

# **Grant Funded Opportunities 2018/19**

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## **1. Health and Wellbeing Service**

## **2. Homework Clubs**

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## **3. Health and Wellbeing Service**

### **4. Homework Clubs**

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## 1. Introduction

Communities First ended in March 2018 and a small amount of funding has been made available this year through the Legacy Fund to pilot some innovative approaches to building resilient communities.

Considerable stakeholder and community consultation has been undertaken during 2017/18 to help understand what would be the priorities for development after the closure of the programme. Key pieces of work included the mapping of provision under a variety of themes to identify gaps and possible duplication of services.

The public consultation exercise carried out during September 2017 received 1,596 responses and analysis of these responses showed potential gaps and opportunities for service development.

In November 2018, Cabinet considered the results of this consultation and agreed to the development of a partnership approach to delivery of a Health and Well Being Services and Homework Clubs offering accessible community based learning activities.

The Council is inviting proposals from partners for two individual grants to deliver 2 specific areas of work as pilot projects. The Welsh Government Legacy Fund would fund these pilots during 2018/19 with an option to extend by 1 year (*subject to the success of the pilots and continued Welsh Government funding*).

The grant type and amounts available are set out below:

- 1. Up to £100,000 is available during 2018/19 for a Health and Wellbeing Service with the opportunity to extend in 2019/20**
- 2. Up to £20,000 is available during 2018/19 for the Homework Clubs with the opportunity to extend in 2019/20**

The Council has a corporate commitment to support vulnerable people and seeks to empower them to live as safely and independently as possible within the community. Therefore, we are looking to establish services that provide a holistic model of support within the city that complements the new approach to building resilient communities and the development of the Wellbeing Hubs.

Service elements to be delivered for both the health and wellbeing and homework club pilots will include the provision of accessible community-based support using a strengths based approach. Services developed should not duplicate any existing provision, and should align and add value to existing programmes and services.

The Council is looking to enter into an initial grant funded arrangement with a single provider or consortium for delivery of each service. The purpose of this service specification is to set out the outcomes expected for both grants.

Successful applicants will also need to demonstrate how sustainability planning is included in their proposal for the projects e.g. added value/expansion to existing innovative work, applications to external funding bodies and development of partnership arrangements to secure additional activities.

## 2. Background

Two main pieces of Welsh Government legislation will inform the pilots developed. These are:

- The Well-Being of Future Generations (Wales) Act 2015 which sets out seven well-being goals that public sector bodies have to take action to achieve. These are all relevant to the delivery of the service and support Welsh Governments ambition to create an equal, resilient and healthy Wales.
- The Social Services and Well-being (Wales) Act 2014 provides a 'legal framework for improving the well-being of people (adults and children) who need care and support, carers who need support, and for transforming social services in Wales.'

Cardiff Council's Capital Ambition 2017 sets out the vision for Cardiff "to capitalise on our potential and become a truly great world capital, where the benefits of growth are felt by all our citizens, our region and our nation. By doing so Cardiff will create a capital city that is not only ambitious for the people we serve, but ambitious for the people of Wales."

The Capital Ambition has 4 main areas:

- *Working for Cardiff* – making sure that all our citizens can contribute to, and benefit from, the city's success.
- *Working for Wales* – A successful Wales needs a successful capital city.
- *Working for the Future* – Managing the city's growth in a sustainable way.
- *Working for Public Services* – making sure our public services are delivered efficiently, effectively and sustainably in the face of rising demand and reducing budgets.

### Well-being Plan

The Well-being Plan sets out the Cardiff Public Service Board PSB priorities for action over the next 5 years, and beyond. The plan focusses on the areas of public service delivery which fundamentally require partnership working between the city's public and community services, and with the citizens of Cardiff.

The Plan contains Well-being Objectives, high-level priorities that the Cardiff PSB has identified as being most important. It also contains 'Commitments,' or practical steps that the city's public services, together, will deliver over the next 5 years.

The 7 objectives are:

- Objective 1 - A Capital City that Works for Wales
- Objective 2 - Cardiff grows in a resilient way
- Objective 3 - Safe, Confident and Empowered Communities
- Objective 4 - Cardiff is a great place to grow up
- Objective 5 - Supporting People out of poverty
- Objective 6 - Cardiff is a great place to grow older
- Objective 7 - Modernising and Integrating Our Public Services

### **3. Scope of the Grants**

There will be two grants offered on competitive basis for:

- 1. A city wide Health and Wellbeing Service**
- 2. Homework Clubs**

The aim is to commence delivery by July 2018 until 31 March 2019; there may be an opportunity to extend by 12 months, but this will be subject to continued Welsh Government funding and the success of pilots delivered.

