**Supporting people with autism in Cardiff & the Vale of Glamorgan**

**Third Sector Grant Programme**

**Guidance**

**Introduction**

The Integrated Autism Service Programme Board is overseeing the delivery of the Integrated Autism Service part of the Integrated Care Fund (ICF) in Cardiff and the Vale of Glamorgan. The funding is to support innovative and new ways of working and £30,000 has been allocated in total to engage the third sector in the set-up of the service. This is an opportunity for the wider sector to be directly involved in the development of services for people with autism in Cardiff and / or the Vale which link to/work alongside the Integrated Autism Service. The Grants Programme is administered by Cardiff Third Sector Council (C3SC) in liaison with Glamorgan Voluntary Services (GVS).

**The Grant is open for applications from 21 December 2017 with a deadline for submission of 5pm on Tuesday 9 January 2018.**

THE ICF Programme is a Welsh Government funded programme, and any proposal will be assessed by the Grant Panel against the criteria set out by the Welsh Government. There is an ICF application summary document included as part of the application form (last 2 pages) which links to the overall criteria and must be completed as part of the application process. For more information about the ICF Programme and the criteria please see the [Integrated Care Fund Guidance Effective April 2017](https://www.c3sc.org.uk/networks/networks-doc-lib/cardiff-health-social-care-network/intermediate-care-fund/integrated-autism-service-third-sector-grant/2095-welsh-government-icf-guidance-april-2017/file). The criteria for the whole ICF programme can be found on pages 5 and 6, with the specifics for autism included in the [National Supporting Guidance document](https://www.c3sc.org.uk/networks/networks-doc-lib/cardiff-health-social-care-network/intermediate-care-fund/integrated-autism-service-third-sector-grant/2097-ias-supporting-guidance/file).

**Aim of the ICF Programme**

This grant programme aims to support proposals which improve the quality of life for people with autism living in Cardiff and/or the Vale of Glamorgan. In particular, this grant is to support the development opportunities for people with autism in line with the key outcomes identified within the guidance. The overall aim is to ensure that people with autism are able to engage and participate in the development of the Integrated Autism Service and benefit from interactions which enhance the communities in which they live.

**How much can organisations apply for?**

Organisations can apply for a maximum of £10,000 per application. There is no minimum. One or more applications from an organisation will be considered by the panel providing the application is for a different service or project.

**What are the key priorities for the Grant Programme?**

Proposals **MUST** demonstrate an alignment to the following criteria:

* They **must** support the ICF criteria of supporting ***integration*** (either across third sector/health/housing/local authority services or across Cardiff and Vale of Glamorgan), be ***transformational*** *(supporting a shift in the way services are delivered)*, ***deliver benefits*** (including value for money, cost avoidance or savings as appropriate), ***strategic*** (including demonstrating sustainability and integration) and support ***fairness*** and ***equality*** of access to good quality health and social care.
* They **must** also demonstrate how they do or intend to link with the Integrated Autism Service in Cardiff and the Vale.
* Proposals should also demonstrate an approach based on ‘**de-escalation’** and ‘**normalisation**’ principles.
* Proposals should promote a ‘**reablement**’ approach to services for people with autism seeking to support people with ‘what matters’
* Proposals should be consistent with principles of prudent health care and the Social Services and Wellbeing Act 2014 by focussing on prevention and minimum necessary intervention
* They must be for services or activities which improve the quality of life for people with Autism by ensuring that opportunities are put in place locally to promote health, wellbeing and independence. The overall aim is for people with autism to be able to engage and participate in the communities in which they live reducing isolation.
* They should be for **NEW or ADDITIONAL** services and activities in response to an identified need that align directly with the outcomes of the Integrated Autism Service, either in a specific community within Cardiff or the Vale or be Cardiff and/or Vale wide.
* They must be services or activities which equip communities or individuals to support themselves, their families and their communities.
* They should build on community assets, local resources and mobilise volunteers to contribute to healthy and confident communities.
* They should provide a rapid response to a particular problem, or respond to an identified need, which will improve the quality of life for people with autism in Cardiff and/or the Vale.
* They must maximise the impact of preventative services.
* This grant is only available once. There is no guarantee that future funding may be available once the Integrated Autism Service is fully operational. Therefore, for any new service or activity applications must be able to demonstrate how the initiative will be able to be started and finished within the given timeframe, or identify how this activity will be sustained once the funding has.
* All delivery methods and outcomes delivered will be shared directly with the Cardiff and Vale Integrated Autism Service and the National Autism Team to support the development of local and national approaches in supporting individuals with autism.

Proposals **MAY** demonstrate match funding, for example via the support of volunteers, in kind donations, funding from other sources. There is no requirement to have match funding, but demonstrating this may help to strengthen the application.

Applications **MAY** be made in partnership with community groups or organisations, either as a joint application or as two single applications with aligned outcomes.

**What type of projects can be funded?**

This funding stream will support revenue costs associated with the proposal. All revenue costs should be fully itemised, eg staff costs, hourly rate, venue hire etc. Remember to include VAT where applicable.

All grant funded projects need to be delivered, and the money spent, by **31 March 2018**. Grants will be awarded on a one-off, non-recurring basis.

