



Department
of Health



Public Health
England



VCSE Health and Wellbeing Fund 2017-18: Social Prescribing

Information pack for voluntary, community and
social enterprise (VCSE) sector organisations

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VCSE Health and Wellbeing Fund 2017-8:

Social Prescribing

Information for voluntary, community and social
enterprise (VCSE) organisations

**Prepared by the DH Voluntary Sector Engagement Team in partnership with NHS
England and Public Health England**

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Executive Summary

The Department of Health and its system partners, Public Health England and NHS England, continue to value the important contribution that voluntary, community and social enterprise (VCSE) organisations make towards improving health and care and see the sector as key to delivering our priorities and improving health and wellbeing.

[The VCSE Review](#) sought to ensure that the way that funding is distributed to the VCSE sector achieves maximum impact. The final report was published in May 2016 and recommended that the existing Voluntary Sector Investment Programme (VSIP) – which includes the Strategic Partner Programme, the Innovation, Excellence and Strategic Development (IESD) grant fund and the Health and Social Care Volunteering Fund (HSCVF) – be reshaped.

In December 2016, we launched the VCSE Health and Wellbeing Programme. The Programme includes a project fund component, the Health and Wellbeing Fund. Each round of the Fund will have a specific theme; for 2017-18 the theme is social prescribing.

This document provides VCSE organisations with information about the Fund for 2017-18, to help them decide whether to submit an application for funding. It details the outcomes that the system partners are seeking from the Fund and the criteria that will be used for assessing applications. A timetable is provided for the whole process from application through to decision.

The Health and Wellbeing Programme also includes a partnership element, the [VCSE Health and Wellbeing Alliance](#). The Alliance will build on the successes of the previous Strategic Partner Programme but will be more closely aligned to the national priorities of the system partners, with a particular focus on promoting health equality and reducing health inequalities.

All awards are subject to the approval of budgets as part of business planning for 2017-18 by the Department of Health (DH). We are heading into a period of reduced resources and all budgets are subject to close scrutiny. The launch of this scheme does not commit DH to the funding of any grant awards beyond April 2018.

Our priorities

The VCSE Health and Wellbeing Fund will support the delivery of the system partner's priorities, particularly focusing on improving equality and reducing health inequalities. The Shared Delivery Plan describes the Department of Health and its agencies' objectives for 2015-2020. These are:

- Improving out-of-hospital care
- Creating the safest, highest quality healthcare services
- Maintaining and improving performance against core standards whilst achieving financial balance
- Improving efficiency and productivity of the health and care system
- Preventing ill health and supporting people to live healthier lives
- Supporting research, innovation and growth
- Enabling people and communities to make decisions about their own health and care
- Building and developing the workforce
- Improving services through the use of digital technology, information and transparency
- Delivering efficiently: supporting the system more efficiently

Further detail is available [here](#).

In 2014 the NHS came together to produce the [Five Year Forward View](#), which sets out an overwhelming consensus on the need for change, and a shared ambition for the future. Chapter 2 of the Five Year Forward View in particular sets out a new relationship with people and communities and the Health and Wellbeing Programme will be a critical component in realising this ambition. On 31 March 2017, NHS England published [Next Steps on the NHS Five Year Forward View](#), which reviews the progress made since publication of the original document and sets out practical and realistic steps for the NHS to deliver a better, more joined-up and more responsive NHS in England.

Public Health England (PHE) published its [Strategic Plan](#) in 2016. The plan sets out how the organisation intends to protect and improve the public's health and reduce inequalities over the next 4 years. The Plan builds on the Shared Delivery Plan, the Five Year Forward View, and [From Evidence into Action](#).

VCSE Health and Wellbeing Programme

Background

The Department of Health has a long history of supporting charities, community and voluntary organisations, and volunteering, through grant funding.

