

## Cabinet

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**Date:** Tuesday 22nd July 2014  
**Time:** 2.00 pm  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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6. **Public Health Transformation Fund** (Pages 1 - 18)

Revised Report and Appendices

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Please contact Paul Mountford on 01270 686472  
E-Mail: [paul.mountford@cheshireeast.gov.uk](mailto:paul.mountford@cheshireeast.gov.uk) with any apologies or requests for further  
information or to give notice of a question to be asked by a member of the public

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# CHESHIRE EAST COUNCIL

## Cabinet

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**Date of Meeting:** 22<sup>nd</sup> July 2014  
**Report of:** Director of Public Health – Dr Heather Grimbaldeston  
**Subject/Title:** Public Health Transformation Fund  
**Portfolio Holders:** Cllr Janet Clowes, Care and Health in the Community

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### 1.0 Report Summary

- 1.1 The Public Health Transformation Fund has been specifically created to improve the health and wellbeing of residents in Cheshire East. The dedicated, flexible and time-limited financial resource will enable residents to access and benefit from innovative approaches to health not previously available in Cheshire East through statutory, voluntary, community, faith and private sector\* transformation initiatives.

### 2.0 Recommendations

- 2.1 That Cabinet agrees the creation of the Public Health Transformation Fund.
- 2.2 That Cabinet delegates the decision to make the awards to the Public Health Transformation Fund Panel Chaired by the Portfolio Holder.

### 3.0 Reasons for Recommendations

#### 3.1 Background

The Health and Social Care Act 2012 transferred the responsibility for some public health services to Local Authorities and included a new duty to improve the public's health. There are many beneficial health and wellbeing services in place across Cheshire East and Outcome 5 of the Council's Three-Year Plan provides an influential vehicle with which to enhance these further. There are also many factors outside of traditional 'health services' which help to improve an individual's quality of life and life expectancy, some of which are recognised throughout the Council and CCG's two, three and five year plans. An effective commissioning cycle requires an individual and their circumstances to be considered as a whole across a spectrum of services and organisations. Departments across the Council and all its wider partner organisations will have ideas about how services can be improved towards meeting this goal but may not have had the opportunity to develop these without support or funding. The Public Health Transformation Fund has been developed to offer this opportunity.

#### 3.2 Aims

The Public Health Transformation Fund aims to:

\*Also referred to as Partner Organisations in this paper

- Support the delivery of priority local health and wellbeing activities
- Facilitate collaborative and integrated approaches to population health and wellbeing
- Improve quality of potential future services through targeting the right people with the right service in the right place and at the right time
- Improve value for money by evaluating the outcomes of activities and the associated impact on Cheshire East residents, the Council and its partners before longer term funding is committed.

The Public Health Transformation Fund will help realise the vision of the future whereby health and wellbeing is central to residents, Council wide services and the initiatives of local partner organisations. The Fund offers the opportunity to develop prevention and early intervention initiatives, improve health and wellbeing now and over the long term and reduce reliance on 'treatment' focussed services. Potential applicants should focus on areas of need identified in:

- The Director of Health's Annual Report
- The Health and Wellbeing Board's Health and Wellbeing Strategy
- The JSNA.

Projects should seek to improve outcomes highlighted in the:

- Public Health Outcomes Framework
- Outcome 5 of the Council's 3 Year Plan.

Examples of the types of projects that the Fund may attract are:

- Reducing binge drinking in those aged 15-17 years by introducing non-alcoholic cocktail hours where teenagers can socialise, learn new skills such as beauty therapy and have access to health and care professionals
- Making every contact count – building on the work exemplified by the Fire Service which identifies a wide range of health improving measures open to older people (such as flu immunisation and falls prevention) in addition to confirming fire safety compliance in their homes.

### 3.3 Approach

Bidders from statutory, voluntary, community, faith and private sectors may submit business cases and be provided with funding within the financial period 01<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. Funding may cover projects lasting up to 2 years (to 31<sup>st</sup> March 2016).

Bidders will be able to submit proposals in two or three tranches. Projects are routinely expected to be between £30,000 and £150,000.

Proposals will be formally evaluated by a Transformation Fund Panel. The Panel has a mandated minimum membership and includes an external, independent assessor from Public Health England and is Chaired by the Portfolio Holder for Health. The Panel Criteria for award will include assessment of the evidence base, population need, delivery planning, quality, identified risks and finance.

#### **4.0 Wards Affected**

All

#### **5.0 Local Ward Members**

All

#### **6.0 Policy Implications**

The Health and Social Care Act 2012 transferred some public health responsibilities and services to Local Authorities in April 2013.

#### **7.0 Financial Implications**

Funding will be made available from the public health ring fenced budget. The Finance team have noted that there is sufficient available funding within the Public Health ring-fenced budget for the transformation fund outlined in this report. Any organisation submitting a bid will be subject to an assessment of their financial position to reduce any risk to Cheshire East Council.

#### **8.0 Legal Implications**

The Transformation Fund will be advertised locally and on The Chest.

