

**Lancaster district Prevention and Early Intervention Spot commissioning
Guidance Notes**

It is important that you read all of the information in this document.

Background information

Each District Children's Trust Board (DCTB) across Lancashire has received funding to support Prevention and Early Intervention activity locally. Lancaster DCTB has made the decision to use £80k to fund Prevention and Early Intervention Spot commissioning with the value of up to £2,500.

Funding aims

The funding must be used to support at least one of the 4 Lancaster District Prevention and Early Intervention Priority areas.

Prevention and Early Intervention priorities
Improving the health and well being of children and young people
Supporting vulnerable young people (particularly 16 7 17yr olds)
Working towards the reduction of NEET
Better access to positive activities for children and young people

Who can apply for the funding?

- registered charities
- voluntary and community organisations
- statutory bodies
- charitable or not-for-profit companies

NB: funding cannot be used to provide statutory services but can be used to enable families to access them e.g. transport to services.

How do I apply?

Applications should be completed electronically and emailed to Debbie.dawson@lancashire.gov.uk Debbie Dawson, Lancaster Senior Early Intervention Development Officer (EIDO), Lancashire County Council

Deadlines for applications

There will be monthly meetings to allocate funding of up to £2,500per intervention for a child/young people and family. **The deadline for the first round of funding is the 25th august 2011.** The first panel meeting will be 26th august 2011.

NB : if you require funding for holiday provision please send applications to Jude Thomas or Pam Beswick and these applications will be dealt with asap.

Pam.beswick@signposts.org.uk

Judith.thomas@lancashire.gov.uk

How will the process be assessed?

The panel assessing the applications is mutli agency panel representing Health, Education, LCC, Council for Voluntary Services and Young People's Service and schools. The panel will take into

account The Local priorities and the Total Family approach and Early Intervention when allocating money.

How will I be notified of the outcome of my application?

Providers will be notified of the outcome of their application by letter or email within one week of the panel date.

What will not be funded?

Funding requests for existing pieces of work or to fund a provider's core business will not be funded.

Service Level Agreement

All District Children's Trust Boards will follow Lancashire County Council's (LCC) commissioning and procurement guidance to commission Prevention and Early Intervention activity locally. This is to ensure a clear, transparent and open process. Each provider will sign a Service Level Agreement between LCC and the service provider to outline the conditions in which the funding is being awarded. This will include payment details and information on monitoring and evaluation the project. If you're application is successful you will be contacted the LCC Early Intervention Development Officer (EIDO) to arrange for this document to be completed.

Monitoring and Evaluation

The Provider will keep accurate financial records of how the funding has been spent, including breakdown of costs and copies of receipts and report this to the LCC EIDO at the end of the project in the final report.

The LCC EIDO will agree the project monitoring criteria and provide reporting templates to be completed by the Provider once the grant funding has been agreed. The monitoring criteria will be consistent across all projects. The Provider will report directly to the LCC EIDO on completion of the project.

Reporting will be expected to include the following information:

- Numbers of young people involved in the project, including gender, ethnicity, ward and age
- How the project has contributed to supporting the chosen priority areas
- Case studies where appropriate

Application form – supporting information

1. ORGANISATION DETAILS

Please provide all contact details for the person responsible for the application form. Please note this member of staff will be asked to sign the SLA and be responsible for submitting a monitoring and evaluation report.

2. MEETING NEED

Providers should make use of CAF information to evidence the gap in service that the proposal meets. Projects need to demonstrate added value and therefore funding requests for existing pieces of work will not be funded.

3. PREVENTION AND EARLY INTERVENTION

Providers will be expected to demonstrate an understanding of the Prevention and Early Intervention Strategy and the extent to which the following principles have been factored into the planning and delivery of projects will be considered by the panel when making funding allocations.

4. PRIORITIES

Providers must demonstrate how the proposed project will support at least one priority area and at least one outcome within that area. Please use the tick box table to identify this information and then give a clear account of how your project will achieve this.

Key principles of Prevention and Early Intervention

Strengthen partnership working
Using evidence based practice which involves family support where appropriate
Using the Common Assessment Framework (CAF) as the assessment tool and involving families in action planning to meet needs where appropriate
Building resilience in families to sustain good practice
Maximising local resources by using creative and innovative approaches to service delivery
Total Family
Developing and strengthening programmes which use the assets of the community

PROJECT COSTS AND FUNDING

The provider will need to demonstrate good value for money and give a clear breakdown of all costing for each category e.g. resources please list and cost individually.

Useful websites

West Lancashire Children's Trust Website

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3767&pageid=12881&e=e>

Children Young People's Plan

<http://www.lancashirechildrenstrust.org.uk/cypplan/>