COMMUNITY AND DEMENTIA DEVELOPMENT FUNDING 2019-20
Life Changes Trust

GUIDANCE FOR APPLICANTS
September 2019
Please read this guidance carefully before completing your application. You are strongly advised to also read the other documents cited here.

To discuss this guidance or your application, please contact:
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1 Background

Please refer to our Dementia Programme Strategy and, in particular, to Priority 1. You will find the Strategy on our website - http://www.lifechangestrust.org.uk/our-publications

The Life Changes Trust first began funding Dementia Friendly Communities in 2015 in order to:

1. Improve quality of life and well-being of people whose lives are affected by dementia – both people with dementia and unpaid carers.

2. Support more rapid and effective development of Dementia Friendly Community projects and practices across Scotland so that:
   - people will be aware of, and understand more about, dementia;
   - people whose lives are affected by dementia will seek the help and support they need; and
   - people affected by dementia are included more in their community, enabled to be more independent and exercise more choice and control.

3. Actively share findings and learning from Dementia Friendly Communities funded by the Trust – and also other non-Trust funded initiatives - in order to improve Dementia Friendly practice across Scotland, and so that others can learn from Scotland.

4. Support the development of positive relationships, mentoring and learning between Dementia Friendly Communities in Scotland, and also between Dementia Friendly Communities and similar initiatives that support the empowerment of those affected by dementia.
5. Identify the longer-term support needs of communities in Scotland that are aiming to be Dementia Friendly. This will help to consolidate and develop the impact, reach and benefits of Dementia Friendly initiatives.

The story so far...

Over the past three years, the Life Changes Trust has committed more than £5 million to Dementia Friendly Communities across Scotland. The Trust is witnessing first-hand the work of some exceptional projects and individuals who are dedicated to making life better for people affected by dementia.

These communities are all very different. Some are geographical communities and relate to a specific location like the Orkney Islands, Kirriemuir or Stirling. Others are communities of interest that bring people together because they are interested in similar activities, for example, sport, art or dance.

Each community was chosen for funding because it understood that people living with dementia and carers have to be central to the development and growth of a Dementia Friendly Community. They need to have a significant say in how it is run, to the extent that they are able. Otherwise, it is not their community. The people who lead these communities understand this and demonstrate it on a daily basis. They see the person more than they see the dementia.

Many people who are part of a Dementia Friendly Community have spoken about the benefits of meeting with others in a similar situation and sharing their experiences. They also talk about how good it is to be able to re-engage with society and do something positive in the community with their partner or another family member, as well as with others.
On our website you will find three reports detailing evidence from the first three years of Trust-funded Dementia Friendly Communities and we strongly suggest you read them before applying. Our website also gives details of all the DFCs funded to date. See: http://www.lifechangestrust.org.uk/projects/dementia-friendly-communities

Through this funding, the Trust is looking to support those who are at the very earliest stages of starting a community that is Dementia Friendly. We are looking to fund both geographical Dementia Friendly Communities and communities of interest, large and small. For geographical communities, we are looking for community-led, grassroots initiatives that have included people living with dementia and unpaid carers in the planning (not just as a member on a steering group).

For communities of interest, we are looking for projects that act as exemplars for others and which will also integrate with the wider community. **We are unlikely to fund communities of interest that are the same as those we have funded previously unless they can demonstrate something different or unique.**

**Collaboration and learning**

Collaboration is already a distinctive feature of how Trust-funded Dementia Friendly Communities work together and with others. Currently, the leaders of all Trust-funded projects meet together once a quarter, along with people living with dementia and unpaid carers. There is a lot of networking and partnership working between them and also with projects not funded by the Trust.

**If you receive funding, you will be expected to attend these one-day quarterly gatherings, usually held in Perth, so please include travel costs in your budget.**

People Affected by Dementia Community and Dementia 2019-20 Development Funding GUIDANCE FOR APPLICANTS
If you are successful in receiving funding you are signing up to be part of this **Community of Learning and Practice** to which you will have the opportunity to contribute, and from which you will receive support and opportunities to grow and develop.

## 2 Key dates

The open call for one year development funding opens for information and enquiries on **Wednesday 26 September 2018**. Online applications may be submitted from **Monday 15 October 2018**. The closing deadline is **5pm on Friday 14 December 2018**. Awardees in receipt of full funding will have up to **18 months** to spend their Award.

