

London Borough of Bromley & NHS

South East London, Integrated Commissioning Board

Innovation Fund Process

The Innovation Fund is a funding programme financed by Bromley Council and NHS SE London Integrated Commissioning Board (ICB), with a commitment to support prevention and early intervention projects. Our aim is to ensure residents receive more of the right care, in the right place, at the right time, and remain as independent and for as long as possible.

What is Innovation?

Innovation can be the practical implementation of ideas that drive change and result in positive outcomes and performance. Innovative organisations and partnerships will operate an outcomes-based approach, with learning embedded into core delivery.

In relation to this fund, innovation seeks solutions to inflexible issues through alternative ways of working and or testing solutions to emerging problems by:

- Exploring innovative approaches through co-production, using community and or service user's personal resources to improve outcomes and self-management
- Community mapping, to identify and improve awareness and use of community resources
- Targeting identified gaps in service delivery that can be met through innovative and transformative initiatives

Partnerships

The Innovation Fund is a funding programme financed by Bromley Council and the NHS SE London ICB. The fund is administered and managed by Bromley's Integrated Commissioning Service with support from Community Links Bromley.

Community Links Bromley has been commissioned by the Council and ICB to provide a range of services for example:

- To support, enable and champion the Voluntary, Community and Social Enterprise (VCSE) sector in Bromley to provide a sustainable range of services to strengthen the sector and build capacity, focusing the benefits on the residents of the borough.
- To promote community-led support, which embraces innovation and co-production, and assist the sector in developing community-based initiatives in support of the Council's core offer.

Specifically in relation to this fund, Community Links Bromley and Bromley Third Sector Enterprise, support the advertising and marketing of the funding rounds, through their website, newsletters, and social media. Additionally, Community Links Bromley provide their Award Force Platform and support for the online application process, together with the relevant documentation and guidance.

The Innovation Fund

The aim of the fund is to learn what works and to explore potentially more effective ways of improving access and support. Commissioners are looking for creative ideas and new solutions to improve service delivery, service user outcomes and to address gaps in support for residents. The Innovation Fund is a commitment to transformation, learning and progress and is not a grants programme. The fund is 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 without LBB funding in the longer term.

Priorities

The priorities for this fund are aligned to the Bromley Corporate Strategy, and the Adult Care & Health Portfolio Plan:

<https://www.bromley.gov.uk/policies-plans/making-bromley-even-better-corporate-strategy-london-borough-bromley>

<https://www.bromley.gov.uk/downloads/file/573/adult-care-and-health-portfolio-plan>

Whilst the Fund supports the Council's and NHS SE London ICB's overarching aim to prioritise the health, safety and wellbeing of our residents, the COVID-19 pandemic continues and has brought particular challenges to those involved in preventative and early intervention support. Many services have had to find different ways of engaging with residents, whilst dealing with an increase in demand.

For the foreseeable future we will be seeking bids for the Innovation Fund to focus on any of the following areas which may have been intensified by the pandemic:

- Reducing social isolation and loneliness
- Helping people to improve their health and wellbeing
- Supporting carers
- Supporting young people (16+) as they transition into adulthood
- Promoting and supporting volunteering
- Providing day opportunities for vulnerable adults and older people to support the role of carers.

Scope of Fund

Each financial year the Council and the NHS SE London ICB will determine the annual allocation to the fund. Funding rounds will be announced quarterly in advance.

The Innovation Fund is a fund specifically for innovative new ideas to enable organisations to pilot new initiatives. It is NOT a fund to support everyday business as usual such as:

- 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 (possible exceptions if delivered in a different way or delivering different outcomes)
- Projects that were previously funded, where the specification is 60% the same, even where the project name has been changed
- Projects that have not demonstrated a clear local need
- Do not meet the criteria listed on the funding application form
- Promote political parties (incl. lobbying and campaigning), individuals or religion.