The proposals submitted by applicants for each of the grant funded opportunities will need to include innovative approaches to engagement and service delivery. The service(s) should be person centred, holistic and non-stigmatising. They should put an emphasis on prevention and use a strength based approach that focuses on a person's assets rather than deficits.

#### **Evidence Based**

Both the Health and Wellbeing Service and Homework Clubs should deliver a range of interventions that use an evidence based approach demonstrating good practice. This should not stop innovation and creativity to meet the specified outcomes. It should be a way to test out new approaches that have a strong rationale and it would be expected that robust evidence is collected so that evaluation can form part of the process.

Each of the services will have a number of agreed outputs and will consist of the key delivery strands as set out below:

#### **1. Health and Wellbeing Service**

A city wide service offering:

- (i) Low level Mental Health Support and Confidence Building sessions, some of which should be evidence based interventions and courses such as Stress Control and Mindfulness
- (ii) Befriending, self-help and peer support groups across the city linked to improving health and wellbeing
- (iii) Low level therapeutic activities such as arts or crafts, music, drama, cookery sessions, gardening, photography, sewing or knit and natter groups
- (iv) A range of intergenerational learning and social activities that especially target older people to help avoid social isolation and loneliness

#### **2. Homework Clubs**

- (i) Homework Clubs in the East and South East arc of the City, offering structured learning experiences for children and young people and volunteering opportunities for adults.

#### **Volunteers**

The successful organisations for each grant will be expected to involve volunteers in all aspects of service provision. There will also be a requirement that the provider has knowledge and awareness of other services, and activities in order to provide basic information, advice and signposting functions as part of the service delivery model.

## 4. Detailed Requirements

### Funding Available

£100,000 is available for up to 8 months delivery of the Health and Wellbeing Service during 2018/19 with the opportunity to increase this to a full year in 2019/20\*

£20,000 is available for 8 month delivery during 2018/19 for the Homework Clubs with the opportunity to increase this to a full years cost for 2019/20\*

*\*Subject to continued Welsh Government funding*

Health and Wellbeing Service		
Service	Component	Provision
City Wide Health and Wellbeing Service	Advice, Information and Signposting function	<ul style="list-style-type: none"><li>• Coordinated management of referrals, including self-referrals from across the city</li><li>• Information, advice and options for accessing locality based health and wellbeing activities or other activities available via signposting</li><li>• Provide onward referrals/introductions to activities including progression routes when appropriate</li><li>• Provide a system for collecting information on activities and services available locally and promoting in the community</li><li>• Develop working relationships and process with referral agents such as local GPs and other Health Professionals</li><li>• Develop working relationships with Council services including Hubs, the Independent Living Service and the Employment Gateway as an example</li><li>• Provide consistent recording of data, including equality data to ensure work is with those most in need</li><li>• Security of data/information sharing - Data security requirements should be outlined in the proposals</li></ul>

	<p>Low level Mental Health Support and Confidence Building sessions, some of which should be evidence based interventions</p>	<ul style="list-style-type: none"> <li>• To provide an agreed number of group sessions or courses across the City. (Proposals should include how many and what type of evidence based interventions would be delivered)</li> <li>• Provide a rolling timetable of courses/sessions, including evenings and weekends.</li> </ul>
	<p>Set up a network of befriending, self-help and peer support groups across the city linked to improving health and wellbeing</p>	<ul style="list-style-type: none"> <li>• To provide an agreed number of new befriending, self-help and peer support groups in identified geographical areas across the City. (Proposals should include how many and the types of groups that could be set up)</li> <li>• The groups developed will need to be accessible and well publicised, including when and where activities will take place</li> <li>• Groups should be available evenings and weekends if appropriate</li> <li>• The Council will require all providers to advertise and maintain information on the provision available on the Council's Website, Dewis, Family Information Services, Volunteer Portal and any other digital forum identified as appropriate.</li> </ul>
	<p>Delivery of a rolling timetable of low level therapeutic activities, including intergenerational learning and social activities</p>	<ul style="list-style-type: none"> <li>• The provider will directly deliver and/or source suitable delivery partners for an agreed number of low level therapeutic activities such as arts or crafts, music, drama, cookery sessions, gardening, photography, sewing or knit and natter groups (Proposals should include types and how many)</li> <li>• The provider will also need to directly deliver or source delivery partners for a range of intergenerational learning and social activities, these should especially target older people to help avoid social isolation and loneliness (Proposals should include types and how many)</li> <li>• The activities will need to be planned, accessible and well publicised, including when and where activities will take place, including evenings and weekends if appropriate</li> <li>• The Council will require all providers to advertise and maintain their information on the Council's Website, Dewis, Family Information Services and Volunteer Portal.</li> </ul>

