



Department  
for Work &  
Pensions



Department  
of Health &  
Social Care

# **WorkWell Prospectus Appendix C**

## **Grant Guidance**

**November 2023**

Version 1.3

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## **Introduction**

1. This Workwell Grant Guidance document provides:
  - An overview of the WorkWell Grant
  - Details of the Grant payment mechanism
  - Details of Grant Application process and requirements
  - Management Information (MI) reporting requirements
2. This Grant Guidance document should be read in conjunction with:
  - WorkWell Prospectus
  - WorkWell Grant Application form
  - WorkWell Grant Application Instructions
3. This Grant Guidance document is subject to change. Updated documents will be circulated following any required changes.

## **Grant Overview**

4. Eligible Integrated Care Boards (ICBs) are invited to apply for Grant Funding to deliver a WorkWell service across their chosen delivery area to a minimum of 1000 Participants over the WorkWell Funding Period. Those who are successful will be invited to become 'Vanguards' by entering into a Grant Funding Agreement with DWP. Subject to the signature of a Grant Funding Agreement, the planned WorkWell Funding Period covers the financial years 2024/25 and 2025/26, commencing in April 2024 and concluding at the end of March 2026.
5. The total Grant Funding envelope agreed for the WorkWell Pilot allows for up to 59,000 Participants across approximately 15 Vanguard Areas. This will be funded based on a unit cost of £800 per Participant.
6. Vanguards will initially enter into an 'Implementation Period' which will run from the start of the Funding Period and last until (and including) 30th September 2024.
7. The Implementation Period, among other things, is designed to allow Vanguards time to further develop their strategy for the WorkWell pilot, establish the place-based system partnership, governance, and workforce to commence delivery of the service.
8. By the end of the first quarter of the 2024/25 financial year, Vanguards will be required to submit a quarterly profile of projected volumes for Participant groups over the Grant Funding Period. This should be a more developed version of the initial estimate given in the Grant Application. To develop the

Delivery Plan, Vanguard may wish to recruit additional staff and/or utilise existing headcount. Workforce recruitment can continue throughout the entire Delivery Period.

9. Following the Implementation Period, a Vanguard will move into a Delivery Period once they start providing their WorkWell service to Participants.

## **Eligibility**

10. Participants for WorkWell will be either: (i) out-of-work (either unemployed or economically inactive), and requiring health related support to move into sustainable employment; or (ii) in-work and either off sick or struggling in the workplace due to a health condition; and meet the following additional criteria:
  - Either the Participant's home address OR address of their GP/local Jobcentre Plus must fall within the Vanguard Footprint
  - Participant must be over 16.
  - Participant must have the right to work in the UK.
  - Vanguard deems the Participant to have a health-related barrier to work.
11. This eligibility check is important to ensure that Participants will benefit from WorkWell and includes confirmation of eligibility/suitability for all potential Participants including self-referrals. Participants who are not eligible/suitable should be signposted to other support as appropriate.
12. DWP has the authority to conduct a check of a sample of Participants who start the programme to verify Eligibility Criteria are being met and discuss this as part of performance reviews.

## **Funded Activities**

### **Strategy**

13. WorkWell Vanguards will be funded to establish or enhance integrated work and health strategies, which will include:
  - Understanding the work and health needs of disabled people and people with health conditions in the Vanguard.
  - Understanding the extent of cross-system working already in place.
  - Mapping existing work and health services, identifying any gaps in services, and identifying how they will build on existing provision.
  - Engaging with all tiers of Local Authorities, NHS, Jobcentre Plus, local employers, local authority public health services, Adult Social Care, Voluntary and Community Sector (VCS) services, and the communities of current or potential WorkWell Participants themselves.

