ADULT SOCIAL CARE LUNCHEON CLUB
PROJECT FUND JANUARY 2020-
DECEMBER 2021
ENFIELD HOUSING AND COMMUNITY CARE LUNCHEON PROJECT FUND
GUIDANCE

1 Introduction

Enfield has a proud history of working with a strong, vibrant and innovative voluntary sector. As part of our work to recommission early intervention and preventative services to support the people of Enfield, we are keen to assist local organisations to deliver the kind of joined up services which the people of Enfield expect and need.

We strongly welcome applications for grant funding from Voluntary and Community Sector (VCS) organisations that will deliver projects that will broaden the offer and strengthen the resilience of the services available to support the principles of truly independent living, recognising people’s strengths and aspirations and personal resilience where people are enabled to work in a variety of ways to do more for themselves and live healthier lives with access to the information, advice and support they need to make informed decisions about the things that matter to them most.

Enfield has a growing and aging population and the number of people who need care and support from Health and Social Care continues to increase. Early intervention and prevention support is critical in enabling more people to avoid crisis and to continue to live independently within their own homes.

Social care has evolved nationally, and the Personalisation Agenda is key to this. The focus of service now relates more to the person as an individual, enabling them to make their own informed choices and live as independently as they are able. The luncheon Club Project Fund has taken into account national guidelines, reports and legislation.

2 Adult Social Care Luncheon Club Project Fund 2019/20

The Department is allocating up to £50,000 of grant funding to support Luncheon Club activities from January to 2020 – December 2021. The maximum fund available to any one organisation will be a maximum of £5,000. The funding will sponsor project developed by the VCS to support older residents living in the target wards of Chase, Turkey Street Upper Edmonton, Lower Edmonton, and Edmonton Green as identified as at high risk of social isolation or have

Duration of project proposal must be for no more than 24 months and only one bid per organisation will be considered from this Fund. Multiple applications will not be accepted.
Application Guidance
(Notes)
1. INTRODUCTION

2. This guidance note provides advice on how to complete the application form by providing specific detailed requirement for completing each question correctly.

3. FORMATTING REQUIREMENTS

1. All responses must be Font: Arial, Font size: 11
2. Within the identified word limit*
3. Word count of the response must be included where indicated.

Text in addition to the stated word limit will be disregarded (e.g. if a question has a word limit of 600 and the response is 660 words, the last 60 words of the response will not be considered).

4. DETAILED REQUIREMENTS FOR EACH QUESTION

Q.1  Project Title

Write your project title, planned project start and end dates and funding details underneath.

Q.2  Contact Details

Applicants must ensure that the contact details given here are accurate. You should stipulate clearly the nature of your organisation, supplying relevant registration numbers where applicable. Any changes in contact details after submission need to be notified to Adult Social Care.

Q3 Benefits of the Project (250 words maximum)

Use this section to explain what the benefits to residents in the key risk groups will be and how these benefits will achieve the overall aims of the project.

Q.4  Project description (600 words maximum)

This is the opportunity for organisations to get their ideas across and inform the panel what the project intends to do, how it will do it and what the headline planned outcomes and impacts are for local communities. This should clearly set out how the project meets the eligibility criteria set out in the Specification at 3.1. It should include a headline summary of the outputs you will achieve and your budget calculations.
Q.5 Summary of how the project will meet the outcomes required by the Council (250 words maximum)

Describe and demonstrate how the project will achieve the outcomes required by the Council (See Specification 3.1) and how this will have a positive effect on individuals well-being

Q.6 Measuring Outcomes/Outputs (250 words maximum)

You will need to provide a detailed explanation on how the outcomes will be achieved. You should cover soft and hard approaches to measuring outcomes and a description of how the information will be used. In addition, outputs generated by the project need to be included here and broken down across the lifetime of the project accordingly. This could typically include number of people being supported, classes run, volunteers trained, advice sessions provided, qualifications achieved, recruited to and so forth

Q.7 Project & Finance Management (300 words maximum)

In this section you will need to tell us about the systems you will have in place to keep records of spending and project activity. It is essential that you have robust plans in place to account for and evidence your spending as requested. Weak financial systems can jeopardise the prospects of a bid for funding being approved as you will need to be able to verify spending and provide auditable evidence upon request. Expenditure Items need to be broken down into the individual elements of the overall budget i.e.

1) Salaries
2) Equipment
3) Material
4) Rent
5) Other overheads
6) General Day to Day Operation

Q.8 Exit Strategy (300 words maximum)

Explain any sustainability plans related to the project life to include on-going impact in relation to individual, specific areas within Enfield borough or how the project will diversify to sustain itself into the future

Explain how you will continue to fund and support this project when the funding has expired?

