



# A Commissioning Prospectus

An opportunity for groups, organisations and enterprises to bid for grant funding

## Increasing Physical Activity and Improving Mental Health

PART OF THE ISLE OF WIGHT  
VOLUNTARY & COMMUNITY  
SECTOR STRATEGY

**NHS**  
*Isle of Wight*



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and the IW Rural Community Council. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises.

For more information about Prospectuses programme, or to request an accessible version of this document, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: [martin.johnson@iow.gov.uk](mailto:martin.johnson@iow.gov.uk)

# Isle of Wight NHS Public Health A Commissioning Prospectus 2013/14

## 1. Introduction

This Prospectus is an invitation to groups, organisations and enterprises to bid for grant funding that they can use to deliver local public services and projects.

### What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as enterprises providing services on a not for profit basis.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for any small grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact procurement standards to voluntary organisations and small businesses.

### Delivering our plans and priorities

The objectives of the NHS on the Isle of Wight are:

- Excellence in patient safety, clinical standards and patient experience;
- Tangible and measurable improvements in overall health of Island people;
- An organisation which works productively and effectively in partnership;
- To live within resources whilst creating headroom for investment through services which are sustainable in the long term.

This prospectus has a focus not only on how long we live – our *life expectancy*, but on how well we live – our *healthy life expectancy*, at all stages of the life course. Our outcomes also focus on reducing health inequalities between people in our society.

**Why do we want partnership with the voluntary and community sector, and enterprises of any type operating on a not for profit basis?**

We believe that involving civil sector groups, organisations, and businesses in the planning and delivery of local public service, promotes stronger and more active communities. It also offers great potential for innovation, shared risks, value for money and the development of local enterprise.

While not always the cheapest option, it is our experience that funding public services through grants leads to creative and distinctive services. Grants also make it easier to build partnerships between organisations and enterprises of all kinds. This way of investing in change and the Island's economy also leads to volunteering, new ways of working and other civic opportunities.

Innovative businesses and a thriving independent community sector, can also be an important voice. Their knowledge of our local community and economy, about what works and what will not, help us to arrange and fund (commission) more responsive services; based on creativity, knowledge and experience.

## **2. An Opportunity for Grant Funding**

### **Public Health Outcomes Framework – Improving The Wider Determinants Of Health**

The Public Health Outcomes Framework concentrates on two high-level outcomes to be achieved across the public health system. These are:

- increased healthy life expectancy
- reduced differences in life expectancy and healthy life expectancy between communities

The outcomes reflect a focus not only on how long people live but on how well they live at all stages of life. The second outcome focuses attention on reducing health inequalities between people, communities and areas. Through this Prospectus we are seeking support to achieve these overarching outcomes for the residents of the Isle of Wight. Increasing physical activity and improving mental health and wellbeing make a significant contribution to overall health and as such are two of many wider determinants of health.

Groups, organisations and enterprises that can operate on a not for profit basis, are invited to apply for grant funding to meet these goals. Grants will be awarded to applicants with proposals that we believe will help us to deliver a number of outcomes that will contribute to meeting our objectives and priorities.

Grants will be for a fixed term and there is no guarantee of further funding at the end of an agreed term. We will be considering the future sustainability of proposed projects and services when assessing bids for funding.

#### **Aim of this Prospectus**

The aim of this Prospectus is to involve more adults from island communities and priority groups in improving their health and wellbeing, through innovative projects and opportunities that will be able to demonstrate their impact on people across the Island.

Adults (18 +) and adults in families will be the target population for projects within this prospectus.

Particular value will be placed on innovation, and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new services. Proposals for projects that will attract funding and resources from a range of sources will be particularly welcomed, as will proposals that increase opportunities for public involvement and the involvement of volunteers.

Applications that address both mental health and physical activity as part of an overall proposal are welcomed.

## **Our objectives and priorities – Mental Health**

Public Health Isle of Wight wishes to commission projects that will contribute to;

- Reducing social isolation
- Improving perception of well-being
- Reducing the mortality rate of people aged under 75 years with a serious mental illness
- Reducing the suicide rate for the Isle of Wight.