## Design and Delivery

14. The specific design of WorkWell services will be locally determined and led; tailored to local needs. However, WorkWell services will be required to develop an early-intervention work and health assessment service which will include:
  - Ensuring that a Participant's eligibility is checked as outlined in this Grant Guidance document.
  - An evidence based, person-centred and holistic initial assessment of barriers.
  - Light-touch holistic support for health-related barriers to employment.
  - Provision of a single joined-up view and pathway into local services to tackle specific need.
  - Ensuring multiple referral pathways into and onwards from WorkWell services across the range of partners to ensure maximum opportunities for people to engage in using WorkWell services.
  - Providing all information/documentation requested by DWP for the purposes of activities undertaken by DWP to evaluate the effectiveness and success of WorkWell.
15. No limit is being set centrally for the length of time that the WorkWell Service can support a Participant.

## Engagement with the National Support Offer (NSO)

16. Vanguard will work with the NSO Team to identify and agree a bespoke package of support from low, medium to high intensity based on existing levels of system maturity to deliver on WorkWell.
17. Vanguard will proactively engage with national and regional WorkWell opportunities, evidenced by attendance from each Vanguard at workshops and learning events.
18. Vanguard will recruit one Learning and Change Manager role. This will be the main link into the wider NSO and will be an integral part of the NSO. They will be a 1 Full Time Equivalent senior management role, ideally Agenda for Change Band 8b and will be funded from the "Additional Leadership Funding" detailed in the Grant Funding section.
19. Specific actions for the Learning and Change Manager role will include:
  - Facilitating NHS and wider partner engagement.
  - Internal and external communications to gain the support of partners and stakeholders to WorkWell.
  - Leading on inter-agency training and capability building for work and health support within the partnership.
  - Working across the local system to facilitate the maximisation of referrals.

- Working with the NSO team to develop and enable cross-system learning and change.
- Establishing strong working relationships with the NSO team and the NSO regional advisor.

### Management Information and Evaluation

20. Vanguard's will be required to report on the delivery of WorkWell where appropriate. This includes at least quarterly monitoring and reporting of agreed outcome measures and performance.
21. Vanguard's will be required to collect MI to support WorkWell Grant payments and validation of payment.

### Delivery Partners

22. Vanguard's may outsource elements of their WorkWell Initiative to one or more Delivery Partners as they see fit. Delivery Partners will report to the Vanguard on delivery of the WorkWell service, including on agreed metrics and costings.
23. It remains the responsibility of the Vanguard to meet all obligations of the Grant Funding Agreement. This includes effective performance management of any Delivery Partner the Vanguard uses to meet agreed performance expectations and to ensure Eligibility Criteria are met.

### Marketing and Communication

24. Vanguard's must, as appropriate and practical, reference that the Grant is funded by DWP, Department of Health and Social Care (DHSC) or UK Government in any publicity material, including online channels and media releases. Materials produced by Vanguard's must not adversely affect the reputation of the initiative or DWP, DHSC or the government, for example Vanguard's should not produce marketing materials, communications or messages which could lead to adverse media attention or could be misunderstood or misinterpreted.
25. Vanguard's must ensure that all Participants can access information and must ensure such information is available in a variety of alternative formats which may be requested by Participants.
26. Vanguard's must consider how to promote WorkWell including ensuring it is recognised across the locality, in particular with hard-to-reach communities. This will include:
  - Ensuring easy access to information on the pilot, through social, online and print media.

- Making information about the pilot accessible in formats suitable for people with sensory impairment and/or in other languages.
- Working closely with community and primary care teams to promote the pilot; making use of existing or new networks to promote WorkWell across the health and employment systems.

## **Grant Funding**

### **Maximum Sum and Payment Frequency**

27. The Maximum Sum for each Vanguard will be calculated as the sum of:
- (a) the agreed projected volume of Participants for the Vanguard x £800; and
  - (b) the amounts of £320,000 and £220,000 for additional leadership and management costs in financial years 2024-25 and 2025-26 respectively.
28. Grant Funding will be paid quarterly in arrears.

### **Delivery Plan and Funding**

29. During the first Quarter of the Funding Period, a Vanguard shall produce a draft Delivery Plan for DWP's approval.
30. The Delivery Plan will cover, amongst other things:
- (a) how the Vanguard apportions the Maximum Sum to give Maximum Quarterly Funding for each Quarter (provided the amount apportioned to the Implementation Period shall not exceed 10% of the Maximum Sum); and
  - (b) how the Vanguard apportions the agreed projected volume of Participants to give an Expected Quarterly Participant Volume for each Quarter in the Delivery Period.
31. No Grant Funding shall be paid unless and until the Delivery Plan is approved by DWP and if the Delivery Plan is not approved by DWP by the specified date, DWP may terminate the Grant Funding Agreement.

