### Glossary of Terms/Definitions

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ICP</td>
<td>Integrated Care Partnerships</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>LCG</td>
<td>Local Commissioning Group</td>
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<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Description</th>
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<tbody>
<tr>
<td>Outcome measurement is the continuous measurement of the improvement in health or social well-being of the population targeted by the service.</td>
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<table>
<thead>
<tr>
<th>Outputs</th>
<th>Description</th>
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<tbody>
<tr>
<td>Outputs are the measure of the work produced or service delivered by an individual in a period of time.</td>
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<tr>
<th>PHA</th>
<th>Description</th>
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<tbody>
<tr>
<td>Public Health Agency</td>
<td></td>
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<table>
<thead>
<tr>
<th>VAT</th>
<th>Description</th>
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<tbody>
<tr>
<td>Value Added Tax</td>
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</table>
GUIDELINES FOR COMPLETION OF THE APPLICATION FORM

The Local Commissioning Group (LCG) is committed to making information as accessible and equitable as possible and to promoting positive and meaningful dialogue with local people.

ALTERNATIVE FORMATS

In an effort to make information as accessible as possible, the guidance has been produced in Arial 14 pt.

The guidance can also be made available in the following alternative formats:

- Large Print (size as required)
- Computer Disk
- Translation

For an alternative format or for additional copies please contact:

Local Commissioning Group
Health and Social Care Board
Gransha Park House
L'Derry
BT47 6FN
Tel: 95361029
Email: WesternICPs@hscni.net
Introduction

Integrated Care Partnerships (ICPs) are a key element of Transforming Your Care and a new way of working for the health service in Northern Ireland to transform how care is delivered.

ICPs are collaborative networks of care providers, bringing together doctors, nurses, pharmacists, social workers, hospital specialists, other healthcare professionals and the voluntary and community sectors, as well as service users and carers and local councils, to design and coordinate local health and social care services.

These guidance notes explain to organisations, interested in making an application for funding, the following:

1. Aims/objectives of the funding available.
2. Scale of funding available and the time period for allocation.
3. Criteria against which applications will be assessed.
4. Guidance on the type of information that should be provided under each question.

1. Aims / objectives of the Social Prescribing Pilot Programme

To improve the quality of life for older people by helping them identify opportunities to build or restore their self-confidence and self-reliance, providing practical support to help them achieve their aspirations. This reduces dependency on health and social care, including hospital admissions and GP attendances.

Objectives of the service

- To take an early intervention approach to elderly patients (65+) who may not benefit from or require a medical prescription but who may be experiencing personal difficulties in their lives as a result of a negative health event, social isolation, bereavement, a family crisis or chronic loneliness.
- Enable the development of social prescribing pathways between the Community and Voluntary (C&V) Sector and GPs in relation to Frail Elderly population aged >65.
- Improve communication and partnership working between GPs, the Community and Voluntary Sector and frail elderly patient including the development of a communication strategy.
• Identify and overcome barriers in signposting, gaps and differences between GPs and community/voluntary service providers.
• Ensure that PHA, Quality Standards for Services Promoting Mental and Emotional Wellbeing and Suicide Prevention are in place in each service provider organisation participating in the project.
• Promote consistency of approach across pilot areas.
• The Social Prescribing Coordinator will act as a key link within the community/voluntary sector by creating and maintaining a database of relevant community and voluntary sector health and well-being provision within the LCG target area.
• The coordinator will provide regular updates on a quarterly basis to GPs within the pilot project on new services via an appropriate electronic network and visit practices and C&V agencies to seek and provide feedback to improve the service.

2. **Scale of Funding Available and the time period for allocation**

The maximum total amount of funding available from the LCG for the period of the pilot is £82,000. (1 June 2016 for 10 months initially, with a possibility of extension of two months subject to funding)

This is non-recurring grant funding.

**Criteria against which applications will be assessed**

3. **Selection Criteria**

Organisations will be assessed for suitability to proceed for consideration using the following criteria:

• The extent to which the applicant can demonstrate relevant experience in the management and delivery of similar projects/programmes during the last three years
Organisations must have the following financial procedures in place:

- Bank account details which must be in the name of the organisation and include sort code and bank account number.
- Confirmation that there are at least two unrelated authorised cheque signatories.
- Robust management and financial control procedures in place to administer public funds as well as appropriate legal requirements.
- A copy of the governing document of the organisation e.g. memorandum/articles of association, constitution or set of rules defining the aim, objectives and operational procedures for your organisation. These must signed and dated as adopted;
- A copy of the organisation’s most recent signed audited/unaudited annual accounts (or for new groups, a statement of income and expenditure which are signed by an office holder or auditor).
- A list of current committee members/trustees/directors indicating if they represent other organisations or if they serve in an individual capacity.