The funding **COULD** be used for the following (this list is not exhaustive and is intended as a guide only):

* Start up costs for new groups, activities or services in response to evidence of need.
* Piloting of a new service, such as a new self-help support group or a forum
* Social inclusion services, such as the setting up of a new lunch club, sport club, exercise class, carer support, neighbour care, or a small scale community service in response to a need.
* Social inclusion to increase engagement of people with autism within service areas.
* One off events, if you can show that the event will have a longer term impact, for example, the event will be the launch of an ongoing initiative that engages local people and/or service providers and clearly meet the criteria as laid out by the Welsh Government for ICF.
* Development of easy read versions of leaflets / documents
* Development of information systems/accessible information for people with ASD

The funding will not support:

* Retrospective projects.
* Revenue costs relating to existing work or commitments.
* Capital costs
* Therapeutic interventions which are not evidenced based.
* Funding post 31 March 2018.

**Who can apply?**

To be eligible for this funding, groups or organisations must:

* Be based in, and/or represent, serve and support people in Cardiff and/or the Vale.
* Demonstrate that the grant is clearly to the direct benefit of the residents and communities of Cardiff and/or the Vale.
* Be a non-profit organisation or social enterprise, reinvesting any surpluses to further the social purpose of the organisation.
* Have a safeguarding policy for vulnerable adults and children.
* Have the following financial documents and provide them, as requested by the Grants Panel/C3SC to support their funding application:
  + an acceptable governing document, eg constitution, Memorandum and Articles of Association, which is signed
  + a bank account with at least two signatories in the name of the organisation applying for the grant
  + a set of their most recent financial accounts, signed as being audited, or independently inspected (according to the level of income and expenditure). In the case of recently formed organisations, they should be able to provide a forecast of income and expenditure for the next year.
* Have, or show they are working towards, an effective equality policy and a volunteering policy.
* Be non-party political.

C3SC and GVS are membership organisations and encourage all voluntary and community organisations based in Cardiff and/or the Vale to become members. Becoming a member helps us to provide comprehensive and responsive support to the voluntary sector. If you are not a member, and would like to join C3SC please contact us on 029 2048 5722, or for GVS please contact us on 01446 741706.

**How to apply?**

The Grant is open for applications from 21 December 2017 with a deadline for submission of **5pm 9 January 2018**.

Application forms are available from [C3SC](https://www.c3sc.org.uk/networks/networks-doc-lib/cardiff-health-social-care-network/intermediate-care-fund/integrated-autism-service-third-sector-grant/2097-ias-supporting-guidance/file) and [GVS](http://www.gvs.wales/news/2017/12/integrated-autism-third-sector-grant9) via our websites or by emailing [sarah.c@c3sc.org.uk](mailto:sarah.c@c3sc.org.uk).

Organisations must use the application form provided and submit by the specified deadline to C3SC. At the end of the application form is the ICF Application Summary which **MUST** be completed and submitted as part of the process. Applications received without this completed will not be assessed by the panel.

Application forms can be submitted either electronically to [admin@c3sc.org.uk](mailto:admin@c3sc.org.uk) (subject Autism Third Sector Grant Application) or by post to Autism Third Sector Grant Application, Cardiff Third Sector Council, Third Floor, Baltic House, Mount Stuart Square, Cardiff CF10 5FH.

If you have an idea for an activity or service and would like to discuss this, or would like help with governance, please contact C3SC or GVS on the numbers above.

**Assessment of applications**

All applications will be subject to an initial check, managed by C3SC, to check eligibility to apply and that relevant supporting documents have been submitted where requested (see page 2 of this guidance). All applicants will receive notification, by email, of progress at this point. Organisations which submit applications to the deadline, but without requested supporting documents, and/or which have missing information, will be contacted by email, notified that their application is incomplete, and will be required to submit the relevant documents and required information by the deadline.

**Applications received after the deadline will not be considered.**

Applications which are determined to be eligible will be considered by a Grant Panel comprising of Panel members who are from the Integrated Autism Service Programme Board or delegated by the Board Members. The final decision will be made by the Grant Panel and there is no appeals process.

Applications will be scored using the information provided on the application form, with particular attention to:

* Alignment to the Grant Programme criteria as outlined in this guidance.
* Impact of the service or activity.
* Number of beneficiaries and proposed outcomes.
* Evidence of good organisational governance.

You will receive the panel’s decision via email during the week commencing 15 January 2018.

**Successful applications**

Successful applicants will be required to sign that they agree to the terms and conditions of the grant, which include:

* Completion of the project to timescales specified in the application.
* Grant spent by the end of March 2018.
* Completion of monitoring and evaluation of the project, a summary report and a case study if relevant.
* Submitting proof of spend evidence, eg invoices, receipts.
* C3SC may withhold or request repayment of the Grant in the event of any failure to comply with the terms and conditions.

**Support and advice on applying for funding**

Sarah Capstick, Health and Social Care Facilitator, email [sarah.c@c3sc.org.uk](mailto:sarah.c@c3sc.org.uk) or Tel: 029 2048 5722.

Due to the seasonal break please email where possible, telephone messages will not be picked up in the office until the 3 January 2018.