

**WorkWell Prospectus Appendix B**

**Grant Application Form**

**November 2023**

This form should be used to submit a Grant Application for funding as a Vanguard delivering a pilot WorkWell service.

This form should be completed with reference to the following documents:

1. *WorkWell Prospectus*
2. *Appendix A - Grant Instructions*
3. *Appendix C - Grant Guidance*

**Section 1 – Contact Information**

The following information is to identify you as a Grant Applicant, and to support correspondence during this Grant Application process:

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| Name and address of lead ICB member or representative: |  |
| Contact name and telephone number: |  |
| Email address: |  |

**Section 2 – WorkWell Vanguard footprint**

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| **2.1 Outline your proposed Vanguard footprint, i.e., the area/areas where you propose to deliver your WorkWell service.**  Explain what area or areas you propose to cover with your WorkWell service (your Vanguard Footprint). This could be across the entire ICB area or a smaller section or sections of the region such as within specific Local Authorities or towns. Where the whole ICB area is not covered please be as specific as possible about which areas will and will not be served. You may wish to provide a map or similar illustration. |
| Please enter your response in the box below. No word limit is set for this response.  *This response is not scored* |
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| **2.2 Is your proposed Vanguard footprint for the WorkWell service Predominantly Urban or Significantly Rural?**  The UK Government is keen to see WorkWell Vanguard Services operate in settings of varying population density. You should make your determination of Predominantly Urban/Significantly Rural classification in line with the method (and worked example) set out in section 3.4 of *Appendix A WorkWell Grant Instructions.* |
| Please enter your response in the box below. No word limit set for this response.  *This response is not scored* |
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| **2.3 Justify with evidence the proposed Vanguard Footprint for your WorkWell service.**  As outlined within objective 2 of the *WorkWell Prospectus*, Vanguards will be expected to support and drive a strategic approach to integrating work and health services at a Place level. Doing so will require a strong understanding of the geography and demography of the Vanguard Footprint.  A Grant Applicant should demonstrate, with evidence, their current understanding of both the geographic and demographic context within which they propose to deliver a WorkWell service.  A Grant Applicant should offer a rationale for the coverage area proposed, whether that’s the entire ICB area or a subsection of it. This should include reference to the demography of the area and the specific level of need there for work and health support, for those in work as well as out of work. In terms of providing evidence, a Grant Applicant should consider providing information such as data relating to the area’s:   * Working age population * Levels of inactivity * Known measures of deprivation * Local healthy life expectancy * Employment rates |
| Max. word count – **800 words** (Scoring: Max. 6 points)  **Please indicate the number of words used for this section in** *italics* **at the end of your response.** |
| Please enter your response in the box below: |
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**Section 3 – WorkWell service proposal**

**Section 3.A – Your local delivery partnership**

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| **3.1 Please list your expected key delivery partners below.**  To deliver a WorkWell service, Grant Applicants will work alongside Local Authorities and Jobcentres, as well as in close partnership with various local organisations, including but not be limited to NHS service providers and primary care networks, local employers, Local Authority economic development and public health services, and voluntary and community sector organisations. Use this response to outline who you expect your key partners to be. |
| Please enter your response in the box below. No word limit set for this response.  *This response is not scored* |
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| **3.2 Provide a list of the letters of support from key partners you will attach to this application.**  As described in the *WorkWell Prospectus*, local delivery partnerships are essential to successful work and health service integration. Applicants are **required** to provide letters of support for their Grant Application from all Local Authorities and Job Centre networks relevant to their proposed Vanguard Footprint. Letters of support must:   1. Be signed by a relevant individual within the partner organisation. 2. Confirm that the partner is in support of the ICB’s Grant Application. 3. Identify the name and role of a lead contact from the partner organisation to work alongside the ICB Grant Applicant.   Additional letters of support from partners besides Local Authorities and Jobcentre networks may be included to show strong consultation with potential partners but are not required.  Letters of support should be listed below and included in PDF format as separate attachments accompanying the submitted application form. **Failure to supply the required letters from all Local Authorities and Job Centre networks will result in a rejected application.** |
| Please enter your response in the box below. No word limit is set for this response.  *This response is not scored* |
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**Section 3.B – WorkWell Work and Health Strategy Integration and WorkWell Service Delivery**