### **Funding in the Implementation Period**

32. In respect of each Quarter in the Implementation Period, a Vanguard shall be able to claim for all Eligible Expenditure not exceeding the Maximum Quarterly Funding for that Quarter.

### **Funding in the Delivery Period**

33. In respect of each Quarter in the Delivery Period, a Vanguard shall be entitled to claim for Eligible Expenditure not exceeding the Basic Funding Amount irrespective of the number of Participants who have started in that Quarter. The Basic Funding Amount for a Quarter in the Delivery Period shall be calculated as follows:

*Maximum Quarterly Funding for that Quarter x 60%*

34. In respect of each Quarter in the Delivery Period, a Vanguard shall also be entitled to claim a Participant-Dependent Sum in respect of each Participant who has started in that Quarter provided it has incurred equivalent Eligible Expenditure exceeding the Basic Funding Amount. The Participant-Dependent Sum for a Quarter in the Delivery Period shall be calculated as follows:

*(Maximum Quarterly Funding for that Quarter x 40%) /  
Expected Quarterly Participant Volume for that Quarter.*

#### Quarterly Underspends and Failure to Meet Projected Volumes

35. Subject to paragraph 39, if, in respect of any Quarter other than the last Quarter of the Funding Period, the amount requested by the Vanguard and paid by the Authority is less than the Maximum Quarterly Funding for that Quarter, the Maximum Quarterly Funding for the next Quarter will be deemed to have increased by the underspend.
36. Subject to paragraph 39, if, in respect of any Quarter other than the last Quarter of the Funding Period, the volume of Participant starts is lower than the Expected Quarterly Participant Volume for that Quarter, the Expected Quarterly Participant Volume for the next Quarter will be deemed to have increased by the missing Participant volume.
37. Where the Maximum Quarterly Funding and/or Expected Quarterly Participant Volume for a Quarter have/has changed under the above, the Basic Funding Amount and Participant-Dependent Sum for the affected Quarter will be recalculated accordingly.
38. The provision described at paragraph 36 shall not operate to increase the Maximum Quarterly Funding for a Quarter by any underspend relating to a different financial year. The provision described at paragraph 37 shall not operate to increase the Expected Quarterly Participant Volume for a Quarter by any missing Participant volume relating to a different financial year.

#### Eligible Expenditure

39. Subject to the Grant Funding Agreement, funding can be used for all costs directly associated with WorkWell. Examples include:
- Scheme administration costs.

- Staffing costs, including recruitment.
- Marketing/advertising including webpage design.
- Training of staff and Participants.
- Transport costs where a Participant would not otherwise be able to attend employment/training
- Costs associated with providing care for Participants.
- Costs associated with Disclosure and Barring Service (DBS) checks.
- Costs associated with setting up or opening a location specifically to provide the service.
- Fees charged or to be charged to the Grant Recipient by the external auditors/accountants for reporting or certifying that the Grant paid was applied for its intended purposes.
- Attending meetings with government ministers or civil servants to discuss the progress of a taxpayer funded grant scheme.

### Ineligible Expenses

40. Ineligible expenditure shall include but not be limited to:

- Paid-for lobbying, which means using the Grant 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.
- Using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the Grant.
- Using the Grant to petition for additional funding.
- Expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy.
- Input VAT reclaimable by the Grant Recipient from HMRC.
- Payments for activities of a political or exclusively religious nature.
- Contributions in kind.
- Interest payments or service charge payments for finance leases.
- Gifts.
- Statutory fines, criminal fines or penalties, civil penalties, damages or any associated legal costs.
- Payments for works or activities which the Grant Recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources.
- Bad debts to related parties.
- Payments for unfair dismissal or other compensation.
- Depreciation, amortisation or impairment of assets owned by the Grant Recipient.
- The acquisition or improvement of Assets by the Grant Recipient.
- Liabilities incurred before the commencement of the Grant Funding Agreement unless agreed in writing by DWP.

