



## **Reaching out to carers innovation fund 2010/2011**

Information pack for voluntary organisations

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# Reaching out to carers innovation fund 2010/2011

Information pack for voluntary organisations

Carers Team, Department of Health

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## Introduction

The Government wants carers to be able to maintain a life of their own alongside their caring responsibilities. It is keen to improve early identification of carers so that they can be supported in considering their various options and make informed choices about:

- continuing with paid work;
- the varied forms of support that may be available including benefits and replacement care;
- housing adaptations;
- assistive technologies;
- making other changes.

By the term 'carer' we mean someone who spends a significant proportion of their time providing unpaid support to family or friends. This could involve caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems.

The Department of Health is already supporting the three national carers' organisations (Carers UK, The Princess Royal Trust for Carers and Crossroads Care) this year but we also wish to open up the opportunity for other voluntary organisations to support carers further. **We are therefore targeting this specific scheme at voluntary sector organisations in England by inviting them to bid for funding, who in addition to their primary work with individuals with particular conditions, illnesses or with particular age groups, are keen to support carers.**

We know that when a person is first diagnosed, develops symptoms of an illness or condition, has an accident, or is born with a disability, family members, partners and friends often turn in the first instance to organisations that specialise in specific conditions, to find out more about the condition as well as possible treatments. At this stage, family members, partners or friends may not identify as a carer. They may not think to seek information, advice or support in their caring role for many months or years. However, we know that early information, advice and support can help carers to care more effectively, look after their own mental and physical health and enable them to have a life of their own alongside caring.

We wish to fund projects that will:

- reach out to carers, particularly focussing on early contact with those who are taking on a caring role for the first time, through different settings, for example hospitals, the workplace, supermarkets, places of worship and other community settings, and help them identify themselves as carers;
- support carers by building on existing work and networks to support people with specific conditions;
- provide carers with key information and practical advice about how to care effectively and safely for people with specific conditions;
- support carers to live a life of their own alongside their caring responsibilities;
- signpost carers to expert sources of generic information, advice, advocacy and support on caring including advice on flexible working, replacement care, housing adaptations and assistive technologies.

## Desired Outcomes

- carers are supported in identifying themselves as carers at an early stage and understand the benefits of doing so in terms of the information, advice and support that may be available to them;
- carers are supported in thinking through options they have about managing to live a life of their own alongside their caring responsibilities;
- carers acquire knowledge and expertise to carry out their caring role safely and effectively for someone with a specific condition.

## Funding available

There is no minimum amount you can apply for but the upper ceiling for your application is £25,000. The total amount available through this scheme is £1m in 2010/11.

## Criteria

Your application should demonstrate that this work can be evaluated effectively and it will:

- reach out to carers, particularly focussing on early contact with those who are taking on a caring role for the first time, in a range of settings;
- build on your existing work and networks;
- be a new development for your organisation to target support for carers in this way and not duplicate existing work;
- provide carers with key information and practical advice about how to care effectively and safely for people with specific conditions;
- signpost carers to sources of advocacy, advice and information on carers issues;
- support carers to manage to live a life of their own alongside their caring responsibilities;
- respect and promote equality and human rights;
- provide value for money.

## Carers Direct

Carers Direct is a comprehensive information and advice service for carers available every day of the year via a website ([nhs.uk/carersdirect](http://nhs.uk/carersdirect)) comprising over 1,000 pages of information, as well as videos and tools, and a helpline available by freephone (0808 802 0202), email and post.

Applicants may wish to utilise the resources of Carers Direct. This may be as simple as using the website and helpline as a resource to refer carers to, or it may be syndicating some or all of Carers Direct's web content onto your website to improve your offer to carers. If you would like to explore such possibilities contact Gail Hackston ([gail.hackston@dh.gsi.gov.uk](mailto:gail.hackston@dh.gsi.gov.uk) – 020 7972 1544) or Alison Lister ([alison.lister@dh.gsi.gov.uk](mailto:alison.lister@dh.gsi.gov.uk) – 020 7972 5768).

## The application process

We will make grants using powers under Section 64 of the Health Services and Public Health Act 1968. This gives the Secretary of State for Health the power to make grants or loans to certain voluntary organisations in England whose activities support our priorities. These organisations must meet the legal requirements of Section 64 to qualify.

'Voluntary Sector' describes the range of organisations which work in the space between what the Government provides and what the private sector provide. These include small local community and voluntary groups, registered charities both large and small, foundations, trusts and the growing number of social enterprises and co-operatives.

The scheme is open for applications for projects in 2010/2011. We acknowledge the short amount of time left in the financial year to spend these funds, however we feel it is realistic for organisations to spend this funding, given the small size of individual grants that will be available. Organisations should therefore, aim to spend the money in 2010/11.

