London Borough of Bromley

South East London Integrated Commissioning Board

Innovation Fund

The Innovation Fund is a funding programme jointly financed by the London Borough of Bromley Council (LBB) and the South East London Integrated Commissioning Board (SEL ICB), with a strong commitment to support prevention and early intervention projects and improving the health and wellbeing of the residents of Bromley so that they stay well, safe and independent at home for longer.

The Innovation Fund is aimed at supporting residents with care & support needs and their unpaid carers. It also supports young people with special educational needs as they transition into adulthood.

Its aims are:

- Reducing social isolation and loneliness in adults
- Helping adults with care & support needs to improve their physical or mental health and wellbeing
- Supporting unpaid carers of adults who have care and support needs
- Promoting and supporting adult volunteering
- Providing day opportunities for residents with care & support needs alongside older people
- Supporting young people with special educational needs and disabilities (16+) as they transition into adulthood

The Innovation Fund

Innovation is looking for practical implementation of innovative ideas (projects and programmes) that drive positive change and result in positive outcomes for Bromley adult residents.

The aim of the fund is to learn what works and to explore the potential for more effective ways of improving access and support to services, particularly for adults and communities affected by health inequalities. Commissioners are looking for creative and novel solutions to complement service delivery, improve resident outcomes and address gaps in support for Bromley adults.

The Innovation Fund (IF) is a commitment to transformation, learning, and progress. The Innovation Fund is not a traditional grants programme. Grants awarded are non-recurrent, as the intention is to support organisations to test ideas and concepts, whilst presenting a parallel plan on how funded services will potentially be developed and sustained by different funding streams in the longer term.

Partnerships

The fund is administered and managed by Bromley Council's Integrated Commissioning Service with support from Community Links Bromley (CLB).

CLB support the advertising and marketing of the funding rounds through their website, newsletters, social media platforms and webinars.

Additionally, CLB provides its bidding platform, along with the relevant documentation, guidance, and support for the online application process. Training is provided to help bidders develop their skills in bid-writing, alongside 1:1 support from CLB's Funding and Development Manager.

The Innovation Fund is primarily funded through the Better Care Fund (BCF), which supports integrated and preventative approaches across health and social care. Funding is targeted towards services that help people remain independent, prevent escalating health and care needs, reduce avoidable hospital attendance and admission, support timely discharge where appropriate, and reduce the need for long-term care and support.

The priorities for this fund are aligned to the Making Bromley even Better Strategy 2021-2031, Adult Social Care Strategy 2023 – 2028 and supported by the Adult Care and Health Portfolio Plan.

Scope of the Innovation Fund

Each financial year, LBB and the SEL ICB will determine the annual budget allocation to the fund. Funding rounds will be promoted ahead of each funding round.

The Innovation Fund is a fund specifically for organisations to pilot new and innovative services (projects and programmes). The aim is to help organisations kick start great ideas and support them to the point where they are an attractive proposition for long term funders or they are self-sustaining through other income sources, such as direct payments or private purchases.

The Innovation Fund is funded by the Better Care Fund and is added to LBB's adult social care budgets. It is essential that proposed applications are aimed at adults with care and support needs and/or unpaid carers of adults.

Important notice:

Social care legislation can be a complex area. The Innovation Fund will only support projects that are aimed at supporting adults, including young people, that have Special Educational Needs and Disabilities (SEND) and are transitioning into adulthood, or their unpaid carers.

The responsibility for supporting unpaid carers of adults lies with adult social care. The Innovation Fund **will** support projects and programmes that support adults with care and support needs and their un-paid carers, whether they are adult carers or young carers.

The responsibility for supporting parent carers of disabled children lies with adults and children's social care. The Innovation Fund will **not** support projects that supports parent carers of disabled children, nor will it support projects that support disabled children, apart from young people with special educational needs and disabilities that are in transition to adulthood.

Similarly, the Innovation Fund will **not** support projects that support sibling carers or young carers of children.

If your project is to support children or young people, or their unpaid carers, you are advised to contact Steve Smith, the Funding and Development Manager at Community Links Bromley fdo@communitylinksbromley.org.uk. He will be able to help you identify an alternative suitable funding source.

