
Health and Wellbeing Grant Project Summary Guidance & Application Process

1. Background

The Health and Wellbeing Grant Project was set up in March 2008 under a Section 256 agreement between Lincolnshire County Council (LCC) and Lincolnshire Primary Care Trust. As a result of changes arising from the Health and Care Act 2012, the agreement has been revised and now exists between LCC and the four NHS Clinical Commissioning Groups¹.

2. Grant Project Outcomes

This Project seeks to fund initiatives which improve the health, economic, social and environmental wellbeing of the people who live and work in Lincolnshire by addressing the themes and priorities in the Joint Health and Wellbeing Strategy and contributing to one or more of the following key outcomes:

1. to improve the health and wellbeing of the population of Lincolnshire, addressing health inequalities and/or social exclusion;
2. to enhance the education, skills and employment prospects of local people, particularly the young and those at a disadvantage, and promote equality of opportunity;
3. to improve housing and housing conditions for local people through physical improvement, better maintenance and/or management, addressing fuel poverty and offering greater choice and diversity;
4. to enhance the quality of life and capacity of local people and their communities to contribute to local regeneration, including their health and cultural and sports opportunities; and
5. to support people to improve their lifestyles in ways likely to benefit themselves and others.

3. Fund Amount

The remaining funds available through the agreement to be allocated on projects amounts to £1,328,661.00

The Health and Wellbeing Board will fund initiatives up to a value of £250,000.

¹ The four NHS Clinical Commissioning Groups are: Lincolnshire West CCG, South West Lincolnshire CCG, South Lincolnshire CCG and Lincolnshire East CCG.

4. Who can apply?

Through this fund the Health and Wellbeing Board will make grants to the following types of organisations:

- voluntary or community organisations;²
- statutory bodies;
- private sector organisations. Private sector leads will need to demonstrate that they will not make a profit from the grant funding and that they will account for it separately.

5. Eligibility for Funding

As well as meeting one or more of the five key outcomes shown in Section 2 of this document, applications will also need to demonstrate:

- the proposed initiative aligns to the Joint Health and Wellbeing Strategy for Lincolnshire 2013-2018 and meets an identified need which is evidence based and/or has a robust evaluation framework;
- the organisation has the capacity and capability to deliver the proposed initiative and achieve the specified outcomes;
- the organisation either identifies a clear exit strategy from the initiative or is able to demonstrate the sustainability of the initiative beyond the life of the funding in a way that continues to contribute to one or more of the key outcomes.

6. Accountability

The Lincolnshire Health and Wellbeing Board (the Board) is responsible for ensuring appropriate arrangements are in place to allocate and manage the Grant Fund. The key objectives of the Board or sub group of the Board are:

- to determine whether to fund project applications, ensuring alignment with the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy to deliver improved health and wellbeing for the people of Lincolnshire;
- to monitor the impact and effectiveness of the funded projects on addressing the themes and priorities identified in the Joint Health and Wellbeing Strategy to improve the health and wellbeing of the people of Lincolnshire.

Section 8 provides full details of the key roles and responsibilities.

² CVS is defined as organisations registered with HM Revenue and Customs as exempt for tax purposes, charitable not for profit companies and social enterprises (businesses that are chiefly run for social objectives whose profits are reinvested in the business rather than going to shareholders and owners.)

7. Application Process

The flow chart below provides an overview of the application process.

Step 1 – JHWS Theme Sponsors/Leads asks for Expressions of Interest.

The JHWS Board Sponsor/Theme Lead identifies a particular need or issue which needs addressing and asks for Expressions of Interest from partner organisations /voluntary and community sector organisations.

Step 2 – Applicant submits an Expressions of Interest

Applicant completes the standard Expression of Interest form and submits by email via hwb@lincolnshire.gov.uk. The JHWS Board Sponsor, Theme Lead, representative from the Community Engagement Team and Health and Wellbeing Board Business Manager review the Expressions of Interest form and advises on whether they feel it meets the objectives in the Section 256 Agreement and is therefore appropriate to progress to a formal project proposal.

Step 3 – Applicant submits an application to the Health and Wellbeing Grant Fund

Applicant completes the detailed project proposal and submits by email via hwb@lincolnshire.gov.uk. A Sub Group of the Health and Wellbeing Board reviews the application against the criteria set out in the Section 256 Agreement and decides if the application should be endorsed. An endorsement will allow the application to go to the next Formal Health and Wellbeing Board which will make the final decision on making the grant offer.

