



Innovation Fund Guidance Notes

January 2017 – September 2017

The purpose of the Innovation Fund is to provide a number of small grants for local initiatives which will benefit and help develop and sustain the recovery (from Substance Misuse) of individuals, groups and the wider recovery communities of Lincolnshire.

Recovery is a journey and it is the ambition of the innovation fund to provide resources that support:

- An individual to develop their own personal recovery, i.e. support into training/education/employment.
- To develop and deliver initiatives or activities that benefit a group of people in recovery, i.e. a social activity.
- Initiatives that promote the availability, effectiveness and benefits of treatment and recovery, i.e. a service user newsletter/magazine
- Initiatives that embed recovery activity in local communities and support the recovery of others, i.e. peer support groups/activity taking place in community settings.

We want to make the process as straight forward as possible but of course we need to ensure any successful grant application is genuine and in keeping with the aims and objectives of the fund. It is open to applications from:

- Individuals or groups from within the Lincolnshire Treatment/Recovery Networks who are wishing to further their individual or collective development.
- Groups of people emerging from these Networks who are seeking to generate/establish recovery communities and recovery related activity within their local Lincolnshire communities.
- Members of the wider recovery community including family recovery who want to create opportunities that will support/promote the recovery agenda across Lincolnshire.

Priorities - To fund projects across Lincolnshire with a focus on the following:

- ✓ Social enterprise; small business set up; self-employment
- ✓ Accessing training, education , volunteering and employment opportunities
- ✓ 'Recovery Community' development including social events, creative and cultural activities
- ✓ Initiatives that promote the benefits, availability and possibilities of recovery
- ✓ Initiatives that have an abstinence focus
- ✓ Reducing harm caused by drug and alcohol use
- ✓ Improving participation in health and wellbeing initiatives
- ✓ Reducing offending through connecting with positive alternatives
- ✓ Activities that involve/ promote Community integration

Preference will be given where projects/ ideas also demonstrate one or more of the following -

- A good fit with/ links to existing drug/alcohol treatment and recovery activity
- Recovery community unity and development
- Innovative approach and/ or content
- A positive attitude towards diversity and cultural difference
- Shared activity for those in recovery
- Promotion of personal development
- That they are self-sustaining and will leave a legacy
- Promotion of health and wellbeing

Amounts available

Grants are available for amounts up to maximum £5,000 but please bear in mind that the total fund for this period is £25,000 therefore the expectation is that most grant requests will be for smaller amounts.

Application process

All applications will be assessed by a panel made up of local business representatives, Double Impact and Addaction staff, local commissioners and service user representation. Applications can be received on a rolling basis and the aim is to make decisions within 8 weeks.

In applications where more information/clarity is required to assist the panel to make a decision this will be requested as soon as possible.

Exclusions

We are unable to fund applications for the following:

- Funding for personal healthcare including dental and rehab
- People who are not residents of Lincolnshire
- Anything that is housing related
- Driving lessons / Holidays etc.

How do I apply?

The application form allows you to show the panel how your project fits in with the aims of the Innovation Fund, and will give the detail the panel will need to help inform their decision. You can discuss your idea/project with your local Service User Representative or contact a member of staff at the Double Impact Academy before submitting your application.

You can download an application form from:

<http://www.doubleimpact.org.uk/lincoln-innovation-fund/>

You can post or email your completed application to;

The Double Impact Academy, 30 Newlands, Lincoln, LN1 1XG

lincolnshireacademy@doubleimpact.org.uk

If you require any support to fill in the application form then please contact a member of Double Impact staff

Application Form Guidance

Below is a section by section guide to help you complete the application form. You will need to answer all questions.

1. Contact details

Please provide standard contact details so that we can contact you if the panel approves your proposal or needs to find out more about it.

2. About your project / idea

Project Title

Choose a name for your project which will allow it to be easily recognised (or if the application is for an individual then put the name of that individual).

Project Summary

Please provide details about your project i.e. the aims of the project, who it is designed to benefit and why. You need to provide a brief statement that explains the overall purpose of your project.

Then use the headings; **Who, What, When, Where and Why** to help you to describe the details of the activity. Try and keep your answer to within 300 words if you can.