The following policies must be in place and available upon request:

- Health and Safety Policy
- Equal Opportunities Policy
- Child Protection Policy
- Vulnerable Adults Policy
- Data Protection Policy
- Bribery Policy

If you do not currently have these documents/policies your application will be rejected.

Staff involved in the delivery of this programme must be NI Access vetted.
**Award Criteria**

Organisations will be assessed for award of the contract using the following criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Sub-criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service Delivery</strong></td>
<td>The applicant should include a detailed methodology for the delivery of the service provided, to include:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Relevant recent experience</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>• Understanding of the project</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>• How it will be managed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Detailed programme plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Staffing model</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>• Evidence of appropriate GP Practice commitment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Managing contingencies which may adversely affect delivery</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Programme content</strong></td>
<td>The applicant should demonstrate how the service will meet programme objectives set out in Section 6, including the targets set:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Enable the development of social prescribing pathways between the Community and Voluntary (C&amp;V) Sector and GP pilot practice interface in relation to Frail Elderly population aged &gt;65. 500 referrals from GPs</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>2. Improve communication and partnership working between GPs, the Community and Voluntary Sector and frail</td>
<td>5%</td>
</tr>
</tbody>
</table>
3. Identify and overcome barriers, 5% gaps and differences between primary care and community/voluntary service providers.

| Cost          | Clarity, rationale and reasonableness of costs | 20% |

Please note we will not fund:
- General running costs which are not related to the specific project for which funding is sought;
- Applications from individuals;
- Endowments;
- Loan payments;
- Activities promoting political beliefs;
- Activities promoting religious beliefs, this does not preclude Faith Community Groups applying for activities related to the aims of the scheme;
- Costs already incurred (retrospective funding);
- Donations (to individuals, groups or charities);
- Fundraising events or activities;
- Building programmes;
- Affiliation or membership fees; and,
- Unreasonable costs.

4. Guidance on Completing the Application Form

The application form is in two parts: Part A is about the Organisation, its governance, procedures and size (questions 1-6); PART B is about the project/proposal and the funding sought (questions 7-14).
## Part A - Your organisation, its governance, procedures and size

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Information about your Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please provide the name <strong>in full</strong> of the organisation applying for the funding (including Ltd Company if appropriate). (Put any acronym [abbreviation] used for your organisation in brackets after the full name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Address</th>
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<tbody>
<tr>
<td>Please provide the contact details for the organisation. Ensure that the full postcode is included.</td>
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</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Please provide the name of the main contact person in the organisation and address if different from above. This should be the person who will be responsible for the management of the proposed project and who will be most familiar with it.</td>
</tr>
</tbody>
</table>

<p>| Questions 2 – 6 are intended to provide the funder with some history of your organisation including type of organisation and size |</p>
<table>
<thead>
<tr>
<th>Question 2</th>
<th>How long has the applicant organisation/Group been established?</th>
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<tbody>
<tr>
<td></td>
<td>Please provide the year the organisation was constituted/set up.</td>
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<table>
<thead>
<tr>
<th>Question 3</th>
<th>Type of Group</th>
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<tbody>
<tr>
<td></td>
<td>Please refer to the categories detailed and indicate all those, which apply to your organisation:</td>
</tr>
<tr>
<td></td>
<td>- A Social Enterprise Organisation</td>
</tr>
<tr>
<td></td>
<td>- Unregistered charity, club, society or association, community based group or organisation</td>
</tr>
<tr>
<td></td>
<td>- Organisation recognised by HM Revenue &amp; Customs as Charitable for tax purposes</td>
</tr>
<tr>
<td></td>
<td>- Charity registered with Charity Commission in NI</td>
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<tr>
<td></td>
<td>- Charity registered in England or Scotland (OSCR) or Wales</td>
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<tr>
<td></td>
<td>Provide details on the registration of the organisation where applicable.</td>
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<table>
<thead>
<tr>
<th>Question 4</th>
<th>Scale of Organisation</th>
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<tbody>
<tr>
<td></td>
<td>Please provide the numbers of employees and volunteers in your Organisation.</td>
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<table>
<thead>
<tr>
<th>Question 5</th>
<th>Aims and activities of the organisation</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Detail in no more than 250 words the main aims and activities of your organisation including the general services the organisation provides.</td>
</tr>
</tbody>
</table>
**Question 6 need to be answered fully. This provides the funder with assurance regarding your organisation’s management, governance and financial control practices and procedures.**

