

# ◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

## APPLICATIONS FOR GRANT AID FOR 2012/13

### Guidance Notes for Applicants

All applicants should complete the standard application form for Council grants for 2012/13. For grants over £10,000 the form must be completed in full.

Organisations which are applying for grants for £10,000 or less, except those applying for Employability funding, DO NOT have to complete certain sections of the form, marked with a double asterisk \*\*. The sections NOT required for smaller grants are 3.7 to 3.14.

This guidance is designed to tell you what you need to know about applying to The City of Edinburgh Council for a grant. In particular, this guide will tell you:

- The strategic outcomes and investment headings for which grants can be provided;
- the criteria used to make decisions;
- how to complete the application form;
- the conditions that will apply to your organisation if your application is successful;
- who to contact if you have any questions (see **last page** of these notes).

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## **INTRODUCTION**

These guidance notes are to help you to complete your application – it is important you refer to them when you are filling in the form. If you have any questions about the form or application process, please contact your nominated grant monitoring officer if you currently receive grant funding from the Council, or call 0131 469 3887 if you are a new applicant. If you need more space on the application form at any stage, please add lines in the relevant part of the electronic document, or a continuation sheet to paper applications. Attach any continuation sheets securely to the application form and make sure that the question it applies to is clearly identified.

The form has been designed to be used electronically. The boxes will expand to accommodate your text, and you can also create additional rows where you wish to. Wherever possible, please submit this form electronically. This will greatly assist the processing of your application. Where it is not possible to submit an electronic copy, please send in a paper copy. If you do not have electronic signatures, please submit a paper signed page.

The application form will be used by grant monitoring officers to enter their comments on your application. The shaded sections of the form are for completion by grant monitoring officers and should be left blank by applicants.

Applicants for over £10,000 should complete all sections of the application, and this includes all applicants under the headings of improving employability and early Intervention, regardless of the level of grant requested. Applications for **less than £10,000** under other headings do not need to complete sections 3.6 through to 3.14, which are marked \*\*.

### **The main criteria for grant funding for 2012/13 are:-**

- |   |  |                               |
|---|--|-------------------------------|
| 1 | Contributing to the National Outcomes of the Edinburgh Partnership Single Outcome Agreement (SOA) 2009-2012;   | See <b>question 3.2</b> below |
| 2 | Advancing the priorities set out in the Edinburgh Outcomes of the SOA, the Council's Departmental Service Plans 2011 – 14 and/ or relevant Commissioning Strategies and Plans and Local Plans, including major partnership strategies from community planning, particularly: <ul style="list-style-type: none"><li>• Commissioning Strategy for Care and Support Services</li><li>• strategies for Culture and Sport</li><li>• reducing Health Inequalities through the Community Health Partnership's Framework</li><li>• advancing the Children's Partnership's framework priorities, particularly the priority for early intervention</li><li>• Improving Employability through the Joined up for Jobs strategy</li></ul> | See <b>question 3.4</b> below |

## **SECTION 1 – ORGANISATION AND ACTIVITY**

### **1.1 Delivery Organisation**

This should be the name of the organisation that will have financial and managerial responsibility for the grant. Include the name of your organisation as it appears in your constitution or similar set of rules.

### **1.2 Project Title**

If you are applying for funding for a specific project/activity, please state the name of the project/activity here.

### **1.3 Amount of funding requested**

Please enter the total grant amount you are requesting. This is helpful in determining the assessment process which will apply. Please note that applications for less than £10,000 per annum do not need to complete sections 3.6 to 3.14 of the form marked \*\*.

### **1.4 Responsible Department**

The responsible department can be selected from the table linked to national outcomes at the back page of the application form. Organisations which currently receive funding can submit their application directly to the Department from which they currently receive funding.

## **SECTION 2 – CONTACT INFORMATION**

### **2.1 Principal contact name and position**

This should be the person in your organisation responsible for the application and who can talk about it in detail if required.

### **2.2 Address and Post Code**

These should be the address/contact details of the organisation where the grant will be managed.

### **2.3 Phone number**

### **2.4 email address**

### **2.5 Web address**

We will use these to contact you about your application and/ or grant if successful.

## SECTION 3 – MEETING NATIONAL AND EDINBURGH OUTCOMES

### 3.1 Brief description of your proposed activity or service

A brief description of your service will set the context for your application for the grant monitoring officer or assessors in city partnerships. Bear in mind that the officers carrying out assessments may not be familiar with your service.

### 3.2 National Outcomes

The information given in this section is used to help the Council report on how Council grants are spent in relation to the National Outcomes and determine which Council department will be the lead department for your grant. A list of the National Outcomes is given in **Appendix 1**.

In the table at 3.2 please enter the National Outcome(s) which your service/activities will help to achieve. Up to three National Outcomes can be recorded. It is perfectly acceptable to enter one national outcome, if this is the focus of your service.

A single lead department will be arranged, based on the main outcome in terms of allocation of resources. The allocation of departments against National Outcomes is given on the final page of the application form.

In the first column please enter the National Outcome Number, and in the second column enter the name of the National Outcomes that the service for which you are seeking funding will contribute towards. In the third column, please give a reasonable estimate of the percentage of grant requested that will be dedicated to each national outcome you have specified.

*For example, an organisation is applying to Health and Social Care for a grant to help vulnerable individuals participate in community and social activities and to help maximise social inclusion, recovery and well-being. The organisation felt that National Outcomes 6 and 7 were both being addressed, and that the grant spend would be split with slightly more emphasis on health work. Question 3.2 may look like this:*

3.2	National Outcomes**	Estimated proportion of grant allocated to outcome (%)	Office use only
Number/s	Title		
6	<i>We live longer, healthier lives</i>	60	
7	<i>We have tackled the significant inequalities in Scottish society</i>	40	
TOTAL		100%	

**Meeting investment priorities**

**3.3 Investment Headings**

Please state which Investment Heading(s) your proposal will contribute towards. The investment headings are listed below.

	<b>Investment Headings</b>	<b>Notes</b>
	Health & Social Care Service Plan	
	Children & Families Service Plan	
	Early Intervention	<b>NB enter target groups at 3.4</b>
	City Development Service Plan	
	Improving Employability	<b>NB enter target groups at 3.4</b>
	Corporate Services: Culture and Sport strategies	
	Corporate Services: Reducing Health Inequality	
	Services for Communities Service Plan	

The policies on which the headings are based can be found at [http://www.edinburgh.gov.uk/info/20089/departmental\\_service\\_plans](http://www.edinburgh.gov.uk/info/20089/departmental_service_plans) and in Appendix 2..

**3.4 Target Groups**

Section 3.4 requires to be completed if you listed either “Early Intervention” or “Improving Employability” in section 3.3 above. The criteria for those Investment Headings are given in Appendix 2 and each has specified target groups. Please tick or mark the target groups who will be specifically targeted by the requested grant monies. Tick all that apply

**3.5 Targets and Outcomes**

For each Investment Heading you have selected in Section 3.3, targets and outcomes must be set. Where more than one Investment Heading is being addressed, targets and outcomes should be identified for each, adding lines to the form as needed.

When completing this section, consideration should be given to the relevant outcomes in funding criteria (appendix 2), departmental service plans, local plans, strategies, commissioning plans and/or the Single Outcome Agreement. These documents can be found at [http://www.edinburgh.gov.uk/info/816/council\\_strategies\\_and\\_plans](http://www.edinburgh.gov.uk/info/816/council_strategies_and_plans). This is a crucial aspect of your application and by selecting relevant outcomes you should link your proposed activity to Investment Headings and relevant strategies/plans.

Targets must be provided for each outcome you select. The Targets should indicate the levels of activities, volumes of service episodes, targeted groups and outputs.

Multiple targets against an Investment Heading can be entered if this is appropriate to your activity, again by adding lines where necessary. Please create as many new rows as you need.

The targets you select should be SMART i.e.; specific, measurable, achievable, realistic and time-bound and should reflect your organisation’s Business Plan objectives. These targets will form part of your funding agreement and performance measurement, if your application is successful.

