Hywel Dda Charitable Funds – Support for Life Grant scheme

Dear Colleague,
Thank you for your interest in the Support for Life Grant scheme.

Please find enclosed:
- Application Form
- Eligibility Guidelines
- Grant Application Guidelines

The scheme will invest in the health and wellness of the local population by pump priming community healthcare improvement projects in Pembrokeshire, Ceredigion and Carmarthenshire to a total value of £100,000.

Applicants must show how they meet at least one of Hywel Dda Charitable Funds’ Key Themes:
- **Care Closer to Home**
- **Investment in Prevention**
- **Reducing Lifestyle Related Illnesses**

and demonstrate a commitment to both sustainability and innovation.

Grants of up to £5,000 will be available with one Key County Project each to the value of £10,000 in Ceredigion and Pembrokeshire and two Key County Projects to the value of £10,000 in Carmarthenshire. Applications will be considered on a rolling basis until the funds are fully allocated.

Projects must demonstrate an element of match funding.

This scheme is administered by the Pembrokeshire Association of Voluntary Services (PAVS) on behalf of Hywel Dda Charitable Funds. PAVIS is the County Voluntary Council for Pembrokeshire’s voluntary and community sector and is the lead partner for this grant, linking with the CVC’s in Carmarthenshire; the Carmarthenshire Association of Voluntary Services (CAVS) and in Ceredigion; the Ceredigion Association of Voluntary Organisations.

The Support for Life Grant scheme will be launched in November 2012 and applications will be assessed within 3 months of submission. When all funds have been committed no new applications will be considered. Completed application forms and all supporting documents must be received before applications can be processed. A letter will be sent confirming receipt of your application form.

If you need any guidance to complete the application form or general advice about your proposed application please contact your local CVC:
- Pembrokeshire Association of Voluntary Services on (01437) 769 422
- Carmarthenshire Association of Voluntary Services on (01267) 245555
- Ceredigion Association of Voluntary Organisations on (01570) 423232

Yours sincerely,
Lorna Livock
Sustainable Organisation Development Officer
Pembrokeshire Association of Voluntary Services, 36 – 38 High Street, Haverfordwest, Pembrokeshire, SA61 2DA (01437) 769 422
Eligibility Guidance

Hywel Dda Charitable Funds – Support for Life Grant scheme

Applicants to the Support for Life Grant scheme must meet the following eligibility requirements:

- have a governing document (a Constitution or a Memorandum and Articles of Association or a Trust Deed) – which is signed and dated
  - A written description of what an organisation is, what it does and how it does it.
  *If you don’t have a governing document then CAVS, CAVO or PAVS can provide support with the process of setting up a group and developing a governing document where appropriate.*

- be an organisation/ a community, voluntary group or social enterprise which is self-governing, non-profit distributing and for public benefit

  A voluntary group is a collection of individuals who work together to undertake certain activities for the benefit of the community – whatever or whoever that community might be.

  Social enterprises are trading businesses which reinvest surpluses made to tackle a social or environmental need. Applicants who are social enterprises must provide evidence of how the organisation is run / managed within the community including local involvement.

- be run by a voluntary management committee/ board of directors of at least 3 or more unrelated individuals
  - All voluntary organisations and community groups must have an unpaid management committee, consisting of at least 3 people – usually a Chair, Secretary and a Treasurer. You may have more than three. The Management Committee has overall responsibility for the group/organisation. Management Committees may also be known as Executive Committees, Board of Directors or Board of Trustees. The Management Committee should be a representative of the community which it serves.
  *CAVS, CAVO or PAVS can provide guidance on the roles and responsibilities of trustees.*

- be working for the benefit of the community or a section of it

- be based in Carmarthenshire, Ceredigion or Pembrokeshire or clearly benefiting communities in Carmarthenshire, Ceredigion or Pembrokeshire

- have a bank account set up in the organisation’s name, with more than one signatory

Non-profit distributing

All applicants to this fund must be non-profit distributing. This means that all surpluses are reinvested to further the social purpose of the organisation.

