



Guidance notes for applications for funding from the Learning Disability Development Fund 2010/11

PART 1

Please read through all of the forms, and guidance notes, before you start filling them in so you do not make any mistakes.

If you are filling in the forms electronically you can make the boxes bigger if you wish to write more. If you are filling in the form by hand you can attach more information on separate sheets, but remember to put the question number on the sheet so we can see what the information refers to.

In the form, 'you' usually means your group or organization, not 'you' as a person.

If you have a question about filling in the form please contact Jeremy Paul. His email address is jrpaul@worcestershire.gov.uk

If you have questions about applying for LDDF money send them to Jeremy Paul before 12th January 2010. Any questions asked, with the answers, will be available to everyone by 15th January 2010.

Make sure that you tell us everything we need to know. We cannot assume or guess about things you have not told us.

You must send your form to us by 4 pm on 29th January 2010 otherwise we are not allowed to consider it.

Who can apply?

Any organisation wishing to support people with learning disabilities can apply to have their project funded.

How do I apply?

To apply, when you have read these guidance notes you must complete and return two forms:

1. The Learning Disability Development Fund 2009/10 initial screening checklist.
2. Applying for money from the Learning Disability Development Fund 2009/10. Please complete a separate form for each project you want funding for.

You can find both forms on the website. If you have any trouble with finding or getting them you can contact Jeremy Paul and he will send them to you.

The form has to be returned to:

Jeremy Paul
Contracts Officer, Learning Disabilities
Joint Commissioning Unit
Worcestershire County Council
First Floor, North Wing,
County Hall
Wildwood Way,
Worcester
WR5 2NP

How much can we apply for?

There is no maximum amount you can apply for but if you apply for a lot and there are many applications your chances could be lower. You may apply for money for more than one project but you must fill out a separate application form for each project.

What should the money be used for?

The money should be used to do things that will help in these 4 priority areas:

- Supporting people with learning disabilities into paid work. Helping people with learning disabilities to gain paid employment is a local, and national, priority.
- Supporting people to live in their own home. We want more people with learning disabilities to have the chance to live in their own home, either by themselves or with friends.
- Personalisation. This means giving people with learning disabilities control of the money the Council says they need to support them (by using individual budgets) and choice over how the money is spent.
- Reducing health inequalities for disabled people. This means making sure that people with learning disabilities have the same access to health services as everyone else, and finding ways of promoting healthy living for people with learning disabilities.

This year we will also be hoping to receive bids for projects to host one of 3 positions to provide a support to learning disability services but to be based with service providers. We will commit to providing funding for the post for 2 or 3 years, (or less if the LDDF funding is withdrawn prior to that time). We reserve the right to enter into dialogue with anyone successfully submitting a project plan, and bid, to host one of the posts. As a guide these are the current details of the posts:-

Family carer support officer- currently working 20 hours per week to-

Support 3 family carer representatives at each Partnership board meeting (6 meetings per annum)

Arrange and support up to 15 family carer's sub-group meetings (4 meetings per annum) and pay, from the monies awarded, their relevant expenses.

Inform and support the co-chairs of the Carers sub-group.

Arrange and facilitate Quarterly Consultation Group meetings.

Recruit up to 15 family carer representatives, to represent the learning disabilities sector, and pay, from the monies awarded, their relevant expenses.

Provide links into regional carers groups.

Represent carers at events when required to do so.
Arrange and facilitate Quarterly Consultation Group meetings.
Attend sub-group meetings on rotational basis.

Expert member support officer- to:

Support and inform 1 co-chair and 3 expert members at pre-meeting to partnership board meetings, to set the agenda and prepare for the meeting, and then provide support during the meeting. (6 meetings per annum)

Support and inform 3 expert members at Expert Members sub-group meeting. (4 meetings per annum)

Recruit new expert members as needed.

Arrange and provide, funded from monies awarded, transport for expert members.

Pay expert members, from monies awarded, for their services at each meeting. Current rate of pay is £20 per person, per meeting.

Employment support officer- currently working 16 hours per week, to support people with learning disabilities to gain paid employment by:

Giving practical advice, on possible career choices, based on lifestyle and chosen activities.

Exploring peoples aspirations and goals.

Examine and research possible barriers to employment.

Providing support to search for jobs.

Assisting with completing forms and writing CV's.

Giving support to make telephone calls about jobs.

Helping to practice interview techniques and giving guidance.

Some of the LDDF money will be held back to pay for the cost of administering the fund but the remainder will be split between the 4 priority areas and any necessary support 3 posts.

How do we choose who to give the money to?

The forms will first be checked to make sure that everything has been completed as required. We cannot consider any that are not filled in correctly.

A small group will look at the forms first and take ones out that do not meet any of the 4 priorities.

A sub group of the Learning Disability Partnership Board, which will include a Carer, Council Officer, a Service Provider, and a person with Learning Disabilities, will meet to decide which bids will be given money.

