Lichfield District Strategic Partnership

Commissioning Prospectus

Improving Wellbeing in Lichfield District

2015 - 2018
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Foreword

Welcome to our first Locality Commissioning Prospectus for Lichfield District!

The publication of this Prospectus marks an important milestone in the development of partnership working in Lichfield District. For the first time, four local public sector organisations – the District Council, the County Council, the Clinical Commissioning Group and Staffordshire Police (via the Police and Crime Commissioner) – are bringing together their funding and using a single process to commission (or buy) services and projects to benefit Lichfield District residents. The funding which is being brought together through this Prospectus includes:

- District Council funding for community and voluntary sector organisations
- County Council funding to support vulnerable people to continue to lead independent lives
- County Council public health funding
- South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group’s Grants Fund
- Police and Crime Commissioner’s Locality Fund

Rather than asking provider organisations to complete multiple funding applications, we are embarking on a single process which we hope will be easier and less time consuming for applicants. This more streamlined process – which is being called locality commissioning – has been endorsed by the Health and Wellbeing Board for Staffordshire (which includes representation from local government, NHS and the police). It is being developed by many of the Local Strategic Partnerships (LSPs) across Staffordshire. This initiative aims to ensure that public sector partners can better co-ordinate decisions on what their main goals are and how resources are used to achieve them. The term ‘commissioning’ covers the procurement process from the needs assessment to monitoring and evaluating the impact of services and projects delivered to local people.

Lichfield District’s LSP (our District Board) has set up a Locality Commissioning Board (LCB) which will oversee the locality commissioning process and decide how the available funding will be allocated. If you want to find out more about the role and membership of the LCB, you can find this at http://www.lichfielddc.gov.uk/info/200180/community_partnerships/393/lichfield_district_strategic_partnership

We anticipate that the LCB will allocate almost £0.5 million in April 2015 on behalf of the funding partners (and a further £850k over the following two years). This is a substantial level of investment and we are looking forward to receiving some exciting and innovative submissions by 9.00a.m. 2nd January 2015.

Thank you for your interest and good luck!

Councillor Colin Greatorex
Chairman, Locality Commissioning Board for Lichfield District

Lichfield District Council
www.lichfielddc.gov.uk

Staffordshire County Council

South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group

Office of the Police and Crime Commissioner

Staffordshire

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What are we aiming to achieve through locality commissioning?

Lichfield District has many assets which make it a good place to live, study and do business for many. We want to build upon these assets whilst recognising that we also have issues and problems which need to be tackled.

In deciding how to prioritise where we invest public funding, we have considered a range of data (our evidence base) which helps to describe the characteristics of the local community and highlight existing or emerging needs. In particular we have considered:

- Enhanced Joint Strategic Needs Assessment
- Lichfield District Profile
- Community Safety Profiles
- Economic data
- Housing Strategy evidence base
- Homelessness review
- Local Alcohol Profiles for England
- District Physical Activity Profile
- Lichfield Locality Diet & Nutrition

A summary of key issues / needs arising from the evidence base is set out in the later section 'What do we want to commission?'

Overall, we want to improve the well being of local people so that every individual can realise his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. In order to do this, the LCB has identified five aspirations for our community:

- A community which is prosperous
- A community which is healthy
- A community which is independent
- A community which is safe
- A community which is thriving and cohesive

These aspirations reflect what most of us want for our family, friends, neighbourhoods – and ourselves. Later on in this Prospectus, we describe in more detail some of the outcomes we want to achieve through locality commissioning which will contribute towards meeting these aspirations. However, we do not want to be prescriptive about HOW these aspirations are met – this is for you, as a potential applicant – to decide. This is an opportunity for applicants to ‘think differently’ about what you as an organisation or community can deliver. This may be about:

- how you can widen the scope of your project in the outcomes that it could achieve
- how you can work in partnership with other similar organisations to achieve multiple outcomes
- how you can develop the communities that you are targeting, for example, by using volunteers.

Although we encourage you to be creative and innovative in your application, there are some cross cutting principles which we would expect to see addressed and evidenced in all applications we receive. These principles aim to ensure that we can maximise the social value of locality commissioning so that the wider social, economic and environmental benefits of the investment we are making are demonstrated. Applicants should show how their project / service will address as many of the following as possible:

- Focusing on outcomes that are based on need
- Targeting the project or service, especially to those who will most benefit
• Involving the community in designing the project / service
• Building community resilience and capacity so that residents have the skills, knowledge and motivation to identify and deliver their own solutions to issues, problems and opportunities
• Reducing reliance on public sector support
• Promoting personal responsibility, independence and self reliance of residents, families and neighbourhoods / communities
• Encouraging and promoting volunteering
• Making use of assets available to us in Lichfield District
• Raising aspiration, employment and prosperity
• Delivering interventions of sufficient scale that have a real effect on communities
• Focusing on preventing problems early rather than reacting to them
• Reducing social isolation and loneliness

We will use the principles listed above as part of our scoring criteria, so it is important that you refer to them in your application.