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| **3.3 Explain your approach to developing an integrated Work and Health Strategy with WorkWell at its centre.**  As explained in the *WorkWell Prospectus,* Grant Funding will give Vanguards the capacity to join up their work and health landscape at a local level, bringing together existing work and health initiatives and assets under one coherent place-based strategy. Expectations for this are outlined in more detail under objective 2 within the *WorkWell Prospectus.*  This response should set out your planned approach to offering an integrated work and health strategy for your Vanguard Footprint focused on supporting Disabled People and people with health conditions to start, stay and succeed in work.  Explain how you intend to develop an integrated strategy as part of your WorkWell pilot. If existing partnerships, for example under section 75 arrangements, are in place which you will build on, reference these. Describe how the WorkWell service being designed will drive greater integration between health, employment and wider community place-based services.  Also describe how you will ensure that you work effectively with your partners within the Vanguard Footprint in developing and delivering your integrated work and health strategy. |
| **1500 max. word count (max. 12 points)**  **Indicate the number of words used for this section in** *italics* **at the end of your response.** |
| Please enter your response in the box below: |
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| **3.4 Outline your proposed integrated service delivery model for WorkWell and how you will work with key partners to deliver this.**  Objective one for WorkWell as outlined in the *WorkWell Prospectus* is for the Vanguard Partnership to deliver a holistic work and health service. This response is asking Grant Applicants to explain what their service will look like to Participants, who they will work with to deliver it and how they will develop the local workforce to provide the service.    The Grant Applicant is being assessed on their demonstration of a clear plan for turning their vision for WorkWell into an impactful service in their local area. They are not expected to be able to address every challenge at this early stage of planning but should demonstrate a clear understanding of the work required to take their strategy through to a live service offer. The Grant Applicant should include reference to:   * How they have involved Local Authorities and local Jobcentre networks in producing their Grant Application. * How they will ensure that they work effectively in partnership with Local Authorities, local Jobcentre networks, and wider partners within the Vanguard Footprint to design and deliver their service. * Details of the Participant journey (this should also demonstrate an understanding of data sharing / governance requirements for partnership working). * How they will encourage referrals through the variety of applicable pathways outlined in the prospectus, including by engaging with primary care and employers. * How their approach to triaging referrals will ensure priority is given to referrals from individuals most likely to benefit from the service they intend to offer. * Proposals for workforce development to provide a multidisciplinary team (MDT) of professionals who are suitably skilled in delivering biopsychosocial work and health services. Include what roles they would envisage as part of the MDT. * Details on how workforce will engage with Participants. * How, overall, they can demonstrate confidence in the feasibility of their plans. |
| **1500 max. word count (max 12 points)**  **Indicate the number of words used for this section in** *italics* **at the end of your response.** |
| Please enter your response in the box below: |
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| **3.5**   **Provide your Expected Participant Volumes and estimated costs.**  As outlined in *Appendix C – Grant Guidance,* successful Grant Applicants will submit a fully-costed delivery plan to DWP at the end of Q1 of the 2024/2025 financial year. As a precursor to this, Grant Applicants are asked as part of their application to provide the following information:    **Element 1: The estimated number of Participants they plan to support during the 2024-2025 and 2025-2026 financial years respectively.**  Note:   * The total estimate must exceed the set minimum volume level of 1000 referrals across the grant Funding Period (i.e., be more than 1000 total across both financial years). * When determining estimated numbers of Participants that Grant Applicants are committing to support with the WorkWell service, the applicant should ensure they provide a clear rationale. The rationale should reflect on their ability to set up and operate a successful programme for the Funding Period. This should include staff recruitment, required integration within the local work and health systems, managing referrals, location (rural or urban), Participant demographics and any other relevant internal or external factors, which might impact the number of Participants they can successfully recruit to the programme and effectively support.   **Element 2: The estimated Maximum Sum to fund your local WorkWell service to be covered by Grant Funding.**  A Grant Funding envelope has been allocated for WorkWell pilot services that allows the DWP to fund 59,000 places on WorkWell support at a unit cost of £800 per participant. Further to this, an additional amount of £320,000 and £220,000 for additional leadership and management costs in Financial Years 2024-25 and 2025-26 respectively will be available to each Vanguard. The Grant Funding envelope will be shared across the approximately 15 Vanguards.  To estimate the Maximum Sum, the Grant Applicant should:   1. Multiply the unit cost (£800) by their total estimated number of participants (from their element 1 response). 2. Add to that figure the additional leadership and management costs of £320,000 and £220,000 (£540,000 total)   For example, a Grant Applicant who has estimated volumes of 3750 participants users over the course of the overall two-year Grant Funding period would estimate their costs by multiplying 3750 by the £800 unit cost, which equals £3 million. Next, they would add £540,000 to that figure. Meaning their response to this element would = £3,540,000.  **Proposing a response to element 1 which does not meet required minimum volumes, or to element 2 which does not follow the methodology outlined above, will result in the Grant Application being rejected.** |
| **Please provide your response for element 1 in the box below.** No word limit set for this response.  *This response is not scored* |
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| **Please provide your response for element 2 in the box below.** No word limit set for this response.  *This response is not scored* |
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**Section 4 – Governance and Protecting Participant Data**