Eligibility

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

- Be based or operate in the London Borough of Bromley for the benefit of Bromley residents
- Support the most vulnerable members of Bromley's communities
- Ordinarily, organisations may only apply once a year, whether a previous application was successful or not. Priority will be given to applications from those who have not previously received Innovation Fund, funding.
- 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.

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 and service users to develop and own innovative ideas
- Resources and capacity, appropriate to innovate effectively
- Risks, mitigation and exit plans
- How to embed the learning in future service delivery

We request applicants are registered with Community Links Bromley to benefit from their governance and support arrangements.

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, and such bids will be subject to review at the end of the first year. Details will be provided in each funding round. Projects will be expected to start as soon as possible and will be subject to regular review. Applicants must consider how the project can be sustained at the end of the funding period; seeking in advance alternative funding streams potential with the assistance of Community Links Bromley who are commissioned by LBB to provide infrastructure support services to the voluntary, community and social enterprise.

Amount Available

The available funds will be confirmed at the beginning of a funding round, taking into account the value of any current projects that are due to run into the forthcoming year. Applications of up to £50,000.pa will be accepted.

Applications

All applications must be submitted online via the Community Links Bromley Award Force Platform before the closing date for each funding round. Full guidance is provided and support on the use of the platform will be available. As a minimum applicants must include:

- A description of the service and how it will deliver the themes outlined in the priorities highlighted in each funding round
- How it will improve service delivery
- How it will add social or economic value
- How it will incorporate service user feedback, professional experience
- Effectiveness using an evaluation framework with qualitative and quantitative measures where appropriate
- How the project can be sustained if outcomes are successful at the end of the funding period
- Confirmation that the organisation is adhering to and meeting any legal duties relating to Equalities, Disclosure and Barring Schemes, Safeguarding and GDPR as a minimum and provide evidence when requested
- Confirmation that information may be shared for the detection of fraud

Application Timeline

The provisional annual funding rounds will open as follows:

March, June, September, December

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

Example timeline

Funding round opens	Start of month
Questions, clarifications from prospective applicants	Whilst the funding round is open
Funding round closes	Approximately 3 weeks from date of opening
Application review by panel members	1 week
Application conversations, agreed / decline senior manager sign off	1 week
Application outcome communication	1 week from final panel review

Application review and communication

Applications will be assessed by the Innovation Fund panel, who may consult with appropriate Bromley Council / ICB officers on the applications and may request supplementary information from the applicants.

The Panel will consist of:

- Lead commissioner - 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 priorities. Applicants may be offered a proportion of the amount requested. Award decisions will be made by Bromley Council and NHS S E London ICB, Heads of Service for commissioning. Their decision is final and there is no appeals process.

Organisations will be notified in writing of the outcome of their application within one week of the final decision. A list of successful schemes will be available on the Community Links Bromley website.

We request all relevant organisations to include their details on the Simply Connect Bromley website and this will be a requirement for all successful organisations.

https://bromley.simplyconnect.uk/activities?post_code=Bromley&distance=50&type_id=1&type_id=2&page=2&limit=20&sort=asc

Finance

- Projects are expected to commence immediately or within 1 month of approval
- Payment terms will be detailed for each project and funds released in tranches
- Applications for funding of £10,000 or below may be part paid on agreement of the application
- Applications for funding above £10,000 will normally be paid quarterly in arrears, with exceptional agreement for part payment on agreement of the Application
- Full details of all expenditure directly linked to each project must be maintained

Monitoring and Evaluation

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

Commissioners recognise there is a balance between data collection and monitoring, and therefore a reasoned and pragmatic approach will be taken.

Successful projects will be monitored through reporting, case studies, and the quarterly 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 and it may be necessary to suspend or close a project early and this will be discussed during the quarterly review meetings.