What we will offer to successful applicants

We will initially offer a contract for one year which can be extended annually on up to two further occasions subject to satisfactory performance and availability of funding.

What we expect from successful applicants

You will need to be able to demonstrate the following in your application:
• Project and financial management skills to enable successful delivery of your service / project
• Promotion of good equal opportunities practice
• How you will meet the outcomes we have specified
• How you will include the cross cutting principles set out above

You will need to attend a pre funding award meeting where we will discuss detailed performance measurements and reporting arrangements

You will need to start delivering your project / service within three months of any funding award being made unless otherwise agreed

You will need to spend all of the funding allocated to your project / service by the end of the financial year for which it is provided (eg by 31st March 2016) – unless otherwise agreed, in advance, with the LCB

You will need to acknowledge the support of the Lichfield District Strategic Partnership / the funding partner(s) in any publicity about your service / project which is funded through this Prospectus

You must ensure that Disclosure and Barring Checks are carried out on all adults having direct supervisory contact with any children under the age of 18 or vulnerable adults through the course of your service / project

You will need to take part in any audit requested by Lichfield District Council on behalf of the LCB
**Who can apply for funding?**

- Any formally constituted not-for-profit community group serving Lichfield District
- Any Parish Council in Lichfield District
- Locally based Community Enterprises and Charities
- Private sector businesses
- Public sector organisations
- Collaborative partnership bids from 2 or more partners (with a lead partner clearly identified)

**How much can you apply for?**

You can bid for a lesser sum than the total value of the lot but funding bids must be for an annual value of at least £5000. If you are looking for a smaller amount of funding please apply to:

- [District Council's small grants programme](#)
- [We Love Lichfield Fund](#)
- [Proceeds of Crime Fund](#)
- [People Power Fund](#)

Funding advice can also be sought from [Support Staffordshire, Lichfield and District](#) or from VAST.

There will be certain restrictions placed on some of the funding streams which will be set out in the later section about the services / projects we would like to buy through the locality procurement process 2014/15. For example, most of the funding being made available by Lichfield District Council (£177k in 2015/16) is to be invested in the community and voluntary sector.

Matched funding is not a requirement of this scheme and you can apply for 100% of the cost of your project or activity. However any contributions you can make will strengthen your application. Contributions “in kind” (e.g. volunteer time or hall use given free of charge) can be counted towards your contribution. Please base general volunteer costs at £6.50 per hour per volunteer.

**PLEASE NOTE THAT EVEN IF YOUR APPLICATION IS SUCCESSFUL, YOU MAY NOT BE OFFERED THE FULL AMOUNT REQUESTED IN YOUR APPLICATION**
What can be funded?

- Any activity, project or event which is for the benefit of the community and meets the requirements of this Prospectus. This can include capital and/or revenue based costs.

- Groups wishing to purchase equipment must demonstrate in their application how they plan to use the equipment in future activities which are of benefit to the community of Lichfield

What cannot be funded?

- Any school curriculum based activity

- Any projects for the sole benefit of individuals

- Events or activities the principle aim of which is to fundraise for another organisation

- Political or religious activities or events (although secular activities promoted by faith based groups are welcome)

- Projects that are being sub contracted to another party

- Activities or events which have happened prior to receiving notification of an award. Applications cannot be made in retrospect proof of purchase/booking will be required in the evaluation

- Projects being delivered outside the Lichfield District boundary
What happens next?
If you wish to apply for funding, you will need to complete an application form which is available from [http://www.lichfielddc.gov.uk/info/200181/community_funding/1814/locality_commissioning_partnership_funding](http://www.lichfielddc.gov.uk/info/200181/community_funding/1814/locality_commissioning_partnership_funding).

The closing date for receipt of applications is **9am on Friday 2nd January 2015**.

Only emailed / electronic applications will be accepted.

The LCB has agreed a two stage process to manage applications received under this Prospectus; this is set out in the table below. Funding Panels will be set up to consider the applications on behalf of the LCB. These Panels will make recommendations to the LCB. Membership of the Funding Panels will be publicised on [http://www.lichfielddc.gov.uk/info/200181/community_funding/1814/locality_commissioning_partnership_funding](http://www.lichfielddc.gov.uk/info/200181/community_funding/1814/locality_commissioning_partnership_funding) once they have been confirmed.

