



Department
of Health

The Autism Innovation Fund, national co-ordination of awareness and the champions network 2014/15.

Guidance for completing the Application form

Title: The Autism Innovation Fund, national co-ordination of awareness and the champions network 2014/15. Guidance for completing the Application form.

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Guidance

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Target audience:

- Local Authorities;
- NHS organisations;
- Third sector/voluntary sector organisations;
- commercial organisations;
- individuals with autism.

Contact details:

Autism@dh.gsi.gov.uk or 0113 254 5002

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The Autism Innovation Fund, national co-ordination of awareness and the champions network 2014/15.

Guidance for completing the Application form

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Executive summary

Innovation Fund projects (£1 million)

There are four areas under which where we are inviting proposals for Innovation projects :

- Advice and information;
- Gaining and growing skills for independence;
- Early intervention and crisis prevention;
- Employment, particularly involving the use of apprenticeships.

Funding can be bid for by :

- Local Authorities;
- NHS organisations;
- Third sector/voluntary sector organisations;
- commercial organisations;
- individuals, in co-production with any of the above.

National co-ordination of awareness and champions network (£200,000)

We are looking for a third sector/voluntary organisation or a small consortium to undertake this work.

Applications for funding should be completed and submitted to the Department of Health by 17.00 on Tuesday 26th August via the autism@dh.gsi.gov.uk e-mail address. Bids received after this deadline will not be considered.

Chapter 1

Overview and background

1. On 2nd April this year, the Government published Think Autism, an Update to Fulfilling and Rewarding Lives, the 2010 Adult Autism Strategy for England (<https://www.gov.uk/government/publications/think-autism-an-update-to-the-government-adult-autism-strategy>).
2. Think Autism included details of a package of funding to be used to :
 - promote innovation;
 - create better autism aware communities;
 - making the adjustments to make services more accessible;
 - support better joined up information, advice and the use of technology;
 - develop a network of autism champions.
3. This document contains the information you will need to make a funding bid.
4. This is an important opportunity to show that supporting people with autism in innovative ways can help them achieve their potential and the positive contribution that people with autism can and do make.
5. Autism affects people in different ways, some will require a lifetime of specialist support while others can live relatively independently with some support and many others will not be receiving any formal support. People with autism can also have other hidden impairments, such as attention deficit hyperactivity disorder, dyspraxia, dyslexia, dyscalculia and language impairments as well as associated mental health conditions and these linked impairments can be considered in your bid.
6. It is central to our thinking on this initiative that autism should not be seen as an add on to services or work programmes, and with over half a million people on the autistic spectrum in England, everyday services will already be seeing or in contact with many people who have autism.

By :

 - thinking about and engaging with people who have autism more effectively;
 - making reasonable adjustments or adaptations to services;

- and by involving them and building their capabilities;

there will be better outcomes for them and a better use of public resources.

8. This guide helps you to bid for :

- (i) £1 million of revenue funding for autism innovation project bids. Unless otherwise stated in this document, there are no restrictions on how this funding can be used;
- (ii) £200,000 representing 6 months revenue funding for national co-ordination of autism awareness and the champions network. This funding is for Third Sector/voluntary groups only.

9. Bidding for funding should be made by 17.00 on Tuesday 26th August. Decisions on successful bids will be made during September. This will allow 6 months for projects to be undertaken or work on making local autism environment improvements to be completed.

Innovation Fund projects

10. There are four areas under which we are inviting proposals:

- Advice and information;
- Gaining and growing skills for independence;
- Early intervention and crisis prevention; and
- Employment, particularly involving the use of apprenticeships.

11. We want successful bids to promote innovative local ideas, services or projects which can help people in their communities through new models of care, particularly for “lower level” support for those not meeting eligibility criteria for statutory support. This includes models which will support early intervention or crisis prevention or which support people to gain and grow their independence, or to find employment. This will also improve our understanding of the cost effectiveness involved.