## **The outcomes you can help us to achieve – Mental Health**

Applications are invited from organisations that will influence at least one of these outcomes:-

**Outcome 1: Social Isolation** – The development of support for people to tackle loneliness and social isolation, and support that will enable people to remain connected to their communities, friends and families.

**Outcome 2: Self Reported Well-being** –Improvement in the self-reported mental health and well-being of the population of the Isle of Wight.

**Outcome 3: Suicide Rates** – A reduction in the suicide rate in the general population of the Isle of Wight.

**Outcome 4: Reduce excess under 75 mortality rate in adults with serious mental illness** – Reduction of the inequalities experienced (in terms of life expectancy) by those with severe mental illness.

## **Our objectives and priorities – Physical Activity**

Public Health Isle of Wight wishes to commission projects that will contribute to;

- Increasing the proportion of adults achieving at least 150 minutes of physical activity per week in accordance with UK Chief Medical Officer guidelines on physical activity
- Increasing the time spent “out of doors”, e.g. in open spaces: in and around towns and cities, including parks, nature areas; the coast and beaches and the countryside.

## **The outcomes you can help us to achieve – Physical Activity**

Applications are invited from organisations that will influence at least one of these outcomes:-

**Outcome 5: Physical Activity** –Increased take-up of physical activity among adults that will lay the foundations for a life-long participation in health –enhancing sport and physical activity.

**Outcome 6: Utilisation of outdoor spaces** – Increased access to outside spaces - anything from a few minutes to all day. It may include time spent close to home or workplace or further afield. (This does not include routine shopping trips or time spent in own garden).

In the current financial climate, IW Public Health will seek to get the best possible value for any grants made and will welcome bids for grants that will attract funding from other sources not available to the NHS. We cannot fund any overheads or other costs that are not directly related to providing your proposed service.

All projects must be completed within 12 months of any award being made or must be able to show that they are sustainable beyond the initial first year.

IW Public Health is not inviting applications that include the provision of registered personal care services.

### **3. Making an Application**

#### **Funding and resources that the commissioner can make available**

The total expected funding available through this Prospectus is £60,000. This funding is to be used to deliver Public Health commissioning outcomes for the period from April 2013 to March 2014. It is anticipated that this funding will be awarded as a number of grants in order to ensure the widest impact and a diverse range of creative proposals.

To apply for this grant, you must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your ideas, how you will deliver the commissioning outcomes set out above, and how we will know that you have made an impact.

Successful bidders for grant funding will be offered a Funding Agreement with Conditions. The agreement will include arrangements that will be put in place to explain how the outcomes are being delivered.

Economic conditions may lead to changes in the amount of funding available for all public services. The council and the NHS have an agreement with the local community sector, called the Local Compact. This sets out standards for business relationships. The council will apply this Compact if it has to consider any changes to grant funding.

Grants will be made with a one off payment, agreed at the time of any award being made.

Before making an application, [please click here to see the guide to making Prospectus applications.](#)

#### **How will we know that our outcomes are being achieved?**

Public Health will need to show what impact the activities it has supported through grants have had on the outcomes we have set. We will look for a combination of information about how much of something is being done, and how effective it has been. The application process asks how you will tell us these things and because we don't specify in detail what services we believe are needed, we leave you to propose the best way to do this.

We will require that you complete a Project Plan as part of the application. A template for this will be attached to the form. This will be used to monitor and evaluate progress towards the outcomes offered in return for the grant.

Your application should include your proposals for keeping us informed about your progress. This is an opportunity to share the big picture so that we get our future commissioning right. The outcome of all grant funding is evaluated. Successful organisations may be considered for future funding.



There are a number of basic reporting requirements that the service will therefore ask you to agree to:

- Meet with Public Health Commissioners on a quarterly basis to discuss plans and progress towards targets.
- Provide Public Health with evidence of the impact that you have achieved, including how well you have met a number of performance measures agreed with us.
- Attend any networking events if required.
- Provide some standardised information such as your scheme of work and any evaluation reports that are requested
- Complete the appended Project Plan

Potential bidders should contact us to discuss a bid before applying. This provides an opportunity to discuss ideas and the council can advise on what information it would be helpful to build into a bid.

