



Cabinet Office

Carers Social Action Support Fund

Guidance Notes



Contents

	Page
Overview of the fund.....	4
Application process.....	5
Application form guidance notes.....	6
Acceptance of funding.....	19
Reporting and monitoring.....	21
Further background.....	22

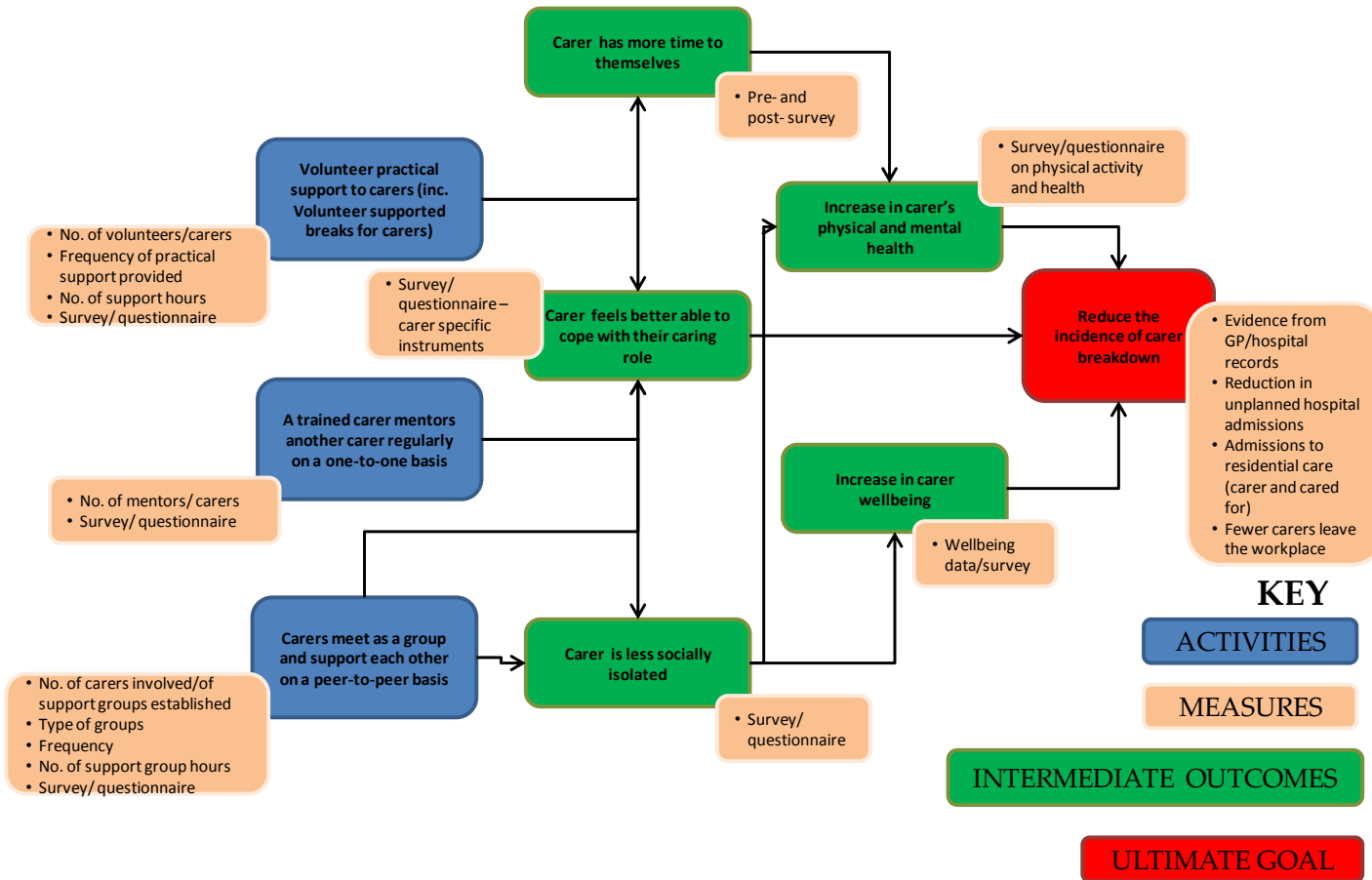


Figure 1 – Carers Social Action Support Fund Theory of Change



Overview of the fund

We are excited by the potential of social action to make a real difference in supporting carers. The focus of this fund is on social action projects which support family carers. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

The fund will be worth up to £1 million.