*In the example quoted above, applying to the Health and Social Care Department under two national outcomes, section 3.5 could look like this:*

<b>3.5</b>	<b>List the proposed targets and outcomes of your project which are relevant to each Investment Heading(s) you have identified in 3.3</b> (Add more rows for additional criteria as needed) Please ensure that your targets are SMART (specific, measurable, achievable, realistic and time-bound). Consideration should be given to any relevant funding criteria, departmental service plan, local plan, strategy, commissioning plan and the Single Outcome Agreement when completing this section. For further information on those please see Appendix 2. Please indicate any specific target groups.		
	<b>Investment heading:</b> <i>Health &amp; Social Care Service Plan</i>		
	<b>Targets for 2012/13:</b> Activities, volumes and outputs	<b>Target Outcomes (Impacts) 2012/13</b>	<b>Office use only</b>
	<i>Running a café 4 days a week from 10.30 to 4pm to provide a meeting place for XX vulnerable and lonely people over the year</i>	<b><i>Mental health and wellbeing is improved</i></b>	
	<i>YY receive guidance and support on achieving social inclusion through XY groups sessions</i>	<i>ditto</i>	
	<i>ZZ individual counselling sessions</i>	<i>ditto</i>	
	<i>Providing training for YY volunteers who help to provide our service. These volunteers are elderly or have mental health problems or learning disabilities</i>	<i>ditto</i>	
	<i>XX social activities are provided for disabled individuals</i>	<b><i>People with disabilities have improved health and wellbeing</i></b>	
	<i>Providing XX places in an Arts Group, YY places in a Craft Group and ZZ places in a poetry group, each of these running once a week for 50 weeks of the year.</i>	<i>ditto</i>	

### 3.6 Evidence of Demand

Please briefly state the evidence of need for the activities or services you propose. For local services, key references will include the Local Plans for each of the Neighbourhood Partnerships (as listed on the form at Section 4.1) and the Neighbourhood Partnerships' data directory (called the Performance Booklet). All of these are available on the Council website. Other sources include the Scottish Government Index of Multiple Deprivation (SIMD), Labour market statistics, the Edinburgh Index analysing similar data, and the Scottish Public Health Observatory (<http://www.scotpho.org.uk/>).

**Questions 3.7 to 3.14 are not required to be completed for applications for under £10,000, except for those applying under the Improving Employability Investment Heading who must complete the full application.**

### **3.7 Value for Money**

Please comment on how the activities will represent value for money by relating the targets and outcomes to overall costs. Where unit costs are high, you should note the reasons in terms of levels of need or preventive value.

### **3.8 Monitoring and evaluation systems**

Please describe how your systems will support quality and effectiveness of service, including measurement against the targets specified. The main Council monitoring system for grants is now the online quality assurance system, <http://www.edinburghcompact.org.uk/aboutUs/cityStrategy.asp>.

For the transitional year 2011-12, self monitoring annual reports are still required for the priorities of early intervention, health inequality and employability.

The use of these systems as part of, or alongside internal systems should also be covered. Specific arrangements for involvement and engagement of service users are good practice. Please describe the planned involvement for your service.

### **3.9 Joint or partnership working**

Joint and integrated work to complement other activities and services in your geographical and/or specialist area is important. Please identify any relevant services and describe how complementarity will be achieved.

### **3.10 Relationship to any other similar or related services in your target area**

This section should be used to show that you are aware of the provision, if any, of other similar services which may be provided in Edinburgh. Please show how your service or activity differs from or complements any other similar or related services in your target area. You should be able to demonstrate that there is no duplication of service provision in relation to the need for your proposed service/ activity, and how your proposals will complement other provision.

### **3.11 Best practice**

It is important to be aware of the best practice in the area of operation of your activities or services. Please state how these will relate to established best practice. Innovative approaches which use best practice elsewhere, or seek to test new approaches, should be explained.

### **3.12 Success and track record**

This section gives the opportunity to demonstrate your track record of success and cost effectiveness in the area of operation. Where a grant award was in place in 2010-11, please indicate in the first box the % of targets achieved. This information must match that provided in the QA Covalent return (the evaluation system which replaced the SMARs), or the SMAR if you completed this for FSF funding in 2010-11.

In the second box please describe other indicators of achievement of targets in previous years, and evidence from relevant work elsewhere. The likelihood of replicating or exceeding outcomes should be indicated.

If you entered into a Council funding agreement with targets for the first time in 2011-12, or your agreement was substantially changed in 2011-12, you should report on progress over the first 6 months of this agreement.

### **3.13 Employer engagement**

Only applications for funding under the Employability Investment Heading are required to fill in this section.

Please state the nature and extent to which your project engages with employers in order that employability training matches current and future labour market needs. You should also reflect any support given to the project by employers. For example:

- Contribution to the costs of the project in cash or in kind
- Involvement of employers in programme design and/or delivery
- Provision of work tasters or placements

### **3.14 Environmental considerations**

Please demonstrate how environmental sustainability and location factors have been taken into account to complement high service standards and accessibility for users. This may include setting opening hours and locations to reduce travel and use of resources, and increase safety; using premises suited to the needs of the client group, which are safe and accessible with good public transport links or specific transport provided. Further information on the sustainability strategy in Edinburgh is available at

[http://www.edinburgh.gov.uk/info/202/sustainable\\_development/725/sustainability\\_in\\_practice](http://www.edinburgh.gov.uk/info/202/sustainable_development/725/sustainability_in_practice)

## **SECTION 4 – LOCATION AND ENVIRONMENT**

### **4.1 Areas in the City**

Please indicate which area of the city your proposal will benefit, or if it is city-wide. The city has 12 Neighbourhood Partnerships and these are listed. If your proposal is for the delivery of a local service (i.e.; not of city-wide benefit) please indicate the Neighbourhood Partnership area(s) in which your service will operate. Further information on Neighbourhood Partnerships is available at

[http://www.edinburgh.gov.uk/info/794/partnerships/579/neighbourhood\\_partnerships](http://www.edinburgh.gov.uk/info/794/partnerships/579/neighbourhood_partnerships)

A map of the areas is at;

[http://www.edinburgh.gov.uk/downloads/file/3558/map\\_of\\_twelve\\_12\\_neighbourhood\\_partnerships\\_in\\_edinburgh](http://www.edinburgh.gov.uk/downloads/file/3558/map_of_twelve_12_neighbourhood_partnerships_in_edinburgh)

## **SECTION 5: GOVERNANCE**

This section covers the arrangements for management and financial accountability for your service or activity, and in the delivery organisation.

### **5.1 Operational management - Constitution/ Memorandum and Articles**

You must provide confirmation that your organisation is properly constituted. You will be asked to provide a copy of your constitution to the Council.

If your system is **not** described in one of these documents, you should indicate:

- (i) your operational governance, for example how often your Board meets; whether users are on the board; whether you are registered with a regulatory body (if relevant); training levels of staff (where relevant); how you obtain user feedback on your service,
- (ii) your financial governance, for example how regularly accounts are audited and how often financial papers are considered by your Board.

### **5.2 OSCR (Office of the Scottish Charity Regulator) Registration Number**

This is the charity number for agencies which are registered as charities and subject to the OSCR rules on accounting and governance.

### **5.3 Companies House Registration Number**

This is the company number for agencies which are registered with Companies House and subject to these rules on accounting and governance.

### **5.4 Volunteers**

If your organisation uses volunteers, please enter an estimate of the total number of hours to be worked within your organisation by volunteer staff in 2012/13. For the purposes of definition a volunteer is someone giving their time, knowledge and skills without remuneration (other than expenses) involved in directly providing the service or forming part of the management arrangements.

Please give an indication of the number of volunteer hours which will be worked by volunteers who are school leavers.

If you use volunteers, this question asks you to state what policies you have in place for the participation of volunteers within your organisation. . Please tick or mark the policies/ guidelines that you have in place

### **5.5 Equalities Legal Duties**

This section asks you to confirm that your organisation adheres to the public sector duties set out in the Equality Act 2010 public sector general equality duty. Further information on this is available at [statutory code of practice on employment](#).