The Innovation Fund is **NOT** a fund to support everyday business as usual such as:

- Capital works – i.e. any type of building work to a premises.
- Ongoing costs or meeting higher levels of demand than anticipated in core service areas.
- Equipment, system, or any other set up / maintenance costs, unless they are an integral part of the innovation project.
- Cover shortfalls in funding from a statutory agency or to pay for deficits elsewhere in the organisation.
- Initiatives that will duplicate current provision (except where they are delivered in a way that enables seldom heard communities to access support).
- Previously funded projects or services that are the same.
- Projects that do not meet a clear local need.
- Do not meet the criteria listed on the funding application form.
- Promote political parties or individuals, including lobbying and campaigning, political parties, political campaigning organisations (lobbying), or subsidiaries of political campaigning organisations.
- Organisations or individuals that promote religion.

Eligibility

The Innovation Fund is available for applications from all voluntary, community and not for profit organisations. This includes social enterprises. The organisation must:

- Any organisations associated with the application, or applying for the application itself, must operate in the UK, under UK laws.
- Be based, or plan to operate, in the London Borough of Bromley for the benefit of Bromley residents.
- If there are elements of the project which will be sub-contracted to another organisation, they must also be a charity, CIC/ CIO/ Not for profit or similar. Profit making organisations are not invited to be part of the Innovation Fund application. All subcontracted organisations must be:
    - Registered with the Charity Commission if they are a Charity
    - Registered with Companies House if they are a Community Interest Company
- Support adults with care and support needs in Bromley's communities.
- Support people from seldom heard communities or underrepresented groups.
- Ordinarily, organisations may receive funding, or apply, once a year. Priority will be given to applications from those who have not previously received Innovation Fund funding. However, if an organisation can deliver more than one impactful project a year that helps LBB and SE London ICS meet their strategic objectives, exceptions will be made on a case-by-case basis.
- Funds may be given to facilitate innovation delivered by an associated organisation where it helps to meet the Innovation Fund criteria and identified priorities.
- Charities must be registered with the Charity Commission.
- Community Interest Companies, Limited by Guarantee must be registered with Companies House.
- Not for Profit organisations and Community Groups.

Considerations for all applicants

There will of course be risks and challenges for innovative pilots and these should be considered for any potential project. Good innovation propositions will have considered:

- The contribution from staff, volunteers, co-production with residents, and their unpaid carers to develop and own innovative ideas. Co-production is suggested to have taken place before your application to support the need for your project or programme.
- Resources and capacity that is needed to innovate effectively.
- Risks, mitigation, and an exit strategy.
- How to embed the learning from the pilot into future service delivery.

We strongly recommend organisations contact the Lead commissioner at Bromley Council to discuss their project/ programme idea before applying to ensure that the project supports the current need. (see contact details at the end of this document)

We also encourage organisations and bidders to be registered with Community Links Bromley to benefit from its support with information, advice, training, good governance and management.

Funding period

Funding will normally be provided for projects that run for 1 year, but longer projects may be submitted up to a maximum of 2 years. Projects will be expected to start as soon as possible after funding is agreed.

Organisations that have their project funded by the Innovation Fund can benefit from ongoing support from a commissioner in LBB and from staff at Community Links Bromley.

Project Monitoring

Because the project is funded by statutory money, projects will be monitored. Funded organisations will receive 2 documents which will need to be completed each quarter:

- Project Indicators - a set of project specific KPI's and measurables which align with the organisation's own Innovation Fund application.
- Quarterly Monitoring Report will need to be completed to share the narrative of the qualitative data, including information on social value, challenges, outcomes, and the resident voice.

Organisations will also be required to send in an End of Project Report. Formal monitoring will be proportionate to the amount of money invested and the level of risk in the project. Monitoring reports are essential to the award process and are linked to the quarterly payment schedule. Organisations will receive a dated schedule in the award letter showing when all reports and data is due.