	Volunteering Opportunities	<ul style="list-style-type: none"> <li>The provider will be expected involve volunteers in all aspects of delivery and provide structured volunteering opportunities for participants</li> </ul>
	Sustainability	<ul style="list-style-type: none"> <li>Evidence of sustainability planning, e.g. applications to external funding bodies/partnership arrangements</li> </ul>
<b>Homework Clubs</b>		
<b>Service</b>	<b>Component</b>	<b>Provision</b>
Homework Clubs East and South East arc of the City	Structured learning experiences for children and young people and volunteering opportunities for adults	<ul style="list-style-type: none"> <li>Set up Homework Clubs that deliver weekly sessions in the St Mellons, Llanrumney and STAR Hubs at no cost to the participant</li> <li>Have a coordinated management of referrals, including self-referrals into the clubs</li> <li>Targeted age groups should be from Year 6 onwards</li> <li>Provide a tutor to co-ordinate each session and manage the content appropriately</li> <li>Set up and maintain a structured volunteering programme to support delivery of the sessions</li> <li>The activities will need to be planned, accessible and well publicised, including when and where activities will take place, including evenings and weekends if appropriate</li> <li>The Council will require the provider to advertise and maintain their information on the Council's Website, Dewis, Family Information Services and Volunteer Portal.</li> </ul>
	Volunteering Opportunities	<ul style="list-style-type: none"> <li>The provider will be expected involve volunteers in all aspects of delivery and provide structured volunteering opportunities for participants</li> </ul>
	Sustainability	<ul style="list-style-type: none"> <li>Evidence of sustainability planning, e.g. applications to external funding bodies/partnership arrangements</li> </ul>

## **Eligibility**

People lives rarely fit into the neat eligibility criteria and will have multi-faceted issues. Below is not an exhaustive list and there may be other vulnerable groups that could benefit, applicants should identify priority groups in their application (*should not be seen as eligibility criteria*).

## **Health and Wellbeing**

- Disadvantaged families and individuals living in poverty
- Economically inactive people living in poverty
- People with low level mental health conditions or life limiting health conditions
- Users of substances including alcohol
- Homeless people (or those at risk of being homeless)
- Older people struggling with isolation and retaining their independence
- Disadvantaged families living in poverty
- People who have experienced, or have children at risk of experiencing multiple Adverse Childhood Experiences (ACE)
- Care leavers
- Veterans
- People at risk of social isolation

## **Homework Clubs**

- Children and Young People living in poverty
- Children and Young People who are, or at risk of becoming, involved in the Youth Justice system.
- Children who have experienced, or at risk of experiencing multiple Adverse Childhood Experiences (ACE)

## **Accessibility**

The service should be accessible to those it is aimed at and also be available outside of standard office hours when required, e.g. evening and weekend provision.

The service should be equitably accessible to all people wanting to use it complying with equalities legislation - Equalities Act 2010 <https://www.gov.uk/discrimination-your-rights/types-of-discrimination> .

## **Required Geographic Coverage**

The Home Work Clubs will need be delivered in the South East and East Arc of the City in the St Mellons, Llanrumney, and Splott Hubs.

For the Health and Wellbeing provision the Council wishes to fund activities and services that provide a good geographical spread across the City through a range of accessibly located sites. Applicants should provide details on how they would deliver on this and make the services accessible to those people that need it.

## **Staffing Levels, Qualifications, Experience**

The provider agrees to employ sufficient persons to ensure the activities offered are provided at all times and to ensure employees are properly and sufficiently qualified, competent, and skilled and experienced.

The provider shall ensure that such persons are properly and sufficiently instructed and supervised with regard to the provision delivered. The provider will source appropriate training to up skill and professionally develop the workforce.

Trainers and facilitators working directly with participants to deliver group work will need to have the following:

- Clear communication skills
- A good understanding of group processes and dynamics
- Skills to facilitate these and contain a group
- Up to date knowledge to effectively sign-post people to relevant services/organisations.