### **5.6 Diversity Policy**

Please describe your organisations approach to Diversity issues briefly

### **5.7 Equalities Target Group/s**

In all cases it is important that services funded through grant funding consider the impact and access of equalities groups in the population, and many funded services will address inequalities directly.

Please tick or mark the boxes for the equalities groups which you will be targeting with the grant money. Please note that you should only tick those groups you are deliberately targeting for service. For example, if you run an older persons' day service which happens to be attended by both men and women you should **not** tick 'men' and 'women'. This is because your service is targeting the general needs of older people and the older people box should be ticked.

However, if as part of the services funded by grant moneys you will fund a men's only group within the day service, you should tick 'men' as an equality group. This is because you will be using the money to target the particular needs of men. If your service is not aimed at any specific group please tick the "all equalities groups above" box. This section is required from all applicants to record direct targeting of equalities groups for impact from the proposed activity or service.

### **5.8 Work with Children or Vulnerable Adults At Risk**

Please tick or mark the appropriate box(es). If providing services for adults at risk and/or children, the "Adult and Child Protection Guidelines" must be adhered to. These were developed by the Council along with Health and Police Services and are set out in the Adult Support & Protection: Ensuring Rights and Preventing Harm" and the guidelines "Inter Agency Protection Guidelines" developed by Midlothian, West Lothian and East Lothian Councils, the Children's Reporter and the Crown Office.

The obligations of services working under these guidelines are summarised below:

### **(5.8) ADULTS AT RISK**

If working with adults at risk, your organisation shall;

- immediately notify the Council of any allegations or evidence of abuse or neglect in accordance with the Council's Adult Protection Guidelines in relation to "Adults at Risk" within the Edinburgh, Lothian and Borders Multi-Agency Guidance "Adult Support & Protection; Ensuring rights and preventing harm" as detailed at the following:  
[http://www.edinburgh.gov.uk/internet/Attachments/Internet/Social\\_care/Carers\\_Introduction\\_to\\_services/Adult\\_Support\\_and\\_Protection.pdf](http://www.edinburgh.gov.uk/internet/Attachments/Internet/Social_care/Carers_Introduction_to_services/Adult_Support_and_Protection.pdf)
- develop policies that detail how it intends to provide services within the context of the Adults At Risk guidance. The Provider shall ensure that this information on its approach to Adults At Risk is made available to the Council, the Service User and / or their representative.
- have in place, implement and regularly review policies and procedures designed to prevent abuse and respond to actual or suspected abuse, neglect or exploitation. These policies and procedures shall include guidance on the following:
  - (i) identifying adults at risk;
  - (ii) recognising risk from different sources and in different situations and recognising abusive behaviour from others;
  - (iii) duty of all staff to report suspected abuse, neglect, or exploitation;
  - (iv) duty of the Provider to investigate such reports and communicate information to the Council;
  - (v) protection for whistle blowers;
  - (vi) that all information should emphasise that all those who express concern shall be treated seriously and shall receive a positive response from management at all levels; and
  - (vii) child protection, where appropriate.

### **(5.8) CHILD PROTECTION**

If working with children, your organisation shall:

- immediately notify the Council of any allegations or evidence of abuse or neglect in accordance with the Council's practice guidance in relation to the child protection guidelines as detailed at the following:  
[http://www.edinburgh.gov.uk/info/1353/children\\_and\\_young\\_people-child\\_protection/414/child\\_protection/8](http://www.edinburgh.gov.uk/info/1353/children_and_young_people-child_protection/414/child_protection/8)
- develop policies that detail how it intends to provide the Service within the context of the child protection guidelines. The Provider shall ensure that this information on its approach to child protection is made available to the Council, the Service User and / or their representative.
- have in place, implement and regularly review policies and procedures designed to prevent abuse and respond to actual or suspected abuse, neglect or exploitation. These policies and procedures shall include guidance on the following:
  - (i) identifying children who are particularly at risk;
  - (ii) recognising risk from different sources and in different situations and recognising abusive behaviour from others;
  - (iii) duty of all staff to report suspected abuse, neglect, or exploitation;
  - (iv) duty of the Provider to investigate such reports and communicate information to the Council;
  - (v) protection for whistle blowers; and

- (vi) that all information should emphasise that all those who express concern shall be treated seriously and shall receive a positive response from management at all levels.

## **5.9 Accounts and Auditing**

The level of financial accounts required to be submitted to the Council is in line with the requirements of the Office of the Scottish Charity Regulator (OSCR), and should be attached with this application if not already submitted to the Council.

Further details and guidance should be sought at [www.oscr.org.uk](http://www.oscr.org.uk).

## **SECTION 6: FINANCIAL INFORMATION**

### **6.1 Grant amount**

Please state the total amount you are applying for. This should be the same as section 1.3 on the first page. If grant funding comes from more than one investment heading(question 3.3), this can be shown in the table at 6.8, recording organisational income projected for the year in which an award is requested.

### **6.2 Multi year agreements**

Applications can be made for in principle funding agreements for up to three years, and the period should be shown in the relevant box in 6.2.

### **6.3 Reasons for multi year agreements**

Multi year agreements may only be made where the applicant can show the benefits of an agreement longer than one year in section 6.3, and sound operational and financial planning for the period, including a business plan at section 6.4 below.

Though the Council has to renew funding annually through this application process in line with its own budget cycle, such agreements would only be changed through exceptional circumstances. This would mean significant change either in the Council's budget or priorities, or problems with performance or governance or other issues under the conditions of grant affecting the grant holder.

It should be noted that where various Council commissioning plans and strategies are under development it may be difficult to consider 3 year agreements at this time.

### **6.4 Business Plan**

If you have a Business Plan, please detail period of coverage and send copy with application.

### **6.5 Leverage**

Please show other funding which you have obtained for the activities covered by this application, or which will directly complement or contribute to the outcomes addressed by your activity or service. Please indicate the source and details including the funding period.

### **6.6 Staff and other costs**

A breakdown of the use of the funding is important to the assessment. Staffing is often the primary cost. Please give details of the costs of staff posts which are to be funded by grant. In the columns 'Salary Level, Full time equivalent, Associated Costs, Total', you must give the full costs of the post. Then in the final column '% and total amount of post to be funded by grant', please also tell us what percentage of the post is to be funded by the grant, followed by the total sum this represents. For example you may want to use the grant to fund 50% of a post whose

total cost is £20,000 per year. So you would enter in this column '50%, £10,000'. (As 10,000 is 50% of 20,000).

If the funding is to meet other non-staff costs, please show these in the second part of 6.6 to provide a financial break down of how you will spend the grant applied for. Please provide headings for each line of expenditure

### 6.7 Organisational Expenditure

We require current and accurate financial information so we can assess the financial position of your organisation as a whole. This section summarises your annual expenditure. The Council Officer dealing with your application may need to discuss this section with you in further detail or refer to your Business Plan. Please provide this information for 2011/12 as well as projections for 2012/13.

If there is an underspend against Council grant income and your expenditure, this should be reflected in the Summary at 6.11. Grant awards may be adjusted for surpluses carried forward. Steps to deal with deficits should be noted.

### 6.8 Organisational Income

We require current and accurate financial information so we can assess the financial position of your organisation as a whole. This section summarises your annual income. The Council Officer dealing with your application may need to discuss this section with you in further detail or refer to your Business Plan. Please provide this information for 2011/12 as well as projections for 2012/13.

In the income section (6.8a), you must indicate under City Of Edinburgh Council funds which Department/s provide funding **including** the award applied for on this form.

### 6.9 Support in kind

The Council is required to take account of all Council support provided in kind as well as financial awards by grant or contract. Please show such council support in terms of property, seconded posts or any other form.

### 6.10 Reserves

We need to know the levels and purpose of any reserves held by your organisation. You will get this from your latest accounts and your forward projection based on the anticipated income/expenditure. Please note that the Council does not anticipate any of its grant funds to be allocated towards accrual of reserves. As a guide, the Council defines reserves as follows:

Type	Explanation
Designated Reserve	Transfer of income to a specific account over a period of time for use on a specific project in the future (savings for a building improvement, new equipment, etc).
Restricted Funds	These are accumulated balances in relation to income and expenditure, which have been given for a specific purpose.
General Reserve	This is sometimes referred to as accumulated surplus. This represents the surplus & deficits built up over time from the main activities of the organisation. It is unlikely to be equal to the cash/bank figure but will represent the net assets, cash, debtors/creditors and reserves levels of the organisation.