- Any contribution to the Participant's salary.
- The cost of submitting a Grant Application.

## **Evaluation Plans**

41. It is expected that successful Vanguard's would participate in any national evaluation that is decided upon, as a condition of receiving the WorkWell Grant. This will include participation in surveys and interviews where appropriate. The evaluation is aiming to include collection of primary data, analysis of Management Information and a theory-based evaluation into best-practice delivery mechanisms. The research would focus on establishing the employment, health and wellbeing outcomes for Participants, the causal mechanisms between delivery structures, local relationships, and a cost-benefit analysis.
42. We will have a programme data sharing agreement that will cover programme MI, evaluation and monitoring information between DWP, Vanguard's and our research contractor when they are identified. We will be requesting that Vanguard's collect and share Participant contact information with our research contractor to enable us to obtain a sample for our evaluation surveys.
43. Vanguard's may conduct local evaluations to understand the effectiveness of the service in their area.
44. Local evaluation should be proportionate. Guidance and resources can be found at the What Works Centre for Local Economic Growth website<sup>11</sup>.

## **Engagement**

45. DWP will facilitate invitations to regular regional workshops and teleconferences with Vanguard's throughout the WorkWell Pilot, including some face to face, allowing Vanguard's to share their experiences and help each other to deliver WorkWell effectively, maximise agreed outcomes and help resolve issues.
46. Each Vanguard will be assigned and made aware of their Regional Engagement Lead (REL), who will work with Vanguard's to share good practice and provide ongoing support to Vanguard's throughout the Implementation Period and the Funding Period.

## **Fraud**

47. Vanguard's should ensure that Delivery Partners are genuine, qualified, and capable of delivering the required Funded Activities, and that the use of the Delivery Partner by the Vanguard's represents value for money. This may

include the Vikings carrying out due diligence, pre-procurement checks, ongoing performance management of all Delivery Partners and the Vikings making payments in arrears to all Delivery Partners.

48. If the Vanguard knows or suspects, or should have known or suspected, that fraudulent activity of any kind has taken place in connection with WorkWell, the Vanguard must notify DWP immediately providing full details of the fraudulent activity, including but not limited to, the nature, the scope, and the total monetary value of the fraudulent activity.

## **VAT**

49. There is no claim to VAT on the funding paid by DWP to Vikings via this Grant.
50. Should a Vanguard wish to deliver some or all of their WorkWell service through a Delivery Partner they will need to make their own assessment as to whether that Delivery Partner would be eligible to charge VAT and if so, whether the Vanguard can reclaim this VAT from HMRC. If VAT is incurred and cannot be reclaimed, Vikings would be expected to absorb this within their Maximum Quarterly Funding.

## **Timeline**

51. The table below sets out an indicative timeline for the grant process.

<b>Activity</b>	<b>Timeline</b>
WorkWell Invitation to Grant Application issued to potential Grant Applicants	30 November 2023
Grant Application Closing date	22 January 2024
Grant Applicants notified of outcome	Early April 2024
Grant Funding Agreement issued	Early April 2024
Grant Funding Agreement deadline for signature and return	Within 2 weeks of issue
Implementation Period	1 April 2024 – 30th September 2024
Funding Period	1 April 2024 – 31 March 2026