<table>
<thead>
<tr>
<th>Stage</th>
<th>What Happens?</th>
<th>Timescales</th>
<th>Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>The Commissioning Prospectus including the application form and guidance notes will be made available on website</td>
<td>To be made available on Saturday 25th October Applications to be submitted from Saturday 25th October to 9am on Friday 2nd January 2015</td>
<td>An Information Event for Bidders will take place on Monday 24th November at the District Council House You will receive a letter confirming receipt of your application and your Grant Application Reference number A Funding Panel will assess your application and make recommendations; the assessment process may involve inviting you to attend a meeting to discuss your application in more depth If your application is unsuccessful, your letter will give you feedback on the reasons why.</td>
</tr>
<tr>
<td></td>
<td>Funding Panels will consider the applications and will make recommendations to the LCB</td>
<td>Panel meetings will take place during the first half of January</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The final decision will be the responsibility of the Locality Commissioning Board and the budget holders</td>
<td>The LCB will meet in January to review the recommendations made by the Funding Panels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applicants will be advised of the outcome of their submission by end January 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage 2</td>
<td>Project Discussion Final confirmation of award and signing of a contract</td>
<td>To take place late January – February 2015 To take place by end February 2015</td>
<td>Before funding is awarded successful projects will be invited to attend a pre award meeting. This will be an opportunity to discuss your project in more detail and identify and agree what outcomes we expect you to achieve and the logistics of how you will do this.</td>
</tr>
</tbody>
</table>
What do we want to commission?

We realise that the five aspirations outlined above are wide ranging and therefore you will need some further detail about what we are interested in ‘buying’. We have a significant locality commissioning budget for 2015/16 and have divided this into 13 lots. You may submit more than one application per lot or applications for several lots. If in doubt about this, please ask!

The indicative value of each lot is set out below; in circumstances where applications do not score highly enough, the LCB reserves the right to retain part or all of the funding allocation for any lot.

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Aspiration</th>
<th>General description of lot</th>
<th>Indicative Value of Lot (£)</th>
<th>Maximum Duration (years)</th>
<th>Any restrictions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prosperous</td>
<td>Income maximisation / reduce debt</td>
<td>47,000</td>
<td>3</td>
<td>Funding restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>2</td>
<td>Prosperous</td>
<td>Opportunities for training, volunteering and employment</td>
<td>25,000</td>
<td>3</td>
<td>£10k restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>3</td>
<td>Healthy</td>
<td>Increasing physical activity</td>
<td>57,000</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>Healthy</td>
<td>Improving healthy diet</td>
<td>57,000</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>5</td>
<td>Healthy</td>
<td>Promoting positive mental health</td>
<td>40,000</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>6</td>
<td>Independent</td>
<td>Enabling independence</td>
<td>55,000</td>
<td>3</td>
<td>£20k restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>7</td>
<td>Independent</td>
<td>Preventing homelessness</td>
<td>15,000</td>
<td>3</td>
<td>Funding restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>8</td>
<td>Safe</td>
<td>Supporting victims and witnesses</td>
<td>25,000</td>
<td>2-3</td>
<td>£15k restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>9</td>
<td>Safe</td>
<td>Early intervention tackling root causes of crime and ASB</td>
<td>25,000</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>10</td>
<td>Safe</td>
<td>Promoting sensible alcohol consumption</td>
<td>37,000</td>
<td>2-3</td>
<td>None</td>
</tr>
<tr>
<td>11</td>
<td>Safe</td>
<td>Managing offenders</td>
<td>10,000</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>12</td>
<td>Safe</td>
<td>Increasing public confidence</td>
<td>15,000</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>13</td>
<td>Thriving and cohesive</td>
<td>Enrichment through cultural activity and visitor contribution</td>
<td>20,000</td>
<td>3</td>
<td>Funding restricted to community and voluntary sector applicants only</td>
</tr>
<tr>
<td>14</td>
<td>Thriving and cohesive</td>
<td>Support voluntary organisations and their volunteers</td>
<td>50,000</td>
<td>3</td>
<td>Funding restricted to community and voluntary sector applicants only</td>
</tr>
</tbody>
</table>
Introducing the funding lots

The four funding partners have worked together to develop thirteen separate lots, each offering the potential of funding for up to three years. These lots link back to the five aspirations set out earlier in the document and provide more detail about what services or activities we would like to invest in.

Each lot is broken down into three sections:

- **Needs** – we have provided reference earlier in this document to some of the data and profiles we have used in establishing what is important to the local community. Of course, these are not exhaustive as needs evolve and change over time. If you are considering submitting an application for funding, you may have your own information about the needs (or indeed unmet needs) of your target group and be using this to inform your bid. We have provided a summary of needs information for each aspiration on the pages that follow. It will be important that applications clearly demonstrate how they will meet needs; this is one of the cross cutting principles which we will score against.

- **Outcomes we want to achieve** – this locality commissioning process is all about achieving results and making a positive difference to local people, neighbourhoods and communities. We have provided some examples of outcomes we would want to be achieved by successful applicants; we do not necessarily expect that an application would show how all of these would be achieved but we will need to be satisfied that the anticipated outcomes represent good value for the funding we invest. This will be a particularly important part of the scoring and will also be used as part of the performance reporting that we will ask successful applicants to undertake.