However, if the Sub Group does not endorse the application they will contact the applicant to provide feedback on the reasons why it was not successful. The Sub Group may give the applicant the opportunity to re-submit the application.

Step 4 – Sub Group submits endorsed application to the Health and Wellbeing Board

Applications endorsed by the HWB Sub Group are presented to the next formal meeting of the Health and Wellbeing Board to make the final decision on the funding application.

Step 5 – Decision made by the Health and Wellbeing Board

Application Successful

The applicant is advised of the outcome and the amount of grant they will receive. A formal agreement will be issued setting out the terms & conditions. This will need to be signed and returned to a nominated LCC Officer.

Application Unsuccessful

The applicant is advised of the outcome and reasons why the application was not successful.

Step 6 - Applicant receives the award and delivers the project

Once LCC has received the signed Terms and Conditions form grants will be paid by a BACS transfer

Step 7 – Monitoring and Reporting

The project will be subject to ongoing project monitoring by a nominated LCC Officer and reports on the impact and effectiveness of the project will be reported to the Health and Wellbeing Board as required as part of the JHWS Assurance Process.

8. Roles and Responsibilities

<p>Health and Wellbeing Board</p>	<p>Role: To ensure appropriate arrangements are in place to allocate and monitor the impact of the funded projects to improve the quality of life for the people of Lincolnshire.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To agree the process for receiving applications to the fund. • To establish a Sub Group of the Board who will be responsible for reviewing applications and making recommendations to the Board. • To make a decision on any funding application endorsed by the Sub Group. • To receive monitoring reports as required as part of the JHWS Assurance process. • To hold partners and organisations to account by ensuring the impact of funded projects address the priorities in the Joint Health and Wellbeing Strategy to improve the health and wellbeing of the people of Lincolnshire.
<p>Sub Group of the Health and Wellbeing Board</p>	<p>Role: To review all formal applications against the criteria set out in the Section 256 Agreement.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To meet or be available, as required, to consider detailed project applications. • To review detailed project applications against the criteria set out in the Section 256 Agreement, ensuring the anticipated outcomes take account of the priorities in the Joint Health and Wellbeing Strategy. • To make recommendations to the Health and Wellbeing Board. • To provide feedback to unsuccessful applicants on the reasons why the application was not successful.
<p>JHWS Theme Sponsor / Lead Officer</p>	<p>Role: To identify any need, issue or opportunity, linked to a theme or priority in the Joint Health and Wellbeing Strategy, which needs addressing and which could benefit from some funding to pilot or develop a service.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To work with colleagues and partners linked to a theme in the Joint Health and Wellbeing Strategy to identify any particular need or issue which needs addressing. • To ask for Expressions of Interest (EOI) from partner organisations/Voluntary & Community Organisations. • To liaise with the Health and Wellbeing Business Manager and a representative from the Community Engagement Team to review any EOIs. • To advise prospective applicants on progressing the application, including giving a view on whether the application is appropriate.

<p>Health and Wellbeing Business Manager</p>	<p>Role: To facilitate and support the Board and Sub Group to fulfil their roles and responsibilities in relation to the Grant Fund.</p> <p>Responsibility:</p> <ul style="list-style-type: none"> • To liaise with Theme Sponsors and Lead Officers to consider Expressions of Interest. • To facilitate meetings and correspondence as required by the Board and/or Sub Group. • To provide information as required by the Board and/or Sub Group to enable them to reach a decision in respect to any funding application. • To provide any information or support to prospective applicants. • To ensure the appropriate planning arrangements are in place e.g the timetabling of items on the HWB Forward Plan. • To liaise with the Community Engagement Team to ensure appropriate management and monitoring mechanisms are in place.
<p>LCC Community Engagement Team</p>	<p>Role: To administer the Fund and oversee the monitoring and review of projects.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • To work in conjunction with the Health and Wellbeing Business Manager to advise Theme Sponsors/Lead Officers on Expressions of Interest. • To act as budget holder in line with the County Council's Financial Regulations. • To issue the Formal Agreement, setting out the terms and conditions, to successful applicants. • To ensure funds are transferred by BACS to successful applicants once the Formal Agreement has been signed. • To ensure appropriate monitoring arrangements are in place including regular catch up meetings with Project Leads to ensure the outcomes identified in the project proposal are being met. • To prepare, in liaison with the Health and Wellbeing Business Manager, a report detailing the impact and effectiveness of each project against the outcomes agreed.