Community benefit

Some groups have a very limited membership. Projects that are only, or primarily, of benefit to the limited membership of the organisation will not be eligible.
Hywel Dda Charitable Funds – Support for Life Grant scheme

**Background**
The Support for Life grant scheme 2012-2013 is sponsored by Hywel Dda General Fund, Registered Charity no: 1147863. The charity is a catalyst for health and healthcare improvement in Carmarthenshire, Pembrokeshire and Ceredigion and supports the healthcare excellence of associated hospitals, outreach programmes and the wellbeing of the communities they serve.

The scheme has its background in collaborative work focused on the third sector role in health and social care in the Hywel Dda area. It is part of the intention to enable the third sector to become an integral part of each patient pathway and is therefore open to voluntary, community and socially-oriented organisations including social enterprises. The scheme aims to support strategic objectives to design services that encourage more self-care, provide anticipatory care and shift the balance from secondary care to more locally based care.

**Eligibility**
Hywel Dda Charitable Funds – Support for Life Grant scheme will support:

- Revenue or capital costs associated with projects which clearly demonstrate that they meet the Hywel Dda Charitable Funds Key Themes.

Hywel Dda Charitable Funds – Support for Life Grant scheme will not support:

- Staff costs relating to existing work or commitments.
- The purchase of office equipment (including IT equipment)

If you have any queries please get in touch with your local CVC (contact details listed below in the Application section).

**The Scheme**
Specifically the scheme will invest in the health and wellness of the local population by pump priming community healthcare improvement projects in Pembrokeshire, Ceredigion and Carmarthenshire to a total value of £100,000. The amount of grant available to each county will be: Pembrokeshire £31,000, Ceredigion £21,000 and Carmarthenshire £48,000.

Sustainability, innovation and the degree to which grant funded projects might be scaled up form part of the criterion for support.

Administration of the scheme will be provided by PAVS on behalf of the other 3 eligible counties.

Grants of up to £5,000 will be available with one Key County Project each to the value of £10,000 in Ceredigion and Pembrokeshire and two Key County Projects to the value of £10,000 in Carmarthenshire. Applications will be considered on a rolling basis until the funds are fully allocated.
Grant Priorities - Key Themes, Sustainability, Innovation and Replication

Potential projects must address one or more of the Hywel Dda Charitable Funds' Key Themes, demonstrate a commitment to sustainability and be innovative:

**Theme 1: Care Closer to Home**
Including: Basic Foot Care, Befriending Services, Housing related support / benefits advice, the concept of a 'healthy neighbourhood'.

**Theme 2: Investment in Prevention**
Including: Exercise referral schemes (avoidance of falls) and Emotional Wellbeing (particularly re: early onset of dementia) Develop existing mental health services in order to provide a choice of appropriate, comprehensive, integrated mental health services. Improve mental health through well-being and preventative services.

**Theme 3: Reducing Lifestyle Related Illnesses**
Including: Obesity - (Increasing the number of community services available to support people to lose weight), Smoking - Improve access to smoking cessation services, Excess alcohol consumption (reduce the number of people consuming alcohol in a hazardous or harmful way and Walking for health schemes

**Sustainability**
We are looking for proposals that include a clear commitment for developing and sustaining the approach beyond the life of the programme.

**Innovation and Replication**
We are interested in innovations which are relevant and applicable to the wider healthcare system. Such work does not depend on particular individuals or circumstances, but could feasibly be scaled up through adaptation and tailoring.

**Match Funding**
All projects must demonstrate some element of match-funding – this can be in the form of volunteer time contributed, in kind donations, funding from other sources, groups’ own funds or fundraising. There is no specific % of match-funding required.

**Capital items**
For any individual items over the value of £500 groups will be expected to have two quotes and include copies with their application. It is best practice for committees to research costings to get good value. Please mark clearly which quote you have selected.

**Application**
Groups must apply using the official application form. This is available by e-mail or in paper copy from your local County Voluntary Council.