## **Management Information and Reporting Requirements**

52. Vikings will be expected to populate and return to DWP the WorkWell MI Template each Quarter.

53. Vanguard's are required to capture all WorkWell related expenditure over the 3-month period as a cumulative total from the start of the Initiative against each expenditure type stated.
54. We are in the process of creating an MI template which will be shared with successful Vanguard's. It should be returned by the MI return deadline dates set out in the instructions that will accompany the MI template, likely to be approximately 6 weeks after the end of the reporting Quarter, containing updates on progress achieved over the previous Quarter to give a cumulative picture of Participant progress on the Initiative. MI should be returned to the following mailbox: [DHSC.WorkWell@dwp.gov.uk](mailto:DHSC.WorkWell@dwp.gov.uk)
55. The MI Template and its frequency of return may change before and during the operation of the Initiative. Vanguard's will be required to support any changes where necessary.
56. DWP will monitor performance of the Vanguard's regularly for the duration of the WorkWell Initiative against the Profile Template of forecasted Workwell Starts, staffing level and expenditure set out following the Grant Application.
57. Assurance may be sought by DWP or its commissioned representatives through a variety of means, including but not limited to reviewing the Vanguard's audit trail of evidence held to support the performance, in consultation with the Participant and/or their employer(s), and/or through reference to other sources of assurance such as Government held data e.g., DWP, or Her Majesty's Revenue and Customs (HMRC) records, etc.
58. The DWP Grants Team will review the quarterly MI return. The Grants Team will:
- Monitor progress.
  - Arrange for grant payments to be made to Vanguard's based on the agreed payment model and relevant MI.
  - Engage with Vanguard's to help support performance improvement where necessary and develop an improvement plan as required.
59. Some of the areas of the MI return that the DWP Grants Team may contact the Vanguard to discuss could include:
- Staffing levels.
  - Number of Initiative Starts (compared to the completed Profile Template provided by the Vanguard).
60. The DWP Grants Team will identify performance issues through analysis of MI returns against the following KPIs and co-ordinate performance management intervention:

- A Vanguard's achieving less than 70% of the number of WorkWell Starts that the Vanguard profiled for that quarter.
  - A Vanguard's failing to comply with a Remedial Action Plan.
61. Where performance issues are identified, DWP intends to work with the Grant Recipient to provide support and agree a Remedial Action Plan (without affecting the rights and remedies of DWP under the Grant Funding Agreement). Vanguards will be able to work with their REL to support the delivery of agreed processes and to provide evidence for quality assurance purposes.

## **Data handling and security**

62. In terms of delivery, should a Vanguard be selected, information must be protected together with IT systems, equipment and processes which support its use. You must demonstrate an appropriate level of security, for example ISO/IEC27001 standard.

## **Annual Grant Review**

63. DWP will review the WorkWell Grant annually. DWP will take into account the delivery of the Funded Activities against the agreed outputs.
64. Each annual review may result in DWP deciding that (for example, a non-exclusive list includes):
- The Funded Activities and the Grant Funding Agreement should continue in line with existing plans.
  - There should be an increase or decrease in the WorkWell Grant for the subsequent Financial Year.
  - The outputs should be re-profiled and agreed.
  - The Grant Recipient should provide the DWP with a draft remedial action plan setting out the steps the Grant Recipient will take to improve delivery of the Funded Activities.
  - The DWP should recover any Unspent Monies (as defined in the Grant Funding Agreement).
  - The WorkWell Grant be terminated in accordance with the Grant Funding Agreement.

## **Annex A – Glossary of Terms and Abbreviations**

<b>Term</b>	<b>Description</b>
<b>Active Delivery Partner</b>	A Third Party to whom a Vanguard may seek to outsource the delivery of some or all its WorkWell Service.