- **Type of activities we might fund** – we have provided some examples of the types of activities that could meet the outcomes we want to achieve. However, we are very keen to encourage new, innovative ideas even if these are not entirely tried and tested. If you decide to apply for funding, you need to be very clear about what you are proposing to do. Don’t make any assumptions that we are already familiar with your organisation or the services / projects you provide because we will score against what is said on the application form.
A Community which is PROSPEROUS

Needs in Lichfield District

- 13% of people aged 60+ live in income deprived households
- 18% of households have an income under £15k and 10% have income less than £10k
- 11% of the population are in receipt of benefit
- 2 food banks operate in the District
- Awareness of and access to debt and money advice is limited; people made redundant and students in debt may be particularly at risk of not knowing where to find help.
- Young people are more likely to be in debt, or have low incomes, in Stowe, Chadsmead, Curborough and Armitage with Handsacre wards
- Around one third of the rural parts of the District falls within the most 20% deprived nationally for access to services
- 12% of residents are living in fuel poverty, worse than the England average
- Inequalities in GCSE attainment exist; results are below England average in Fazeley, Chadsmead, Chase Terrace and Summerfield wards
- The number of young people Not in Employment, Education or Training (NEET) is 5% which is above the county average; there are hot spots in Stowe and Curborough wards
- Unemployment is above the District average in Curborough, Chasetown, Chadsmead, Fazeley and Summerfield wards
- Employment of adults with a learning disability is 4.3% below England average
- 33% of lone parents are not in employment
- 70% of business start ups fail within the first three years

What type of activities might we fund?

Lot 1: Help local people maximise their income and manage / reduce debt (value £47,000)
Provision of an accessible and effective advice service in relation to legal matters, and welfare, debt and benefits issues, to include:
- Active and effective marketing and promotion of the services offered using a range of media
- Advice and information via a range of channels including telephone, and online / email options
- One to one, face to face, counselling advice and individual support, which is tailored to meet individual needs
- Awareness raising and prevention initiatives
- Services to support people who have been made redundant or are managing student debt
- Specific interventions for hard to reach individuals and troubled families

Lot 2: Create opportunities for training, volunteering and employment (value £25,000)
- Initiatives to provide practical advice and support to finding sustained employment (eg. job searching, CV advice, interview skills, voluntary placements and work trials, skills training etc)
- Initiatives that offer new volunteering opportunities that build confidence and develop new skills
- Initiatives that help people explore self employment and increase the likelihood of new start ups succeeding

Outcomes we want to achieve

Lot 1
- Reduced levels of household and personal debt
- Increased benefits uptake
- Prevention of homelessness arising from debt / arrears
- Service accessibility through a range of methods
- Evidence of impact for those residents most in need

Lot 2
- Improved employability and skills attainment within the wards of higher rates of unemployment
- Residents, especially young people, supported into training and work
- Increased availability and uptake of volunteering opportunities
- Reduction in the number of young people Not in Employment, Education or Training (NEET)
- More residents exploring self employment
A Community which is HEALTHY

**Needs in Lichfield District**
Pockets of need are focused on Chadsmead, Curborough and Chase Terrace, in particular, with other wards exhibiting greater needs in Boney Hay, Fazeley, Armitage and Stowe, this is where greater efforts should be targeted:

- 67% of people are carrying excess weight which is above the England average of 64%
- 56% of all adults want to be more active including 39% of active adults and 17% of inactive adults.
- Of 100 people surveyed, 34% wanted to walk, 30% to swim and 12% to use the gym to be more active. Gardening was also selected by 9% of the sample
- Lichfield residents are highly influenced by partners and family when it comes to physical activity, but the majority of respondents are very self-motivated or rely on GPs to motivate them to be active.
- 26% stated that free or subsidised gym/swim membership would encourage them to be more physically active.
- There are higher levels of excess weight in reception year children (26%) compared to the rest of Staffordshire and England.
- Cooking is one of the top three areas young people would like to know more about (62%).
- Many parents report that they know what it means to eat healthy, but just don’t know how to do it cheaply and 1 in 6 people can’t cook.
- Studies in the UK have shown an association between occupation or socioeconomic status and skills or confidence to cook.
- There is an ageing population (21.4% of the population are aged over 65 and 2.4% are aged over 85)
- There are higher levels of people with a limiting long term illness in the District, compared to England.
- There are higher rates of mortality from accidents and falls especially in older people, when compared to England.
- Social isolation of older people is an issue in some communities.
- Levels of hospital admission for children aged under 5 are higher than elsewhere in Staffordshire and England.
- There are higher rates of admissions to hospital for self harm compared to Staffordshire and England, around 160 per year.
- Between an estimated 21,700 and 25,800 people suffer from mental ill – health.

**What type of activities might we fund?**

**Lots 3:** Decrease sedentary behaviour and increase the frequency and intensity of physical activity *(value £57,000)*

- Initiatives that provide the opportunity to increase the overall levels of physical activity within Lichfield District.
- Activities that promote the use of green spaces, especially walking.
- Family based interventions that target the whole family to be more active.
- Initiatives that use social interaction to maintain motivation to become more physically active.
- Initiatives that incentivise people to become active and to maintain behaviour change.

