

## **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 SE London Integrated Commissioning Board (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 vulnerable adults 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 to improve their physical or mental health and wellbeing
- Supporting unpaid carers of vulnerable adults
- Promoting and supporting adult volunteering
- Providing day opportunities for vulnerable adults and older people
- Supporting young people with special educational needs and disabilities (16+) as they transition into adulthood

#### The Innovation Fund

Innovation can be the practical implementation of new ideas that drive change and result in positive outcomes and performance.

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 ideas and new solutions to improve service delivery, service user outcomes and to address gaps in support for Bromley adults.

The Innovation Fund (IF) is a commitment to transformation, learning and progress. It 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 the Integrated Commissioning Service with support from Community Links Bromley (CLB).

CLB and Bromley Third Sector Enterprise (BTSE) support the advertising and marketing of the funding rounds through their website, newsletters and social media.

Additionally, CLB provides its bidding platform, along with the relevant documentation, guidance and support for the online application process. Workshops are provided to help bidders develop their skills in bid-writing, and 1:1 support from CLB's funding development officer is also available.

The Innovation Fund is mostly funded by the Better Care Fund. Objective One of the Better Care Fund is to enable adults to stay well, safe and independent at home for longer. As well as benefitting adults, their unpaid carers, families and communities, this also reduces pressure on health and social care services.

The priorities for this fund are aligned to the LBB Corporate Strategy, the Adult Social Care Strategy 2023 – 2028 and supported by the Adult Care and Health Portfolio Plan.

## Scope of Fund

Each financial year LBB and the SE London ICB will determine the annual budget allocation to the fund. Funding rounds will be announced annually in advance and promoted ahead of each funding round.

The Innovation Fund is a fund specifically for organisations to pilot new and innovative services. The aim is to help organisations kick start great ideas and get 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 by LBB's adult social care budgets. It is therefore aimed at vulnerable adults and carers of adults.

**Important:** 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 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 that support vulnerable adults and their carers, whether they are adult carers or young carers.

The responsibility for supporting parent carers of disabled children lies with 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 development officer at Community Links Bromley [fdo@communitylinksbromley.org.uk](mailto:fdo@communitylinksbromley.org.uk). He will be able to help you identify a suitable funding source.

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

- Capital works
- 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 "hard to reach" communities to access support)
- Previously funded projects or services that are substantially 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:

- Be based or operate or plan to operate in the London Borough of Bromley for the benefit of Bromley residents
- Support the most vulnerable adults 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. They will have an appropriate sub-contracting arrangement in place with the associated organisation. The draft sub-contract agreement will be submitted as part of the application
- Charities must be registered with the Charity Commission
- Community Interest Companies must be registered with Companies House

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, service users and their unpaid carers to develop and own innovative ideas
- 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 recommend and encourage all bidders to be registered with Community Links Bromley to benefit from its support with information, advice, training and with 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 are able to benefit from ongoing support from a commissioner in LBB and from the staff at Community Links Bromley.

Because the project is funded by statutory money, projects will be monitored. These reports are key to measuring the social value and impact each project has made within the local and wider community. Organisations will also be required to send in an end of project report. Formal monitoring will 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 directly linked to the payment schedule.

If the project is not a one off, such as a piece of research, bidders must evidence how the project will be sustained at the end of the funding period. Support with funding streams is available from Community Links Bromley. Organisations are strongly encouraged to make use of the support available because Community Links Bromley has a strong record of success in winning bids that it makes or supports others to make.

### Amount Available

Applications of up to £50,000 a year are invited.

### 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 *provisional* annual funding rounds will open as follows:

March, June, September, December

The detailed timetable for each funding round will be announced prior to the opening of the first round.

### **Example timeline**

Funding round opens	Normally start of the month
Questions, clarifications from prospective bidders	Whilst the funding round is open
Funding round closes	Approximately 3/4 weeks from opening
Application review by panel members	Up to 2 weeks from closing
Application conversations, agreed / decline senior manager sign off	Up to 2 weeks from closing

Application conversations, agreed / decline from Adult Senior Leadership Team	Up to 2 weeks from closing
Application outcome communication	Up to 3 weeks from final panel review

### 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 approve/ decline the recommendations.

There is no appeals process. Limited feedback will be provided, as will advise about support that might be available elsewhere.

The Panel will consist of:

- Lead commissioner – London Borough of Bromley Council
- Commissioner – NHS SE London ICB
- Representative – 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. Ultimately, 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. We will communicate with organisations if there is any slippage in the published timetable.

**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, eg 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 small amounts, eg under £5,000, 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.
- Applications for funding of £10,000 or below may be part paid in advance on agreement of the application. This will be agreed on a case-by-case basis.
- Applications for funding above £10,000 will be paid quarterly in arrears, with exceptional agreement for part payment in advance on agreement of the application.
- Full details of all expenditure directly linked to each project must be maintained for your own audit purposes.

### Monitoring and Evaluation

Key performance indicators and outcome data requirements will be agreed at the beginning of the project.

Successful projects will be monitored through reporting, case studies and any review meetings held between the Council commissioner and the provider. Discussions will focus on progress against plans, changes planned in light of lessons learnt, final project evaluation, and options to secure future funding to continue successful projects.

Occasionally some projects may not progress as originally planned. The innovation funds support 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.

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

Haylayna Jenkins, Principal Loneliness Champion, London Borough of Bromley

[Haylayna.jenkins@Bromley.gov.uk](mailto:Haylayna.jenkins@Bromley.gov.uk)

### Useful contacts:

#### **Community Links Bromley**

<https://www.communitylinksbromley.org.uk/>

## **Bromley Third Sector Enterprise**

[www.btse.org.uk](http://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

### **1. Your Proposal:**

- a. Grant requested: £
- b. Tell the panel about your proposal – what need will your project or service meet, tell us about the evidence for the need and tell us who you will be targeting your service at.
- c. Tell us how your proposal will increase adult's health and wellbeing.
- 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 the Council/or Integrated Care System in Bromley

OR

- b. Tell us how your proposal will deliver a service in a way that meets the needs of adults that don't access existing public services for various 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.

Weighting: 20%

Wordcount: 500

#### **4. Co-production**

Tell us how you will use co-production with people we support, their families, carers, staff and volunteers in the design, 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, local jobs for people with a disability or from a seldom heard community, environmental enhancements, apprenticeships, re-purposing waste.

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 use - particularly performance measures that will show beneficial outcomes to people we support and their families and carers.

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 measures you will put in place to mitigate them. Include risks associated with workforce (paid and unpaid), financial resources and premises/cost of rents.

Weighting: 5%

Wordcount: 250