### **6.11 Summary**

Please give us financial summary information for 2011/12 and projected for 2012/13, reflecting the entries in section 6 above.

If there is an underspend against Council grant income and your expenditure shown in 6.7 and 6.8 above, this should be reflected in the Summary. Grant awards may be adjusted for surpluses carried forward, or may have to be repaid. Steps to deal with deficits should be noted.

## **SECTION 7 DECLARATION**

### **7.1 Declaration**

Two people from your organisation must sign the form. One of these must be a board/management committee office bearer.

### **7.2 Bank Details**

Please indicate the banking details for your organisation in the event the application is successful. These must relate clearly to the organisation shown at [Question 1.1](#) at the start of the form and in the governance section.

## **CHECKLIST**

Please use the checklist before submitting your application.

**Please return your application to the relevant lead department. Lead department responsibilities for outcomes, and contact details for each lead department are below.** Internally, grant applications will be assigned to reflect the outcome responsibilities in Departments, guidance is given below. **Applicants who have previously received funding should initially submit their application to the department from which they currently receive funding.** The National Outcome(s) identified in Section 3.2 of the application should correspond to their department's responsibilities as noted below.

Department	National Outcomes
City Development	1, 2, 10, 12
Children & Families	3, 4, 5, 8
Corporate Services (Culture and Sports) (Culture and Sports services inc learning outcomes)	1, 2, 6, 7 3, 4, 5, 8
Corporate Services (Health Inequalities)	6
Health and Social Care	6, 7
Services for Communities	9, 11, 14

**Please return your application to the relevant lead department using the Email addresses below.**

#### City of Edinburgh Council Lead Department Contacts

Department	Contact	Job Title	Tel Phone	E-mail
Corporate Services – funding system	Paul Hambleton	Social Strategy Manager	469 3887	c/o <a href="mailto:sarah.bryson@edinburgh.gov.uk">sarah.bryson@edinburgh.gov.uk</a>
Health & Social Care	Kate McVie	Contracts Administration Officer	553 8314	<a href="mailto:Kate.McVie@edinburgh.gov.uk">Kate.McVie@edinburgh.gov.uk</a>
City Development	Max Thomson	Public Transport and Accessibility Manager	469 3631	<a href="mailto:Max.Thomson@edinburgh.gov.uk">Max.Thomson@edinburgh.gov.uk</a>
City Development - Employability	Philip Tully	Claims and Monitoring Administrator	529 7206	<a href="mailto:Philip.Tully@edinburgh.gov.uk">Philip.Tully@edinburgh.gov.uk</a>
Children & Families (Including Early Intervention)	Ricky Dover	Principal Officer, Commissioned Services	469 3369	<a href="mailto:CF.Commissioning@edinburgh.gov.uk">CF.Commissioning@edinburgh.gov.uk</a>
Corporate Services – Culture and Sport	Rebecca Peppiette	Arts Strategy and Funding Manager	529 6718	<a href="mailto:rebecca.peppiette@edinburgh.gov.uk">rebecca.peppiette@edinburgh.gov.uk</a>
Corporate Services – Health Inequality	Suzanne Lowden	Policy Officer, Health and Social Strategy	529 3877	<a href="mailto:suzanne.lowden@edinburgh.gov.uk">suzanne.lowden@edinburgh.gov.uk</a>
Services for Communities	Graeme Fairbrother	Partnership Development Officer	469 3503	graeme.fairbrother@edinburgh.gov.uk

## APPENDIX 1 – NATIONAL AND EDINBURGH OUTCOMES

### NATIONAL OUTCOMES

In **section 3.2** of the application you are asked to state up to 3 National Outcome(s) which your organisation will help to achieve. The National Outcomes are listed below and were developed by the government to set out what it hopes to achieve over the next 10 years.

The **Edinburgh Partnership Single Outcome Agreement** sets out Edinburgh Partnership's local outcomes showing how these outcomes contribute to the Scottish Government's relevant National Outcomes. The Agreement is available through the Compact Web Site or at [http://www.edinburgh.gov.uk/downloads/file/1008/edinburgh\\_partnership\\_single\\_outcome\\_agreement\\_2009-12](http://www.edinburgh.gov.uk/downloads/file/1008/edinburgh_partnership_single_outcome_agreement_2009-12)

### EDINBURGH OUTCOMES

In **section 3.5** of the application you are asked to specify target outcomes and consider relevant Service Plans, Commissioning Strategies and Plans and partnership strategies. The Edinburgh Outcomes are listed below,

The outcomes in the Edinburgh Partnership SOA reflect the public agency partners' commitment to:

- making a positive difference to the lives of citizens in Edinburgh;
- continuous improvement, improved efficiency and value for money;
- better outcomes for all those who live in, work in and visit the capital city;
- maintaining a strong customer focus; and
- meeting Best Value, equalities and sustainable development responsibilities.

**Thirteen of the fifteen National and Edinburgh Outcomes are relevant to grant applications. These are listed below with the relevant Edinburgh Outcomes for each:**

<b>National Outcome 1 -</b>	<b>We live in a Scotland that is the most attractive place for doing business in Europe</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Edinburgh is a thriving growing city with a high quality of life and environment and a prosperous economy</li> <li>• Edinburgh is an internationally competitive business location that attracts talent and investment to its growing knowledge-based economy.</li> <li>• Edinburgh is the UK's top performing tourist destination outside of London</li> <li>• Edinburgh Festivals have a global competitive edge</li> </ul>
<b>National Outcome 2</b>	<b>We realise our full economic potential with more and better employment opportunities for our people</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Edinburgh's economy is strengthened, through the skills development and economic participation of its population</li> </ul>
<b>National Outcome 3</b>	<b>We are better educated, more skilled and more successful, renowned for our research and innovation</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Young people go on to positive sustainable destinations</li> <li>• Edinburgh's attractiveness and competitiveness in key high technology knowledge sectors is increased</li> </ul>
<b>National Outcome 4</b>	<b>Our young people are successful learners, confident individuals, effective contributors and responsible citizens</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Our young people have high quality learning experiences and their learning needs</li> </ul>

	<p>are met</p> <ul style="list-style-type: none"> <li>• Children and young people are successful learners</li> <li>• Young people are confident individuals, effective contributors and responsible citizens</li> </ul>
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<b>National Outcome 5</b>	<b>Our children have the best start in life and are ready to succeed</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Children's early years development, learning and care experiences are improved so that they are ready for school</li> </ul>

<b>National Outcome 6</b>	<b>We live longer, healthier lives</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Edinburgh's carers are supported</li> <li>• Edinburgh's children are healthy</li> <li>• People are discharged from hospital without delay</li> <li>• Mental health and wellbeing is improved</li> <li>• Drug and alcohol dependency is reduced</li> <li>• People with disabilities have improved health and well-being</li> <li>• People in Edinburgh are increasingly active, contributing to the aim of Edinburgh being the most physically active European city by 2020</li> </ul>

<b>National Outcome 7</b>	<b>We have tackled the significant inequalities in Scottish society</b>
Edinburgh Outcome	<ul style="list-style-type: none"> <li>• Deprivation and all forms of inequality in Edinburgh are reduced</li> </ul>

<b>National Outcome 8</b>	<b>We have improved the life chances for children, young people and families at risk</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Children in need of protection receive the help they need straight away</li> <li>• looked after children are cared for and supported</li> <li>• There is a reduction in the number of children and young people who offend</li> </ul>

<b>National Outcome 9</b>	<b>We live our lives safe from crime, disorder and danger</b>
Edinburgh Outcome	<ul style="list-style-type: none"> <li>• People in Edinburgh are safe from crime, disorder and danger</li> </ul>