Established in 2008, the Voluntary Sector Investment Programme was a cross-cutting, competed VCSE grants programme, focused on allowing organisations to realise their potential, build capacity and capability, develop services and provide innovative solutions that could be rolled out. It was initially developed for the Department of Health to work in partnership with the sector, with NHS England and Public Health England (the system partners) joining the programme following the health reforms in 2013. There were three main funding schemes within the programme:

- The Innovation, Excellence and Strategic Development Fund (IESD)
- The Health and Social Care Volunteering Fund (HSCVF)
- The Strategic Partner Programme

Since the programme was established, there have been a number of changes, both in terms of the commissioning landscape and also in the sector and how it works with statutory agencies. Through the VCSE Investment Review, we worked with system partners, other funding agencies, and representatives from the VCSE sector to ensure that the way in which funding is distributed to the sector and the influence that we, as system partners, have over the health and care system, achieves maximum impact.

The final report of the review recommended that the three current strands of the VSIP (central grant funds [IESD and HSCVF] and Strategic Partner Programme) should be unified into one Health and Wellbeing Programme, with project funding and partnership elements. With this in mind, we have reshaped the programme with the support of an oversight group comprising representatives from the three system partners and VCSE organisations.

The new VCSE Health and Wellbeing Programme

The new VCSE Health and Wellbeing Programme allows DH, NHS England and Public Health England to work together with VCSE organisations to drive transformation of health and care systems to promote equality and address health inequalities and help people, families and communities to achieve and maintain wellbeing. The objectives of the programme are to:

- Encourage co-production in the creation of person-centred, community-based health and care which promotes equality for all;
- Enable the voice of people with lived experience and those experiencing health inequalities to inform national policy making and shape the delivery of services;

- Build evidence of sustainable, scalable solutions to mitigate and prevent inequalities impacting on health and wellbeing of communities.

The programme will seek to achieve its objectives through two co-dependent funded mechanisms:

- A national partnership arrangement: the VCSE Health and Wellbeing Alliance;
- Funding for bespoke projects: the VCSE Health and Wellbeing Fund

This application pack provides more information about the Health and Wellbeing Fund (the Fund) and how organisations can apply to be part of it.

VCSE Health and Wellbeing Fund

Aims of the Fund

The Fund component of the programme will be themed around a specific topic for each round. For 2017-18 this is social prescribing.

The aim of the Fund component of the programme will be to promote equalities and reduce health inequalities by building the evidence base around good practice in social prescribing, sharing lessons and widening adoption of interventions with a proven track record.

The intended outcomes from the Fund will be:

- An increase in system partners' evidence base on sustainable and scalable social prescribing interventions to improve health inequalities
- New evidence and findings from supported social prescribing schemes informs and influences practice by being available and disseminated to key audiences across the system
- Evaluation results in increased capability for VCSE sector organisations to capture and evaluate the impact of their work

Social Prescribing

Social prescribing means different things to different people, however, the Social Prescribing Network's co-produced definition is: *"Enabling healthcare professionals to refer patients to a link worker, to co-design a nonclinical social prescription to improve their health and wellbeing."*

Social prescribing is generally understood to be an intervention through which people are supported to access non-medical services in the community. Examples include befriending, art classes and exercise classes, but a wide variety of activities can be included. Typically, a community navigator/link worker will work with the individual to co-produce solutions that best suit their needs. A range of terms are sometimes used for the community navigator/link worker, including health advisor, wellbeing coordinator and community connector.

The community navigator/link worker role is a key element within successful social prescribing models. Therefore we require all applications to demonstrate how their scheme will support this role.

We want schemes applying to the fund to design models that fit the needs of their local areas and draw upon their local assets. Therefore, we are not dictating that schemes must focus on a particular patient group, for example people with long-term conditions or those most at risk of emergency admission. However, we will expect applications to set out how the social prescribing scheme will reduce health inequalities, as one of the overall objectives of the Health and Wellbeing Programme.

We will accept applications for both new and existing social prescribing schemes. However, to support the spread of social prescribing, existing schemes will be expected to use the grant funding to expand services. This might mean expanding the scheme to a larger geographic area, or widening the potential user group within the original area.