**Section 4.A – Governance**

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| **4.1 – Outline your approach to governance and any relevant experience**  Outline any experience the Grant Applicant’s organisation has of convening cross system partnerships around complex issues which should be considered relevant to the delivery of a WorkWell service.  Please then indicate how your organisation will establish the service in a way that ensures key partners are included appropriately in governing and co-designing the WorkWell service. The Grant Applicant is expected to develop an explicit role for partners into the governance of the WorkWell service and should outline plans to do so.  Finally, provide information regarding your organisation plans to:   1. Put governance in place to demonstrate accountability for continuously improving the quality of your services, safe-guarding high standards of care and creating an environment in which excellence will flourish. 2. Enshrine effective safeguarding of service users and ongoing compliance with the public sector equality duty into the design and operation of your service e.g., through appropriate ongoing equality impact analyses. |
| **1200 maximum word count (max 9 points)**  **Indicate the number of words used for this section in** *italics* **at the end of your response.** |
| Please enter your response in the box below: |
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**Section 4.B – Data Protection**

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| **4.2 – Declaration on data protection.**  Sensitive information including participant data must be collected, stored and used appropriately and securely at all times. In running a WorkWell service Vanguards will be legally required to ensure they meet established standards for data security, including UK GDPR and other applicable data protection legislation.  Vanguards must embed Data Protection by design principles into the design and delivery of their WorkWell service. This will include establishing appropriate procedures for information sharing between delivery partners and with the DWP (e.g., for monitoring and evaluation purposes). Further information regarding data security and protection requirements can be found in *Appendix C – Grant Guidance.*  By marking **Y** in the shaded box below the Grant Applicant confirms that:   * Should they be chosen as a Grant Recipient, they will develop and adhere to appropriate data handling practices to comply with applicable legal duties. Details of this approach will be required during Q1 of the 2024/2025 financial year. * They furthermore confirm their understanding that failure to properly handle data may lead to legal penalties and/or breach the conditions of the Grant Agreement to be entered into with the DWP. Such a violation may lead to termination of their Vanguard status and access to Grant Funding. | |
| Please enter your response in the grey box below.  **Please note failure to mark Y in the box below will result in a rejected application.** | |
| Applicant confirmation (**Y**) |  |

**Section 5 - Applicant Declaration.**

By submitting its Grant Application signed by an authorised representative, the Grant Applicant confirms that:

* The information set out in the Grant Application is accurate and true at the time of application.
* The Grant Applicant is an Integrated Care Board applying on behalf of a Local System Partnership, Local Authority and Jobcentre network. As such, the Grant Applicant confirms that they are, if selected, appropriately empowered to deliver the WorkWell service proposed in the Grant Application. This includes due consideration of the mechanisms available to them to deliver the specific suite of services offered through their proposed WorkWell service. An ICB should for example consider using Section 75 arrangements to deliver WorkWell in partnership with Local Authorities where this may be required.
* They are confident and content to collect management information (MI) as part of delivering a WorkWell service, see *Appendix C - Grant Guidance* for further details.
* They are committed to conducting local impact evaluation of the WorkWell service delivered. See *Appendix C - Grant Guidance* for further details.
* They are committed to participating in complementary national evaluation to be codesigned by successful WorkWell Grant Applicants and the UK Government. See *Appendix C - Grant Guidance* for further details.
* They are committed to participating in a regional/national network to share good practice between other areas offering a WorkWell service.
* They are committed to delivering a WorkWell service in accordance with the final Grant Funding Agreement between the DWP and selected successful Grant Applicants.
* They are committed to handling all personal data securely and in full accordance with applicable Data Protection legislation including the UK GDPR.
* They are committed to ensuring compliance with the Public Sector Equality Duty in the design and delivery of their WorkWell service.

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| Signature: Name and position of authorised representative |  |
| Date: |  |

For and on behalf of the Grant Recipient