Q.9 Funding (200 words maximum):

Give details on any match funding (funding from other sources which will also go towards this project) and whether it is secured and when it will expire. You should also
disclose any similar project activity you are currently delivering if applicable. You must give details of all Council funding your organisation is receiving and what it is for. Give details of funding you receive from other sources for other projects – what the projects are, what funding you have received and when it expires.

Q.10 Risk Assessment

Provide detail outlining the potential risks which could hinder or cease delivery of your project and what solutions can be put in place to mitigate or minimise those risks? You should have a good understanding of what the potential barriers to success of the proposals are likely to be, their degree of severity, and should have identified potential solutions and safeguards that can be deployed to minimise them.

5. CERTIFICATE OF CLAIM

By submitting this form, you are stating that all the information you have entered onto the form is correct and that there are no conflicts of interest, either personal or pecuniary that may present obstacles to the agreement of the application should it be successful.

6. SUPPORTING DOCUMENTS

When submitting your application, you must provide the following supporting documentation:

- Last two years set of accounts
- Constitution/terms of reference/management committee details
- Equal opportunities policy
- Safeguarding & Modern Slavery policies

7. SUBMITTING YOUR APPLICATION

Scan and mail your completed and signed application form by the specified closing date and time to the email address below:

hhasc.commissioning@enfield.gov.uk

Please submit your application in plenty of time. All applications that arrive after the closing date and time will be not be evaluated. The Council accepts no responsibility for late applications.

8. FINAL CHECKS

There are a number of simple final checks that you should carry out before submitting your application to ensure that they are able to receive full consideration.
• Double check your budget and outputs calculations and make sure all are correct
• Ensure you have attached all supporting documentation for EOI stage and the Full application stage
• Make sure your contact details are up to date
• Declare all existing funding as requested and any potential areas of conflict of interest

9. FURTHER ASSISTANCE

The Adult Social Care Team will aim to assist with any further enquiries. Please contact the Team via the email address below:

hhasc.commissioning@enfield.gov.uk

Each question response will be scored using the table below.

<table>
<thead>
<tr>
<th>SCORE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Response / answer / solution are of a high standard with no reservations at all about acceptability; provides evidence that the Provider can make a significant improvement to the way the service is delivered.</td>
</tr>
<tr>
<td>3</td>
<td>Good response / answer / solution to that aspect of our requirement; provides more evidence than that of an ‘acceptable’ response.</td>
</tr>
<tr>
<td>2</td>
<td>Acceptable response / answer / solution; all basic requirements are met; provides evidence given of skill / knowledge sought.</td>
</tr>
<tr>
<td>1</td>
<td>Less than acceptable response / answer / solution; lacks convincing evidence of skills / experience sought; lack of real understanding of requirement or evidence of ability to deliver.</td>
</tr>
<tr>
<td>0</td>
<td>Non-compliant – failed to address the question / issue or a detrimental response / answer / solution; limited or poor evidence of skill / knowledge sought.</td>
</tr>
</tbody>
</table>

Please note that each question has a weighting – see below:

<table>
<thead>
<tr>
<th>Q1 Project Title</th>
<th>Total Weighting 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2 Contact Details</td>
<td>For information</td>
</tr>
<tr>
<td>Q3 Why the Project is Needed</td>
<td>15%</td>
</tr>
<tr>
<td>Q4 Benefits of the Project</td>
<td>15%</td>
</tr>
</tbody>
</table>
The process for calculating the percentage score for each question, is as follows:

For example:

If a score of 3 is awarded for question 6, the score (3) is then divided by the highest possible score achievable, which is 4.

The answer is then multiplied by its weighting, which in this case is 20%

i.e. \[
\text{(Score) } 3 / (\text{highest possible score}) \ 4 = 0.75 \times 20 \ (\text{weighting}) = 15%
\]

If 2 is scored, then:

\[
2 / 4 = 0.5 \times 20 = 10\% \ (\text{out of a possible } 20\%)
\]

An organisation overall score of 50% and more will demonstrated their ability to meet the requirements of the specification. However, should the number of successful applications exceed the budget available for the Luncheon Club Project Fund all successful application will be ranked by the highest scores achieved

**Indicative timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Open Guidance and Specification Available</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; December 2019</td>
</tr>
<tr>
<td>Application Closed</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
</tr>
<tr>
<td>Application Evaluation Commence</td>
<td>W/C 6&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
</tr>
<tr>
<td>Outcome of Evaluation</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
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<tr>
<td>Luncheon Club Services commence</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; February 2020</td>
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