Funding

Organisations are invited to bid for funding of up to £300,000 for the first year of their scheme (please note that the years of the scheme may not align with the financial or calendar year). This is a maximum and when applications are assessed consideration will be given to the scale and scope of schemes in relation to the amount of funding requested.

We expect to be able to announce successful schemes in December 2017 and release the first grant payment once all documentation signed by local partners is provided (see 'Eligibility to Apply' on page 11). Please note that grant funding beyond April 2018 is subject to the Department of Health's planning and budget setting processes.

It is important that the social prescribing schemes receiving grant funding are sustainable. For this reason, we require applicants to gain support from their local CCG, local authority, STP leadership team or Accountable Care Organisation, to invest in their proposed scheme from year two onwards. Although the Fund will provide full funding in year one, it is the expectation that the local partner will provide 50% of funding in year two, 80% funding in year three and 100% funding in year four onwards. Applicants will be expected to provide evidence of the agreement with the local partner as part of their application.

This allocation will be issued via a grant agreement, made using powers provided by Section 64 of the Health Services and Public Health Act 1968 that gives the Secretary of State for Health the power to make grants or loans to certain voluntary organisations in England whose activities support the Department of Health's policy priorities or who are delivering health and social care services. Such organisations must meet the legal requirements of Section 64 of the Health Services and Public Health Act 1968 to qualify (see Annex 1).

VAT is not payable on these grants as they are generally considered out of scope of VAT as the grant giver (the Department) does not receive direct benefit from the grant. The Department of Health cannot advise a grant recipient on whether the activities they will be carrying out with the grant are subject to VAT - the organisation will need to discuss this with HMRC themselves. It could be that while the income (i.e. the grant) is outside the scope of VAT, the activities they are providing may be within scope. If you need to pay VAT on any aspects of the work and it is not recoverable you should include this in the initial costings.

Application process

Eligibility to apply

In order for your application to be considered your organisation must:

- Provide evidence of a commitment from local partners for resourcing of :
 - 50% in year 2
 - 80% in year 3
 - 100% in year 4 onwards

If we receive a high volume of applications, we will do an initial sift based on this criterion.

Please note that the Department of Health will not be able to provide additional funding to cover any shortfall in local resourcing.

- Include the community navigator/link worker role within its social prescribing scheme model.
- Be able to demonstrate strong established links with local partners. They should provide a commitment from the relevant partners of their commitment to develop a Memorandum of Understanding and information governance and risk management agreements.

Please note that payment of the first instalment of grant funding will be conditional on production of the final signed versions of the MoU, information governance and risk management agreements.

- Commit to input experience and share learning with NHS England about measuring the impact of social prescribing.
- Commit to share learning and contribute evidence towards evaluation of the Fund.
- Commit to joining the national [Social Prescribing Network](#) and, if relevant, their local [regional social prescribing network](#).

Eligibility to receive grant funding

Your organisation must also meet the below eligibility criteria in order to receive grant funding:

- Work in England. There are separate arrangements for Scotland, Wales and Northern Ireland.
- Be not for profit, and:

- incorporated (this would be a company limited by guarantee and registered with companies house OR a community interest company OR a co-operative or industrial and provident society OR a social enterprise); or
- have charitable status (registered with the Charity Commission).

Assessment criteria

In your responses to the questions in the application form, we will be asking you for details of:

- Commitment from local partners for resourcing
- The model that your scheme will use
- For existing schemes, how the grant funding will support expansion
- Evidence of working with local partners
- How the scheme will reduce health inequalities and how it will support access for protected characteristic groups
- How you intend to measure the impact of your scheme

Process

Applicants are required to complete the application form published alongside this information pack and provide all the supporting information outlined on page 13 of this pack.

The assessment process will be conducted by a panel made up of representatives from each of the system partner organisations.

