbeing for Rutland residents and **preventing or postponing ill health**.

Projects should;

- Target people who have low levels of activity (sedentary) and/or who at risk of social isolation and will support people to sustain their mental and/or physical health and wellbeing. Providing information and support programmes which help and enable people to improve their general wellbeing.
- Be evidence based or innovative
- Projects should contribute to the aims of the Rutland Better Care Fund programme:
 - Reducing hospital admissions (through avoidance of ill health)
 - Reducing injuries due to falls
 - Reducing delays to hospital discharge
 - Enabling people to remain living independently at home as they get older, if this is their wish
- Overcoming the barriers to people becoming more active or making social connections

Projects may focus on:

- Encouraging motivation
- All ages - Multigenerational participation and benefit
- Improving accessibility
- Transport (e.g. by increasing activities in the villages reducing the need for travel).
- Use of proven national frameworks (e.g. Mental Health First Aid and Five Ways to Wellbeing).
- Projects tailored to specific communities, building on existing community assets; village halls and greens, playing fields, paths, allotments, local organisations, village shops and venues (pubs and cafes), workshops, bus services, allotments, local businesses, skills and knowledge of local people, veterans, care homes.

Example Projects

- Gardening: community orchards and shared allotments, villages in bloom, garden mentoring – experts to novices; equipment loan.
- Healthy eating projects: growing food to cook together; cook and eat demonstrations; food growing in public spaces; food swaps; improving village hall cookery facilities for seasonal celebrations or lunch clubs.
- Equipment supporting a new community club or activity (kit for games clubs, pitch for village petanque, gardening equipment for a community allotment or orchard).
- New active clubs and groups in rural areas.
- Free or pay as you feel activities to reduce the barriers to involvement.
- Opportunities to try new activities. (e.g. Including loan of equipment).
- Inclusive physical activities (e.g. Walking football, chair exercise, dementia walks, buggy runs).
- Community groups and clubs bringing people together.
- Innovative models of information and advice on wellbeing (e.g. practical support to make life changes).
- Good neighbour schemes (e.g. funding a 'duty' phone).

Potential beneficiaries:

Projects can focus on specific target groups (some examples below) but must be open to new participants, not closed to existing members only.

- Sedentary people living inactive lifestyles
- Families with pre-school children in a given village
- People diagnosed with a given condition
- Older people, particularly those who are frail and /or socially isolated
- People with long-term health conditions or at risk of developing such conditions
- Carers /people with caring responsibilities
- People who are socially isolated and experience challenges or a lack of opportunities with regards to accessing services or support.
- Older men
- People with disabilities or those who are disadvantaged or experiencing hardship

There will be information and support events scheduled between rounds. See website for details www.Rutlandwellbeing.org.uk

How much can I apply for?

The maximum grant you can apply for is £10,000. Although we are eager to encourage application from groups and organisations that require small amounts of funding (under £1000) to kick start or deliver local wellbeing aims and ambitions.

Groups and organisations can only have **one** active Healthy Rutland Grant at any time. However, you can submit more than one application.

Projects must be able to demonstrate:

- Community support

Projects **will score more highly** if they demonstrate:

- Scope for sustainability beyond the lifetime of the grant or an exit strategy
- How they working in partnership.
- Some match or co-funding

VAT:

If you are able to recover VAT on expenditure related to project idea we would expect you to request grant funds net of VAT.

How will project be assessed?

Please do not wait for round 3. If we get lots of good applications we will allocate all Grant funding available in rounds 1 and 2.

Applications received after the deadline will not be considered for that round.

All projects will be assessed and scored by an awards panel consisting of members and officers of the local authority, community representation and one other. A minimum of 3 is required for the panel to be quorate. Panel Members will be required to absent themselves from discussions where they have a pecuniary or non-pecuniary interest.

Details of the assessment criteria for scoring and decision making are given below and should be read by those submitting project proposals.

There is no right to appeal should you be unsuccessful.