We cannot accept applications after the closing date, which is **5pm on Wednesday 17 November 2010**.

### Are you eligible to apply?

You must meet the conditions set out in Section 64 of the Health Services and Public Health Act 1968 to be eligible to receive a grant. You must meet the following legal requirements (which are a summary of the criteria in Section 64 and not a complete description of the law).

- Your organisation must be carrying out activities that involve the provision of a service similar to a service provided by the National Health Service or by local authority social services, promoting, publicising or providing advice to do with providing either a national health service or local authority social service or a similar service.
- A 'relevant service' is defined in the 1968 Act and means a service which must or may, under relevant law (which includes the National Health Service Act 2006 and Part 3 of the National Assistance Act 1948 amongst others), be provided or arranged by the Secretary of State or a local authority. Or, it is a primary medical service or primary dental service that a Primary Care Trust is under a duty to make arrangements to provide under Part 4 or 5 of the National Health Service Act 2006. Or it is a pharmaceutical service that a Primary Care Trust is under a duty to make arrangements for under Chapter 1 of Part 7 to the National Health Service Act 2007.
- A 'voluntary organisation' is defined in the 1968 Act as an organisation which carries out activities on a not for profit basis, but it specifically excludes public and local authorities.

As well as the legal requirements in Section 64 of the 1968 Act, the following eligibility conditions also apply if you want to apply to the fund.

- Your organisation can be based anywhere in the UK but the project must take place in England.
- Your organisation should be a corporation or have a formal constitution if it is not incorporated. A corporation would have a board of trustees or directors. An unincorporated association would have a management committee.
- If your organisation has charitable aims, and you need to be registered, the organisation must be registered with the Charity Commission. See [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) for information about charity registration. Exempt or excepted charities and those with income below a set level may not have to register.
- For additional guidance on what makes a good application, please see Annex A on page 8.

## Is your proposed project eligible?

If you plan to work with other organisations, we will only accept one joint bid. All partners in any joint application should be eligible to apply in their own right for this scheme. All partners must be a voluntary sector or non-profit organisation.

Your project will be eligible for consideration if it has or will have an effect nationally. This means we will not consider projects with a purely local effect. To have a national impact, a project should be able to make a difference to the health and well-being of carers across England. A locally based project can be said to have the potential for making an effect nationally if it is trying out new solutions for services that have not been tried before and the learning or good practice can be shared or copied in other areas of the country.

The following types of proposals are **not** eligible for funding:

- Activities which are not allowed under your organisation's aims.
- Delivering an existing service locally that is the responsibility of local organisations to arrange and pay for based on an assessment of local needs.
- Proposals that just copy existing initiatives or activities.
- Party political activities.
- Fundraising.
- Research projects. Research is defined for this purpose as 'creative work carried out to increase knowledge'. If you are not sure if your proposed project would be included in this definition, please contact us.
- Capital projects, for example, buildings, equipment refurbishment and transport.

In addition, the following communications activities that cost more than £1000 in total will not be eligible for investment through the fund:

- All advertising including but not limited to online and offline advertising including advertorials;
- All marketing activity including public relations and printing and publications;
- Any market research or communications development;
- All digital activity including website development and maintenance, email or other electronic communications, routine ongoing, updating or maintenance costs of websites and other electronic communications and phone helplines;
- All events, conferences and exhibitions.



## Annex A - The application process and timescales

### What makes a good application?

A good application:

- is concise;
- focuses on clearly defined aims and measurable outputs;
- proves it will have an effect nationally, or the potential for it;
- clearly describes what benefits the proposal will bring;
- has a strong project plan and clear details of costs (A budget template is attached to the application form);
- shows meaningful arrangements for working with others;
- has clear evaluation and strategies to pass on what has been learned;
- demonstrates value for money;
- shows how you will respect and promote equality and human rights.

### How do I apply?

You must email your completed form by **5pm on Wednesday 17 November 2010** to [SCP-Carers@dh.gsi.gov.uk](mailto:SCP-Carers@dh.gsi.gov.uk) or post it to the address below and include all the details we need to assess your application. Postal applications must be received by DH by the above date and time. We will not accept extra or supporting information received after this date and treat it as if you have not supplied it. We will not accept applications after the closing date.

If you have any problems using the form, please contact us to discuss your needs.

### What supporting information do I need to supply?

- For established organisations:
  - a project plan to deliver your proposal;
  - your last two years' annual report and final accounts;
  - details of your staffing structure for the project.
- For new and recently formed organisations:
  - a project plan to deliver your proposal;
  - a business plan;
  - a copy of your memorandum and articles of association, constitution or other governing document;
  - details of your staffing structure for the project.