<b>National Outcome 10</b>	<b>We live in well-designed, sustainable places where we are able to access the amenities and services we need</b>
Edinburgh Outcome	<ul style="list-style-type: none"> <li>• People in Edinburgh have access to a range of affordable homes.</li> </ul>

<b>National Outcome 11</b>	<b>We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Edinburgh residents are satisfied with neighbourhoods and decision making</li> <li>• Edinburgh has strong, engaged and supported voluntary and community sectors</li> </ul>

Guidance Notes for Grants from the City of Edinburgh Council in 2012/13

	<p>that enable people to participate in their communities</p> <ul style="list-style-type: none"> <li>• Edinburgh has strong, engaged and supported voluntary and community sectors that enable people to participate in their communities</li> </ul>
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<b>National Outcome 12</b>	<b>We value and enjoy our built and natural environment and protect it and enhance it for future generations</b>
Edinburgh Outcome	<ul style="list-style-type: none"> <li>• <b>Edinburgh's natural and built environment is supported and enhanced</b></li> </ul>

<b>National Outcome 14</b>	<b>We reduce the local and global impact of our consumption and production</b>
Edinburgh Outcomes	<ul style="list-style-type: none"> <li>• Carbon emissions are reduced within partner organisations own activities particularly in the areas of waste energy</li> <li>• Edinburgh residents and businesses find sustainable travel options increasingly attractive resulting in growth in traffic levels being contained</li> </ul>

**Two Outcomes, NO 13 and NO 15 should not be referred to in applications.**

National Outcome 13 is not deemed relevant to local provision from third sector providers at the national level and the associated Edinburgh Outcome is covered by National Outcome 7. NO 15 is not deemed relevant to local provision from third sector providers.

<b>National Outcome 13</b>	<b>We take pride in a strong, fair and inclusive national identity</b>
<b>Edinburgh Outcome</b>	<ul style="list-style-type: none"> <li>• All residents including those from minority backgrounds are able to actively participate in the community.</li> </ul>

<b>National Outcome 15</b>	<b>Our public services are high quality, continually improving, efficient and responsive to local people's needs</b>
<b>Edinburgh Outcome</b>	<ul style="list-style-type: none"> <li>• Our services are continually improving and efficient</li> <li>• People's perceptions of the quality and responsiveness of public services in Edinburgh are improved</li> <li>•</li> </ul>

## Appendix 2: Investment Headings

For Section 3.3, please select from the following list, the relevant investment heading(s) which your proposal will help to deliver;

### Relevant Investment Headings:

- **Corporate Services: Culture and Sport** (see below)
- **Services for Communities Service Plan:**  
[http://www.edinburgh.gov.uk/info/20089/departmental\\_service\\_plans/1191/services\\_for\\_communities\\_service\\_plan](http://www.edinburgh.gov.uk/info/20089/departmental_service_plans/1191/services_for_communities_service_plan)
- **Health & Social Care Service Plan:**  
[http://www.edinburgh.gov.uk/info/20089/departmental\\_service\\_plans/1289/health\\_and\\_social\\_care\\_service\\_plan](http://www.edinburgh.gov.uk/info/20089/departmental_service_plans/1289/health_and_social_care_service_plan)
- **City Development Service Plan:**  
[http://www.edinburgh.gov.uk/info/20089/departmental\\_service\\_plans/1256/city\\_development\\_service\\_plan](http://www.edinburgh.gov.uk/info/20089/departmental_service_plans/1256/city_development_service_plan)
- **Improving Employability** (see below)
- **Children & Families Service Plan:**  
[http://www.edinburgh.gov.uk/info/20089/departmental\\_service\\_plans/972/children\\_and\\_families\\_service\\_plan](http://www.edinburgh.gov.uk/info/20089/departmental_service_plans/972/children_and_families_service_plan)
- **Early Intervention** (see below)
- **Reducing Health Inequality** (see below)

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### Culture and Sport

For Culture and Sport clients, please align to Access to Sport and Culture Edinburgh (ASC) areas of work listed here (outcomes):

To improve the quality of life and life chances for all people in Edinburgh through increased access to cultural and sporting activities by:

- developing and promoting joint working;
- improving access to facilities;
- improving the quality and dissemination of information;
- promoting participation;
- increasing affordability;
- creating sustainable provision;
- responding to users' views and needs.

For further information please see:

[http://www.edinburgh.gov.uk/info/486/arts\\_development/465/cultural\\_policy/1](http://www.edinburgh.gov.uk/info/486/arts_development/465/cultural_policy/1)

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# Investment Criteria for Improving Employability

## Introduction

Edinburgh, despite its strong economy, has significant and persistent pockets of unemployment and poverty, with many people stuck in a vicious circle of “No Pay/ Low Pay”.

This is a complex challenge. For example an individual may have health problems and low self-esteem that prevent those first steps into work, that are compounded by home circumstances which affect their ability to sustain that employment.

It is also a challenge that needs effective joint working across organisational boundaries if it is to be tackled.

The City of Edinburgh Council is committed to leading the fight against “No Pay/Low Pay” and in 2009/10 it undertook a review of locally funded employability services.

The aim being to achieve;

1. A sustainable employability model that is responsive to labour market need, drives continuous improvement and delivers best value on investment.
2. An improvement in the clarity, quality and effectiveness of the service that is provided to customers.
3. Clarification of the roles and responsibilities of the partners and stakeholders to reduce duplication and inefficiencies.
4. The strengthening of economic actions within the city’s community planning structures as part of a co-ordinated effort on poverty reduction.
5. The strengthening of joint working between Council departments on employability and poverty reduction.
6. The realisation of ongoing savings and efficiencies that can address financial pressures or be reinvested to achieve increased or better outcomes and impacts.

## Strategic Focus

Through our investment in employability services the Council seeks to make a significant contribution to;

- **National Outcome 2** - We realise our full economic potential with more and better employment opportunities for our people
- **National Outcome 7** - We have tackled the significant inequalities in Scottish society

Through application of the objectives, focus and approach detailed in the **Council’s Economic Development Unit Plan (2009-2012)** the **Integrated Employability Service Commissioning Strategy 2012 - 2015** and the “**Joined up for Jobs**” employability strategy, partnership <http://www.joinedupforjobs.org.uk>



The outcomes sought by this investment area include:

Output	Definition	Verification required
Start / Engagement	Enrolment on course or programme. Assessment or Action Plan completed.	Auditable signed evidence kept at providers' premises. Action Plan signed and dated by both provider and participant.
Progression: Volunteering	Minimum 2hrs/week sustained for 13 weeks.	Document capturing clients' and provider's signature dated 13 weeks after start.
Progression: Education f/t	Enrolment on an accredited course at FE/HE (contract may stipulate that the course is full-time). Must be sustained for 25% of the course. ( $\geq 16$ hrs per week). Start of course date must be within 52 weeks of trainee leaving date from the programme.	Document capturing client's signature and institution signature or stamp dated 25% into course.
Progression: Education p/t *	Enrolment on an accredited course at FE/HE (contract may stipulate that the course is full-time). Must be sustained for 25% of the course. ( $\leq 16$ hrs per week). Start of course date must be within 52 weeks of trainee leaving date from the programme.	Document capturing client's signature and institution signature or stamp dated 25% into course.
Progression: Employability Training *	Enrolment on an employability course. Start of course date must be within 13 weeks of trainee leaving date from the programme.	Document capturing client's and trainer's signature.
Progression: Other	i.e. progression on distance-travelled measure etc. (as defined in contract)	Auditable signed evidence kept at providers' premises.
Progression: Vocational Training	Enrolment on a vocational training course e.g. Construction Academy, ICT Training, Personal Effectiveness. Start of course date must be within 13 weeks of trainee leaving date from the programme.	Document capturing client's and trainer's signature.
Progression: Work Placement*	A set period of work where it has been defined as a work placement, either paid or unpaid	Document defining the client's activity for example a statement of entry signed and dated by both provider and participant.
Qualification*	Qualification accredited by an Awarding Body for example Scottish Qualifications Authority	Certificate signed and dated by both provider (including date stamp) and participant.
Job Entry f/t	At least 16hrs per week sustained for four weeks.  Job entry must be within 26 weeks of trainee leaving date from the programme.	Signed/stamped and dated evidence from employer, or payslip, also signed and dated by trainee/participant.
Job Entry p/t	Less than 16hrs per week sustained for 4 weeks.  Job entry must be within 26 weeks of trainee leaving date from the programme.	Signed/stamped and dated evidence from employer, or payslip, also signed and dated by trainee/participant.
Job Sustained	Continuous employment for at least 13 weeks. If job sustained outcome is with a different employer then current job must be for at least 4	Signed/stamped and dated evidence from employer, or payslip, also signed and dated by trainee/participant.