Occasionally some projects may not progress as originally planned. The Innovation Fund supports innovative projects, so there will be times when things do not go as expected. We will take a supportive approach and jointly agree how the project will change direction. In rare cases, it may be necessary to suspend or close a project early. The option of project closure will be discussed when it happens.

Gathering data and information across the project

Each innovation funded project is expected to gather demographic data for all participants. This could be done in the form of a survey. For projects which are looking to reduce loneliness and/or social isolation, projects will be asked to measure this using the ASCOF measure for all participants in your project. This data will need to be fed back to the council each quarter. The London Borough of Bromley is committed to working in partnership with innovation funded organisations to help collect and analyse this data for organisations and provide a narrative every 3 months on behalf of successful applicants.

It is recommended in your application to use nationally / internally recognised scales to measure the impact and outcomes of your project including but not limited to:

- The WELLBY
- The Warwick-Edinburgh Mental Wellbeing Scales - WEMWBS
- The WHO-5 wellbeing Index
- The UCLA Loneliness scale
- GAD-7 (measuring generalised anxiety disorder) PHQ-9 (measuring the presence and severity of depression).

Amount Available

The maximum amount that you can apply for is £10,000 per application, regardless of the length of your project.

Applications

All applications must be submitted online via the Community Links Bromley platform before the closing date for each funding round. Full guidance is provided and support on the use of the platform will be available. Bidders must include a response to all the questions, otherwise their bid will not score as highly as it could.

Application Timeline

The detailed timetable for each funding round will be announced prior to the opening of the first round. Rounds will only be opened if funding allows.

Example timeline

Project/ programme proposals to LBB commissioner	All year round
Funding round opens	Normally start of the month, but this can change.
Questions, clarifications from prospective bidders	Whilst the funding round is open
Funding round closes	Approximately 3 weeks from opening
Application review by panel members	Up to 3 weeks from closing
Application conversations, approve / decline, senior manager sign off	Up to 3 weeks from closing
Application conversations, approve / decline from Adult Senior Leadership Team	Up to 4 - 5 weeks from closing
Application outcome communication	Up to 6 – 7 weeks from closing

Bid review and communication

Bids will be assessed by the Innovation Fund panel who then make recommendations to the Head of Service for commissioning in LBB and the ICB for their final decision. The London Borough of Bromley's Adult Senior Leadership team will then approve/ decline the recommendations.

There is no appeals process.

Limited feedback will be provided, as will advice about support that might be available elsewhere.

The Panel will consist of:

- Lead commissioner – London Borough of Bromley
- Commissioner – SEL ICB
- Chief Executive Officer – Community Links Bromley

If the total value of all eligible bids exceeds the available funds, the panel will select those bids which it deems will best meet the fund's strategic priorities.

Bidders may be offered a proportion of the amount requested if the panel is satisfied that projects will be deliverable and meaningful if a smaller amount of funding is agreed. In this scenario, Community Links Bromley will offer support with identifying

potential funding sources and will support with any further bids. We want organisations to succeed with their innovative projects.

We aim to ensure that organisations will be notified of their application within the timescale above.

All organisations that deliver services funded by the Innovation Fund are required to make sure that their service is displayed on the Simply Connect Bromley website. This will help with uptake of the service.

Simply Connect Bromley - connecting you to your local community

Finance

- Projects are expected to commence immediately or within 1 month of the award letter. If that is not possible, e.g. for staffing reasons, then a new start date and financial schedule will be mutually agreed between the LBB commissioner and the organisation.
- Payment terms will be detailed for each project, and funds will normally be released in quarterly tranches.
- Applications for lesser amounts, e.g. under £10,000, may be paid on a one-off basis, particularly where the organisations are very small and do not have cash flow that allows them to pay for their projects up front. This will be agreed on a case-by-case basis.
- **Full details of all expenditure linked to each project must be maintained for your own audit purposes.**

Any questions relating to the Innovation Fund should be directed to:

Lead commissioner: Helayna Jenkins MBE, Community Partnerships Lead, LBB

Helayna.jenkins@Bromley.gov.uk

Useful contacts:

Community Links Bromley
https://www.communitylinksbromley.org.uk/

Bromley Third Sector Enterprise
www.btse.org.uk

Simply Connect Bromley
Simply Connect Bromley - connecting you to your local community

Signposting:

Starting a Group
https://mycommunity.org.uk/

Setting up a charity
https://www.gov.uk/government/organisations/charity-commission

Setting up a social enterprise
https://www.gov.uk/set-up-a-social-enterprise

Harnessing technology
https://superhighways.org.uk/

The Format of the Bid

To support organisations to prepare to make their applications, here are the questions that will be asked on the online application form. Some questions are more important than others, so they carry a higher weighting in the scoring. Similarly, those questions will have a higher word count than questions with a lower weighting.

You will also be asked to upload a financial breakdown of the costs of your proposal.

Using AI to support your application

Artificial Intelligence (AI) tools can be a brilliant way to help enhance bidders' applications. However, some tools can generalise ideas and messages which you want to specify. Applications which are filled with detailed information, data and specifics on their programme across the questions tend to score better. We want to hear applications which are passionate about innovation over those which sound professional.

1. Your Proposal:

a. Grant requested: £
(needs to be under £10,000)
b. Tell the panel about your proposal – What need will your project or service meet? Tell us about the **evidence** for the **local** need and tell us **who** you will be targeting your service at (please use local data where possible).
c. Tell us **how** your proposal will support adults with care and support needs and/or their unpaid carers.
d. Tell us **how** your proposal will help prevent adults needing to use health and social care services.
e. Summarise **how** your proposal will help meet the Innovation Fund's aims.

Weighting 20%
Word Count: 750

2. How your project offers something different to existing services

a. Tell us **how** your proposal will offer provision that is not delivered currently by any other contracts held by LBB/ or SEL ICB in Bromley or other voluntary or community sector enterprise organisations in the borough.

OR

b. Tell us **how** your proposal will deliver a service in a way that meets the needs of adults with care and support needs that do not access existing public services for assorted reasons.

Weighting: 20%
Wordcount: 500

3. Sustainability

The funding that the Innovation Fund provides is one off. Tell us **how** you plan to sustain the service when this funding ends. Sustainability can be financial or non-financial – it includes money, in-kind resources, and people resources, paid and unpaid.

OR

If your project is a one off, state **how** the outcomes of the project can be used in the future to support the Council/or Integrated Care System in Bromley's work.

Weighting: 20%
Wordcount: 500

4. Co-production

Tell us **how you have used co-production to support your project / programme proposal** and how this will continue during your project's delivery and evaluation of your project.

Weighting: 10%
Wordcount: 250

5. Social Value

What benefits will residents see because of your project and **how** do you plan to measure these? For example:

- local volunteer opportunities
- improved sense of wellbeing using measured outcomes
- local jobs for people with a disability or from a seldom heard community
- environmental enhancements
- apprenticeships
- re-purposing waste
- increased social cohesion.

(You may want to consider using the WELLBY measure which is located within the *Gathering data and information across the project* section within the Innovation Fund Guidance document).

Weighting: 5%
Wordcount: 125

6. Monitoring Progress and Evaluating Outcomes and the Impact of your Proposal

Tell us **how** you will you measure the success and social value of your project. For example, how will you monitor the project and **what** methods will you use, **what** performance indicators will you be keeping track of? Include particularly indicators that will show beneficial outcomes to people we support and their families and carers and wider communities (if applicable). (You may want to consider using some of the measures mentioned in the *Gathering data and information across the project* of the Innovation Fund Guidance document).

Weighting: 10%
Wordcount: 250

7. Organisational Capacity

Tell us about your organisation's capacity to deliver this proposal, so tell us things like the resources that will be used to deliver the proposal, including staff, volunteers, technology, match funding, or in-kind resources.

Weighting: 10%
Wordcount: 250

8. Risk and Mitigation

Tell us about risks that you have identified that might affect delivery of this proposal. For each risk, tell us what it is and the measures you will put in place to mitigate them. Include risks associated with workforce (paid and unpaid), programme / project retention, promotion, financial resources, and premises/cost of rents.

Weighting: 5%
Wordcount: 250