<table>
<thead>
<tr>
<th>County</th>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Pembrokeshire</td>
<td>E-mail PAVS on <a href="mailto:development@pavs.org.uk">development@pavs.org.uk</a> or call (01437) 769 422</td>
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</tr>
<tr>
<td>Carmarthenshire</td>
<td>E-mail CAVS on <a href="mailto:info@cavs.org.uk">info@cavs.org.uk</a> or call on (01267) 245555</td>
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<tr>
<td>Ceredigion</td>
<td>E-mail CAVO on <a href="mailto:gen@cavo.org.uk">gen@cavo.org.uk</a> or call on (01570) 423232</td>
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Forms completed electronically must be printed off and sent in along with original signatures and relevant supporting documents. Please assume that the grants’ panel has no prior knowledge of your organisation and use the application process to convey as much relevant information as possible.

**Assessment**
Applications will be assessed by a multi-agency panel, working in the Health and Social Care field, within each county. Recommendations for grant support will be made by the panel to the trustees of the Hywel Dda Charitable Funds Committee who will make the final decision. Prior to the panel meeting you may be contacted for further information. Applicants will be
notified in writing of the application’s result. Unsuccessful applicants will be eligible to re-
apply to future panels.

**Monitoring and Evaluation**
Successful applicants will be expected to complete an end of grant report form 12 months
after the grant award. For this purpose, a record and receipts of all expenditure made using
the grant should be kept. Successful applicants will also be expected to complete a short
report on the impact of the funding. A cross-section of 15 % of applicants will be visited.
Successful groups will be required to acknowledge the source of the funding in any publicity
and use logos and other publicity materials as directed.
Question 1 - Organisation and contact details
This question allows us to identify your group and contact you easily. If your organisation does not have a separate address, put the address of the contact person. The contact person should have a good knowledge of the application and be available for us to contact if we need further details. Ensure that this person keeps a completed copy of the application form. To receive a grant your organisation must be properly constituted – see Eligibility Guidance.

The information collected in this question will be held in a database of voluntary organisations by your local CVC and may be made publicly available as a sector directory or part of the County Almanac. Details are occasionally shared but personal contact details will not be published. Please tick if you would like these details to be for internal CVC use only i.e. mailings ☐ If someone else is a preferred contact please include their details on a separate sheet.

CAVS/ CAVO/ PAVS Membership
CAVS/ CAVO/ PAVS are membership associations and encourage all voluntary and community organisations based in the relevant county to become members. Becoming a member helps us in our role as your local CVC to provide comprehensive and responsive support to the voluntary sector. If you are not already a member then please contact us for more details or a membership form. Please note that this grant scheme is open to groups in Carmarthenshire, Ceredigion and Pembrokeshire and will not prioritise groups who are members of their local CVC.

Question 2 – Organisations’ aims and the main services/activities provided and when it was established
Aims describe what your organisation is set up to achieve – and the difference you want to make in the long-term. Services and activities are the things an organisation does to achieve its aims. For example - Aim – to support carers and improve their health. Activities – to run a weekly support group and organise social outings for carers. You may wish to take this information from your governing document which should reflect both your aims and activities.

Question 3 - People involved in your group
Management committee members: Management committee members are unpaid.
Volunteers: Volunteers are unpaid individuals involved in carrying out the work of the organisation. Volunteers do not have overall responsibility for the organisation but make a very valuable contribution of their time.
Staff: Staff are paid individuals involved in carrying out the work of the organisation. Staff may work full-time, part-time or be contractual. Staff do not have overall responsibility for the organisation.
Members: An organisation’s members are individuals or organisations who are defined as members by the governing document and agree to abide by the organisation’s rules. In smaller organisations the management committee may be the members.

Question 4 - Bank Account details
Give details of your account so that the payment can be processed if your application is successful. The bank account name MUST match the name of your organisation as stated on your governing document.

Question 5 - The project name
If your project has a name then let us know what it is

Question 6 - Location of project
This scheme can only support projects where the majority of beneficiaries live in Carmarthenshire, Ceredigion or Pembrokeshire, for projects taking place in one of these counties. You might like to include a plan or pictures showing the site location of your project within the area.