**Lot 4:** Improve healthy dietary behaviours *(value £57,000)*

- Targeted initiatives that focus on developing knowledge, skills and confidence around healthy menu planning / food preparation and cooking on a budget.
- Initiatives that focus on developing knowledge, skills and confidence around healthy food, budgeting and purchasing.
- Projects focused on developing knowledge and skills around food growing.
- Community food provision initiatives that aim to improve accessibility to good quality healthy food at affordable prices.

**Lot 5:** Promoting positive mental health *(value £30,000)*

- Collaborative interventions and initiatives that seek to tackle poor mental health in our communities.
- Develop interventions & initiatives that will have a positive impact upon people’s mental health.
- Interventions that encourage greater access to the existing mental health services.

**Outcomes we want to achieve**

**Lot 3**
- Decreased sedentary behaviour and increased the frequency and intensity of physical activity.

**Lot 4**
- Improved healthy dietary behaviours.

**Lot 5**
- Improved mental wellbeing in our communities.
- Better access to projects and initiatives that improve people’s mental wellbeing.
- Improved access to services that support people to achieve improved mental health.
A Community which is INDEPENDENT

Needs in Lichfield District

- The ratio of older people depending on working age people for care is 35:100, higher than the national average (26:100 people). The population of the district is projected to see significant growth in people aged 65 years+ and in particular in those aged 85 and over.
- The number of people with a limiting long-term illness (LLTI) is above the England average in 12 out of 26 wards.
- By 2030 the number of people with dementia is expected to increase by 115%, the second highest increase in the County.
- Up to 26,000 people suffer from mental ill-health in the district.
- Between 2009 - 2013 the number of claimants for disability living allowance aged 70+ rose by 31% (from 670 to 880) and the number of 16 to 24 year old claimants rose by 33% (from 240 to 320).
- Adults aged over 65 have the highest proportion of falls and hip fractures across Staffordshire; around 400 Lichfield residents aged 65+ were admitted to hospital for a fall-related injury during 2010/11.
- Life expectancy for females is worse than the England average in the Armitage with Handsacre, Chasetown and Mease and Tame wards and for males in the Chadsmead ward.
- In 2012-13, Lichfield had the highest number of homelessness acceptances in Staffordshire and is also amongst the highest users of temporary accommodation in the County.
- There are 2.12 homeless acceptances per 1000 households (highest in Staffordshire but lower than the national average of 2.37).
- In 2012/13, 74% of households accepted as homeless include children, of these 83% are lone parents (57% of all acceptances). The number of housing enquiries continue to rise, with an increase of 12% from 1587 in 2010-11 to 1774 in 2013-14.
- In 2011-12, relationship breakdown accounted for almost 70% of all homeless acceptances, in 2012-13 this had reduced to 48% but it remains the highest reason.
- In 2012-13, 215 households were assisted to successfully prevent or relieve their homelessness, a 48% increase on the previous year.

What type of activities might we fund?

**Lot 6:** Help vulnerable people (including people with long term conditions) remain healthy, safe and independent within their own homes and neighbourhoods **(value £55,000)**

- Initiatives to reduce social isolation and loneliness for vulnerable people / people with long term conditions and their carers (including young carers) through befriending services and social and recreational opportunities.
- Initiatives to help vulnerable people / people with long term conditions to develop and sustain independence to enable them to remain in their own homes.
- Initiatives to help vulnerable people / people with long term conditions maintain their independence, mobility, sense of positive wellbeing and safety in their own homes and community.
- Initiatives to signpost vulnerable people / people with long term conditions to information, advice and guidance and to organisations who can help them.

**Lot 7:** Prevent homelessness and support those who are homeless **(value £15,000)**

- Liaison with landlords and tenants to enable early intervention.
- Specific interventions for those at risk of losing their tenancy e.g. support for court attendance.
- Mediation between landlords and tenants to identify and resolve issues.
- Support to households to reduce parental/family evictions.
- Support to landlords to address concerns about specific tenant groups.

Outcomes we want to achieve

**Lot 6**

- Vulnerable people / people with long term conditions achieving:-
  - Sustained or improved independence
  - Sustained or improved mobility
  - Sustained or improved wellbeing
  - Sustained or improved safety within their own home and community
- Increased number of people with long term conditions able to manage and control their condition.
- A reduction in home based risks.
- A reduced number of crisis interventions.
- Improved and effective information sharing, signposting and referrals between key stakeholders to support vulnerable people / people with long term conditions to remain in their own homes.
- Employees, volunteers and members of the community gaining the knowledge, skills and confidence to spot risks and raise concerns.