12. You may wish also to consider addressing issues such as the support that people get post diagnosis, how people of a similar age can share experiences and support each other, pre-employment support and work with employers, links with the police and other criminal justice service agencies, the other hidden impairments that people with autism might have and the use of Apps and other technology to increase independence.

13. We will be looking for proposals that demonstrate the following core characteristics:

- Involvement of people with autism;
- Innovation, including either technology or innovative service design or provision;
- Partnership: an integrated approach to local services and/or partnership with local businesses, employers or other services;
- Projects that can be replicated in other areas of the country;
- Be viable and include a commitment to complete by the end of March 2015;
- That the Equality Duty (see **Annex A**) has been addressed by public sector bids and that people with autism have been involved and will directly benefit through it;
- Identify specific cultural and diversity issues within the local area as appropriate;
- Represent good value for money and be of good quality.

14. Priority will be given to proposals that seek to identify match funding from local and other innovative non-Government sources, for example, businesses clubs, social enterprise or crowd funding, and have clear plans for sustainability. All proposals will be expected to evaluate and evidence outcomes, including cost-benefit or cost-comparators.

15. Projects will not be funded which generate ongoing revenue demands for the NHS and social care, unless it is clearly demonstrated how this will be managed. We are also unable to fund academic research. Funding is available for work within England only.

National co-ordination of awareness and a champions network

16. We are looking for a single third sector/voluntary organisation or a small consortium to undertake this work. The successful application would need to have specialist knowledge and understanding of autism and to have a national and local presence. The Department of Health would also want to see the tangible involvement of a person with autism or who is a carer for someone with autism. It is envisaged that this work may continue in 2015/16 subject to a funding decision.

17. We are looking for proposals that set out how this work :

- can co-ordinate and increase awareness and understanding of autism in local areas;
- can give a lead to how services, community groups, businesses and others can work in partnership;
- could develop a voluntary award or pledge for public and private organisations which have demonstrated their commitment to becoming more autism aware;

- can create a champions network to meet at least twice a year to allow for discussions involving people who have a national profile in relation to autism and are active in trying to bring awareness and change in their personal or organisational fields.

Once your project or work is complete

18. We will ask for a report by the end of June 2015 covering what you have achieved or done and what differences the work has made to helping people with autism in your area.

19. In addition, in order to increase and share the learning from the pilot projects that are funded, the Department of Health with partners will undertake an overall programme evaluation which will include information to be provided by applicants as part of the project monitoring and evaluation process. This work is likely to result in the production of a number of detailed case studies of some of the work funded and applicants should be aware that they may be requested to participate in the preparation of these case studies.

Chapter 2

Completing the form

1. This section provides further information on applying to the Innovation Fund and for national co-ordination of awareness and the champions network.
2. Please read this information carefully before completing the application form.
3. The closing date for applications is 17.00 on Tuesday 26th August. Applications should be emailed to autism@dh.gsi.gov.uk.
4. When you are filling in your application form, please give concise answers.
5. Bids will be considered by a panel established by the Department of Health which will include people who have autism. The Department of Health will consider the recommendations from the panel and will make the final decision on the awarding of funding.

Eligibility

6. Funding for Autism Innovation Funding can be bid for by :
 - Local Authorities;
 - NHS organisations;
 - Third sector/voluntary sector organisations;
 - commercial organisations;
 - individuals, in co-production with any of the above but where the Local Authority or organisation holds the funding.

Combined bids can be made involving more than one organisation or type of organisation.

7. The following legal Requirements should be considered by Third sector/voluntary organisations.

You must meet the conditions set out in Section 64 of the Health Services and Public Health Act 1968 to be eligible to receive funding. 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 "... 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.

In order to apply, organisations must be at least one of the following:

- a registered charity;
- a voluntary and community unincorporated charitable association;
- a community benefit society registered as an industrial and provident society;
- a community interest company; and
- an organisation of another type if it operates as a social enterprise and principally reinvests its surpluses for social benefit.