Question 7 - Amount requested
Groups are eligible to apply for up to £5,000 of funding towards a project, or up to £10,000 as the Key County project. Apply for less money if you do not need the full amount.

Question 8 - Start and end date of the project
State when you intend to have spent the funding by (make sure that you take into account the fact that decisions may take up to 3 months to make from application submission).
**Question 9 - Funding requested, purpose for use, activities/services/ improvements resulting from grant**

Tell us what you want to do with the grant. Tell us about the items/services that you would buy with the grant. Explain what you will use the grant for – what activities/services/improvements will you deliver as a result of this project.

**Question 10 - Detail which of the Hywel Dda Charitable Funds Key Themes your project addresses**

Theme 1: Care Closer to Home/ Theme 2: Investment in Prevention /Theme 3: Reducing Lifestyle Related Illnesses

Tell us which theme your application addresses and how it will do this.

**Question 11 - Please detail, if appropriate, how your project addresses either or both of the remaining themes**

State whether your project meets any of the other key themes mentioned above in Question 10.

**Question 12 - Sustainability**

We are looking for proposals that include a clear commitment for developing and sustaining the approach beyond the life of the programme.

**Question 13 - Innovation and Replication**

We are interested in innovations which are relevant and applicable to the wider healthcare system.

**Question 14 - Project costs**

Please ensure that the costings you provide are as accurate as possible and that you have obtained quotes, where you can. Please include copies of quotations and justification of the quote selected. For any individual items over the value of £500 groups will be expected to have two quotes and include copies. The amount outstanding in question 14 should be shown in question 15.

**Question 15 - Match funding for this project**

This scheme will only support projects where there is some element of match-funding to show the commitment of the group to a particular project. This can include – group funds, fundraising, volunteer in-kind contribution, donation of goods or other grants. If this is a grant then state whether this has been secured.

**Question 16 - Detail re: VAT issues**

If your organisation is VAT registered you may be able to claim back some of the VAT charges from HMRC. Tell us if you are VAT registered. If VAT can be claimed on your project costs then these are non-claimable through this grant.

**Question 17 - Evidence of need for the project/purchases**

Show that the service/activity applied for are wanted and needed by those that are intended to benefit. Ways to prove that the funding is needed include:

- Letters of support
- Results of a survey, questionnaire or interview
- Anecdotal evidence from current members/service-users
- Local statistics about the area that you are working in
- Your own observations
- Letters of intent

Gather evidence from a number of sources and in a range of ways and give details here.

**Question 18 - No’s of beneficiaries**

Please give a realistic estimate of the number of people who will benefit from the grant. What is this figure based on? Who will benefit from the project?

**Question 19 - Beneficiaries**

What positive change will happen as a result of the project. To answer this question, think about what will be different for the beneficiaries at the end of the project, how will this project have made things better, what will have been achieved?

**Question 20 - Links and fit with other activities/groups in your community or field of activity**

**Question 21 - Monitoring and evaluation of project**

Please tell us how you will measure the success of your project and how you will collect this information. For example, you may decide to count the number of people using a facility or attending an activity, by using a registration form. Another way of measuring the success of your project is by sending out evaluation forms to all participants. For guidance see Charities Evaluation Service free publication ‘First steps in monitoring and evaluation’ [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

**Question 22 - Checklist and Declaration**

Please make sure you have included everything asked for on the application. The declaration must be signed by two people who are willing to be responsible for the content of the application form.

**Help is available!**

Remember that if you need any help with completing the application form or have any queries please contact your local CVC; Pembrokeshire Association of Voluntary Services on (01437) 769 422, Ceredigion Association of Voluntary Organisations on (01570) 423232 or Carmarthenshire Association of Voluntary Services on (01267) 245555.
Hywel Dda Charitable Funds – Support for Life Grant scheme
Application Form

1. Name of organisation

[Blank]

Address for correspondence (please include postcode)

[Blank]

Contact name and position in organisation

[Blank]

Contact telephone number(s)/fax number (with area code)  E-mail address

[Blank] [Blank]

Is your organisation a member of CAVS/CAVO or PAVS? (please tick below and state which i.e. ✓ PAVS)

[Blank] Yes  [Blank] No  [Blank] Currently applying

2. Please tell us about your organisation’s aims, the main services/activities you provide and when it was established

[Blank]

3. How many people are involved in your group?
Committee Members _____  Volunteers _____  Paid staff _____  Members _____

4. Please provide the following details about your bank account:

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<td>Name of account</td>
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5. Name of the project if different from the organisation: ________________________________
6. Where in Pembrokeshire/ Carmarthenshire or Ceredigion will the project take place?