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

Maya Vadgama, Integrated Strategic Commissioner, London Borough of Bromley
maya.vadgama@bromley.gov.uk

Useful contacts:

Community Links Bromley

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

Bromley Third Sector Enterprise

www.btse.org.uk

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/>

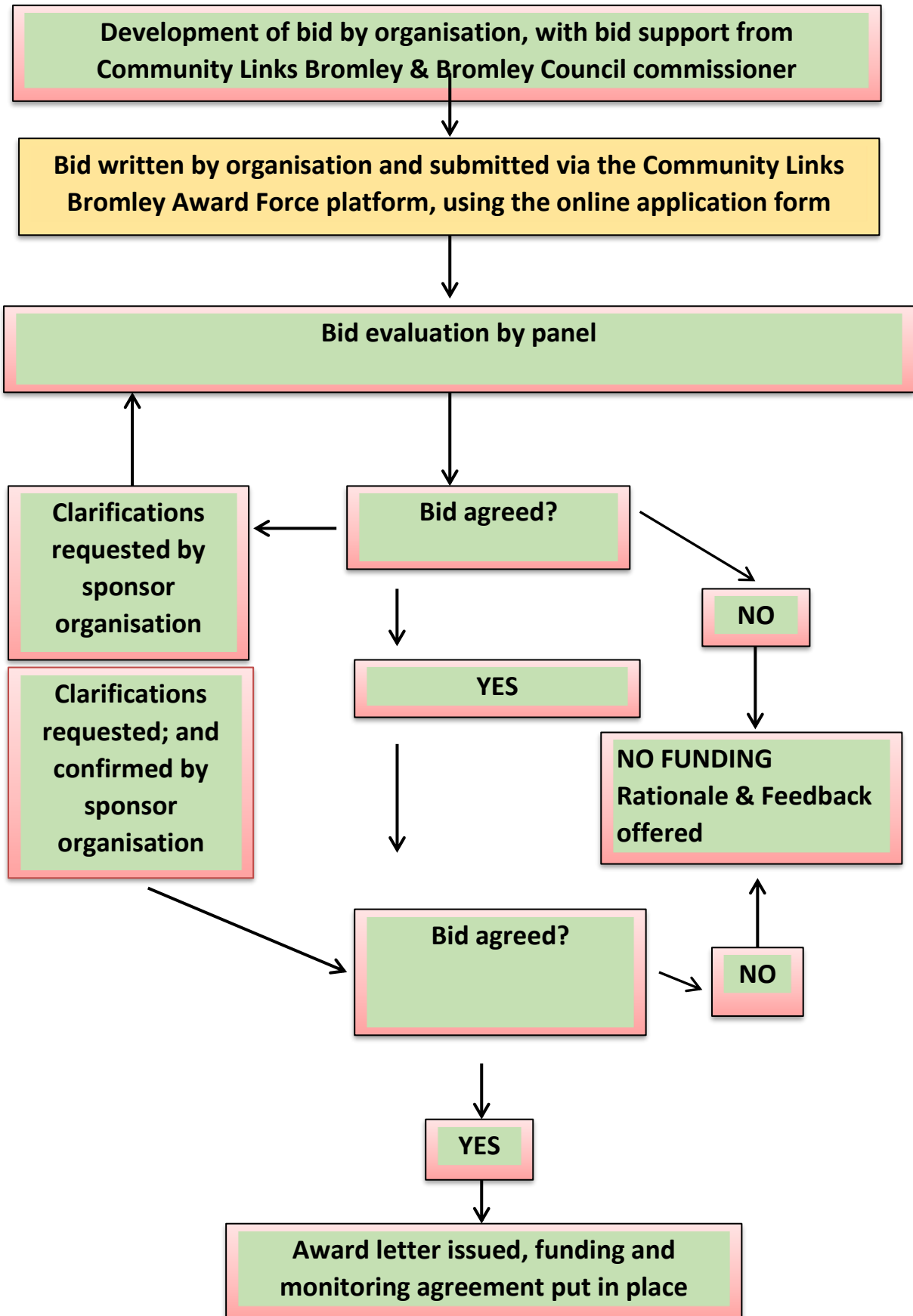
Appendices:

Application Process Diagram

Application form, (submitted online via the CLB Award Force Platform)