Criteria for scoring:

Health and Wellbeing Impact		
Score	5	Clear and robust evidence can be shown that the project has the capacity to deliver significant improvements to health (including mental health) or personal wellbeing, and contribute towards the achievement of Public Health Outcome Indicators or ONS National Wellbeing Measures specified in guidance notes
	4	Case study information and participation data has been referenced to show that similar projects have contributed in some way towards the achievement of Public Health Outcome Indicators or ONS National Wellbeing Measures specified in the guidance notes. Plans

		are in place to work with public health or other professionals to gather robust evidence as part of future development
	3	Anecdotal references are made within the application to highlight how the project might contribute towards improved health and wellbeing
	2	Limited reference to health and wellbeing within the application. A commitment is made to give this future consideration
	1	No reference to health and wellbeing within the application

Sliding scale from 5 – 1 for each criteria depending on how far the project is deemed to meet the following:

5 high – 1 low	Projects that meet the Better Care Fund priorities listed above (detailed under the 'What type of project is eligible' section of this guidance document)
	Are able to demonstrate community need / describes the target audience
	Are able to demonstrate community support
	Are sustainable or have an robust exit strategy
	Bids developed in partnership
	Have contributions of funding from elsewhere (co or joint funded) or significant 'in-kind' support
	The difference / impact the project will have. Delivering measureable outputs / outcomes. Clear description of outputs (activities carried out) and a good description of health outcomes and how these will be achieved
	Demonstrates value for money – with clear and concise breakdown of costs
	Provides a clear narrative description of how the project will be delivered, what will be included and timescales for delivery
	Clear engagement / publicity to ensure participant numbers remain consistent or improve over the course of the project

Conditions of the Grant:

- Grant holders must agree to provide reports on progress (end report for small grants- e.g. quarterly reports for medium projects).
- Not grants to individuals – the grant needs to be paid into the account of an organisation.
- Have relevance to the grant criteria.
- Grant funding must be spent in line with grant application proposal.

Use of the Grant:

- Capital and revenue spend
- Not for aspects of projects which are already being funded by other means
- Not for core staff costs

How do I apply and what information is required?

Applicants should complete the application form agreed with Citizens Advice Rutland and using the Guidance Notes.

Completed application forms should be sent in within the dates of the bidding round as set out in the Guidance Notes.

Applications and supplementary evidence using the project proposal form (either in a hard copy or electronic form) should be submitted to:

Citizens Advice Rutland

56 High Street

Oakham

Rutland

LE15 6AL

Or emailed to: Clare.Thomas@citizensadvice Rutland.org.uk

For further guidance on completion of the forms and the project for which you are applying for funding, please contact Citizens Advice Rutland.

What happens if applications are successful?

- You may need to be available to answer supplementary questions on the details of your proposals as part of this process.
- If successful, we will send a grant agreement for your signature, which will include a payment schedule, and a simple monitoring schedule, and evaluation requirements.
 - You may be asked to provide records that detail your entire project spend in line with project request; rather than sound and auditable records of all expenditure must be maintained and provided if requested.
- We will provide on-going support for projects to ensure progress in line with project aims and ambitions.

Evaluation:

How will you know your project has made a positive difference? **All projects** should include some method of measuring this. We are not expecting detailed evaluations for small projects; the level of evaluation should be proportionate to the size of the project.

Projects should demonstrate value according to the aims of the grant scheme. Valid measures and tools should be used, where possible. Please see below an example table of how you might go about defining and measuring the impact and effectiveness of your project:

EXAMPLE-

What is problem we are trying to solve?	Intervention to tackle problem	Outcomes & outputs	What to measure	Measurement tool
Few people undertaking gardening, growing, allotments, greening up space - lack of physical activity and loneliness	Purchase of gardening tools/ equipment, seeds etc. and fun gardening/growing (training) sessions and regular 'grow group' to bring people together, reduce social isolation and get more active. Sharing of fruit and vegetables as contribution to healthy diet	More people engaged in growing	Number of people attending training sessions	Training course register
			Number of people joining regular grow group sessions	Postal questionnaire issued at set time after training course
		Increased physical activity	Minutes of moderate-vigorous physical activity per week	IPAQ questionnaire at baseline and set period of time after the start
		Improved wellbeing, socialising/ reduced social isolation	Wellbeing	Questionnaire at baseline and set period of time after the start e.g. mental wellbeing questionnaire (WEMWEBS see below)
				Wellbeing outcome star
		More time spent in open air and green space.	Time spent using green spaces	Questionnaire at baseline and set period of time after
		Healthier diet	Fresh fruit and vegetables for community consumption	Questionnaire e.g. UKDDQ (see below) at baseline and set period of time after