The minimum grant size per project will be £50,000. All grantees must have spent the full grant by October 2015.

Minimum requirements

Projects must;

- target adult carers caring for another adult
- reach a minimum of 50 carers (all of whom should be new to the service)
- build on or adapt an existing service
- have volunteers as core to the delivery of the service
- focus on England only

Timescales

Applications must be received no later than noon on Wednesday, 22 October 2014, and you must be confident of your ability to set up and deliver your project so that it is fully operational by February 2015. A full timeline is set out below. Please note that the timescales could be subject to change.

Timeline	
22 September 2014	Fund launched
22 October 2014	Deadline for applications
27 th October – 31 st October 2014	Interviews for shortlisted applicants
Early November 2014	Notification of successful and unsuccessful applicants.
Late November 2014	Announcement of successful applicants.
Early December 2014	First grant payment
February 2015 onwards	Project delivery and evaluation
March 2015	Second grant payment
July 2015	Third and final grant payment
October 2015	Deadline for total spend of grant
December 2015	Final evaluation report



Application Process

Initial sift

We will review your application to check that the information in the body of the application meets the eligibility checklist.

Evaluation of eligible bids

We will then score eligible bids in line with our key criteria.

The table below sets out what we are looking for, the weighting in bid evaluation, and the questions we will use to make our assessment.

Successful bidders will....	Weighting	Questions
Build on or adapt an existing social action project	5%	Q1, Q2
Have a convincing argument for why the project is likely to have the impact we're looking for	30%	Q3, Q4
Be able and willing to robustly measure the impact of their programme	30%	Q5, Q6
Have a plan for funding in the long term	10%	Q7 – Q11
Have the capacity to deliver at pace, with good value for money	25%	Q12 – Q17

Shortlisted applicants will be interviewed the week commencing 27th October. You must be available for an interview that week if you are shortlisted.

Moderation

Finally, we will decide the set of programmes we would like to fund. At this stage, we take into account the overall score, the interview, and the extent to which the set of bids would allow for an overall programme evaluation.



Application Form Guidance

This section provides further detail on each question in the application form. If you have a question that is not covered below please call the enquiry line on 0207 842 7788 or email info@sibgroup.org.uk.

Eligibility checklist

If you answer **No** to any of these questions then your application will not be shortlisted.

The benefits of my proposal focus only on England. Answer Y/N

Your proposal must focus on England only because the fund is financed by the Cabinet Office's Office for Civil Society, which is England only.

The service I am proposing benefits unpaid adult carers (an adult caring for someone over the age of 18). Answer Y/N

Your proposal must focus on adults caring for another adult only. Projects which benefit parent carers looking after someone under the age of 18 and young carers under the age of 18 are not eligible for this fund.

The service I am proposing will reach at least 50 carers, all of which are new to the service. Answer Y/N

We want to fund to projects where we will be able to measure impact. We need a big enough sample size to do so. The carers must be new to the service so that it is possible for us to measure the impact of the service by asking questions before and after the carer uses the service. 50 carers is the minimum but we will strongly favour applications that can reach larger numbers of carers.

Volunteers are core to the delivery of the service I am proposing. Answer Y/N

We are interested in projects which use social action to support carers. We define social action as practical action in the service of others. It is carried out by individuals or groups of people working together, not mandated and not for profit, and is done for the good of others. It is about individuals, communities and/or society and bringing



Cabinet Office

about social change and/or value. Applications which use paid staff to support carers will not be eligible.

I can confirm that this proposal complies with State Aid guidelines. Answer Y/N

Will the social action project you propose result in creating any goods or services which could affect trade between EU member states? [More information on state aid.](#)

The money I am applying for will be used primarily to fund revenue costs, with no expenditure on capital items with a value in excess of £5,000. Answer Y/N

The organisation(s) submitting this proposal are in a position to accept a grant offer by November 2014 and spend this by October 2015. Answer Y/N

You must be able to spend the full grant you are awarded by October 2015, with the majority of the funding (70%) spent by 30th June 2015. Evidence of spend will be required.