**Lot 7**

- Increased numbers of single homeless people accessing private rented accommodation.
- Tenancy issues being resolved at an early stage.
- Fewer preventable evictions taking place.
- Less use of temporary accommodation.
- Landlords and tenants supported to address tenancy issues.
### Needs in Lichfield District

- 25% of violent crime in Lichfield District in 2012/13 was profiled as being domestic abuse
- 1 in 4 women will suffer domestic abuse in their lifetime, 1 in 6 men will also suffer
- Women aged 15 - 39 years are most at risk of domestic abuse
- 37% of domestic violence offences are alcohol related
- Children who grow up in a violent home are more likely to be the victims of child abuse, have difficulty learning and limited social skills, exhibit risky or delinquent behaviour or suffer from depression or severe anxiety
- Tackling root causes of crime is the best way of preventing crime and anti-social behaviour (ASB)
- 21% of residents cite ASB as the biggest problem in their area
- More vulnerable people are involved in ASB / neighbour disputes, particularly those with mental health issues
- 24% of residents cite people drinking alcohol as the biggest problem in their area
- Distraction burglary often affects the older/vulnerable: Lichfield has an increasingly ageing population
- 18% of adult offenders and 32% of juvenile offenders re-offended within 12 months
- Despite a reduction in crime, only 82% of residents (60% of young people) feel safe in the dark compared to 99.5% during the day
- Alcohol related hospital admissions are increasing and admission rates are slightly higher than for England
- 1 in 5 adults regularly drink alcohol above recommended levels, slightly higher than the national average

### What type of activities might we fund?

#### Lot 8: Supporting victims and witnesses to ensure that they receive the support they need (value £25,000)
- Support to build confidence, resilience, overcome isolation and develop life skills
- Activities for children and young people who have experienced domestic abuse
- Support for victims of ASB & crime who have mental health problems
- Initiatives that help raise awareness of the impact of domestic abuse including the warning signs of potentially abusive relationships
- Support for victims of serious ASB

#### Lot 9: Early intervention tackling root causes of crime and ASB before they become a problem (value £25,000)
- Projects offering diversionary activities targeting those involved or likely to become involved in low level crime or ASB
- Mediation between ASB victims and perpetrators
- Mentoring projects targeting those at risk of engaging in criminal activity
- Work with communities to encourage them to take responsibility for their own safety and that of others

#### Lot 10: Promoting sensible alcohol consumption (value £37,000)
- Prevention initiatives particularly those that target vulnerable groups by reducing risk factors and/or promote protective factors (these might include parenting initiatives or activities to promote sensible drinking in communities or other projects consistent with the strategy)
- Treatment initiatives – projects that can complement and support specialist services for dependent drinkers (these might include initiatives that address clients’ wider health and social care needs beyond just their drinking)

#### Lot 11: Managing offenders to prevent initial offending / reoffending (value £10,000)
- Activities to reduce ASB and crime linking into local businesses
- Support for offenders on their release from prison after short sentences
- Support for people with mental health issues who are at risk of offending/reoffending

#### Lot 12: Increasing public confidence so that communities feel safe and reassured (value £15,000)
- Campaigns that promote community safety messages across the district
- Intergenerational projects to build trust and understanding
- Good neighbour schemes to protect the vulnerable members of our community

### Outcomes we want to achieve

#### Lot 8
- Victims have increased confidence, improved resilience feel less isolated and have developed life skills.
- Increased awareness of the impact of domestic abuse and warning signs
- Fewer people getting into further abusive relationships
- More victims of ASB and crime with mental health problems are supported

#### Lot 9
- Fewer young people becoming involved in ASB and crime/disorder.
- An understanding of the underlying causes of specific crime including business crime and to achieve a reduction

#### Lot 10
- Reduced binge drinking, especially amongst young people
- Reduced admissions to hospital, particularly for young people
- Improved resilience to long term drinking problems, alcohol misuse and misuse of other substances, particularly for young people
- Improved treatment outcomes for dependent drinkers

#### Lot 11
- Reduced re-offending and offending behaviour by breaking the destructive cycle of crime
- A reduction of crime especially in high crime areas
- Reduced offending/reoffending by those with mental health issues

#### Lot 12
- Reduced fear of crime in particular in high crime areas
- Increased public confidence and perceptions of crime and disorder
A Community which is THRIVING AND COHESIVE

Needs
The District needs a thriving cultural, heritage and the arts sector because it:
• Supports over 2000 local jobs
• Attracts in excess of 3 million visitors a year with an average spend of £30 per head, per visit
• Provides an extensive programme of events and festivals that builds upon the district’s cultural reputation, the enthusiasm of local organisations and people and realises the potential of our historic assets and iconic locations
• Develops a sense of place and community which enhances quality of life for local people

The District needs a vibrant community and voluntary sector because:
• Around 466 organisations deliver a range of services to local people from care and support to sporting, arts and cultural activities; this improves quality of life and complements the work of the shrinking statutory sector
• Around 6,800 people are employed in the sector and at least 9,500 individuals are volunteering
• Voluntary and community groups help to design and to shape public policy
• Volunteering can develop individual skills, increase personal well being and provide a route into employment and for organisations it can provide additional capacity to provide services

