Introduction

A health and wellbeing community hub incorporates services that help individuals and communities improve their health and wellbeing and manage their health.

NHS Hastings and Rother Clinical Commissioning Group (CCG) and Hastings Borough Council (HBC) wishes to create health and wellbeing community hubs in the most deprived communities of Hastings and Bexhill.

The initiative will support and develop existing local community centres and organisations so that they can become further involved in the design, development and delivery of health and wellbeing services.

The Health and Wellbeing Community Hubs Grant Fund has been co-produced by the local voluntary and community sector, the CCG, HBC, Rother District Council and East Sussex County Council. It will enable existing centres and organisations to take a more active role in sustaining activities in their communities. It embraces the following values and principles of asset based approaches for building stronger communities:

- Working with people, rather than seeing them as passive recipients of services – ‘doing with’ rather than ‘doing to’.
- Helping people to identify and focus on the assets and strengths within themselves and their communities, and supporting them to use these assets to make sustainable improvements in their lives.
- Supporting people to make changes for the better by enhancing skills for resilience, relationships, knowledge and self-esteem, including through building mutually supportive networks and friendships which help people make sense of their environments and take control of their lives.
- Shifting control over the design and development of actions from the state to individuals and communities.

The Grant Fund will not provide resources for specific health and wellbeing services.

The Fund is part of the CCG’s ‘Healthy Hastings and Rother’ programme that has been established to tackle health inequalities in the area. It is part of the wider East Sussex Better Together (ESBT) programme, which is transforming and integrating health and care in East Sussex to achieve the best possible services for local people.
Further information about Healthy Hastings and Rother is available at: http://www.hastingsandrotherccg.nhs.uk/about-us/plans-and-strategies/healthyhastingsandrother/

1) The Fund’s aims

i) The Fund aims to establish a total of six neighbourhood based health and wellbeing community hubs in the ten most deprived wards of Hastings, St Leonards, Bexhill and Sidley.

ii) It will secure and sustain the capacity and capabilities of existing community hubs and organisations in the six communities to deliver health and wellbeing services.

iii) A health and wellbeing community hub will enable individuals and communities to gain more control over their health and wellbeing. Each community hub will complement and enhance East Sussex Better Together’s asset based approaches to reshaping health and care and addressing health inequalities.

a) Funding Criteria

i) The total grant fund is £300,000 per year, for the three-year period 2017/18 to 2019/20.

ii) Investment is targeted at the six communities which are illustrated in Diagrams 1 and 2, at Appendix A.

iii) The six communities are:

- North West St Leonards, which includes Hollington and Wishing Tree wards
- Central St Leonards, which includes Central St Leonards and Gensing wards
- Hastings Town Centre, which includes Castle ward
- North East Hastings, which includes Ore, Baird and Tressell wards
- North East Bexhill, which includes Sidley ward
- Central Bexhill, which includes Central Bexhill ward

iv) The Fund will support the costs of:

- Infrastructure and systems management – for example enhancing the effectiveness of policies, processes, data and information collection and information technology.
- Leadership development - for example developing high quality leadership and governance to improve the quality of services.
Health and Wellbeing Community Hubs – Grant Fund Application Process

- Staff and volunteer training – for example embedding effective practices to recruit and support staff and volunteers.

- Financial planning and income generation – for example identifying and accessing a variety of sources and types of income.

- Small items of equipment and / or small scale refurbishment with a value up to 10% of the total grant.

- Actively contributing to a network of community hubs that will design and develop health and wellbeing services.

- Collaborative working and innovation in the six communities.

2. Application Requirements

You can apply if:

1. You are a not-for-profit group or formally constituted community organisation.
2. You are located in, or working actively in, the communities identified above.
3. You have a bank account that requires at least 2 signatories.
4. You will have any necessary permissions (e.g. planning) in place within an agreed timeframe.
5. Your activities are completed and paid for by 31st March 2020.
6. You will be able to provide proof of how you spent your grant.
7. You will be able to monitor outputs and benefits of your project against Key Performance Indicators on a quarterly basis through the lifetime of the project.

You cannot apply if:

1. You are an individual.
2. Your organisation is a public or statutory body.
3. Your organisation is a company which aims to distribute a profit.

3. Availability of funding

The Fund has a total budget of £900,000 from April 2017 to March 2020. It is anticipated that applications will be submitted for grants up to £150,000 across the 3-year fund period. Please note that you do not need to provide match funding, although your project is likely to be considered better value for money if you do.

The Fund is managed by Hastings Borough Council. All projects must be completed by 31st March 2020.

a) Items and activities that can be funded

You can apply for any of the following costs:

Revenue costs:
- Leadership development
- Governance improvements
- Salaries, rent, utilities or insurance
• Training of staff and volunteers
• Data collection, monitoring & evaluation
• Marketing and publicity
• Professional and legal fees associated with revenue expenditure

Capital costs: (to a maximum of 10% of your total application)
• Small scale building works
• Plant, equipment, fixtures and fittings
• Professional and legal fees associated with capital spending on the project

b) You cannot apply for any of the following costs:

• Work that does not meet the Fund’s aims and criteria
• Any costs you incur when putting together an application
• Any activities or expenditure that happens or starts before HBC confirms the grant
• Fundraising activities for your organisation
• Contingency costs, endowments, loans or interest payments
• Political or religious activities
• Projects or activities that a statutory body has a legal obligation to provide
• Projects or activities which lead to the generation of profits for private companies or enterprises (although social enterprise development is eligible)
• Work that will not be sustainable due to high on-going costs or the need for specialist skills
• VAT that you can recover
• Items for organisations who are not named partners in the application

c) Multiple and partner applications

Our aim is to secure and sustain the capacity and capabilities of a health and wellbeing community hub in each of the six communities. We strongly encourage partnership bids which clearly demonstrate innovation and collaborative working between organisations in their communities.