Section 1 - Your Proposal

Through this section we want to understand some of the details of your proposal. You need to set out your proposal very clearly so that we can assess;

- How well your proposal fits with our desire to support and robustly test existing social action projects which support adult carers (an adult caring for another adult) The project you are proposing should build on (for example, by reaching higher numbers of carers) or adapt (for example, by reaching a different group) an existing service. It should have social action at its core.
- Whether the service you're proposing will reach at least 50 carers new to the service. This is a minimum number and we will strongly favour projects which will be able to reach larger numbers of carers.
- How likely it is that the service you're proposing will have an impact on the outcomes we are interested in – in particular, an impact on the incidence of carer breakdown. Figure 1 on page



Cabinet Office

This section is worth 35% of evaluation.

We are interested in funding projects which...	We will not fund projects which...
...build on an existing service/initiative, for instance by growing the service to reach a larger group of carers, or operate more hours per week/month.	...might be a great idea but have little chance of getting set up in time to be fully operational by February 2015.
...are large enough in scale to reach at least 50 carers new to the service	...might be a great service but won't attract carers who haven't used the service before and can't reach at least 50 more carers
...target unpaid adult carers caring for another adult	...focus on parent carers (a parent caring for a child with additional needs) and young carers (a carer under the age of 18).
...are building on services with some promising indication of impact, or are innovations with a well-evidenced hypothesis for why such a service should work.	...are totally untried and untested, with little evidence to back up the hypothesis that they will work.

Question 1

Please describe the existing service or initiative that you plan to grow or adapt through this proposal (maximum 400 words)

You should include;

- What you are currently doing, including the number of carers your service reaches and the number of volunteers involved.

Question 2

Please describe the project you would like us to fund (maximum 600 words)

You should include;



Cabinet Office

- How our money will build on, scale-up or adapt that service. For instance, our money could help you reach more carers (please note these carers should be new to the service), different groups of carers, recruit more volunteers, or operate more hours per week/month.
- How you intend to identify and target carers who will benefit from the service (please remember that these carers should be new to the service and unpaid adult carers caring for another adult).
- How many carers will benefit from the project
- What service they will receive, and where.
- How you will deliver it, including the role played by volunteers and/or paid staff.
- Your partnership working

Question 3

Who is the target group for the service? Why have you decided to focus on this group? (maximum 500 words)

We will fund projects which benefit adult carers who are caring for another adult. Parent carers looking after a child with additional needs under the age of 18 and young carers under the age of 18 are not the target group for this fund.

You should include;

- The specifics of the group you intend to target. Do you intend to support working carers, older carers, or adult carers who look after someone with a specific condition (such as dementia)? Or do you plan to make your service available to all adult carers?
- Why you have chosen this group and how you identified their specific needs. You might, for instance, have chosen a particular group because they are likely to benefit from a service you are already offering (such as a peer-to-peer mentoring group), or because the majority of carers your organisation supports falls within a certain group (such as carers looking after someone with dementia).



Question 4

What is the likely impact of this service on the outcomes we are interested in? What is the evidence for this? (maximum 500 words)

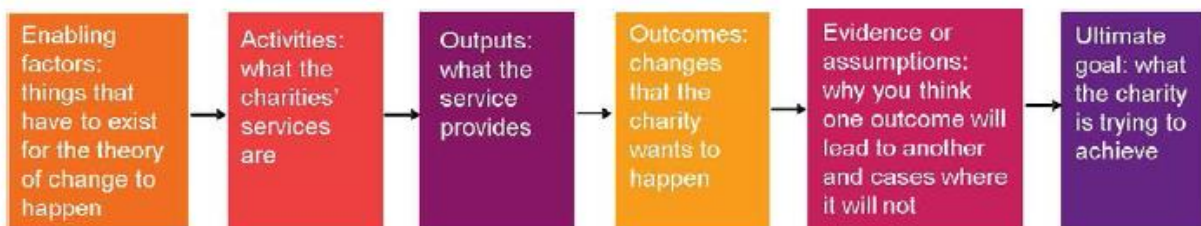
You should include;

- A persuasive argument for why the activity proposed will have the impact we are looking for. We are interested in the outcomes listed in our Theory of Change, shown at Figure 1. Although you don't need to demonstrate an impact on all of the intermediate outcomes, you should be able to demonstrate the likely impact your service will have on the ultimate outcome of reducing the incidence in carer breakdown.
- Details of any other outcomes your service will deliver.
- What evidence there is, if any, that what you are proposing will result in the outcomes we are interested in
- Your own theory of change. This is not compulsory but it is an option open to applicants to develop and attach a theory of change as a supporting document with the application

More guidance on theory of change

New Philanthropy Capital provide guidance on writing a theory of change in “*Theory of Change: The beginning of making a difference*” written by Angela Kail and Christopher Lumley (April 2012). You can access this at thinknpc.org/publications/theory-of-change.