The panel will assess applications against the criteria set out above. We may wish to discuss your proposal in more detail using an approach similar to that of a 'competitive dialogue' situation to more clearly understand the options available.

How to apply

What makes a good application?

A good application:

- is concise;
- is relevant to and addresses the requirements of the Fund and the VCSE Health and Wellbeing Programme more widely;
- meets all of the essential criteria, providing evidence where appropriate.

How do I apply?

You will need to complete the attached application form and submit this, together with the supporting information listed below, by email to HWFund@dh.gsi.gov.uk. Please contact us if this is likely to cause a problem for your organisation. The closing date for application is **noon on 21 November 2017**.

What supporting information do I need to supply?

You will need to provide the following proof of eligibility:

- Your last years' annual report and final accounts
- Signed joint resourcing agreement for year 2 onwards
- Confirmation that your organisation has equal opportunities and health & safety policies
- Copy of Memorandum and Articles of Association or constitution / governing document
- Signed agreement from local partners to develop the following:
 - Memorandum of Understanding
 - Information governance agreement
 - Risk management agreement

Plus further detail on your proposed scheme:

- Staffing structure for the organisation and project
- Your organisation's business plan
- A budget plan, including a breakdown of costs

Please note that any information that you provide is subject to FOI.

Notification of decisions

Decisions will be sent by e-mail to the address on your application form. We aim to send out notifications in December 2017.

Appeals

The VCSE Health and Wellbeing Programme is a discretionary scheme and there is no appeal process on decisions made by Ministers.

However, we do recognise that, on occasions, applicants may feel that the application process has not been followed correctly and wish to raise a concern. We treat these requests as complaints and use our complaints procedure. The first stage is 'Informal Resolution' where your initial complaint would be handled by the Voluntary Sector Engagement Team. If you are unhappy with their response you can make a formal complaint to the Voluntary Sector Investment Programme Manager and they will investigate and get back to you with their findings:

Voluntary Sector Investment Programme Manager
Grants Hub
2N14 Quarry House
Quarry Hill
Leeds
LS2 7UE

If you are unhappy with this response then you can take this further within the Department's complaints procedure by writing to the Complaints Manager:

Ministerial Correspondence and Public Enquiries
Department of Health
Richmond House
79 Whitehall
London
SW1A 2NS

This is a summary of our complaints procedure and full details are available [here](#).

Summary of conditions of the award

If you are successful you will be sent a grant agreement letter detailing the full terms and conditions of the grant. Some of the terms you may wish to know in advance are:

- 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.
- The grant is recoverable if you do not use it for the purposes intended.
- The grant may not be passed to a third party.
- There is no commitment to any funding after the agreed term of the grant.
- The grant must be identified in your accounts as being from the Department of Health.

If successful a Trustee or Director will be asked to sign a statement of grant usage which will confirm that the grant will not be used to fund ineligible activities (see Annex 2 below).

Monitoring and Reporting

There will be some minimum reporting requirements identified for funded schemes. Successful organisations will need to agree to these monitoring and reporting arrangements at the outset. Organisations who do not meet these requirements may risk having future grant payments withheld.

Useful publications and websites

- Department of Health

<https://www.gov.uk/government/organisations/department-of-health>

- NHS England

<https://www.england.nhs.uk/>

- Public Health England

<https://www.gov.uk/government/organisations/public-health-england>

- University of Westminster, Social Prescribing Network

<https://www.westminster.ac.uk/patient-outcomes-in-health-research-group/projects/social-prescribing-network>

- Healthy London Partnerships, Steps towards implementing self-care: A resource for local commissioners

<https://www.myhealth.london.nhs.uk/healthy-london/latest/publications/steps-towards-implementing-self-care>

- NHS Outcomes Framework 2016 to 2017

<https://www.gov.uk/government/publications/nhs-outcomes-framework-2016-to-2017>

- Public Health Outcomes Framework 2016 to 2019

<https://www.gov.uk/government/publications/public-health-outcomes-framework-2016-to-2019>