### **Quality Standards**

The provider must have Quality Assurance Standards appropriate to the area of work for which funding is being sought:

- Staff and volunteers involved in service delivery must have enhanced Disclosure and Barring Service checks in place and be suitable to carry out their assigned job activities for both the Health and Wellbeing Service and Homework Clubs
- Staff and volunteers must also have appropriate training, accreditations, qualifications and experience to provide the proposed services.
- Organisations must have robust Safeguarding Policies and Process in place <https://gov.wales/topics/health/publications/socialcare/circular/nafwc1207/?lang=en>
- Organisations must have appropriate Health and Safety and First Aid procedures including appropriately qualified staff in place.
- Deliver services in-line with the most recent best practice recommendations
- Organisations must also have a successful track record of delivering similar services in the City.
- Organisations should as far as possible support local community development by encouraging volunteering and employment of local residents.
- Consult with and enable participants to be involved in service planning, delivery and evaluation to ensure the service is responding to and meeting their needs
- Manage the reporting and data collection to demonstrate expected outcomes. This includes sensitively collecting demographic data to help identify people from: geographical areas with higher levels of need and priority groups i.e. (age group, gender, employment status and carer, veterans and veteran families, sexual orientation, housing status, long term health condition)
- Respond to emerging need by, through a process of co-design with the council and its partners.
- Widely publicise and promote the service to organisations in relevant statutory, third and private sectors, and to the general public

### **Community Focused**

- Each member of staff or volunteer who provides services should understand the range of support available locally and think about opportunities outside of services. Participants should be directed and supported to access a range of community activities to connect with and contribute to their local community. The service will need to promote wellbeing as a concept to individuals.

- Build resilience by ensuring that community activities happen where people are and engage people to support them to be able to make a positive contribution to their communities. Individuals should be supported by this approach to align their assets and efforts.

### **Maximise Service Impact**

Both services should maximise the impact it makes by working with a range of other public / community based services, facilitating partnership work where appropriate. Additionality to the core delivery such as established links with social prescribing initiatives or health professionals or schools and youth provision would be beneficial in each grant funded opportunity. Maintaining or development of clear pathways for participants that can be evidenced will be crucial to demonstrate the success of the pilot.

### **Demonstrating Impact on Individual Participants**

#### **Health and Wellbeing Service**

Participants accessing the provision should be offered a wide range of opportunities to help make better lifestyle choices. Well-being can be understood as how people feel and how they function, both on a personal and a social level, and how they evaluate their lives as a whole. The Council expects the proposals to outline how the service and its associated activities will contribute to the overall delivery of the Capital Ambition and Wellbeing Plan, particularly against wellbeing objectives 3, 4, 5 and 6.

Details on the Well-being Plan can be accessed here:

<https://www.cardiffpartnership.co.uk/wp-content/uploads/Well-being-Plan-2018-23-Eng.pdf>

The provider should be able to measure and evidence the impact/outcomes the service is having on individuals and need to have appropriate systems in place to demonstrate their contribution in monitoring returns.

Different tools can be used to capture individual information and applicants should include what tools they will be using in their proposal. For example increased mental wellbeing can be measured by using the Short Warwick Edinburgh Mental Well-Being Scale or self-reported through questionnaires.

Further information can be found at:

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

#### **Homework Clubs**

For the Homework Clubs the Council will expect providers to set up new sessions and engage with children and young people that may need additional support to do well in school. Applicants should provide information on at least three key outcomes they will be able to report on against individuals and how they will be evidenced.

Different tools can be used to capture individual progression and applicants should include what tools they will be using in their proposal, e.g. Self- reporting tools such as questionnaires.

## 5. Key Performance Indicators (KPIs)

Service Elements	Key Performance Indicators	Threshold	How it will be measured
<b>Health and Wellbeing Service</b>	Volumes of referrals to the service received from key partner's e.g. (GPs, council, health, social care and voluntary sector)	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data, collected by sector
	Volumes of people accessing the service	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data and mystery shopping
	Number of people signposted to another organisation	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data, collected by sector
	Number of low level evidence based mental health support and confidence building sessions delivered	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data and mystery shopping
	Number of new social groups set up	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of new intergenerational activities delivered	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of new therapeutic activities delivered	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of new activities/sessions delivered by partners	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of activities /groups sustained after 6 months	Benchmark quarterly within first year and establish % of growth from	Quarterly monitoring data

		baseline	
	Number of volunteers involved in delivery	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of volunteer retained over 6 months	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
<b>Service Elements</b>	<b>Key Performance Indicators</b>	<b>Threshold</b>	<b>How it will be measured</b>
<b>Homework Clubs</b>	Volumes of children and young people accessing each session	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data and mystery shopping
	Number of sessions delivered	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Numbers of volunteers recruited	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data
	Number of volunteer retained over 6 months	Benchmark quarterly within first year and establish % of growth from baseline	Quarterly monitoring data