What type of activities might we fund?
Lot 13 : Enrich the lives of people living, working and visiting the District through cultural activity and maximise the visitor contribution to the local economy (value £20,000)
• Activity that enhances the vibrant heritage and cultural programme in the district
• Activity that increases audience size/visitor numbers and types of visitors
• Activity that increases participation across age ranges, socio economic and cultural groups
• Activity that contributes to the economic prosperity through tourism, heritage and culture
• Activity that increases awareness, knowledge and appreciation of the local history
• The linking of heritage and culture to our local economy through combined partnership offers
• The celebration of the cultural heritage of Lichfield District and making accessible to visitors and local residents
• Marketing and promotion to achieve the above, working with existing bodies and networks, including Visit Lichfield (Lichfield District Council’s tourism team), local visitor attractions, organisers of historic events etc

Lot 14 : Support new and existing local voluntary organisations to enable them to succeed and get maximum benefit from volunteers (value £50,000)
• Initiatives that maintain and promote awareness and recognition of the role of the community and voluntary sector within Lichfield District
• Representation and advocacy for the sector by compiling information about the need / concerns of local groups, their volunteers and the people they serve; and communicating this effectively to key stakeholders
• Advice and sign-posting for setting up and developing new voluntary and community groups
• Information and training groups so that they are able to plan and prepare for future needs
• Advice on how to draw down funding
• Information sharing and networking between voluntary groups and promotion of shared services / working in partnership
• Identification and promotion of a wide range of volunteering opportunities
• Initiatives to find and recruit volunteers and support them in exploring and taking up and maintaining volunteering opportunities

Outcomes we want to achieve
Lot 13
• Increased visitor numbers, volunteering opportunities, new jobs, business creation and survival, community involvement, outreach activity, audience figures and satisfaction
• Increased income through visitor spend, measured by economic impact assessments
• The boosting of tourism visitor figures, including attendance at key events and festivals
• Inward investment attracted and economic benefits (job creation, volunteering opportunities, businesses supported)
• Enhanced visitor experience, measured through customer satisfaction and increased business

Lot 14
• Sustainable local voluntary and community groups, able to respond to community needs
• Effective advocacy of the needs and concerns of the sector to influence key policy decisions
• Increased inward investment to the sector through supporting grant applications, etc.
• More people coming forward to volunteer
• A wide range of volunteering opportunities maintained and promoted
• Organisations supported to recruit and keep volunteers
How we will make our decision

Initial Assessment

All applications will receive an initial assessment to ensure that the basics are in place to give us the confidence that the applicant organisation is properly set up; if any application cannot confirm they have the following documents / policies or they are ineligible for funding, the application will not be processed any further or scored.

1. We will check whether the application is complete and includes the following:
   • A fully completed application form (only electronic copies will be accepted)
   • Electronic / scanned copies of the following documents relevant to the organisation making the application
     a) Constitution
     b) The latest available annual accounts
     c) Health & Safety Policy and when it was approved or last reviewed
     d) Equalities and Diversity Policy and when it was approved or last reviewed
     e) Public Liability Insurance certification
     f) Safeguarding Children Policy*
     g) Vulnerable Adults Policy*
     h) Project Implementation Plan

*Where the project/activity involves these groups

2. We will check that the organisation or group making the application is eligible for funding
   • A formally constituted not-for-profit community group serving Lichfield District.
   • A Parish Council in Lichfield District
   • A locally based Community Enterprise or Charity
   • A private sector businesses
   • A public sector organisations
   • A collaborative partnership bid from 2 or more partners

3. Does the project benefit Lichfield residents?
4. Does the project meet the restrictions placed on the particular funding streams?
5. Is the proposed activity project eligible for funding in accordance with the Prospectus?

Where an application fails to meet any of the above criteria it will be rejected and no further assessment of the application will take place.
**Full Assessment**

Applications will be then be assessed against the following criteria.