- Shared Delivery Plan

<https://www.gov.uk/government/publications/department-of-health-shared-delivery-plan-2015-to-2020>

- Five Year Forward View

<https://www.england.nhs.uk/ourwork/futurenhs/>

- Compact Voice – Publications

<http://www.compactvoice.org.uk/resources/publications>

- Department of Health Equality Objectives 2012-16

<http://www.dh.gov.uk/health/2012/04/equality-objectives-2012-16/>

You can download other relevant publications from

<https://www.gov.uk/government/publications?departments%5B%5D=department-of-health>

Please check the DH website regularly for updates and forthcoming publications.

Annex 1

Section 64 eligibility criteria

The following is a summary of the criteria set out in Section 64 of the Health Services and Public Health Act 1968

In order to be eligible to apply for the Fund, your organisation must be carrying out activities that involve "... providing 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 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, be provided or arranged by the Secretary of State or a number of other public authorities". Or, it is a service a primary care trust or other health service body under Part 2 of the National Health Service Act 2006 are under a duty to make arrangements to provide.

A 'voluntary organisation' is defined in Section 64 of the 'Health Services and Public Health Act 1968 as "... an organisation which carries out activities but not for profit, but does not include any public or local authority".

The Act gives the Secretary of State for Health the power to award grants to not for profit organisations in England whose activities support our priorities.

Annex 2

Eligible and Ineligible Expenditure

All Eligible Expenditure must be claimed net of VAT and is recoverable from HM Revenue and Customs.

The following costs/payments will be classified as Eligible Expenditure if made for the purposes of the Funded Activity:

- i. Fees charged or to be charged to the Grant Recipient by the external auditors/accountants for reporting/certifying that the grant paid was applied for its intended purposes.
- ii. giving evidence to Select Committees;
- iii. attending meetings with Ministers or officials to discuss the progress of a taxpayer funded grant scheme;
- iv. responding to public consultations, where the topic is relevant to the objectives of the grant scheme. This does not include spending government grant funds on lobbying other people to respond to the consultation;
- v. providing independent, evidence based policy recommendations to local government, departments or Ministers, where that is the objective of a taxpayer funded grant scheme, for example, 'What Works Centres'; and
- vi. providing independent evidence based advice to local or national government as part of the general policy debate, where that is in line with the objectives of the grant scheme.

A payment is defined as taking place at the moment when money passes out of Grant Recipient control. This may take place when:

- I. Legal tender is passed to a supplier (or, for wages, to an employee);
- II. A letter is posted to a supplier or employee containing a cheque; or
- III. An electronic instruction is sent to a bank/building society to make a payment to a supplier or employee by direct credit or bank transfer.

The Grant Recipient must not deliberately incur liabilities for Eligible Expenditure in advance of need; nor pay for Eligible Expenditure sooner than the due date for payment.

INELIGIBLE EXPENDITURE

The following costs must be excluded from Eligible Expenditure. The list below does not override activities, which are deemed eligible in this agreement:

- I. Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action;
- II. using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- III. using grant funding to petition for additional funding;
- IV. input VAT reclaimable by the Grant Recipient from HMRC; and
- V. payments for activities of a political or exclusively religious nature.

- VI. Goods or services that the Grant Recipient has a statutory duty to provide;
- VII. Payments reimbursed or to be reimbursed by other public or private sector grants
- VIII. Contributions in kind (i.e. a contribution in goods or services, as opposed to money);
- IX. Depreciation, amortisation or impairment of fixed assets owned by the Grant Recipient ;
- X. The acquisition or improvement of fixed assets by the Grant Recipient (unless the grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter);
- XI. Interest payments (including service charge payments for finance leases);
- XII. Gifts to individuals;
- XIII. Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- XIV. Statutory fines, criminal fines or penalties; or
- XV. Liabilities incurred before the issue of this funding agreement unless agreed in writing by the Funder.