Application assessment form

Innovation Fund Application Process



Innovation Fund – Application form (online via CLB Award Force Platform)

Organisations eligible to apply to the Innovation Fund must:

- Be based in or operate in the London Borough of Bromley for the benefit of Bromley residents.
- Support the most vulnerable members of Bromley’s communities.
- 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.
- Ordinarily, organisations may only apply once a year, whether a previous application was successful or not. Priority will be given to applications from those who have not previously received Innovation Fund, funding. **This organisation has not submitted an application in the previous financial year ending in March.**

Does your organisation meet the above criteria? YES NO

(if YES proceed with application; if NO, text displayed: Your organisation does not meet the eligibility criteria to apply to this Fund. Please contact either, maya.vadgama@bromley.gov.uk or christophere@CommunityLinksBromley.org.uk to discuss your application. Please also see the [Community Links Bromley website](#) for other funding opportunities you can apply to.)

Applicant Details

Title of proposal

Name of organisation

Address

Postcode

Tel. No.

Email (contact)

<p>Sections to be completed by the applicant</p>	<p>Review applications Scoring <i>0 = No or little evidence</i> <i>1 = Meets at least 2 of requirements within the criteria</i> <i>2 = Meets all requirements with the criteria</i> <i>A bid must score a minimum of 7</i></p>
<p>Please give an outline of your proposal (Include timeline, evidence of need, targeted cohort)</p>	

<ol style="list-style-type: none"> 1. What are the anticipated outcomes? (These should relate to the Innovation Fund priorities) (500 words) 2. Please detail evidence of co-production (500 words) 	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> 1. <i>Focus on at least one of the outcomes demonstrating appropriate performance measures in place to measure and demonstrate how the use of the fund will meet outcomes?</i> 2. <i>Provide evidence of co-production?</i>
<ol style="list-style-type: none"> 3. What will a successful project look like? (500 words) 4. How will it benefit service users? (500 words) 5. What will encourage you to continue the project? (500 words) 	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> 3. <i>Deliver significant improvement to the service users?</i> 4. <i>Include a provision that is not delivered currently by any other contracts held by the Council?</i> 5. <i>Give reasonable justification if the fund is to be used to target other groups or areas e.g., identified gap in local provision?</i>
<ol style="list-style-type: none"> 6. Please outline your organisation's capacity to deliver this initiative (500 words) 7. Please detail any risks identified (500 words) 8. How will you mitigate these with a realistic, achievable, and coherent time line? (500 words) 	<p><i>Does the application</i></p> <ol style="list-style-type: none"> 1. <i>Address what resources will be used to deliver the initiative, including any match funding or resources offered?</i> 2. <i>Identify risks and ways of mitigating them?</i> 3. <i>Have a realistic, achievable, and coherent timeline?</i>
<ol style="list-style-type: none"> 9. Describe how the project will have a sustainable effect when the funding ends. (What is the exit strategy? How does it add social or economic value?) (500 words) 	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> 1. <i>Demonstrate the sustainability of the impact of the project, creating long term benefits?</i> 2. <i>Demonstrate added value?</i> 3. <i>Provide a clear/realistic exit strategy?</i>
<ol style="list-style-type: none"> 10. How will the project deliver value for money? (500 words) 	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> 1. <i>Demonstrate how these will not duplicate any existing funding streams from the Council or NHS?</i> 2. <i>Set out how value for money will be achieved within the costings proposed?</i>
<ol style="list-style-type: none"> 11. Please upload a financial breakdown of the proposal 12. Please detail how you have calculated the budget? (500 words) 13. Amount Sought £ 	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> 1. <i>Include a clear budget?</i> 2. <i>Does it provide sufficient detail? E.g., staff time and cost per hour, volume of delivery / session, hours, days etc</i> 3. <i>Does it detail how costs have been apportioned</i> 4. <i>Does it add up?</i>