	<p>weeks.</p> <p>Job entry must be within 26 weeks of trainee leaving date from the programme.</p>	
Self-employment outcome	<p>As job entry outcomes. Run their own business, not contractually bound to an employer as an employee</p>	<p>Self Employment declaration completed stating number of hours worked in the business per week and date started self-employment, including name and address of company and proof of trading (can be business bank account details, or correspondence with HM Customs).</p>
In work progression	<p>Project supports a low waged worker into better employment. This could be for example:</p> <ul style="list-style-type: none"> <li>➤ Promotion</li> <li>➤ Entry to better paid job</li> <li>➤ Move from part time to full time employment</li> <li>➤ Move from casual work or temporary contract to permanent contract</li> </ul>	<p>Appropriate auditable signed evidence kept at providers' premises.</p>
Retained employment *	<p>Where the project has helped somebody in employment retain employment</p>	<p>Auditable signed evidence kept at providers' premises</p>

However bidders are free to suggest additional (fully defined) indicators that are relevant to the aims of the improving employability strand and their proposal.

### **Consideration of Proposals**

Assessment of the "Improving Employability" proposals received is undertaken by a cross-agency partnership panel, with a remit to provide considered advice to the Council on its employability grant allocations.

The assessment process aims to balance local and city priorities while complementing the work undertaken by other funding agencies.

This advice will inform City Development department's recommendations to Council on grant agreements in 2012/13.

## **Employability Project Assessment**

To guide the panel and aid consistency of approach the panel use the following guidelines to assess proposals.

### **INTRODUCTION**

This document provides an overview of the project assessment system being applied in respect of projects or services whose main function is to help improve the employability of the clients it serves; together with guidance on the selection criteria which will be applied to applications. This part of the assessment process is solely concerned with testing the specific employability impacts and quality of the individual project applications submitted. It is not the only consideration which will be taken into account in decisions about grant awards. It is complementary to other elements and stages of the overall assessment process identified in the accompanying letter. In particular the council will be keen to ensure that the overall balance of the funded programme is appropriate and fits with the current strategic priorities.

### **ASSESSMENT SYSTEM**

- The criteria outlined in this document will be used to assess aspects of all Improving Employability projects submitted for funding in financial year 2012/13.
- Membership of the Assessment Panel will be drawn from strategic partner organisations including:
  - City of Edinburgh Council
  - Neighbourhood Partnerships
  - Skills Development Scotland
  - Jobcentre Plus
  - Capital City Partnership
  - Edinburgh Chamber of Commerce
  - NHS Lothian
  - EVOC
  - Members of MCMC Strategy Group
- Each assessment proforma will be scored independently by two members of the Panel, who will then agree a moderated score and recommendation for consideration by the Panel.

Once all assessment proformas have been scored, the Panel will also take cognisance of the overall fit with the Employability Pipeline in the city and agree overall programme recommendations.

- The maximum score available for each project is 100 points.
- Projects will be scored on the basis of the Assessment Panel's appraisal of the information provided in the submitted proforma, and on information previously provided by Neighbourhood Partnership Reports.
- These criteria have been selected and weighted to reflect the objectives and emphasis of 'Investment Criteria for Improving Employability'
- The scores outlined below reflect the emphasis placed on specific criteria. Numbering aligns with question numbers in the application form

### **PROJECT SCORING**

### 3.3 Meeting investment priorities

The project should clearly demonstrate that it fits with and is relevant to the ‘Investment Criteria for Improving Employability’.

0 pts no clear link to ‘Investment Criteria’

1 - 5 some links to ‘Investment Criteria’

6 - 10 strong links to ‘Investment Criteria’

### 3.4 Diversity

The City of Edinburgh Council values and celebrates the diverse communities it serves and seeks to promote an ethos of anti-discriminatory practice through all its functions and policies. We aim to address the needs of people who face disadvantage based on their age, ethnicity/race, disability, gender, sexual orientation, religion and/or belief. The project should therefore demonstrate the extent to which it actively promotes the full and equal participation of individuals and social groups in the local labour market. This may be achieved by for example:

- ensuring that there are no in-built constraints preventing individuals accessing employment and personal development opportunities
- actively promoting services to minority groups
- positively tackling the more subtle forms of discrimination and exclusion.

0 pts project demonstrates little or no consideration of diversity issues

1 – 3 project demonstrates a consistent and well-integrated approach to diversity

4 - 5 project demonstrates a consistent and well-integrated approach to diversity issues, including appropriate partnership working or professional advice from relevant bodies

### 3.5 Targets and outcomes

This relates to the fit with objectives of the strategy as detailed in ‘Investment Criteria for Improving Employability’; and to the targets and impacts offered by the project for 2011/12. The score will reflect the degree to which the project outputs and results are relevant, realistic, achievable and sustainable. Targets should be set under the following headings:

<b>Targets</b>	Registrations	Job entries	Jobs sustained	Job progressions	Education	Training	Other
<b>Year 1</b>							
<b>Year 2</b>							
<b>Year 3</b>							
	*If offering other positive outcomes (e.g. volunteering, work experience), please specify:						

You will find the definitions of outcomes in the Joined Up for Jobs outcomes matrix included with the guidance notes – it is essential that you use these.

0 pts failure to identify a sufficient or credible range of relevant outputs, outcomes and/or impacts

1 - 5 some clear, measurable and realistic targets for outputs, outcomes and/or impacts

6 - 10 clear, detailed, measurable and realistic but challenging targets for outputs, outcomes and/or impacts

### **3.6 Evidence of demand and/or need**

This should include reference to the 'Investment Criteria for Improving Employability', and where relevant other sources of information such as unemployment or deprivation statistics. There should be clear evidence that where appropriate the most up to date data have been used. In addition, the justification should be consistent with local, regional and national labour market information as appropriate. The project score will be based on the strength of the information and the level of demand demonstrated in the application.

0 pts	no clear evidence of demand or need
1 - 5	some evidence of demand or need
6 - 10	strong evidence of demand or need

### **3.7 Value for money**

The score given will reflect the value for money of the project by comparing key quantified outputs and impacts against overall project cost. A coherent justification for cost per outcome should be given in the answer.

0 pts	poor value for money
1 - 5	reasonable to good value for money compared with other project applications/ existing provision
6 - 10	very good to excellent value for money

### **3.8 Monitoring and evaluation (Quality Assurance)**

The application should give evidence of effective monitoring and evaluation systems in place to measure the quality and effectiveness of the intervention. These might include:

- Use of monitoring information to improve procedures, policies etc.
- Service user involvement
- Evidence of independent verification of outcomes
- Accessing a range of information sources for evaluation purposes
- Elements of external scrutiny

0 pts	no evidence of adequate monitoring and evaluation systems above the minimum required
1 - 5	some evidence of monitoring and evaluation systems above the minimum required and feedback sought from service users
6 - 10	strong evidence that monitoring and evaluation proposals are rigorous, use a variety of information sources and include an element of external scrutiny. Service user feedback should be embedded in the evaluation system

### **3.9 Partnership working**

The project should demonstrate genuine, realistic and appropriate partnership working with relevant agencies and service users in design and delivery of the service. Factors could include:

- Proper local consultation in assessing demand for project
- Practical partnership between agencies in the delivery of the project
- Involvement of service users resulting in the project addressing a range of barriers to participation

- Input from partners and service users to project design and delivery
- Leverage of additional resources from other partners (which may be in kind).