4. About the Application Process

The application process is in 2 stages.

Stage 1 - Submission of an Expression of Interest (EOI) which checks eligibility and broadly captures your project to enable an initial assessment to be made.

Stage 2 - Submission of a Full Application which details who will contribute to the project development, how the project will be promoted, the delivery programme and its financial requirements.

Please e-mail CCGCommunityHubs@hastings.gov.uk for an Expression of Interest form, giving details of your organisation and the geographical areas your initiative is likely to focus on.

The EOI’s will be assessed by a panel and viable projects will be invited to complete a Full Application for final assessment.
5. Application Process Timetable

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
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<tbody>
<tr>
<td>Guidance and Expression of Interest</td>
<td>9th January 2017</td>
</tr>
<tr>
<td>Application Pack available</td>
<td></td>
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<tr>
<td>Hastings Launch Event</td>
<td>3 - 4pm 9th January Sussex Coast College, Hastings</td>
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<tr>
<td>Bexhill Launch Event</td>
<td>3 - 4pm 11th January Bexhill Town Hall</td>
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<tr>
<td>Deadline for return of completed EOs by applicants</td>
<td>5pm - Tuesday 7th February</td>
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<tr>
<td>EOs assessed by Panel members</td>
<td>13th – 23rd February</td>
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<tr>
<td>Panel Meeting - EOI Assessment</td>
<td>24th February</td>
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<tr>
<td>CCG’s ratification of the Panel’s recommendations</td>
<td>27th February – 2nd March</td>
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<tr>
<td>EOI Applicants advised of decision</td>
<td>6th March</td>
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<tr>
<td>Full Application Pack issued to Applicants invited to progress from the EOI stage</td>
<td>6th March</td>
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<tr>
<td>Deadline for return of Full Application</td>
<td>5pm - Monday 3rd April</td>
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<tr>
<td>Full Applications assessed by Panel</td>
<td>7th – 19th April</td>
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<tr>
<td>Panel Meeting - Full Application Assessment</td>
<td>20th April</td>
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<tr>
<td>CCG’s ratification of the Panel’s recommendations</td>
<td>25th – 27th April</td>
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<tr>
<td>Applicants Notified of decision</td>
<td>2nd May</td>
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6. Decision Making

a) Assessment

Stages 1 and 2 will be assessed by a panel. The assessment panel includes representatives from the CCG, HBC, Rother District Council, East Sussex County Council and the local voluntary and community sector.

The panel will assess each application to ensure eligibility for funding and will make recommendations to the CCG for approval. The recommendations will identify whether a project should be approved, approved subject to specific conditions, or declined. Feedback will be provided to applicants.

All applications will be assessed using a scoring system that reflects how well the application demonstrates its ability to achieve the outcomes of the Fund. A project is more likely to score highly if it demonstrates how it will:
- fully meet the Fund’s aims and criteria
- follow the values and principles of asset based approaches for building stronger communities
- represent value for money
b) Successful Applications

We will contact all applicants that have submitted an Expression of Interest on 6th March 2017, to confirm which applications have been approved to move to the Full Application stage.

We will contact all applicants that have submitted a Full Application on 2nd May 2017 to confirm which applications will be offered a grant. Successful applicants will receive the offer of grant, including the terms and conditions, which must be signed and returned within 4 weeks, or the grant offer will be retracted. We will also request your bank or building society details. Please read the terms and conditions carefully to make sure that you can comply with them. If you do not understand any of the conditions, then contact HBC for clarification. Your grant agreement with HBC will consist of your Expression of Interest, your Full Application and HBC’s terms and conditions.

If you are awarded a grant you must:
- not start your project until we let you know that we have received your signed letter confirming acceptance of our terms and conditions.
- start delivering your project within 2 months of the grant offer letter being issued, unless otherwise agreed, or the grant offer will be retracted.

c) Unsuccessful Applications

The Expression of Interest stage allows only the strongest projects to move forward through to Full Application. Those projects lacking sufficient detail, or demonstrable outcomes, will be unsuccessful. Unsuccessful applicants will be notified and feedback will be available. There will be no right of appeal.

7. Funding and Monitoring

a) Funding Payments

HBC is responsible for managing the fund and ensuring that contracted outputs are met. Grants will usually be payable against proof of expenditure. Stage payments can be agreed to help organisations manage cash flow. Payments will be made by BACS.

b) Project Monitoring

You will need to provide quarterly progress reports; reporting progress against the original project plan and budget, the reasons for any delays or changes to budget and identifying any changes to project risks and how these will be managed.

c) Project Completion

Within 1 month of your project being completed you will need to send us an end of grant summary report.
Diagram 2

Rother wards that are the focus of the Health and Wellbeing Community Hubs Grant Fund

Sidley

Central

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