<p>14. How will you measure success? (Service user feedback, monitoring framework, performance indicators etc.) (500 words)</p>	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> <i>1. Demonstrate how it will incorporate service user feedback?</i> <i>2. Include a monitoring framework?</i> <i>3. Include performance indicators?</i>
<p>Declaration</p> <p>15. I confirm that I will meet and continue to adhere to any legal duties relating to Disclosure and Barring Schemes, Safeguarding and GDPR as a minimum during the life of the project and provide evidence when requested</p>	<p><i>Does the application:</i></p> <ol style="list-style-type: none"> <i>1. Confirm these requirements</i> <i>2. Demonstrate how the organisation is meeting these requirements?</i> <i>3. Demonstrate how this is recorded?</i>
<p>16. The Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or when undertaking a public function, in order to prevent and detect fraud. The Council may share information with and to relevant parties for the detection and prevention of fraud.</p> <p>The signatory confirms that all information is correct to the best of their knowledge and that they understand funds may only be spent in accordance with the agreed proposal. If any information is later found to be false or money is not spent in accordance with the agreed application, we will recover funds and, if fraud is suspected, we will consider further action under the Fraud Act 2006.</p> <p>17. Name of person submitting the form 18. Position in organisation</p>	

INNOVATION FUND PART B: ASSESSMENT

To be completed by Bromley Council authorised officer

Scoring

0 = No or little evidence

1 = Meets at least 2 of requirements within the criteria

2 = Meets all requirements with the criteria

A bid must score a minimum of 7 to be considered by the Bromley Well Programme Board.

Title of bid:	
Amount requested £	
Date of assessment:	
Assessed by (name and contact details)	
Criteria	Score
<p>OUTCOMES</p> <p><i>A strong bid will:</i></p> <ol style="list-style-type: none"> <i>1. Focus on at least one of the outcomes from the priorities listed demonstrating appropriate performance measures in place to measure and demonstrate how the use of the fund will meet outcomes.</i> <i>2. Provide evidence of co-production</i> <p><i>There are six key overarching outcomes: These are:</i></p> <ol style="list-style-type: none"> <i>a) To reduce the requirement for unplanned care resulting in emergency admissions</i> <i>b) To prevent and delay the requirement for long term care packages</i> <i>c) To support service users to remain independent in their local communities</i> <i>d) To build capacity and capability in local communities by demonstrating social and economic impact</i> <i>e) To leverage in further external funding to the sector</i> <i>f) To shape local services to facilitate social benefit to service users creating added value.</i> <p>Comments</p>	

<p>IMPACT</p> <p><i>A strong bid will:</i></p> <ol style="list-style-type: none"> 1. <i>Deliver significant improvement to the service users</i> 2. <i>Include a provision that is not delivered currently by any other contracts held by the Council</i> 3. <i>If the fund is to be used to target other groups or areas, then reasonable justification must be given i.e. gap in local provision identified.</i> <p>Comments</p>	
<p>CAPACITY</p> <p><i>A strong bid will:</i></p> <ol style="list-style-type: none"> 4. <i>Address what resources will be used to deliver the initiative</i> 5. <i>Identify risks to carry out the project and ways of mitigating this risk</i> 6. <i>Be realistic, achievable, and present a coherent timeline</i> <p>Comments</p>	
<p>SUSTAINABILITY</p> <p><i>A strong bid will:</i></p> <ol style="list-style-type: none"> 1. <i>Demonstrate the sustainability of the impact of the project, creating long term benefits</i> 2. <i>Demonstrate added value</i> 3. <i>Provide an exit strategy is clear/realistic</i> <p>Comments</p>	

VALUE FOR MONEY	
<p><i>A strong bid will:</i></p> <ol style="list-style-type: none"> 1. <i>Provide a breakdown of costs</i> 2. <i>Demonstrate how these will not duplicate any existing funding streams from the Council or NHS</i> 3. <i>Set out how value for money will be achieved within the costings proposed</i> <p>Comments</p>	
TOTAL	
Funding Awarded? (yes/no)	

Innovation Fund Panel Members

Name	Position/Organisation