0 pts no clear evidence of partnership

1 - 5 some evidence of involvement of appropriate partners and/or community

6 - 10 strong evidence of genuine involvement of appropriate partners and/or community

### **3.10 Resource efficiency**

The project should reflect the extent to which it enhances, rather than duplicates, existing service provision in Edinburgh. There should be evidence of direct project linkage, integration or complementarity with existing provision and/or other project proposals. The score will also reflect the efficient and effective use of staff, money and premises e.g. by extending existing successful provision without incurring additional overheads.

0 pts project demonstrates no consideration of resource efficiency and is not integrated with other provision

1 – 5 project demonstrates some consideration of resource efficiency and has some linkage with other provision

6 – 10 project demonstrates a strong and well-integrated approach to resource efficiency, including linkage to other provision

### **3.11 Innovation and Best Practice**

The project brief demonstrates that the delivery organisation has promoted the key principle of innovation and/or best practice and will incorporate it throughout all stages of the project from design and implementation to monitoring and evaluation.

0 pts No evidence of commitment to developing innovative practice.

1 - 3 Some evidence that innovative practice has been incorporated into the design and planned delivery of the project.

4 - 5 Strong evidence of commitment to developing innovative practice. There is evidence that innovative practice has been/will be developed and has the potential to be sustained and disseminated.

### **3.12 Evidence for success / track record**

Where applicants have run previous projects, or this project/a similar project has run elsewhere, the score will reflect these results and the likelihood of replicability of results during the next funding period in terms of delivery, outcomes and spend.

0 pts no or limited evidence of success

1 – 5 some record of success and reasonable likelihood of results being duplicated

6 - 10 strong record of success and high likelihood of results being duplicated

### **3.13 Employer engagement**

The score should reflect the nature and extent to which the project engages with employers in order that employability training matches current and future labour market needs. The score should also reflect any support given to the project by employers. For example:

- Contribution to the costs of the project in cash or in kind
- Involvement of employers in programme design and/or delivery
- Provision of work tasters or placements

- 0 pts no direct employer engagement associated with the project
- 1 - 3 some liaison with employers to ensure training is demand led.
- 4 - 5 strong involvement of employers in the project, including contribution to delivery (*Projects for which employer engagement is not appropriate will be awarded 3 points*)

### **3.14 Location/environment**

The score should reflect the extent to which the project demonstrates a positive approach to location and environmental considerations. The project should demonstrate that it is accessible by adequate and appropriate public transport services or pedestrian means.

Factors could include:

- Suitable opening hours
- Premises suited to the needs of the client group
- Safe and accessible location
- Good public transport links
- Specific transport provided

- 0 pts no accessibility/no consideration of location/environment
- 1 - 3 limited accessibility/limited consideration of location/environment
- 4 – 5 good accessibility and strong rationale for location/environment

## **Early Intervention**

### **Children and Young People's Strategic Partnership**

#### **1: Investment Criteria for 2012-13**

The Children and Families department intends to roll forward funding under this theme to current award holders where appropriate. **Please note** that only applications from organisations currently in receipt of Early Intervention awards will be considered by the Children and Families Department. These applications must demonstrate the need for such work to continue in 2012-2013 and ensure that there is a close alignment to the priorities of the Early Intervention theme.

Spending under this theme for future years (2013-2014 onwards) will be determined by a range of commissioning plans that the department will develop over the next year.

Please contact the Children and Families Commissioning Team for further information (cf.commissioning@edinburgh.gov.uk).

#### ***Principles***

We want to ensure that we meet the needs of all our children and young people and support them fully as they grow and develop. However, some children may experience particular difficulties and challenges: it is vitally important that we recognise and respond to these quickly - either **early** in the child's life or at an **early** stage of a problem developing. Put most simply, we want to act at the earliest age or the earliest stage and provide strong and effective support strategies for as long as they are required. We can best do this by working in partnership, in a targeted way.

#### **Objectives in the Integrated Children's and Young Peoples' Plan**

- SO1- Our children have the best start in life, are able to make and sustain relationships and are ready to succeed
- SO2 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities
- SO3 - Our children and young people at risk have improved life chances
- SO4 - Our children and young people are physically and emotionally healthy
- SO5 - Our children and young people are safe from harm and fear of harm, and do not harm others within their communities
- SO6 - Our children's and young people's outcomes are not undermined by poverty and inequality

**Criteria for Funding**

Under our strategic objectives, the CYPSP early intervention framework has identified seven priorities.

<b>Objectives (Outcomes)</b>	<b>Children's Services Priorities</b>
Our children have the best start in life, are able to make and sustain relationships and are ready to succeed	Support in early years is improved and problems are identified and addressed early
Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities	Educational outcomes for lowest attaining 20% of children are improved with a particular focus on early literacy skills
Our children and young people at risk have improved life chances	Improve outcomes and life chances for looked after children (with a key focus on those looked after at home)  Improve outcomes for children and young people in need of protection
Our children and young people are physically and emotionally healthy	Improve health outcomes for children and young people in respect of healthy weight, emotional and mental health and risk taking behaviours relating to drugs, alcohol and sexual activity
Our children and young people are safe from harm and fear of harm, and do not harm others within their communities	Reduce youth crime and antisocial behaviour
Our children's and young people's outcomes are not undermined by poverty and inequality	The gap is narrowed between the least and most affluent young people leaving school with positive options and making positive choices

**Early Intervention Themes**

Supporting parents and carers
Supporting positive engagement with learning
Enabling positive lifestyle choices
Promoting resilience and emotional wellbeing

**Target Groups**

The following target groups have been identified in relation to early interventions

- Early Years pre birth, and aged 0-3 and 3-8
  - Lowest achieving children and young people
  - Looked after children
  - Children and young people with poorest health outcomes
  - Children and young people involved in or at risk of being involved crime and antisocial behaviour
  - Young people least likely to achieve positive destinations
  - Children and young people with disabilities
-

## Investment Criteria for Reducing Health Inequalities

### **Aims**

The overall aims are:

- to reduce health inequalities; and
- to sustain and improve physical health and mental health and well-being.

### **Principles**

Reducing Health Inequalities requires action focussed on not just the symptoms but also the complex and wide-ranging factors which cause health inequalities. Action must also include fostering partnership working, and influencing and adding value to the work of mainstream agencies that provide universal services.

The Joint Health Improvement Plan for Edinburgh runs to 2011, and HISG is preparing a replacement in the form of a new Edinburgh health inequalities framework, with six broad objectives based on the English Marmot Review.

### **Objectives in draft Edinburgh Health inequalities Framework**

1. Give every child the best start in life
2. Enable all children, young people and adults to maximise their capabilities and have control over their lives
3. Create fair employment and good work for all
4. Ensure a healthy standard of living for all
5. Create and develop healthy and sustainable places and communities
6. Strengthen the role and impact of ill-health prevention

### **Criteria for Funding**

Investment on reducing health inequalities through the HISG will focus on **objectives 4-6 above**, as objectives 1-3 relate to actions to address inequality by other partnerships, including those for early intervention and employability. Ten outcome criteria for objectives 4-6 have been identified and are listed below. Activities and services must demonstrate effective joint working, integration with other services and added impacts.

<b>Objectives</b>	<b>Priority Outcomes</b>
Ensure a healthy standard of living for all	1. Client groups have increased incomes due to improved access to income maximisation services and advice on problem debt levels
Create and develop healthy and sustainable places and communities	2. More disadvantaged people live in healthy environments and use greenspace
Strengthen the role and impact of ill-health prevention	3. Increased participation in physical activity: including walking, cycling, dance, active travel, gardening etc

	<p>4. Increased number of disadvantaged people eat healthily; increased number of people know how to cook healthy food and how to eat healthily on a budget</p> <p>5. Reduced rate of increase in level of obesity</p>
Create and develop healthy and sustainable places and communities	<p>6. Increased social capital among disadvantaged people: reduced social isolation; increased community participation</p>
Strengthen the role and impact of ill-health prevention	<p>7. Reduced prevalence of smoking among disadvantaged people</p> <p>8. Reduced misuse of alcohol, drugs and associated violence: increase in preventative Interventions; improved take-up of treatment services</p> <p>9. Reduced levels of anxiety and depression</p> <p>10. Improved sexual health</p>

## **APPENDIX 3: Council Funding Conditions**

The City of Edinburgh Council (CEC) has standard conditions for the award of Council funds. If you want to be considered for a CEC grant, you must be willing to accept the following standard conditions.