<table>
<thead>
<tr>
<th>Question 6</th>
<th><strong>Organisation Financial Controls and Policies/Procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Q6a</strong></td>
<td>Outlines necessary financial controls required to ensure the appropriate financial management of the project. You may have these requirements in a single financial procedures document. If you do not currently have these controls in place your application will be rejected. Please tell us how often you review these controls.</td>
</tr>
<tr>
<td></td>
<td>Please tell us about your IT security procedures.</td>
</tr>
<tr>
<td><strong>Q6b</strong></td>
<td>Is a checklist of other organisational policies that must be in place prior to any contract being issued. These will be a requirement in the terms and conditions of the contract that your organisation will be required to sign.</td>
</tr>
</tbody>
</table>

**PART B – About your proposal for this project & the costs**

<table>
<thead>
<tr>
<th>Question 7</th>
<th><strong>Social Prescribing Pilot Programme: Phase 2</strong></th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Please give details about how your organisation proposes to spend the funding on i.e. the specific work area the funding will cover.</td>
</tr>
<tr>
<td></td>
<td>Please tell us how much you are applying for from this funding?</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Question 8</th>
<th><strong>Start dates for the project</strong></th>
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<tbody>
<tr>
<td></td>
<td>Projects must be able to deliver within the funding timeframe specified 1 June 2016 – 31 March 2017.</td>
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</tbody>
</table>

| Question 9 | **Please outline the extent to which the organisation can demonstrate relevant experience in the management and delivery of similar projects/programmes within the last 3 years. Please remain within the 500 word limit.** |
| Question 10 | **Service Delivery**  
The applicant should include a detailed methodology for the delivery of the service provided, to include:  

- Understanding of the project  
- How it will be managed  
- Detailed programme plan  
- Staffing model  
- Evidence of appropriate GP Practice commitment (this may be attached to the application form if required)  

Registered patients per GP practice can be found on the BSO website at the following link, under the Quarterly GP Practice Reference Files: [http://www.hscbusiness.hscni.net/services/2471.htm](http://www.hscbusiness.hscni.net/services/2471.htm)  

- Managing contingencies which may adversely affect delivery  

**Please remain within the 2500 word limit.** |
| Question 11 | **Programme content**  
The applicant should demonstrate how the service will meet programme objectives set out in the Service Specification, including the targets set.  

**Please remain within the 1500 word limit.** |
| Question 12 | **Is your organisation currently in receipt of or seeking funding from the Health and Social Care Board, PHA or Health and Social Care Trust(s)?**  
If you have received any form of funding through these bodies please detail this, including:  

- project title,  
- amount awarded  
- funding source  
- funding status- secured funding/awaiting confirmation  
- Date received |
### Breakdown of funding requested

It is important to breakdown the project costs by item/element. It is also necessary to provide a rationale for the cost you attribute to these items e.g. mileage – breakdown the allowance per mile and expected number of miles or heat, light & power. How are these calculated?

### Referee for your Project/Service

Please tell us about someone who can provide a reference about your organisation and its work. This person should be independent of your organisation i.e. should not be a member, trustee, beneficiary or a relation.

### Remember to sign the application!

Two signatures are required from your organisation, one of which should be the Chairperson, Chief Executive or most senior staff member. The LCG reserves the right to reject any application that is incomplete.

An electronic signature and delivery of the application form from the organisation email address is acceptable.

---

**Completed Application Forms**

Completed Application Forms should be returned **electronically** by Friday, 13 May 2016 at 12 noon.

**To:** Email: [WesternICPs@hscni.net](mailto:WesternICPs@hscni.net)

Local Commissioning Group
Health and Social Care Board (West)
Gransha Park House
L’Derry
BT47 6FN
Tel: 95361029

Please remember to keep a copy of this application for your own use.
Appendix 1

Internal Financial Controls

The following guidelines are intended to assist organisations that are in receipt of funding from the LCG

All organisations must have robust systems of financial control in place i.e. proper procedures, controls, accounting records and supporting documentation in respect of funding provided by the LCG.

The organisation must have the following procedures in place before funding will be released and should include;

Cash Handling

- An outline of how all income is receipted.
- An outline of how the Petty Cash system is operated to include maximum limits, the procedure for increasing/decreasing floats, recoupment procedures and access to Petty Cash.
- Procedures to ensure cash boxes, cheque books and other financial documents are kept in a safe place and that appropriate responsibility and restrictions are laid down for access to the keys to any safe.
- A statement regarding regular cash lodgements i.e. lodgements shall be made in order to keep amounts of ‘cash in hand’ to a minimum.
- A list of authorised cheque signatories should be maintained.