<table>
<thead>
<tr>
<th>Application Form section</th>
<th>Criteria</th>
<th>Range of marks</th>
<th>Weighting</th>
<th>Indicative scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisational Capability</strong></td>
<td>Evidence of the organisations experience, knowledge of delivery and capacity relevant to the proposed project</td>
<td>0-5</td>
<td>10%</td>
<td>5- Strong evidence demonstrating organisational capability and project delivery 4- Good evidence demonstrating organisational capability and project delivery 3- Some evidence of some organisational capability and project delivery 2- Limited evidence of organisational capability and project delivery 1- Little evidence of organisational capability and project delivery 0- No experience of organisational capability and project delivery</td>
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<td></td>
<td>Management / Supervision / performance/project management of the project</td>
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<td><strong>Evidence Base</strong></td>
<td>Does the project address identified needs and does it make clear which needs it will meet</td>
<td>0-5</td>
<td>15%</td>
<td>5- Strong evidence of insight and knowledge of need 4- Good evidence of insight and knowledge of need 3- Some evidence of insight and knowledge of need 2- Limited evidence of insight and knowledge of need 1- Little evidence of insight and knowledge of need 0- No evidence of insight and knowledge of need</td>
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<td></td>
<td>Does the project show a good understanding of local needs</td>
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<td><strong>Outcomes</strong></td>
<td>The proposed project/activity will effectively deliver the relevant outcomes identified in the proposal</td>
<td>0-5</td>
<td>40%</td>
<td>5- The proposed project/activity demonstrates strong evidence of delivery of the relevant outcomes 4- The proposed project/activity demonstrates good evidence of delivery of the relevant outcomes 3- The proposed project/activity demonstrates some evidence of delivery of the relevant outcomes 2- The proposed project/activity demonstrates limited evidence of delivery of the relevant outcomes 1- The proposed project/activity demonstrates little evidence of delivery of the relevant outcomes 0- The proposed project/activity fails to demonstrate delivery of the relevant outcomes</td>
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<td></td>
<td>How well do the project outcomes meet the needs identified</td>
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<tr>
<td>Application Form section</td>
<td>Criteria</td>
<td>Range of marks</td>
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<td></td>
<td><strong>Meeting Cross Cutting Principles</strong></td>
<td></td>
<td>15%</td>
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<td></td>
<td>How well does the application identify and evidence how the project meets the cross cutting principles</td>
<td>0-5</td>
<td></td>
<td>5 - The proposed project/activity strongly meets the cross cutting principles 4 - The proposed project/activity demonstrates good evidence of meeting the cross cutting principles 3 - The proposed project/activity demonstrates some evidence of meeting the cross cutting principles 2 - Limited evidence that the proposed project/activity will meet the cross cutting principles 1 - Little evidence that the proposed project/activity will meet the cross cutting principles 0 - The proposed project/activity fails to demonstrate that it will meet the cross cutting principles</td>
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<td></td>
<td><strong>Value for Money</strong></td>
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<td>15%</td>
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<td></td>
<td>The total cost of the development</td>
<td>0-5</td>
<td></td>
<td>5 - Strong evidence of value for money 4 - Good evidence of value for money 3 - Some evidence of value for money 2 - Limited evidence of value for money 1 - Little evidence of value for money 0 - No evidence of value for money</td>
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<td>Percentage of funding required of total project and links to core business</td>
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<td>Added value brought by the applicant organisation</td>
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<td><strong>Sustainability</strong></td>
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<td>5%</td>
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<td></td>
<td>Assessment of sustainability of project/activity or is there an exit strategy if funding ends</td>
<td>0-5</td>
<td></td>
<td>5 - Strong evidence that the project is sustainable or has an exit strategy 4 - Good evidence that the project is sustainable or has an exit strategy 3 - Some evidence that the project is sustainable or has an exit strategy 2 - Limited understanding that the project is sustainable or has an exit strategy 1 - Little evidence that the project is sustainable or has an exit strategy 0 - No evidence that the project is sustainable or has an exit strategy</td>
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<td><strong>Total</strong></td>
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<td>100%</td>
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Approach to scoring

The Locality Commissioning Board is flexible in the approach to the delivery of the project, and bidders are actively encouraged to put forward in their solutions any innovative ideas, thoughts, suggestions or concepts which they feel will meet the aims of the project.

Applications will be scored according to how well the proposal meets the stated objectives and outcomes of the project.

Applicants should note that higher scores will be awarded to submissions which show elements of added value and innovation.

The Funding Panel will allocate a maximum score out of 5 as outlined in the table above, against each related response. This score will be converted to a percentage (to 2 decimal places) relative to the weighting allocated to that evaluation criterion.

For example, if the evaluation panel allocates a score of 3 to a response to a criterion which is weighted 10%, then the weighted score allocated is calculated as follows: \( \frac{(3/5) \times 10}{1} = 6\% \).

Applications will need to score at least 65% of the available marks to be eligible for funding.

Following the evaluation, the Final Bid Solutions will be ranked according to their score, with the highest scoring applicant(s) being selected as the Preferred Bidder(s).

All applicants will be informed of the outcome of the evaluation. Unsuccessful applicants will be provided with the opportunity to request feedback.

Help and advice

Although we are keen to encourage applications in response to the Lots set out in this Prospectus, we are mindful of the need to treat everybody fairly and transparently in terms of help and advice. Consequently, if you have any questions about any aspect of this Prospectus or the application process, please email localitycommissioning@lichfielddc.gov.uk and we will respond as soon as possible. We will keep a log of all questions and answers and update these regularly on the website.

An Information Event for Bidders will take place on Monday 24th November, 11am – 2pm at the District Council House, Frog Lane, Lichfield, WS13 6YY. If you wish to attend this event, please could you email June Green june.green@lichfielddc.gov.uk and we will send you a programme.