Your theory of change should outline how the outputs of your social action project lead to your intended impact. This is usually presented in a series of chains, like the one below (also from the above named publication).





You may have one overarching ultimate goal, but you will have a number of different outputs and activities for your social action project. You can see an example theory of change on the NPC website address above. For reference please also see our Theory of Change, at Figure 1.

Section 2 - Measurement of Impact

Through this section we want to know how well placed you will be to robustly measure the impact of your programme.

This section is worth 30% in bid evaluation.

We are interested in funding projects which...	We will not fund projects which...
... give us confidence that the organisation shares our enthusiasm for carrying out evaluation, and has the thinking, culture, people and processes in place to collect the data needed and work effectively with an external evaluator	...give us concerns about the organisation's enthusiasm for carrying out evaluation; their thinking, culture, people and processes on collecting/analysing data and ability to work with an external evaluator
... will reach at least 50 carers (all new to the service) and ideally reach larger numbers	... do not give us confidence that 50 carers will be reached

Question 5

Please tell us what data you collect, and how, from any relevant service(s) that you currently run and which you plan to grow or adapt with this funding. How does this enable you to demonstrate impact? (maximum 300 words)

Please include:

- What data you routinely collect.



Cabinet Office

- How you collect the data
- How you store the data
- Who currently collects your data
- Additional data that you will collect as a result of this grant.

Question 6

How would you envisage working with the external evaluator we plan to recruit?
(maximum 500 words)

We will be appointing an external evaluator, and will ask them to work with successful applicants to design a robust evaluation strategy for your service. Here we would like you to set out your starting point on:

- Who in your organisation would be responsible for working with the evaluator, and how much time they would be able to devote to it.
- What data you believe you would need to collect, and how you envisage collecting it
- Any assistance you feel you need from the evaluator

Section 3 - Sustainability

Through this section we want to understand how well placed you are to ensure your service's sustainability beyond October 2015, when this funding runs out.

In this section, we will be looking for;

- Strong support from local commissioners for your organisation and project. This could include explicit endorsement of your bid. Bids in partnership with local funders would suggest a very strong level of local support and therefore potential for sustainability.



Cabinet Office

- Match funding from other partners. It is not a requirement for you to secure match funding, but it will count heavily in your favour if you do, as an indication of local support and likelihood of future sustainability.
- A convincing plan for funding the service in the longer term

This section is worth 10% in bid evaluation.

We are interested in funding projects which...	We will not fund projects which...
...are integrated into the wider health and care system, with senior-level buy-in from key local players, and a high likelihood of the service therefore operating effectively and being sustained in the long term.	...are not integrated into the wider health and care system, and do not have senior-level buy-in from key local players, resulting in doubts about the service's ability to operate effectively or be sustained in the long term.
... give us strong confidence that the service is sustainable: building on existing funding relationships, with a convincing plan for funding the service after 30 September 2015, and ideally match-funding secured	...give us concerns about the sustainability of the service, because they: do not build on any existing funding relationships, have secured no match funding, and have unconvincing plans for securing funding for the service beyond 30 September 2015.

Question 7

Please describe how your proposal fits into the broader plans and priorities of the key players in your local health and care system (maximum 300 words)

You should include;

- How your proposal fits with other local priorities or work streams.
- Any partnership working involved in your proposal,
- Any endorsement of your proposal from local funders.



Cabinet Office

Question 8

Please briefly outline the current funding model for any existing relevant services you deliver which you would be building on/scaling up/adapting with this proposal?

(maximum 300 words)

You should include;

- Who currently funds you.
- How much funding you receive.
- The timeframe over which you have received/will receive this funding (e.g. 'contract from April 2012 to March 2015').