These are the things that the group will be looking for when they decide where to allocate the money:

The main points we will consider are:

- Do the aims of the project meet at least one of the 4 priority areas?
- Do the things the project intends to achieve mean that people with learning disabilities will lead better lives?
- Has a need for the project been shown?
- Is the project going to be properly managed?
- Is it value for money?

Other things which we will take into account are:

- Does the project enable people with learning disabilities to become involved in the community?
- Are people with learning disabilities involved in the project at the appropriate stages?
- Is the project in an area of Worcestershire that needs it?
- Could the project be paid for using other money?
- Can the project continue after the 2010/2011 money runs out?
- If LDDF money was given last year, how well was it spent?
- How many volunteers are going to be involved in the project?

The forms include a copy of the evaluation sheet that we will use. This is for your information only and should not be completed or returned to us.

Timescales for application process

Activity	Timescale
Applications for grant money start.	04 January 2010
Deadline to receive any questions about the application process	12 January 2010
Answers to questions put on the website	15 January 2010
Deadline for the receipt of applications	4 pm on 29 January 2010
Assessment of Applications	February 2010
New contracts begin	April 2010

Contract with successful organizations

If you are successful in getting some money we will ask you to sign a contract with us. The contract will set out the arrangements and conditions under which we will give you the money as well as the things that the Council must do. A blank contract is included in the pack of documents. This is just for you to read and you do not need to sign it.

PART 2

Answering the questions.

Initial screening checklist

Q1 Your organisation

We need to know who the organisation is. Tell us who is filling in the form in case we have to contact you with a question about your application – please name the person who is most likely to be able to help us.

Q2 policies and procedures

Not all of these may be relevant to your application, especially if you are a community or self help group. If any of them are not please say that they do not apply rather than leaving the answer space blank.

All staff or volunteers who come into contact with children or vulnerable people must have CRB (criminal records bureau) checks carried out before they begin volunteering or working for your organization. An Enhanced Disclosure is needed when staff and volunteers have regular contact with children or vulnerable adults, for example regularly caring, supervising, training or being in sole charge. It includes a check of local police records for information that might be relevant to the post.

You must also comply with the ISA procedures in place at the time of the project.

Q3 and Q4 – finance

We want to understand your organizations finances. We reserve the right to ask for a copy of your accounts or bank statements.

About your reserves – if you have £10,000 in the bank and are asking for a grant of £3,000 we may decide you don't need a grant as much as a group who is less well off. Use a separate sheet if you want to explain more about your financial situation.

Qu 5 – equality and diversity

We want to know from this question how you make sure that what you are doing ensures that people, regardless of race, religion, disability, age, sex and gender can take part equally. How does your service try to include hard to reach groups? How do you put equal opportunities into practice when you are recruiting staff and volunteers?

Funding Application Form

Q1 – what does your group do?

Tell us what your organization was set up to do and what it does from day to day.

Q 2 – have you tried getting the money you want from somewhere else?

Have you looked at other ways of paying for the things you want to use the money for? This could include funding from other charities or the Lottery, or European Union funding.

Q 3 – which parts of Worcestershire are you working in

If you only work in one district of the County write 100% in the box for that district. If you work in more than one district of the County put, in each box, the percentage of the project's work that will take place in each district.

Q 4 - Which priority will your project benefit?

Your project must be beneficial, for people with learning disabilities, in at least one of the priority areas listed, in order for your application to be considered. Please mark which priorities your project covers.

Q 5 and Q 7

These questions are the most important ones to complete in order to give us a picture of what you want to do and what it will mean for people with learning disabilities. It is important that you have read the guidance notes and particularly the bit about how we will choose organizations to give the money to, before you complete this. Use a separate sheet if you need more space to tell us about the project.

Q 6 – numbers of people

We want to know how many people you will support, not how many times you will support them, so if you intend to support a group of the same 20 people twice a week, put 20 people, if you will be supporting 2 different groups of 20 people once a week, put 40 people.

We want to know how many volunteers you will use partly because your service might be better value for money but also because the number of volunteers used to provide services is another one of the government's targets.

Q 8 – We want to know who the person in your organization is who will make sure that the things you say are going to happen will happen and will be able to tell us how it is progressing from time to time.

Q 9 – measuring how successful the project is

In this question you need to tell us how you are going to provide us with evidence to show that you have helped the number of people you say you are going to, and you have done what you said you would.

Also, how will you show that people with learning disabilities in particular think that what you have done has benefited them?

Q 10 – How will you try to make sure that what you do continues at the end of the year?

The money is only for one year. You should be thinking about where you can get funding from next if you want to carry on with this work in the future.

Q 11 – Information about how you have spent money previously given to you.

If you were given money in 2009/10 from the Learning Disability Development Fund you would have been asked to tell us how you spent it. If you have not already sent in a report please tell us how things are going so far or we may not be able to consider your application. If you have sent a report but there is something new to tell us about please send the information with the application form.

Don't forget the latest you can return your forms is:

4pm on 29th January, 2010.

We all wish you luck with your applications