## 3 Application process

Applications will be made via our online application system, which will open on **Monday 15 October 2018**. The information you will need to apply online will be on our website from **Wednesday 26 September 2018** so you can see what will be asked and can prepare your application. The online application portal will not be available before **Monday 15 October 2018** – keep an eye on our website for further information.
4 Who may apply

The Trust is looking for a broad range of applicants and will want to ensure that funding is awarded across a diverse range of applicants. You may apply for development funding to establish a new Dementia Friendly Community or to develop an existing one.

One primary condition for receiving funding is that funding awarded must be used wholly for the benefit of people living with dementia and their unpaid carers/families.

Note also that the funding awarded cannot be used to replace statutory funding or used to pay for anything which councils, health boards or other statutory bodies have a non-discretionary duty to fund.

Applications will be accepted from voluntary, public or private sector organisations as well as social enterprises. Applicants must demonstrate that they would not be able to support the initiative without Trust funding. You may make an application as a single organisation or a consortium. Note that a senior member of staff or board member must complete and sign the application form.

Consortium applications
You may also apply as a collective of organisations (a consortium), provided you are able to demonstrate that:

- there will be no duplication of work amongst partners; and
- all partner organisations are fully committed to developing the Dementia Friendly Community, including the planning, implementation and reporting required for the Dementia Friendly Community to develop effectively.
As a consortium, you must also agree a lead partner organisation which will hold the funds awarded, and a senior member of staff from the lead partner or board member must complete and sign the application form.

Examples of possible Dementia Friendly Community applicants:
- **A locality** e.g. a street, village, town, region or locally-based social enterprise
- **An organisation** e.g. a care provider (a home care or residential care service), hospital ward, pub, hairdresser, social enterprise, business, faith-based organisation, housing provider, transport provider.
- **Any other form of Dementia Friendly Community** e.g. a community of interest (based, for example, around a hobby or leisure activity). The Trust will consider any proposition for a Dementia Friendly Community that can demonstrate it will aim to meet the Trust’s outcomes and is committed to the Trust’s values.

**Commitment and statements of support**

If you are a *locality applicant*, you must be able to demonstrate appropriate support from key local partners and *signed* supporting statements must be provided by a senior representative of all local partners you cite. Please attach these to your application.

As an *organisation*, you must provide evidence of the commitment of your Board or Senior Management Team. A *signed* supporting statement provided by the CEO or someone of equivalent seniority from your organisation must be attached to your application.
If you are making a **consortium** application, **signed** supporting statements must also be provided by the CEO or someone of equivalent seniority from **all** partner organisations. Please attach to your application.

If your application is successful, the formal Award Letter will be addressed to the lead partner and, on behalf of your consortium and all the partners, the lead partner will have responsibility for the overall use, management and monitoring of Award monies from the Trust and for submitting reports to the Trust.
5 What you must demonstrate

The Trust is interested in understanding not only what you propose to do but also how you propose to do it. In particular, the Trust will expect applicants to set out clearly how they will involve people affected by dementia (including unpaid carers) in the planning, delivery and evaluation of the community.

Please note that we are looking for practical examples rather than lengthy policy-based statements about why it is important to include people. We understand the dementia policy framework in Scotland very well and so please do not waste space in your application telling us about it.

In your application, you must demonstrate:

1 HOW you will plan, structure and operate your development work in order to start achieving the following outcomes:

For people affected by dementia (including unpaid carers)
- I have a significant say in how my Dementia Friendly Community is run
- I know I have a community of support around me
- I am included
- I feel safe, listened to, valued and respected
- I am empowered to do the things that matter to me

2 What your commitment and capacity is for effective delivery of the proposed development work, including effective governance, leadership and financial and human resources management.

3 What your commitment is to open and transparent working.
4 What your commitment is to appropriate evaluation processes (informed by the guidance and requirements of the Trust).

5 What your commitment is to learning and developing alongside other Trust-funded Dementia Friendly Communities.

6 How you will consider equality issues and reach a diversity of people with dementia and unpaid carers in your community, including those who might be more difficult to reach.