Question 9

If we choose to fund your proposal, our funding will stop in October 2015. How will you fund the service after that point? (maximum 300 words)

You should include:

- Who would fund your service after October 2015.
- Why you think they might fund you (including any indication from them that they are interested).
- Your plan for securing that funding between now and October 2015.

Question 10

Please list any match-funding from external sources you have secured against any grant from this fund (maximum 300 words)

Please list amounts of all match funding applied for, the name of funder/investor/commissioner, indicating if this is match in-kind or cash and if the funding has been secured yet. You should use the table provided.



Question 11

Please list any other recent funding proposals you have made to other government departments/ or any external organisations for this kind of work in the locality in question. (maximum 300 words)

Please list funding proposals in the last two years, how much you have applied for, what your bid was for, and whether or not you have been successful. You should use the table provided.

Section 4 – Capacity to deliver

In this section, we want to understand how well placed you are to deliver on your proposals.

You will need to be able to set up your project quickly, and have strong performance management skills in place to ensure outcomes are met.

This section is worth 25% in bid evaluation.

We are interested in funding projects which...	We are unlikely to fund projects which...
...give us confidence in the experience of key staff and their roles within the service	...give us concerns about the experience of key staff and their roles
...set out a comprehensive mobilisation plan that gives us strong confidence the organisation will be able to mobilise quickly	...give us concerns that the organisation will not be able to mobilise in time to.
...give us strong confidence that the organisation would be capable both of spotting any dip in performance, and addressing it.	...give us concerns that the organisation would not be able to identify a dip in performance or address it.



Question 12

Who will be directly responsible for the day-to-day running of the project, and what is their experience? (maximum 400 words)

You should include;

- Names and job titles of relevant staff
- Their experience
- If relevant, details of roles you plan to recruit and the skills and experience you will be looking for

Question 13

We plan to confirm grants to successful applicants in early November. We want the projects we fund to be fully operational by February 2015 – so between November and February projects will need to grow at speed. Please set out your mobilisation plan detailing how you will set up/scale up your project between having your grant confirmed and February 2015. (maximum 400 words)

We want to be sure that you have a good understanding of, and robust plans in place for, what you will need to do if you are to scale up/adapt your existing service in time to be delivering a high-performing service by February 2015. You might want to include:

- Recruitment of staff/volunteers
- Identification and targeting of carers who will benefit from your service (please remember that these must be new to the service)
- Liaising with the external evaluator
- Setting up processes for data collection
- Risks that may impact on delivery



Cabinet Office

Question 14

How will you know, during the delivery of your project, whether or not it is having the impact you intend? And how would you act to improve performance if necessary? (maximum 500 words)

We want to be confident that your service will have the impact you hope it will, and that you will be able to turn things round if your impact isn't as good as expected. So we want to be sure you will be able to spot when things aren't going as planned, and act to manage performance upwards if necessary.

Question 15

Please specify the milestones and key deliverables for your proposal in the project plan template.

Your project milestones need to take into account timeframes and deadlines for delivery of outputs and activities. It needs to link to the proposed spend and the overall budget for your project. Your project will be monitored and assessed against these milestones and this will form part of the grant contract if we do make you an offer. You should use the table provided and include the number of carers you will reach and number of volunteers you will recruit.

Question 16

Please provide a budget breakdown for your project.

Please include the costs (e.g. staff, travel, training) for your project. We might require you to provide us with more detail on your spend profile during the assessment process, if you are successful at the initial stage. You should use the table provided.



Cabinet Office

Question 17

Please complete the table below to show your organisations recent financial track record for the last financial year for which you have audited accounts and management figures for the current year to date.

Please enter your financial information in the table provided. We might ask for a copy of your audited accounts and management accounts during the assessment process, if you are successful at the initial stage.



Acceptance of funding

Please note there may be slight alterations to this process for Local Authorities and other public bodies.

All successful applicants will be notified by 5th November 2014. If you are successful in your application you will be required to accept the offer of funding within one month of the date of the offer letter. During that time we may also ask you to work with the independent evaluator to ensure that your project can be robustly evaluated. Any offers not accepted within this timescale may be withdrawn unless an extension to the offer has been agreed in writing (email and letter).

To accept our offer the lead organisation must sign both copies of the offer letter and terms and conditions, returning one copy to us and keeping the other for your records.