When assessing the strength of a bid and how well a service is going, Public Health will be interested in a range of measures, particularly the views of service users. These views are an important measure of how well a grant funded organisation is doing and how its services are welcomed, and applicants should consider including this in their feedback. This can tell us if people are able to access the services they need, where and when they want them, and will help to identify the need for future change and improvement.

In short, Public Health will need to know how well your proposals are faring and how well outcomes are being delivered.

### **Some requirements**

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public, and where appropriate, Liability insurance (minimum £5 million).
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).
- CRB or Enhanced CRB may be required where appropriate.
- Recognised qualifications for key roles where appropriate
- Compliance with any Codes of Ethics or standards relevant to your bid
- A suitable reference in support of your bid (see the application form)

- Agreement to the use of the Isle of Wight Council and/or NHS branding and contact information on any promotional materials for funded activities, where appropriate.
- A non-discriminatory service that provides equality of opportunity.

If you can't show that you can meet these requirements, you may still be able to deliver a service by working in partnership with another more established organisation. Discuss this with the Public Health Commissioners or get independent advice.

It is expected that the persons leading the project will have a recognised qualification for their chosen topic where appropriate. There will also be an opportunity for projects to access external public health training such as Mental Health First Aid Training and other relevant training from the Royal Society for Public Health.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted trading enterprises, voluntary and community groups. Any funding that we provide can only be used for the purposes set out in any funding agreement with Public Health and cannot be used to subsidise other activities.

### **How to apply**

Call the following Public Health Commissioning Leads to discuss your idea. This is the only way to secure an approved application form:

Carol Foley (Mental Health) – 01983 821000 ext 6971 or email [carol.foley@iow.nhs.uk](mailto:carol.foley@iow.nhs.uk)

Louise Gray (Physical Activity) – 01983 821000 ext 6972 or email [louise.gray@iow.nhs.uk](mailto:louise.gray@iow.nhs.uk)

Completed applications should be sent for the attention of Carol Foley and Louise Gray to:

Isle of Wight NHS Public Health Dept.  
County Hall  
High Street  
Newport  
Isle of Wight PO30 1UD

Applications should be delivered by 3.00pm on 20 February 2013. Contact the commissioning manager to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email.

Applications received after the closing date cannot be considered.

We strongly advise that applicants take advice on their bid. Independent advice is proven to be a significant factor in the likelihood of making a successful bid. Free and open access to independent advice is available to help prepare grant bids and business-planning (see the 'Contacts' section below for local independent advice).

This is a competitive process and grant funding decisions will be based on the information supplied with the application. Bidders should use the application form to tell the council how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the council will know how well the service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before and after a funding agreement is made.

## **Timings**

This Prospectus will be issued on or about:	15 January 2013
The closing date for applications is:	20 February 2013
The Appraisal Panel will meet on or about:	1 March 2013

Successful programmes should begin on or soon after 1 April 2013 and be completed by 31 March 2014

## **Contacts**

To discuss your ideas about how you might help Public Health deliver the outcomes in this Prospectus, please contact the commissioners listed in the 'How to Apply' section above:

Applicants may also benefit from independent advice and support to maximise their chances of success. For information on getting independent advice on your application, contact:

IW Rural Community Council, Tel 01983 524058 or email [mail@iwrcc.org.uk](mailto:mail@iwrcc.org.uk)

To find out more about the Prospectus process and how it works, please contact:

Martin Johnson Tel: 01983 821000 or email: [martin.johnson@iow.gov.uk](mailto:martin.johnson@iow.gov.uk)

## **The Small Print and More Information**

A short guide with more information about Council grant-making is available. It sets out more information about the Prospectus process and is intended to help all bidders submit the best possible bid. This Isle of Wight Council document also applies to Isle of Wight NHS Prospectuses; ; [Click here to see a copy of the latest 'Small Print' guide for applicants.](#)