Project Theme

Please describe how your project meets the priorities of this fund (set out in the blue box on page 2 of this guidance) and how exactly will people benefit? Try and keep your answer to within 150 words if you can.

How will you go about delivering your project?

Please describe what activities will be involved and who will carry these out? Try and keep your answer to within 100 words if you can

How will you report back on progress / completion of your initiative?

Please describe how you plan to measure the progress and impact of your project? There are a number of methods and tools which can be used, e.g. surveys and questionnaires, interviews, photo books, case studies, counting numbers of participants and activities delivered etc.

Double Impact will provide support and guidance on how to evaluate and monitor projects and support successful applicants to utilise the Paul Hamlyn Foundation evaluation resource pack. This can be viewed at: -

<http://www.phf.org.uk/wp-content/uploads/2014/10/PHF-Evaluation-Resource-Pack.pdf>

To help you think about your application response, the following is a short extract from the resource pack.

What is evaluation? Evaluation is about gathering evidence to measure the value and quality of your project, so that you can show:

- What works and why it has worked?
- What hasn't worked and why?
- What has been done for those taking part?

- What difference it has made to individuals, groups, wider community?
- What has been learned by staff and volunteers?
- How the money has been spent / put to good use?
- What you would do differently next time (if anything)?

Evaluation involves more than just describing what happened. It's a way of collecting evidence and analysing it so that you can demonstrate to others whether your project met or exceeded your expectations and to share good ideas and attract additional funding.

Sustainability

Try and describe how the money will help in the long term – what do expect to be the lasting impact either on the individual, group or community?

Where will the project take place and where will the main beneficiaries come from?

Please list any specific locations where activity will take place and also where you expect the main participants/ people who will benefit live? This is so that we can use the Innovation Fund for projects which, meet the needs of people across the whole of the county in a fair manner.

What is the proposed start date for the project and when will it be completed?

When would you like the project/initiative to start and if its time limited, how long will it last. (Please bear in mind that the panel usually takes 8-10 weeks to reach a decision on an application).

Where will the project take place?

Please list all the locations where you plan activities to take place.

3. Project Budget

What will you spend the grant on?

List all the costs associated with your project. You may wish to consider using headings such as:

- Venue hire
- Travel costs
- Volunteers expenses
- Equipment/ materials
- Marketing/ publicity
- Training/ Fees

If your application is to assist the personal development of an individual please give as many details as you can in regards what the money will be spent on.

Any unspent funds will need to be returned to Double Impact.

Total project budget

Tell us how much the whole project/ idea will cost – this might be more than the amount you are requesting from the Innovation Fund if you have some funding from somewhere else (known as 'match funding').

How much are you requesting from the Innovation Fund

Tell us how much you need from the Innovation Fund (it is fine to ask for the total amount although if you have even a small amount of 'match funding' then this will be viewed positively by the panel).

'In Kind' contribution

Describe any contribution you are making to the project which doesn't require funding from us e.g. yours or other people's time given on a voluntary basis, free room hire, donated gifts, equipment, materials etc.

4. References

You will be asked to provide the names and contact details of 2 people who can provide a reference for you (one can be your key worker)

5. Bank Account Details

You will be asked to provide bank account details for the account which the grant money would be paid into, if your application were successful.

You will be required to provide proof of all expenditure as specified in your application and should any money be unspent this will need to be returned to the Innovation Fund. We can help if you have any concerns or support needs about the financial management of your project if you need.

6. Declaration

Please make sure you have read and understood the terms and conditions of the grant before signing and dating your completed application form.

7. What happens next?

You will receive confirmation that your application has been received and the date of the next panel meeting which will discuss your proposal. We will also tell you when you should expect to receive a decision – as a guideline, you should expect to hear a decision within 8 weeks from your submission.

If further supporting information is required we will contact you directly.

If your application has been **successful** we will be in touch to arrange a meeting where plans can be formalised, funds transferred and activity commenced.

If your application has been **unsuccessful** we will be in touch to inform you of the panel's decision and offer feedback on their decision.

If you require any support with the application process please email:

lincolnshireacademy@doubleimpact.org.uk

To access an electronic version of this guidance and the application form please visit:

<http://www.doubleimpact.org.uk/lincoln-innovation-fund/>