<b>Approved Activity</b>	Any activity undertaken as part of a Participant's WorkWell journey (including work).
<b>Assessment Score</b>	The sum of points awarded for scored responses to a Grant Application before the application of weighting. See distinction from <i>Total Score</i> below.
<b>Basic Funding Amount</b>	The amount referred to in paragraph 33.
<b>DBS</b>	Disclosure and Barring Service (formerly CRB (Criminal Records Bureau)).
<b>Delivery Period</b>	The period during which Vanguards will support Participants through their WorkWell service.
<b>Disabled People</b>	Definition of disability under the Equality Act 2010 - GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> ).
<b>Duplicate Funding</b>	Funding provided by a Third Party to the Grant Recipient, which is for the same purpose for which the WorkWell Grant was made but has not been declared to DWP.
<b>DWP</b>	Department for Work and Pensions.
<b>EIR</b>	Environmental Information Regulations 2004.
<b>Eligibility Criteria</b>	The eligibility criteria described in this Grant Guidance document which must be satisfied by a potential Participant to be eligible to join the WorkWell programme.
<b>Eligible Expenditure</b>	Expenditure that can be claimed through the WorkWell grant. Examples can be found at paragraph 39.
<b>Eligible ICB</b>	An NHS Integrated Care Board that is not in the Recovery Support Programme (RSP) at the time of submitting their Grant Application.
<b>Expected Participant Volume</b>	The number of WorkWell Starts a Vanguard profiles to take place in a given quarter.
<b>FOIA</b>	Freedom of Information Act 2000.
<b>Funded Activities</b>	As described in this Grant Guidance document, and more particularly defined in the Grant Funding Agreement.
<b>Funding Period</b>	The period during which Vanguards receive funding through the WorkWell Grant (April 2024 – March 2026).
<b>GDPR</b>	GDPR (General Data Protection Regulations) and UK (United Kingdom) GDPR means the General Data Protection Regulation (EU) 2016/679, as transposed into United Kingdom national law by operation of section 3 of the European Union (Withdrawal) Act 2018, together with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019.
<b>Grant Applicant</b>	An Eligible ICB applying for funding under this competition.
<b>Grant Application</b>	The application for funding via a grant which is submitted by a Grant Applicant, to be in the form of

	the <i>Grant Application Form</i> at Appendix A of the WorkWell Prospectus.
<b>Grant Funding</b>	WorkWell grant funding which is payable pursuant to a Grant Funding Agreement.
<b>Grant Funding Agreement</b>	The grant funding agreement to be entered into by DWP and the Grant Recipient (if the Grant Recipient's Grant Application is successful), in the form provided (or to be provided) by DWP in connection with this Grant Application process.
<b>Grant Funding Letter</b>	The grant funding letter to be issued to Grant Recipients, in the form provided (or to be provided) by DWP in connection with this Grant Application process.
<b>Grant Guidance</b>	This WorkWell ICB Grant Guidance document.
<b>Grant Recipient</b>	A Grant Applicant who is successful in being selected as one of the Vanguard and awarded Grant Funding.
<b>ICB</b>	Integrated Care Board.
<b>Implementation Period</b>	The period assigned to activity to prepare for delivery of a WorkWell service, for example, recruitment and marketing.
<b>Ineligible Expenditure</b>	Expenditure that cannot be claimed through the WorkWell grant. Examples can be found at paragraph 40.
<b>In-Work Participant</b>	A Participant who is employed and either off sick or struggling in the workplace due to their disability or health condition.
<b>LA</b>	Local Authority.
<b>Local System Partnerships</b>	Partnerships consisting of a range of organisations with a shared stake in work and health, including partners who may be at system level, place level, or neighbourhood/community level.
<b>Maximum Quarterly Funding</b>	The maximum amount of the grant DWP will provide to the Grant Recipient in respect of a given Quarter.
<b>Maximum Sum</b>	The maximum amount of the grant DWP will provide to the Vanguard for the Funded Activities.
<b>MDT</b>	The multi-disciplinary team is the workforce that WorkWell will be delivered by. Its makeup is determined by individual Vanguard according to local factors, and taking into account the relevant sections of the WorkWell Prospectus and Appendices.
<b>MH</b>	Mental health.
<b>MI</b>	Management Information, submitted by the Grant Recipient (known as the Management Information returns). Management Information is returned by the Grant Recipient on the Management Information Template.

