

# Self Management Fund: Working Together to Strengthen Integration

Please read this document to help you understand the key criteria of the Fund, and to help you complete the Application Form.

## Background

The Health and Social Care Alliance Scotland (the ALLIANCE) administers £2 million per year on behalf of the Scottish Government to the third sector and community based organisations across Scotland to develop self management activities. Since 2009 the ALLIANCE has granted £18m and has funded over 240 projects across Scotland. There are currently 28 funded projects running that are in receipt of a grant from the Self Management Fund.

The Self Management Fund was created by the Scottish Government in response to recommendations in 'Gaun Yersel!' the Self Management Strategy for Scotland and was set up to support development of co-produced, person centred, self management activity across Scotland. Learning from people's lived experience of living with long term conditions, and their unpaid carers, is at the heart of what the Fund is designed to achieve.

This year, £500,000 will be allocated to self management projects in the third sector across Scotland, in addition to the £1.5m already allocated. The key aim of this round of funding is to support the strengthening of the local health and social care integration agenda. The maximum amount of funding an organisation can apply for is £30,000.

Interest in the Self Management Fund has always been extremely high and on average we receive five times as many applications than can be supported. We expect that in the current funding climate, this number may be higher than usual.

NB: You do not have to be a member of the ALLIANCE to apply for funding.

**Closing Date for applications: Friday 29<sup>th</sup> June 2018**  
**Projects to begin: 1<sup>st</sup> October 2018**



## Support

At the ALLIANCE our aim is to ensure that we provide as much support as possible to organisations who are planning to submit an application to the Fund.

We encourage any organisations interested in the Fund to contact us to chat about their ideas. This allows us to gain a good understanding of your proposed project and any support that we can provide.

The types of support we can offer to interested organisations varies, but usually includes discussing ideas to support you to identify if there is a fit with our Fund, as well as reading draft applications to support you to submit the best application you can by the closing date. Support can be tailored to your needs.

If you require any information in another format, or if you need to submit the application in a different format than the form provided, please contact us so we can arrange this for you.

## Contact Details

General Fund queries can be submitted to [Fund@alliance-scotland.org.uk](mailto:Fund@alliance-scotland.org.uk)

If you would like any support from our team, please contact Emma Goodlad:

✉ [Emma.goodlad@alliance-scotland.org.uk](mailto:Emma.goodlad@alliance-scotland.org.uk) ☎ 0141 404 0231 📱 07828 149 588



## What we ask for

To apply, we ask that you complete our Fund Application Form. Please complete this as clearly and concisely as possible, including organisational details, contact details, project budget and a project plan.

### Core Criteria

The Self Management Fund has been designed to support new ideas as well as the development of existing ideas.

The Fund has a set of core criteria that project ideas must meet. In their application, projects must therefore be able to identify that:

- The idea has come from the people it is designed to benefit
- People living with long term conditions, and their unpaid carers, will be enabled to take a leadership role in the design, delivery and evaluation
- The capacity of people living with long term conditions, and their unpaid carers, to effectively self manage will be enhanced
- The principles of self management contained in Gaun Yersel, the Self Management Strategy for Scotland, are at the heart of the project.

### Part One – Your Organisation

- Lead applicants and grant holders **must** be a third sector or community organisation
- The main contact should be someone who has a good working knowledge of the proposed project, ideally this will be someone who will be working on the project
  - Following submission of the application, we will call the main contact listed to discuss the application as part of the assessment process
- Public sector organisations such as the NHS or local authorities are welcomed as partners on projects, but cannot hold the grant or benefit financially.



## Part Two – Project Details

- Applications can be made up to the sum of £30,000 per project
- Projects should be 12-18 months in length
  - It is intended that those that are longer than 12 months will have 12 months project activity with additional time built in for set up work which cannot be done prior to fund allocation
- Projects should ideally be able to run without recruitment of additional staff
  - We know from our learning that recruitment can take up a significant chunk of valuable project time
  - If you think that recruitment of additional staff is essential, please get in touch for a chat with us as early as possible. In your application clearly lay out in the project plan why recruitment is essential and how you will manage sustainability in regards to this.



## Part Three – Budget

Please outline what you plan to use the grant for – please consider fully what you require to be able to run your project effectively to achieve the outcomes.

The Fund will consider all reasonable activities and resources required to make each project

a success, but we are unable to support the purchase of capital items such as buildings, vehicles, refurbishment and equipment.

The Fund is not able to support projects which are solely for the running costs of an organisation or existing project.

## Part Four – Partnerships

- Partnership bids are encouraged, but lead applicants and activity must take place within the third sector
- Please detail any organisations who you will be working in partnership with
- Detail clearly how this partnership will work in practice and include a representative from your partner as a reference in your application form
- Please detail any investment from partners, monetary or otherwise (e.g. staff time, venue etc).

## Part Five – Project Plan

### This is the key part of your application.

- We are asking you to answer three key questions in your application. These questions will be the main focus for the assessment of all project plans.
  - What do you want to do?
    - You should tell us here how it supports self management and health and social care integration
  - How will you do it?
  - What difference will it make and how will you know if it is successful?
- Demonstrate clearly how your project fits the core criteria of the Fund

- Your project plan should be between two and a maximum of four sides of A4.



## Part Six – References

- References should come from individuals who are not involved in your organisation (i.e. not staff or board members), but who know about and can provide support for your application
- If you are working in partnership, one referee **must** be a representative of the partnership organisation
- We will contact all referees directly and will not be able to release funds without references being returned
- To comply with General Data Protection Regulations (GDPR) you must ensure you have gained the consent of your referees before submitting your application.

## Part Seven – Signatures

- This section must be signed by a director or signatory of your organisation.

## Part Eight – Enclosures

For due diligence, in addition to the Application Form we need you to provide the following:

- Established organisations (running for two or more years)
  - A copy of your governing document
  - Last two sets of annual accounts
- New organisations (running for less than two years)
  - A copy of your governing document
  - Most recent bank statements (three months if possible)
  - Budget plans or management accounts.



**ALLIANCE**  
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