

Prevention Opportunities Fund

Guidance on Application Forms

June 2008



Prevention Opportunities Fund – Guidance Notes for Grant Application From

The Grant Process

The Prevention Opportunities Fund will be open to two rounds of applications. Applications for the first round must be returned by 17th July 2008. Dates for the second round are to be confirmed.

There are two rounds to the application process:

Stage 1:

Completed application forms should be returned to Tameside and Glossop PCT by **5pm on 16th July 2008**. Application forms should be emailed to Rachel Lund at Rachel.Lund@nhs.net, contactable on 0161 304 5831.

Stage 2:

Short listed applicants will then be invited to present to an evaluation panel including young people and representatives of the Joint Commissioning Executive of the Tameside Children and Young People's Strategic Partnership on **5th August 2008**.

Conditions of Grant

Successful applications will support the following outcomes:

Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic welling

Tameside Children and Young People Strategic Partnership Prevention Strategy

- Improve skills, confidence and emotional well-being of parents
- Promote healthy lifestyles
- Prevent anti-social behaviour and offending
- Promote emotional health and well-being
- Prevent substance misuse in children and young people, or the effects of parents' or carers' substance misuse
- Increase participation and involvement of children, young people, their parents and carers in decision making
- Improve access to a range of quality information to meet local priorities



- Improve children and young people's motivation towards learning and improve educational performance
- Support the creation of more cohesive and resilient communities
- Prevent anti-social behaviour and offending

Funding and Timescales

The Prevention Opportunities Fund programmes will start in August 2008 and will run until March 2009.



Guidance on completing your Application Form

1.0 Contact Details

Please provide the name of the organisation(s) that are submitting the proposal and the details for the main point of contact for that organisation. Senior manager support for the application should also be evident.

2.0 About the project or activity that you are planning

Please provide a concise summary of the aims of your project. Applicants should remember that the panel is looking to fund projects that are able to deliver measurable outcomes.

Please give a concise description of what the project will provide, how it will be provided and who it will be provided to.

3.0 Which of the Every Child Matters outcomes will your project/ activity support? Please explain how.

Application forms should demonstrate how projects/ activities will work towards the five outcomes of ECM. Not all projects will meet all five outcomes and applications will be judged on how well they are able to measure outcomes and demonstrate improvement.

4.0 Which of the objectives of the Tameside Children and Young People Strategic Partnership Prevention Strategy will your project/ activity support? Please explain how.

Application forms should demonstrate how projects/ activities will work towards the five outcomes of the Tameside Children and Young People Strategic Partnership Prevention Strategy. Not all projects will meet all nine outcomes and, again, applications will be judged on how well they are able to measure outcomes and demonstrate improvement.

5.0 Please tell us if your project is focused on service management and explain why you are undertaking this project

Please use this section to tell us if your project/ activity is intended to improve service management or support workforce development. Please explain how this activity will benefit children, young people and families.

6.0 Evidence Base

What evidence do you have to demonstrate local demand for your proposal? For example, evidence gathered through a needs assessment. What is the evidence base that supports your proposal?

Please outline why your project/ activity is necessary using evidence from research and best practice guidance, statistics, consultation, knowledge of gaps in existing service provision, or other robust sources.

7.0 Children and Young People Involvement

How have children, young people and parents been involved or consulted in the development of this proposal? Will they be involved in the delivery of the project.

Please give us the views of children, young people and carers on your project/ activity where possible. Explain how children, young people and carers might be involved in delivering your project.

What are the defining outcomes that the project/ activity will deliver?



In this section please outline what outcomes you would like to achieve for children, young people and families by the end of your project. An outcome is defined as 'a state of well-being for a child, young person or family'. This means the impact that your intervention will have and the difference it will make to the lives of beneficiaries.

For ideas on completing this section applicants may like to consult the Big Lottery guidance that is included in this pack.

Please describe in detail how you intend to monitor the performance of your project. This should include how you will measure both outputs and outcomes.

Outputs

How much are you going to do? The numbers and demographics of children or parents accessing services.

How well are you going to do it? What ensures quality?

Outcomes

Is anybody better off? Indicators of the measurable change(s) achieved, softer qualitative feedback including the impact of the intervention and the difference it has made to their lives.

8.0 Timing and Venue

Where will your activity be delivered?

If your project is targeted at a particular geographical area, please specify this here.

How will you manage the expectations of children, young people and carers to ensure that they understand that the project is a 'one off' and will end on a given date?

Please tell us how you will make sure that children, young parents and parents/carers understand that the project is a 'one off' and that it will not be available after a given date.

Please attach an implementation or action plan to support your application.

The Partnership will be looking for evidence that you will be able to start and finish your proposal before 31st March 2009. You should demonstrate that you understand that projects are short term only, and that there will no recurrent funding available.

9.0 Cost

What funding or materials are you contributing to the project/activity?

Please explain what contribution you are making to the project. This might be a financial contribution, staffing contribution or resource contribution.

How much is the project going to cost and how much money is being requested?

Please provide a breakdown of the component costs for the service you will be delivering. This should be as comprehensive as possible.

10.0 Unique Selling Point

What is the unique selling point of the project/ activity?

Please use this section to tell us what is different about your proposed activity, what sets you apart from other organisations applying for funding and other proposals. You may choose to provide a summary of what you are going to do, and how you are going to do it. You may choose to provide just a few words to sum up your

intentions. However you decided to demonstrate this, your USP should focus on how your project will benefit children, young people and families.

Note:- Check your application against the Draft Scoring Matrix and ensure that you have provided appropriate information to support the evaluation of the panel.