<b>MSK</b>	Musculoskeletal – a musculoskeletal health condition can affect your joints, bones and muscles. It is one of the leading drivers of ill-health related economic inactivity.
<b>National Support Offer</b>	Provides national and regional support to Vanguards, with the key aims of – <ul style="list-style-type: none"> <li>• Supporting local systems to develop robust integrated cross-system work and health strategies and delivery.</li> <li>• Enabling local Vanguard Partnerships to go faster and further in delivering Workwell services.</li> <li>• Promoting national and regional cross-system learning and a support network which empowers non-vanguards to also develop work and health strategies.</li> </ul>
<b>Neighbourhood/Community</b>	Areas covered by, for example, primary care and their community partners*
<b>NHSE Regions</b>	The seven regional sub-units which NHS England organises itself and works across. A map showing the ICBs in the context of the regions can be found here: <a href="#">J44529 NHS England ICB England Map Web Mar22 v2</a>
<b>OHID</b>	Office for Health Improvement and Disparities.
<b>Out-of-Work Participant</b>	A Participant who is not employed at the time they start on WorkWell.
<b>Participant-Dependant Sum</b>	The amount referred to in paragraph 34.
<b>Participants</b>	A person who meets the Eligibility Criteria for WorkWell and agrees to participate in the Initiative.
<b>Place</b>	A geographic area that is defined locally, but often covers around 250,000 to 500,000 people, for example at borough or county level.*
<b>Predominantly Urban</b>	For the purposes of this competition, Predominantly Urban is one of the two possible classifications that can be assigned to a Service Delivery Area by the Grant Applicant in response to section 2.2 of the Grant Application. It is determined by applying the methodology set out in Appendix A.
<b>Quarter</b>	Each consecutive period of 3 calendar months during the Funding Period, save that the first Quarter shall be the period from 3 April 2024 until 30 June 2024 (both dates inclusive). <b>Quarterly</b> shall be interpreted accordingly.
<b>RSP</b>	Recovery Support Programme, the national programme made available to all trusts and ICBs

	placed in support segment 4 as outlined in the NHS oversight framework.
<b>Regional Engagement Lead</b>	A member of the DWP Grant Team who will support a Vanguard and be their main point of contact during the Programme.
<b>Regional System Advisors</b>	Regional System Advisors make up part of the National Support Offer (NSO). They will provide support to WorkWell Vanguard Partnerships and wider work and health programmes to navigate system complexity around work and health.
<b>Rejected Grant Application</b>	A Grant Application which has been disqualified from the Grant Competition. Primarily because of a failure to provide appropriate responses to all Grant Application questions. For instance, by scoring 0 on a scored element of the Grant Application Form.
<b>Scoring Methodology</b>	The scoring methodology set out at section 3.2 of Appendix A (Grant Application Instructions and Selection Criteria).
<b>Service Delivery Area</b>	The proposed area/s within the ICB area where the Grant Applicant proposes offering the pilot WorkWell service.
<b>Significantly Rural</b>	For the purposes of this competition, Significantly Rural is one of the two possible classifications that can be assigned to a Service Delivery Area by the Grant Applicant in response to section 2.2 of the Grant Application. It is determined by applying the methodology set out in Appendix A.
<b>System</b>	Usually larger geographies of about one million people which often (but not always) cover multiple places.*
<b>Third Party</b>	Any person or organisation other than the Grant Recipient or DWP, and any government department other than the DWP.
<b>Total Score</b>	The final score achieved for all scored elements of the Grant Application after applicable weightings have been applied to the Assessment Score.
<b>Valid Grant Application</b>	A Grant Application which is not deemed to be a Rejected Grant Application.
<b>Vanguard</b>	An ICB that is selected to deliver a WorkWell Vanguard Service.
<b>Vanguard Partnership</b>	Partnerships selected to deliver a WorkWell Vanguard Service.
<b>Vanguard Service</b>	Pilot WorkWell service delivered by a Vanguard Partnership.
<b>Vanguard Area/ Vanguard Footprint</b>	Geographical area proposed to be covered by a Vanguard Service.
<b>Vanguard Shortlist</b>	The list of up to 15 Grant Applicants to be generated through the application of the selection process set out in Appendix A.

<b>Work and Health Coach</b>	The initial WorkWell point of contact for Participants and who will provide: an initial assessment of the Participant's barriers to employment, return-to-work/thrive-in-work planning, employer liaison, advice on workplace adjustments and work and health coaching.
<b>WorkWell MI Template</b>	A template to allow Vanguard's to track and share MI with DWP.
<b>WorkWell Start</b>	A start is defined as the point at which a Participant receives a tailored support plan.

\*See [Health and social care integration: joining up care for people, places and populations; February 2022](#)