

Community Connect Grant Applications

Application Guidance

1. Introduction

This guidance has been compiled by BVSC as the Lead partner for the new Community Connect service in Bexley. Community Connect is grant funded by the London Borough of Bexley (LBB) and The Bexley Clinical Commissioning Group (CCG).

This grant opportunity has been developed collaboratively with LBB and the CCG to deliver Community Connect services in Frognaal and North Bexley localities. Interested providers are invited to apply for one or both localities, however, please submit a separate application for each locality.

Please refer to the Service Level Agreement and accompanying Schedules for full detail of the Community Connect model and requirements.

2. Who can apply

The Grants are being made available to Voluntary and Community organisations where services directly benefit Bexley residents.

3. Completing the application form

If your organisations would like to apply for a Community Connect grant the “*Application form-Community Connect 2017-2020*” must be completed and submitted electronically by 9.00am on the 31st July 2017 to Kara Lee kara@bvsc.co.uk

Please ensure that all sections of the application form are completed. The maximum word limits for each section are indicated on the application form. Any submission beyond the word limit will not be considered in the evaluation.

4. Evaluation criteria

All grant applications will be evaluated by a panel which may consist of:

- BVSC
- CCG commissioner
- LBB officer

The following criteria will be used to assess suitability to deliver the programme.

Score	Meaning
0	Unacceptable response: <ul style="list-style-type: none"> • no evidence provided • demonstrating a significant misunderstanding of the question • not meeting the criteria even to a minimum extent
1	Weak response: <ul style="list-style-type: none"> • meeting some aspects to a minimum extent but fails in others • little evidence of ability to meet or deliver to the proposed criteria
2	Fair response as: <ul style="list-style-type: none"> • meeting the majority but not all aspects of the criteria • adequate evidence of ability to meet or deliver to the proposed criteria
3	Good response: <ul style="list-style-type: none"> • meeting all aspects of the criteria • comprehensive, clear proposal demonstrating a good understanding of the criteria • clear evidence of ability to meet or deliver to the proposed criteria
4	Response which exceeds criteria: <ul style="list-style-type: none"> • exceeding the criteria, through a creative or innovative response or where additional 'added value' areas have been identified • straightforward evidence of ability to exceed the proposed criteria

Providers are required to demonstrate achievement of a minimum Level 2 Information Governance (IG) performance on the [NHS IG toolkit](#). Section 2.1.4 on the application form relates to Information Governance. Please be advised that this section will be evaluated as follows:

Section	Requirement	Score
2.1.4	Evidence of IG L2 achievement	4
	No evidence supplied.	0
	Complete 2.1.4.1 and 2.1.4.2	
2.1.4.1	IG L2 achievement by contract start date.	Pass/Fail
2.1.4.2	Action plan to achieve IG level 2	As per evaluation criteria above 0-4

5. Community Connect Wellbeing Coordinators

Providers will be responsible for employing and managing the Community Wellbeing Coordinator for their locality. To ensure consistency across the whole service BVSC have developed the Job Description and Person Specification (available on the website) and will be co-ordinating the recruitment process. Successful Providers will be invited, but not required, to join the shortlisting panel in the week commencing 4th August. Representatives from each locality provider and BVSC will then be required to form the interview panel in the week commencing 4th September.

6. Budget

The budget and payment schedule are outlined in the Specification in Schedule 1 section 1.12 and Schedule 4 respectively.

The table below demonstrates the annual budget for each locality provider:

	Year 1 (Sept 17- March 18)	Year 2	Year 3	Total
CWC Salary	£11,236.50	£23,080	£23,774	
CWC Salary inc. on costs (NI, pension, OLW etc)	£12,841.50 (subject to recruitment)	£26,524	£27,355	
Total *	£18,350	£36,000	£37,000	£91,350
Overall service marketing, IT system, triage, volunteer management	BVSC to supply			

* Please be aware that you will need to provide the CWC with appropriate IT equipment, such as a laptop, to be able to complete the role

7. Timescales

Final queries and clarifications	17:00 26 th July 2017
Application submission	9.00am 31 st July 2017
Award confirmation	17.00 4 th August 2017
Contract start date	4 th September
Community Wellbeing Coordinator (CWC) interview panel	4 th September
Community Wellbeing Coordinator provisional start date	10 th October
Go live	17th October 2017

Please note that timescales may be subject to change.



All applicants will be contacted via e-mail by 17.00 4th August 2017 with the outcome of their application.

8. Further guidance

Please note that all documentation is available [here](http://www.bvsc.co.uk/community-connect-grant) (www.bvsc.co.uk/community-connect-grant).

If you have any questions regarding the grant opportunity please e-mail Kara Lee kara@bvsc.co.uk . All correspondence regarding the Community Connect grant opportunity will be retained by BVSC. Please be aware that we are unable to answer any queries via the telephone. All queries or clarification must be in writing. BVSC will to respond to queries within 2 working days.

BVSC will publish anonymised themed frequently asked questions on this website.

Please return completed applications electronically to Kara Lee kara@bvsc.co.uk by 9.00am on the 31st July 2017. We are not able to consider applications submitted after this period.