If you do not have electronic copies, you should send hard copies to:

Carers Team  
Department of Health  
Room 115  
Wellington House  
133-155 Waterloo Road  
London  
SE1 8UG

## Important Information

You should be aware that we may not fund all applications that meet the eligibility criteria. We are looking for those that best meet the criteria and preferences and this will allow us to take account of any similarities between proposals. If we identify similar proposals from different organisations, we will either choose the ones that show most potential on the information provided, alternatively, we may ask you to consider working together with the other organisation on a joint proposal. Further, we reserve the right not to fund any applications.

Remember that the information we use to assess applications will be what you give on the application form and our knowledge of existing and planned initiatives in that area. If you know of similar services, you should explain on the form how your proposal adds to but does not just copy similar services.

We can pick applications using our knowledge of your performance and delivery of previous funded projects. We would only use this in exceptional circumstances if we have doubts based on previous experience about your ability to deliver a project.

We will provide feedback on all unsuccessful applications. We will provide this in a constructive way so you can review your proposals and see where we felt the strengths and weaknesses were in your application.

## Working out the costs of the project proposal

Your bid should be realistic and follow the principles of recovering the full cost of your project. This is a budget limited scheme. There is no minimum amount you can apply for but the upper ceiling for your application is £25,000.

If you are a new organisation, we will look at the finance forecasts you include in your business plan to assess your eligibility. We have introduced this rule because experience has shown us that organisations who receive a single project grant which is a high percentage of their income may experience difficulty in covering core costs which then has an effect on their ability to deliver the project.

If there are particular circumstances which mean that your latest accounts do not represent your current or expected income, please explain this on the form.

You do not have to pay VAT on these grants as they are generally considered out of scope of VAT because we do not receive direct benefit from the grant. We cannot give you advice on whether the activities you will be carrying out with the grant will be charged VAT. You will need to discuss this with HM Revenue and Customs. It could be that while the income (the grant) is outside the scope of VAT, the activities you are providing may be charged VAT. If you need to pay VAT on any of the work and you cannot get it back, you should include this in the initial costings.

## Other issues to consider

You will not be able to use the DH or the NHS logo on any material you produce through a grant from the fund. You can use 'Produced with funding support from the Department of Health' or similar. But, the statement should not suggest that we have guaranteed the quality of the product or that we endorse the product.

If you are producing material that has intellectual property rights (IPR) or copyright issues, you should deal with this in your application. We may want to discuss this with you.

### Summary of conditions of the award

If you are successful, we will send you an award letter showing the full conditions of the grant. Below are some of the conditions you may want to know at this stage.

- The terms and conditions must be accepted by a board member (trustee or director) or the chair of the management committee if you are an unincorporated association.
- Grants are restricted funds.
- We can make you repay the grant if you do not use it for the purposes intended.
- You cannot pass the grant to anyone else.
- We are not committed to provide any funding after the agreed term of the grant.
- You must identify the grant in your accounts as being from us.

### Summary of monitoring requirements

We need to monitor the grants we provide. As a result we need to see:

- An end-of-project report and summary of total spending on the project.

### Giving you our decision

We send decision letters to the address on your application form so please let us know if your organisation's email address or main contact name changes. We aim to send out all notices by week beginning Monday 13 December 2010.

### Appeals

This is a discretionary scheme and there is no statutory right of appeal against the decisions made by ministers.

However, we do know that, at times, you may feel that we have not followed the grant application process correctly and you may want to raise a concern. We treat these requests as complaints and use our complaints procedure. The first stage is 'informal resolution' where our Carers Team would handle your complaint.

Carers Team  
Department of Health  
Room 115  
Wellington House  
133-155 Waterloo Road  
London  
SE1 8UG

If you are unhappy with this response, you can take this further within our complaints procedure by writing to the Head of Customer Service.

Complaints Manager  
Customer Service Centre  
Department of Health  
Richmond House  
79 Whitehall  
London  
SW1A 2NS

This is a summary of our complaints procedure and you can find full details at <http://www.dh.gov.uk/en/ContactUs/ComplaintProcedures/index.htm>

## Timetable

Action	Deadline
Scheme opens	13 October 2010
Scheme closes (5 weeks)	5pm 17 November 2010. Postal applications must be received by DH by this time and date.
Review bids	17 November – 1 December 2010
Announce successful bids	Week beginning 13 December 2010
Award payments	13-23 December 2010

## Contact us

**By email:**

SCP-Carers@dh.gsi.gov.uk

**By phone:**

020 7972 4670

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