



GUIDANCE NOTES FOR APPLICATION **SMALL GRANTS FUND**

The Lancashire Workforce Development Partnership is seeking to encourage applications from social care employers in Lancashire to benefit from our Small Grants Fund.

We are inviting organisations **delivering Social Care** to apply for a grant to support workforce development projects which meet our objectives, the proposal must show how it:

- Improves the business effectiveness of your organisation.
- Develops business opportunities for you.
- Deals with the Personalisation Agenda.
- Impacts on recruitment and retention issues.
- Drives up Quality and Evaluation of services.
- Involves service users and their carers.
- Improves the HR function of your organisation.

The LWDP already supports generic HR training, Induction and NVQ training, and Post qualification training for qualified staff – please see the LWDP website if you have an interest in/need for this training www.lwdp.org.uk

Applications for this training **will not** be considered from the small grants funds.

AMOUNT AVAILABLE FOR EACH BID

Individual care providers will be able to apply for a maximum of £2,500.

NUMBER OF APPLICATIONS

Individual organisations can only make one application per year.

APPLICATION PROCESS

We have tried to keep the application process as simple as possible. There is an application form which should be completed after reading these Guidance Notes for Applicants.

Once all the sections of the form have been completed and the supporting information is available the application should be e-mailed to dymphknowles@lwdp.org.uk

It will then be considered and you will be informed of the outcome including any terms and conditions relating to the grant.

ELIGIBILITY

- You must be a Social Care Employer in Lancashire
- You must be a registered company or not-for-profit organisation
- You must not be a statutory provider of services (e.g. local authority/health service)
- You must not be a training provider (college etc)

Please note:

- These grants DO NOT support capital purchases.
- Where training is agreed DO NOT support back-fill time.

SELECTION CRITERIA

Successful projects must clearly show that they:

1. maximise HR training and development opportunities for the organisation
2. impact positively on the lives of people who access services

It is also important that they demonstrate **value for money**.

All of the above factors will be taken into account when making decisions about the applications.

COMPLETING THE FORM

Please ensure that you answer every question as fully as possible. We need background information about the organisation submitting the bid.

There needs to be **detailed costings** available for all projects.

AUDIT TRAIL

As the money for distribution is public money, successful applicants will be expected to ensure that specific records relating to the project are kept for 5 years and made available for audit purposes.

EVALUATION

All projects that are awarded funding must complete a short report on the outcomes of the project and include information on the added value to the organisation and the people that receive its services.

This must be forwarded to LWDP with proof of any payments.

SHOWCASING SUCCESSFUL PROJECTS

If your particular project is innovative, we may ask you to share it with other LWDP members. This may be through our website, "E" newsletters, at provider forums, via conferences or other unspecified methods.

LIST OF SUCCESSFUL PROJECTS

A list of the successful projects will be made available on the LWDP Website (www.lwdp.org.uk).

TO DISCUSS FURTHER

Please contact:

LWDP, Marian House, Beech Grove, Preston, PR2 1DU.

Tel: (01772) 761855 or email: dymphknowles@lwdp.org.uk