7. How much money are you requesting from Hywel Dda Charitable Funds – Support for Life Grant scheme?
(Maximum £10,000 for the Key County Project, all other applications maximum £5,000)

8. Tell us the start date and end date of your project showing when you intend to spend this grant

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<th>Start date</th>
<th>End date</th>
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9. What does your organisation wish to spend a grant from Hywel Dda Charitable Funds – Support for Life Grant scheme on? What will you purchase and what project/ activities will they be used for?

10. Detail which one of the Hywel Dda Charitable Funds Key Themes your project addresses

- **Theme 1: Care Closer to Home**
- **Theme 2: Investment in Prevention**
- **Theme 3: Reducing Lifestyle Related Illnesses**

11. Please detail, if appropriate, how your project addresses either or both of the remaining themes
12. Please explain how your project intends to develop and sustain the work carried out with this funding at the end of the grant funding period

13. Please identify the innovative elements of your project proposal and explain any potential for this approach to be used in other areas or settings

14. Please provide a full breakdown of what you will do with the money. Give clear costings with exact figures. Please note that you must include actual quotes for all items requested over the value of £500.

This grant cannot fund items that have already been purchased or will be purchased prior to receiving this grant

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<th>Item of expenditure</th>
<th>Cost of item (include VAT)</th>
<th>Amount requested from the Support for Life grant scheme</th>
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15. Give details of additional sources of funding for this project or purchase

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<th>Source of additional funding</th>
<th>Amount</th>
<th>Status (confirmed/awaiting outcome)</th>
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16. Can VAT be reclaimed on your project costs (please circle)? Yes or No
If yes, give your VAT registration no. _______________________ and VAT will be non-claimable through this grant. If you are not VAT registered, please ensure that costs of items listed are inclusive of VAT
17. How do you know that this project is needed, what evidence do you have to support this and why are you in the best position to meet this need?

18. Project beneficiaries

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<th>Who will benefit?</th>
<th>How many people will benefit?</th>
<th>What is this number based on?</th>
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19. Please tell us about the difference this project will make to its beneficiaries

20. Tell us how the project fits with other health-related work in your community or field of activity & state which other organisations you have a working relationship with

21. Please tell us how you will monitor and evaluate the project
22. DECLARATION – TO BE SIGNED BY ALL APPLICANTS

We declare that to the best of our knowledge and belief all the above information is correct, any required consents, insurances, safeguarding measures, ownership/leasing documents are held by this group and that in the event of a grant being awarded that it will be used exclusively for the purposes specified, unless changes have been negotiated with the relevant Health, Social Care and Well-Being Partnership and agreed by the Hywel Dda Charitable Funds Committee.

I, ______________________________________ am an authorised representative of: ____________________________________________ (Name of organisation).

Signed ________________________________ Date __________________

I, ______________________________________ am an authorised representative of: ____________________________________________ (Name of organisation).

Signed ________________________________ Date __________________

The grant will not be used to pay for goods or services that have already been bought.

CHECKLIST - Please ensure that you:
Read the guidelines for the scheme
Answer all the questions and sign the declaration
Keep a copy of your completed application form
Enclose a copy of your signed and dated constitution
Enclose a copy of any quotations or notes to work out costs
Ask for support from a PAVS/CAVS/CAVO Development Officer if you have any queries

Please return your completed form to PAVS, 36-38 High Street, Haverfordwest, Pembrokeshire SA61 2DA ☎ Tel (01437) 769 422 Email: development@pavs.org.uk

Funded by Hywel Dda Charitable Funds
Hywel Dda General Fund Charity Registered charity no 1147863