7 What your commitment is to protecting and promoting the human rights, equality and inclusion of all people affected by dementia.

We will need you to send us a copy of your policy and procedures for the Protection of Vulnerable Groups, Adult Support and Protection, Health and Safety, and Reserves.

**Project plan**
Part of the application form takes the form of a project plan – to allow you to show what you will do and when. We recognise this is indicative at this stage and we will discuss plans with all successful applicants.
6 The funding you may apply for

Applications are for up to 18 months of Life Changes Trust funding. Award payments are made every six months, subject to satisfactory performance.

**In-kind contribution**
The Trust will offer funding of up to £35,000 provided there is an in-kind contribution of at least 10% of the amount applied for, the financial benefit of which has been reasonably monetised.

**Example A:**
LCT Award is £35,000
In-kind contribution is £3,500
Total funding raised is £38,500

**Example B:**
LCT Award is £22,000
In-kind contribution is £2,200
Total funding raised is £24,200
Funding examples

Example 1

A small town has decided that it would like to become Dementia Friendly, but does not know how to go about it. Three organisations there have been meeting to explore possibilities and have had conversations with the local Football Club Community Trust, who told them about the Trust and its DFC funding.

A local charity has agreed to hold funds if the bid for a development post is successful. The Council has offered a small office and IT/telephone facilities for one year (approx. £1,750 in-kind contribution).

The local church has offered its hall free of charge for events for one year (approx. £500 contribution) and the local bakery has offered free food for the first three community events to be held during the year (approx. £1500 contribution).

The small consortium applies to the Trust for £25,000 to fund the role. The in-kind contributions total £3,750, which is 15% of the annual total requested.

<table>
<thead>
<tr>
<th>LCT Funding</th>
<th>In-kind</th>
<th>%</th>
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<tr>
<td>£25,000</td>
<td>£3,750</td>
<td>15%</td>
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Example 2

An Island community is looking to become Dementia Friendly. One of the local charities has secured funding from the Integration Joint Board for a part-time development co-ordinator because the Island has a new dementia strategy that needs to be implemented. They will also provide office space.

A local farmer has donated a 4x4 vehicle for ‘charitable use’ which the charity plans on giving to the co-ordinator to use because she does not have a reliable car. The car is worth about £3,500. The office space is valued at about £1,600 per year.

The charity – in partnership with several other organisations on the Island – apply for £14,000 to boost the co-ordinator’s role to 28 hours per week.

The office space can be considered an in-kind contribution of 11% of the funding award. It is not clear whether the car would be an asset or a liability; it may require repairs and servicing. The Trust would not accept it as an in-kind contribution.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>LCT Funding</th>
<th>In-kind</th>
<th>%</th>
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<tr>
<td></td>
<td>£14,000</td>
<td>£1,600</td>
<td>11%</td>
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The in-kind contribution must be confirmed in writing and attached to your application, including confirmation that they will be available for use from the agreed start date.
Costs

Consider what costs you anticipate you will incur. Typical direct costs may include start-up costs as well as ongoing running costs and some one-off costs.

**Typical start-up costs**
- Advertising for, recruiting and training staff and volunteers
- Buying equipment and furniture
- Finding premises and preparing them for use
- Promoting the initiative
- Legal costs, if there are contracts to be negotiated or drawn up
- Licences and permits e.g. you may need a licence to play music publicly.

**Typical running costs**
- Staffing – salaries including employer’s costs e.g. frontline practitioners, project coordinator, support and supervision, lead manager responsible for your Award and reporting, admin and finance support staff (some of these costs you may consider overheads – see below)
- Staff expenses e.g. travel, mobile phone
- Volunteers e.g. recruitment, training, expenses and support
- Premises-related costs e.g. rent, utilities, telephone/internet
- Promotional material and publicity
- Consumables e.g. printing, stationery, postage
- IT – office-based and mobile e.g. for frontline staff, a tablet or phone to facilitate ‘in the moment’ record-keeping and gathering of feedback
- Materials and resources
- Attendance at the Trust’s regular meetings of its Community of Learning and Practice in Perth
• Evaluation – self-evaluation and, if you so choose, external evaluation
• Professional fees e.g. annual audit
• A contribution to your central overheads – see below.