Payments to successful applicants

8. In line with Department of Health finance best practice guidelines, payments will be made on receipt of evidence of expenditure unless otherwise stated. Initial advance payment of up to 10% can be made if required.

Application Details

9. Once you have submitted your application, we will confirm receipt within 5 working days.
10. If you have any queries about the application form, please contact Michael Swaffield via Michael.swaffield@dh.gsi.gov.uk or 0113 254 5002.
11. Please answer all questions in section 1 of the form and complete the relevant section or sections. If a question is not applicable to your application, please answer N/A.

Further details to help you complete each form/section

Section 1

Applicant Details - Please provide details for the main contact for this application.

Organisation Details - Please use this section to provide the required information about your organisation.

Legal Name - This should be the name of your organisation as shown in your governing documents.

Brief description of services your organisation provides and beneficiaries.

Please tell us what type of organisation you are or the aims of your organisation.

Please outline how your organisation is managed.

Sections 2 and 3

Project Title - This should be the name of the project you wish to undertake.

Outline of Project Proposal - Please tell us what your project will do, who you will help, why this is needed and who the key partners are that you will work with in delivering it. You should clearly demonstrate how your proposal meets the funding eligibility criteria and demonstrates appropriate consideration of good practice standards.

Expected Outcomes - Tell us about the changes that will happen because of the funding including targets for what you will achieve. Tell us how many people you estimate to help by April 2015.

Evidence of assessment of local need - Explain why the project is needed and provide information to support this, including statistics and data gathered from current services.

Have you a contribution of funding from another source and does this allow the work to be sustainable? The funding is only for the 2014/15 financial year. Have you secured other funding, either to support the proposal or take forward locally after the project ends?

Contact details of partners or service links in delivering project - Please provide contact details, including name, address, phone number and email address, of the key partners that you are working with in delivering the proposed project.

Evidence of engagement with local commissioners - Please tell us how you have engaged with and involved local commissioners in your proposed project, the local Autism Partnership Board or Autism Lead, and people with autism, and how you plan to continue doing so at the end of the funding.

How will you monitor and evaluate the outcomes of your work and what indicators will you use to do so? Tell us about the procedure you will put in place to manage and monitor the project and its impact. How will you determine whether your project is a success and whether changes are taking place as a result of your project.

Section 4

Financial Information - How much funding are you applying for?

How have you calculated this figure? Your calculations should reflect the content of your application. The project costs should be reasonable and realistic for what is proposed. Please attach a full project budget to your application form, clearly outlining project costs, staff costs, management costs, evaluation costs and VAT.

Bank Details - Please provide the bank details that the funding would be paid in to, if successful.

Annual Accounts – for non-local authority and NHS bids, please attach your most recent audited accounts. Alternatively, if they are available online on the Charity Commission/Companies House website, please inform us and provide us with the details.

Budget Plan for proposed project - Please attach a project budget to your application form, clearly outlining project costs, staff costs, management costs and evaluation costs. Make sure that the information in the budget plan links to the information in the rest of the application form.

Annex A

The Public Sector Equality Duty

The public sector Equality Duty applies to any decision made, any policy developed, any programme implemented and any practices driving activity. It also applies to functions and services provided by others on behalf of a public body.

In order to be compliant, applicants will need to demonstrate how they have paid due regard to the three aims of the Duty which are:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people who share a protected characteristic and those who do not;
- promote good relations between people who share a protected characteristic and those who do not.

The overall aim of the Duty is to make sure that public bodies take equality into account as part of their decision making process. What this means is that in decisions and activity there is a need to:

- remove or minimise disadvantages suffered by anyone with a protected characteristic;
- take steps to meet the needs of people who share a protected characteristic where these are different from the needs of other people;
- encourage people with a protected characteristic to participate in public life or other activities where their participation is low.

The Duty covers the following protected characteristics: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex, sexual orientation, marriage and civil partnership, (in respect of the requirement to have due regard to the need to eliminate discrimination) and carers 'by association' with people sharing some of the characteristics.