Little physical activity amongst a group of middle to older age men in the village and a many with long term health conditions	Establishing a Walking Football group	Improved fitness and wellbeing, regular football sessions	Number of people in team and regularly attending	group register
			Minutes of moderate-vigorous physical activity per week	IPAQ at baseline and re- run at 8 weeks and six month intervals.
			Satisfaction with the activity	Questionnaire asking those who drop out why.
Older and vulnerable people not able to access services. Isolated and lonely older people. Difficulty accessing support due to vulnerabilities and health conditions, physical issues	Establishing a good neighbour scheme offering help & support to vulnerable and older people in the community – Help people to access local and health services through volunteers providing lifts, help with phone calls and form filling, calling in on lonely and isolated, offers of support e.g. warm meal, taking out on a trip etc.	Improved access to services	Number of requests for help to access services	Database of requests for help
			Nature of requests for help	Questionnaire to assess benefit to individual of GNS Assessment of volunteer perceptions and benefits as 'giver'
		Improved wellbeing	Wellbeing	Questionnaire at baseline and set period of time after the start e.g. mental wellbeing questionnaire (WEMWEBS see below)
			Reduced isolation	Isolation
Feel supported	Social connectedness	Questionnaire at baseline and set time after service has started		

Evaluation Tools for larger projects:

- Mental wellbeing may be a key element to measure from a programme. One of the most popular used scales to measure mental wellbeing is the Warwick-Edinburgh Mental Well-being Scale (WEMWBS). It was developed to enable the monitoring of mental wellbeing in the general population and the evaluation of projects, programmes and policies which aim to improve mental wellbeing. A short version of the scale has been produced (SWEMWBS). Both tools contain statements about thoughts and feelings.

<https://warwick.ac.uk/fac/sci/med/research/platform/wemwbs/>

- For physical activity, the International Physical Activity Questionnaire (IPAQ) has become the most widely used physical activity questionnaire. A short form is available that has nine items. The short IPAQ is recommended as a cost-effective and valid method to assess physical activity. It records the activity of four intensity levels: 1) vigorous-intensity activity such as aerobics, 2) moderate-intensity activity such as leisure cycling, 3) walking, and 4) sitting.
- An example of a measure relating to dietary changes is the UK Diabetes and Diet Questionnaire (UKDDQ). This survey asks about consumption of higher energy foods and drinks, fruit, vegetables, oily fish, common higher fibre cereal foods and meal patterns. It takes roughly 10 minutes to complete and can be self-scored.
- Outcomes Star - <https://www.staronline.org.uk/> A partner organisation may have a subscription for this tool.
- Quality of life - EQ5D is a quality of life tool that is well used in health evaluation - see <https://euroqol.org/>
- If there are no existing validated tools for the outcome you want to measure then you can develop your own measure based on outcomes you want to achieve and asking participants on a scale of 1 – 10 how they measure against it. This can be re-run at a later date to assess change.

Note it is important to measure outcomes at the beginning of your programme and then later on so that you can measure the impact you have had.

Further Information:

Public Health Outcomes Framework:

<http://www.phoutcomes.info/public-health-outcomes-framework#gid/1000042/pat/6/ati/102/page/9/par/E12000004/are/E06000017>

National Wellbeing Measures:

<http://www.ons.gov.uk/ons/rel/wellbeing/measuring-national-well-being/life-in-the-uk--2014/national-well-being-measures--march-2014.html#tab-Where-to-find-national-Well-being-measures-data>