### **1 General**

- 1.1** You must provide confirmation that your organisation is properly constituted. You will be asked to provide a copy of your constitution to the Council.
- 1.2** You must only use the Council funds for the purpose stated in your funding agreement.

### **2 Sound Financial Practice**

- 2.1** Your financial accounting practices will meet as a minimum the essential elements indicated within the Council's Financial Good Practice Guidelines. A copy of these essential elements is available from the Council Voluntary Sector Liaison Officer on 0131 469 3887.
- 2.2** If your grant is more than £10,000 in total, you will need to submit to the Council financial information as required by Office of the Scottish Charity Regulator. This financial information should be returned each financial year, either by 31 July or another date agreed by the Council.
- 2.3** If your grant is below £10,000 in total, you will need to submit records and receipts to demonstrate that the Council funds were used as indicated within your Funding Agreement. This report should be returned each financial year, either by 31 July or another date agreed by the Council.
- 2.4** Failure by an organisation to submit the required financial information or annual performance report on request will seriously jeopardise any future funding relationship with the Council.

### **3 Monitoring Council Funds**

- 3.1** You will need to:
  - Maintain financial records in relation to work planned and undertaken;
  - Provide the Council with six-monthly income and expenditure statements, showing the source and application of its funds and details of service outputs;
  - Submit returns to the Council within six weeks of the recorded period;
  - Allow the inspection of your books by the Council if asked.
- 3.2** At least one meeting per year will be held between the Council and the funded organisation to review the monitoring returns. The Council reserves the right to review the performance at more regular intervals.
- 3.3** If your grant is more than £10,000, you will agree to complete and submit to the Council an Online Quality Assurance (QA) Assessment and Indicator Data in Covalent at the conclusion of each Council financial year.

## 4 Protecting the Environment

- 4.1 You will make sure that your organisation's policies and practices minimise any detrimental effect to the environment and complement the Council's commitment to protecting and improving the environment for Edinburgh's future generations.
- 4.2 You will have in place, or will develop an Environmental Policy which complies with the Council's Environmental Good Practice. This guide is available upon request.

## 5 Equalities

- 5.1 The Equality Act 2010 came into force on 1 October 2010, and aims to provide a simpler, consistent and more effective legal framework for preventing discrimination. All existing discrimination legislation has been replaced by the Equality Act 2010, including the Disability Discrimination Act 1995, and, while many principles will remain the same, there are important changes to a number of key areas. Further information can be found at [www.equalityhumanrights.com](http://www.equalityhumanrights.com). As a public funded organisation delivering a public function your organisation also comes under the terms of public sector general equality duty (i) to eliminate unlawful discrimination, harassment and victimisation (ii) advance equality of opportunity and (iii) foster good relations.
- 5.2 In line with the Act, you will not discriminate in respect of employment or service provision on the following grounds (known as the protected characteristics)
- Age,
  - Disability; A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities,
  - People who are married or in a civil partnership,
  - Race; people defined by their race, colour, and ethnic or national origins including Gypsies and Travellers, asylum seekers and refugees,
  - People with a religion or belief system or non belief
  - Sex - Men and women
  - Sexual Orientation; Lesbian, Gay and Bi-sexual people,
  - Transgender People,
  - Women who are pregnant, breastfeeding and on maternity leave up to 26 weeks after giving birth.

In order for you to prove that your organisation has not discriminated and is providing equality of opportunity and fostering good relations the Council will require data and evidence from you regarding service provision and employment with regard to the above.

- 5.3 With specific regard to employment matters, your organisation should comply with the Equality Act 2010 and manage and value a diverse workforce and monitor and report on the employment profile. More detail and a statutory code of practice on employment is available on the Equality and Human Rights Commission website at [statutory code of practice on employment](#). There is also a useful [ACAS quick start guide for employers](#).

## **6 Staff and Volunteers**

**6.1** If your activities involve children and vulnerable people, you must:

- operate a vetting policy for staff and volunteers;
- train staff and volunteers to communicate effectively with parents/carers and children and be aware of child safety issues.

Copies of procedures which may offer a useful framework are available from your supporting department.

**6.2** If your activities involve volunteers, you must have in place a volunteering policy and good practice guidelines.

## **7 Sponsorship and Publicity**

**7.1** Sponsorship packages from the tobacco industry are not permitted by the Council in association with Council grant, and if you have such offers or support in place you must advise the lead grant monitoring officer at the earliest opportunity.

**7.2** If you produce any publicity or promotional information about the organisation (including information of events or exhibitions, recruitment information, or annual reports), this material must indicate the Council's support.

**7.3** You must adhere to Council procedures relating to the acknowledgement of funding through the Edinburgh brand and identifying Council grant through use of the Council logo, or the words 'Supported by the City of Edinburgh Council'. These should always appear on promotional material, programmes, annual reports and job vacancy advertisements.

**7.4** By prior agreement, the Council and the funded organisation shall be entitled to:

- host promotions, photo calls, and press briefing at mutually convenient times, located within the funded organisation;
- issue press releases regarding areas of the funding relationship at any time throughout the period of the fund.

**7.5** During the period of funding, any press release which relates to the relationship between a funded organisation and the Council, must be agreed by both parties before being issued.

**7.6** Section 2 of the Local Government Act 1986 prohibits the Council from publishing any material that appears to be designed to affect public support for a political party. The same section also prohibits the Council awarding funding to organisations for this purpose.

## **8 Communication with/ monitoring of funded organisations**

**8.1** The Council will identify a lead department for your funding award. This lead Department will:

- co-ordinate all matters that relate to your application for funding;
- establish your funding agreement and progress reviews;
- inform you of any changes in Council policy that may have a bearing on your funding relationship.

**8.2** Where applicable the lead Department will appoint a Reporting Officer with the specific task of monitoring funded organisations in line with Council policy.

**8.3** The Council and funded organisation will each nominate a contact person to:

- be the initial point of contact for their respective organisation to respond to matters relating to the funding relationship;
- ensure the agreed monitoring and review processes are effectively managed.

**8.4** Your contact person will ensure that:

- the Council is informed, if for any reason, you consider you may not be able to continue to provide the funded service or activity;
- you submit any monitoring reports in good time;
- your organisation is represented at funding agreement reviews;
- you provide the grant monitoring officer with information on any additional funding or contracts received from the Council across the year - for example from Neighbourhood Partnerships'
- you provide the grant monitoring officer responsible for monitoring and/or reporting on the use of the grant with any information reasonably required on request.

## **9 Miscellaneous Conditions**

**9.1** You will ensure employees are allowed access to trade union membership without penalty and adopt any procedures necessary to give recognition to that trade union.

**9.2** You will ensure that you have insurance including public liability adequate for all activities.

**9.3** You will provide, if requested, evidence that where the award is used to purchase items of equipment, the equipment is adequately insured. In the event of the equipment being lost, stolen, or damaged and not replaced, money obtained from the insurance must be paid to the Council.

**9.4** In the event of items of capital equipment funded by the Council being no longer required, or an organisation with such equipment ceasing to exist, at the discretion of the appropriate Director of Service, the equipment should be returned to the Council.

**9.5** You will notify the Council of any conflict of interest that may reasonably be deemed to affect the impartiality of any member of staff, volunteer, Office Bearer or Board/Management Committee Member on any matter relevant to his or her duties.

**9.6** You will provide evidence to the Council that the organisation is working to support the principles of Best Value. These principles include:

- Accountability to service users

- Transparency in the organisation's decision-making through easily accessible information
- Demonstration of continuous improvement in the provision of services or activities
- Encouraging ownership of the organisation by all stakeholders through effective consultation processes.

**9.7** The Council will not approve grants for projects whose members have been involved in activity deemed to be inappropriate by the Council.

**10 New conditions of grants**

**10.1** The Council reserves the right to introduce new conditions of grant as necessary.