You must send us a certified copy of a Board resolution accepting the investment offer and authorising specific individuals to sign the Offer Letter and draw down requests. We can provide a sample Board resolution to successful applicants on request.

In addition, we will require:

- **An original bank statement** (less than 3 months old) for the account into which the funds will be paid. This account must be in the legal name of your organisation. We will copy it and return to you.
- **A completed Bank/Building Society Account Details Form.** This form asks you to provide some information about your bank account and account signatories. You will need to take this form to your bank and have them counter sign this.

As well as this general documentation we may require other evidence as specific pre-conditions relating to your investment and this must be provided before the drawdown of funds. For example, we would require confirmation that any relevant match funding that your proposal is reliant on is secure.

Your Offer Letter will provide more detailed guidance on the documents required in order to draw down your grant.



Cabinet Office

Unsuccessful applications

All unsuccessful applications will be informed by 7th November. Due to the high volume of applications that we are likely to receive we will not be able to provide detailed verbal feedback on unsuccessful cases. We will however write to applicants indicating the key reason for the application being unsuccessful.

Please note that the decision will be final.

If you have a complaint about the way your application is handled you can find our complaints process as detailed at [sibgroup.org.uk/contact-us/complaints](https://www.sibgroup.org.uk/contact-us/complaints).



Reporting and Monitoring

Drawing down money

Payment will be made according to the payment schedules agreed in the grant offer, outlining key performance indicators and timeframes required for the programme. Payment will be made quarterly. Payments will not be made if required key performance indicators have not been achieved. Changes to payment schedules can be made, but will need to be agreed by both parties.

When you have fulfilled your pre-conditions you can then start to draw down the money. All agreed funding must be drawn as agreed and spent within 3 months of receipt of funding at each instalment. Each grant schedule will vary but our expectation is that 35% will be released in November 2014, 35% will be released in March 2015, and 30% in July 2015.

A Drawdown Request Form will be included with your Offer Letter. When you are ready to drawdown the money you need to complete this form, attach any evidence requested and ensure it is signed by someone who is authorised by the Board Resolution / Management Committee minutes before submission to us.

Funds will be transferred to your bank account within 6 to 10 working days after the receipt of your Drawdown Request Form.

Monitoring requirements

It is a condition of any investment awarded that recipients must submit information relating to expenditure, achievement of key performance indicators and evaluation and any other subject related to the investment. We may ask you to take part in follow up surveys and provide materials for case studies and other publicity so that other organisations can learn from your work.

In addition to the regular reporting, successful applicants will also need to provide ad hoc information about programme delivery. Social Investment Business will aim to give as much notice as possible.

Have a question?

Call our enquiry line on 0207 842 7788 or email info@sibgroup.org.uk.



Further background

Centre for Social Action

The Cabinet Office Centre for Social Action was launched in April 2013 and will invest around £40 million in 2013/2014 and 2014/ 2015, to identify and accelerate the development and spread of social action initiatives which can help tackle key public service delivery challenges. The Centre does this by;

- identifying social action innovations;
- supporting organisations with promising initiatives to scale up and become sustainable;
- developing the evidence base on the impact of social action based interventions;
- working with policy makers and those delivering public services to help them understand the value of individuals and communities to their service offer; and
- mobilising large numbers of volunteers by making the ask appealing and the act easy and rewarding

More information on the Centre for Social Action can be found at gov.uk/centre-for-social-action.

Social action can broadly be defined as practical action in the service of others, which:

- is carried out by individuals or groups of people working together;
- is not mandated and not for profit;
- is done for the good of others; individuals, communities and/or society;
- is bringing about social change and/or value;
- and includes the giving of time and money.



Cabinet Office

The Social Investment Business Group

The Social Investment Business Group (SIB Group) , the largest social investor in the UK, exists to help social enterprises, charities and community organisations do more of what they do best – supporting people and communities most in need.

The Carers Social Action Support Fund is administered by the Social Investment Business on behalf of the Cabinet Office Centre for Social Action.

The SIB Group also manages the Futurebuilders Fund, Social Action Fund and the Investment and Contract Readiness Fund on behalf of The Office for Civil Society, the Social Enterprise Investment Fund for the Department of Health and the Communitybuilders Fund which was endowed to parent charity the Adventure Capital Fund by the Department for Communities and Local Government.