**Health and Wellbeing** - We expect organisations to set targets in their proposals for the following outputs where appropriate:

- Number of referrals received
- Number of referrals/new users signposted to external provision
- Number of new users accessing the services
- Numbers of low level evidence based group sessions/courses delivered
- Where applicable, percentage of service users retained throughout the pilot period
- Number of new social groups set up
- Number of intergenerational activities delivered
- Number of intergenerational activities delivered by partner organisations
- Number of therapeutic activities delivered
- Number of therapeutic activities delivered by partner organisations
- 100% recording of user profile data including protected characteristics
- 100% recording of number of users taking up services and activities
- 100% recording of onward referrals made and where
- 100% recording of outcomes achieved
- 100% of staff and volunteers who work directly with service users have an enhanced DBS check
- Evidence of sustainability planning, e.g. number of applications to external funding bodies or new activities/services secured.

**Homework Clubs** - We expect organisations to set targets in their proposals for the following outputs:

- Number of new service users accessing the sessions
- Numbers of structured sessions/courses delivered
- Number of volunteers recruited
- 100% recording of outcomes achieved
- 100% of staff and volunteers who work directly with service users have an enhanced DBS check
- Evidence of sustainability planning, e.g. number of applications to external funding bodies

### **Outcomes**

As well as the outputs listed above each individual proposal will need to demonstrate how they will evidence the outcomes achieved by people participating in activities. Please see note in the application form.

### **6. Performance Management (Monitoring and Evaluation)**

The Council will look to award two grants for these services. Should the proposal involve collaborative work between a number of providers, a lead provider should be nominated, and the management of partners will be the responsibility of the lead applicant. A financial breakdown of how the funding is divided between partners should be included in the proposal/application form.

Performance and financial data for both services will be requested in October 2018, January 2019 and March/April 2019 alongside written progress reports, case studies and anonymised equality data.

## 7. Application Process

Applications are invited from Organisations in Cardiff to work with the Council on developing a Health and Wellbeing Service or/and Homework Clubs. All proposals submitted should clearly identify which funding opportunity they are applying for and outline how you intend to deliver the service whilst meeting the requirements in the specification. If applying for both opportunities please complete 2 separate applications.

The applications will be assessed on the following criteria. NB: Ensure you follow the specification and address the key questions in the application form set out below:

1. What will you do (Detailed Requirements/Scope/Activities)?
2. What will you not be able to do (Scope)?
3. How will you do it? (Detailed Requirements)
4. Why you are best placed to deliver the service (Track Record)?
5. How will you measure success (Monitoring and Evaluation)? *How does your proposal link to the Councils Capital Ambition and Wellbeing Objectives*
6. What individual outcomes will you report against (Monitoring and Evaluation)?

You will need to include a full breakdown of costs in your proposal; NB: Management charges should not exceed 10%. Please provide a breakdown of costs for the initial 8 month period and a proposed total figure for 12 months delivery during 2019/20

Completed Applications should be submitted via email by no later than **Midnight 20 June 2018** by email to: [voluntarysectorgrants@cardiff.gov.uk](mailto:voluntarysectorgrants@cardiff.gov.uk)

Successful applicants will be notified by no later than **29 June 2018**.

Please complete the Application Form included with the specification in full. Only fully completed applications will be considered.

## 8. Funding Period

Both grants will be issued by July 2018 with work to be completed by 31<sup>st</sup> March 2019. Any extension for a further 12 months will be subject to the success of the pilot period, satisfactory performance and financial reporting and subject to continued funding from Welsh Government.

## 9. Terms and Conditions

The Councils standard terms and conditions for grants will apply alongside any additional or special terms and conditions deemed applicable to the administering of the Legacy Fund from Welsh Government.

## **10. General Data Protection Regulation (GDPR)**

The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Grantee is the Processor. The Grantee shall (and shall procure that any of its Staff involved in the provision of the Agreement) comply with any notification requirements under the Data Protection Act 1998 (“DPA”) and both Parties will duly observe all their obligations under the GDPR which arise in connection with the Agreement.

Further guidance can be found on the Information Commissioners Website here:  
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

## **11. Welsh Language**

The provider shall comply with the requirements of the Welsh Language (Wales) Measure 2011 and the Welsh language standards issued to the Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the provision of the Grant.

*A copy of the Welsh language standards is available here:*  
[www.cardiff.gov.uk/bilingualcardiff](http://www.cardiff.gov.uk/bilingualcardiff)