**Staffing**
Please provide a breakdown of staff posts where costs are included in your request. Note that all staffing funded by a Trust Award must be paid **at least at the national minimum wage**.

These may be full or part costs e.g. if you want to request funds to supplement a salary in order to increase the number of hours available for the project.

Even if you do not request Trust funding for this post, please attach a job description for the post holder who will act as lead for the Dementia Friendly Community e.g. the day to day coordinator for the project. If this is a new post and you will be recruiting for it, instead attach a draft job description to your application.

**Calculating your costs including an overhead contribution**
In your application, you will be required to explain **how** you have calculated your costs, including any contribution to your overhead costs, which should be reasonable and proportionate.

**Contingency**
You may include a contingency at a maximum of **2%** of your total request for funding. In your application, you will be required to explain in what circumstances a contingency might be called on. Use of contingency monies must be agreed in advance and any unspent contingency at the year-end must be returned to the Trust.
VAT
Please ensure that your total costs include VAT if applicable. If so, show clearly the specific costs to which VAT applies.

The application form has an accompanying budget sheet which must be submitted as part of your application. We will only consider applications with this spreadsheet attached.

If you are successful, we will review and finalise your budget with you during our due diligence process (financial and organisational checks) and prior to confirming your Award.

If you have any questions about what costs you can include in your application, please contact us.
7 Evaluation

The Life Changes Trust believes that evaluation of the initiatives it funds is crucial for turning knowledge and learning into action. Good evaluation is a collaborative learning practice that takes place at every stage of an initiative. Therefore, **proportionate evaluation will be an essential requirement of funding from the outset**. This evaluation will also contribute to the Trust’s wider learning and influencing activities which are all carried out to bring benefit to people living with dementia and unpaid carers.

**Costs**
You may feature external evaluation as well as self-evaluation in your costs, if you want to do both.

**Self-evaluation**
The Trust has produced an evaluation toolkit to assist applicants and Awardees: [www.lctevaluationtoolkit.com](http://www.lctevaluationtoolkit.com)
If successful, the Trust will review and agree an evaluation plan with you. If needed, the Trust will also offer practical support to help you further develop your approach and methods.
8 How your application will be assessed

Following the closing date for the open call, an assessment panel will be convened to decide which applications should be funded. The assessment panel will consist of Life Changes Trust Trustees and advisors, people living with dementia and unpaid carers. Staff will be present to help answer questions and provide clarification where necessary.

If a member of the panel knows the applicant or has a conflict of interest (e.g. board member for an organisation involved in the application), they will not be present in the room when the application is discussed and a decision is made.

In addition to the specific requirements set out at Section 5 above, applications will also be assessed on:

- Clarity of the proposal, including the budget
- Quality of the model proposed to ensure achievement of the funding outcomes
- Ability to be an exemplar for others
- Commitment to evaluation
- Commitment to shared learning and practice
- Value for money
- Actual or transferrable experience of delivering similar projects
- Capacity to deliver to the proposed brief and timeframe.
## Timescales – summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Stage</th>
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<tbody>
<tr>
<td>Wednesday 26 September 2018</td>
<td>• Funding opportunity announced.</td>
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<tr>
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<td>• Trust staff available to provide information and respond to enquiries.</td>
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<tr>
<td>Monday 15 October 2018</td>
<td>• Applications can be submitted online</td>
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<tr>
<td>Friday 14 December 2018</td>
<td>• Open call closes at <strong>5pm</strong></td>
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<tr>
<td>Friday 18 January 2019</td>
<td>• Assessment panel</td>
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<td>Friday 8 February 2019</td>
<td>• Applicants will be informed whether or not they have been successful.</td>
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<td>February to March 2019</td>
<td>• Due diligence - all successful applicants will need to complete satisfactory due diligence checks by the Trust.</td>
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<td>• No Awards will be confirmed by the Trust until due diligence checks have been completed and passed.</td>
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<tr>
<td>March 2019</td>
<td>• Award letters (funding agreements) issued.</td>
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<td>• Planning and set-up stage</td>
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<td>April 2019</td>
<td>• First Award payments made.</td>
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<tr>
<td>June 2019</td>
<td>• First meeting of all newly funded DFCs with other Life Changes Trust projects</td>
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