Bank Account / Cash Book

- The organisation should have a bank account in the name of the organisation. Funding in respect of the project shall only be paid into the official bank account of the organisation.
- The name and address of the Bank/Building Society or Post Office branch and name of account.
- Details on the type of account, whether it attracts interest.
- Balance/overdraft limits
- Bank mandates must be formally approved by the Management Committee or Board.
GUIDELINES FOR COMPLETION OF THE APPLICATION FORM

- Payments from the bank account in respect this project/funding shall be on the signature of two authorised signatories.
- A statement of how, when and who shall complete the bank reconciliation, this will be countersigned by Treasurer/Secretary or Chairperson as evidence of review.
- A procedure for dealing with cheques that are outstanding for a period of time.
- A procedure for stopping, cancelling and reissuing cheques.
- How the bank balance is monitored.
- A cash book with details of all income received (including date, source and receipt number) and a summary of expenditure (including date, payee, nature and cheque/payment reference number) shall be maintained and reconciled to the bank statement on a monthly basis.

Purchasing Procedures
Organisations shall ensure that the procurement in relation to projects complies with the requirements for quotations and tendering stipulated in guidelines available from the LCG.

Delegated Authority
Details of who is authorised in the organisation to commit and approve expenditure and what the limits of authorisation are.

A policy on how to report and respond to a Suspected Fraud

- Avenues for how and to whom a suspected fraud is reported.
- The roles and responsibilities of all staff within the organisation in relation to fraud awareness.
- The response plan should lay out the responsibilities of the senior management within the organisation in terms of handling suspicions or allegations of fraud.
- Any suspected fraud or other financial irregularity shall be reported to the Funder, the Police and the LCG at the earliest opportunity.
Segregation of Duties
This policy should prevent any one person carrying out a transaction without another authorised person being involved within the organisation.

- Where this is not possible due to the small number of staff employed then work should be reviewed by the management or Committee members.

Travel and Subsistence Expenses

- Details on insurance requirements, mileage rates, public transport rates, passenger supplements, car parking and incidental expenses, subsistence and accommodation.
- How payment will be made.

Payment of Invoices

- All invoices paid by the organisation must be supported by original invoices, not photocopies, which shall be retained for inspection.
- Invoices shall be properly checked before payment. This shall include checking against delivery and purchase orders and where appropriate contracts for accuracy.
- Invoices should be approved by an appropriate staff member with delegated authority.
- VAT shall be accounted for in accordance with Revenue legislation and HM Revenue & Customs Regulations.

Cheque Journal
The organisation shall maintain a cheque journal, which includes the information necessary for the completion of financial claims to the LCG. This may be done through the use of separate cost centres with a clear audit trail.

Maintenance of Records
Bank mandates, statements and reconciliations shall be retained for audit inspection for the period stipulated by the LCG.
All records of income and expenditure shall be retained and filed in an orderly system with a clear audit trail to allow for audit inspection. Records shall be readily accessible for monitoring purposes. This will include, original invoices paid (not photocopies), receipts for cash transactions, such as petty cash expenses and any other documentation to support disbursements of money. Cancelled receipts and cancelled cheques should be retained.

**Security of Assets**

The organisation shall maintain a record of assets purchased (Asset Register), which will include the source of funding for each individual asset. This will enable assets to be returned to the appropriate ‘owner’ in the event of a project coming to an end.

**Financial Management**

The Service Provider shall put in place and maintain systems for sound financial management including an appropriate budgetary control system. The Treasurer/Secretary or Chairperson shall review financial records on a monthly basis and shall present a financial report to the Management Committee, which will highlight any variances from forecasts and budgets. The Management Committee shall take immediate and appropriate action to address variances from agreed budgets. The LCG shall be notified at an early stage of any non-compliance with the terms of the funding agreement.

**Reimbursement Claims to the HSCB**

The Service Provider shall adhere to the monitoring and evaluation timescales outlined in the Contract.

- Authorised claim forms and other financial returns shall be approved by an appropriate official.

**IT Security**

- Where a financial IT system is in operation, security and control procedures should be in place to ensure restricted access, integrity of data and information and secure storage and transmission of data.
Examples of such controls include separate administrator and user access, system to change passwords regularly, virus guards and fire walls, and system recovery plans. These controls should be previous payment controls and should be exercised jointly when an on-line treasury function is in place.

**Payment of Salaries and Wages**

Either a manual or a computerised payroll system shall be maintained. This shall clearly show the amount of gross and net wages for each employee. All payments to staff shall be through the payroll and shall be in accordance with Legislation and HM Revenue & Customs Regulations. A separate record of payments to the HM Revenue & Customs for Tax and National Insurance shall also be maintained.

**Other - Staff**

- Persons responsible for financial transactions in the organisation should be properly trained.
- Contracts of employment should be in place for all staff employed and made available for inspection by the LCG.