There are no legal issues preventing the establishment of this fund. Awarding of the grant will be in line with criteria above.

The award of funding is subject to a grant agreement and terms of reference currently under review by the Council's legal team.

Successful bidders will be asked to evaluate their progress on a quarterly basis to the Transformation Fund Panel to enable full benefits to be realised and reported to Cabinet. In line with project methodology a template has been designed to guide them in the type of evaluation criteria to consider.

In delivering the objectives of the Fund, care must be taken to ensure that when funding is provided it is truly a grant. Any attempt to dictate the way in which outcomes are to be achieved or apply terms and conditions could, dependent on the value, inadvertently create a service contract that may breach public procurement rules. Essentially, the terms of the grant should set out the purpose of the grant, what it can be allocated to and only claim back, suspend or withhold funding in accordance with the circumstances outlined in the grant agreement.

There is a small risk that State Aid could apply to the grants being made. However, it is understood that these grants are unlikely to exceed the threshold of 200,000 euros. Assistance under this amount is regarded as "de minimis" and unlikely to distort competition. However, "de minimis" payments over the last three years should be taken into account so when a grant is awarded the recipient should be made aware that the funding qualifies as de

minimis aid and the Council will need to check that the recipient has not received similar aid which means it would cumulatively exceed the threshold for State Aid.

## **9.0 Risk Management**

The release of funding is subject to clear terms. Cheshire East Council reserves the right to reduce or withdraw funding at any time during the period of the agreement where the agreed proposals are not being delivered.

Good governance arrangements have been put into place as outlined in the Agreement and Terms of Reference.

Legal and procurement advice has been sought in developing the terms of the grant agreement.

## **10.0 Access to Information**

The Terms of Reference for the Public Health Transformation Fund and associated documentation are attached.

Further background can be sought by contacting the report writer:

Name: Rachel Ryle

Designation: Business Manager, Public Health

Tel No: 01270 685777

Email: [Rachel.ryle@cheshireeast.gov.uk](mailto:Rachel.ryle@cheshireeast.gov.uk)



**Cheshire East Council**  
**Public Health Transformation Fund 2014/15**

**Terms of Reference**

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## **1.0 The Public Health Transformation Fund**

### **1.1 Background**

Local Authorities in England assumed responsibility for the commissioning of some public health services from the National Health Service (NHS) under the Health and Social Care Act 2012 on April 01 2013. This provided the Council with an opportunity to commission more effective and seamless services which improve the health and wellbeing of the local community whilst also achieving greater value for money. The Council recognises that whilst many beneficial health and wellbeing services are in place there is still more that can be done to improve health outcomes across Cheshire East. Staff from across the Council and our wider partnerships will have ideas about how services can be improved or enhanced but may not have had the opportunity to develop these ideas without support or funding. The Public Health Transformation Fund has been specifically developed to offer this opportunity.

### **1.2 Purpose**

The Public Health Transformation Fund provides a dedicated, flexible and time-limited financial resource will enable residents to access and benefit from innovative approaches to health not previously available in Cheshire East through statutory, voluntary, community, faith and private sector\* transformation initiatives.

### **1.3 Aims**

The Public Health Transformation Fund aims to:

- Support the delivery of priority local health and wellbeing activities
- Facilitate collaborative and integrated approaches to population health and wellbeing
- Improve quality of potential future services through targeting the right people with the right service in the right place and at the right time
- Improve value for money by evaluating the outcomes of activities and the associated impact on Cheshire East residents, the Council and its partners before longer term funding is committed.

The Public Health Transformation Fund will help realise the vision of the future whereby health and wellbeing is central to residents, Council wide services and the initiatives of local partner organisations. The Fund offers the opportunity to develop prevention and early intervention initiatives, improve health and wellbeing now and over the long term and reduce reliance on 'treatment' focussed services. Potential applicants should focus on areas of need identified in:

- The Director of Health's Annual Report
- The Health and Wellbeing Board's Health and Wellbeing Strategy
- The JSNA.

Proposals should seek to improve outcomes highlighted in the:

- Public Health Outcomes Framework
- Outcome 5 of the Council's 3 Year Plan.

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\*Also referred to as Partner Organisations in this paper

## **1.4 Objectives**

- To provide a dedicated funding stream which enables the Council and its partners to implement innovative initiatives and activities which improve the health and wellbeing of the local population
- To support approaches to innovation through a structured framework of good corporate governance
- To evaluate new initiatives before a longer term commitment to investment is made via a re-commissioning exercise.

## **1.5 Accountability**

The Director of Public Health is accountable for ensuring that funding is made available in 2014/15 from the ring fenced public health budget.

Members of the Transformation Fund Panel are responsible for ensuring attendance at Panel meetings and they are equally accountable for the decision to release or refuse funding.

Individual bidders are accountable for providing accurate and timely bids and where successful, for accurate and timely evaluation and for the delivery of the proposal to the agreed timeframe, specification and expenditure. It is expected that those bidding for funds will be available during Panel meetings to outline their business case and answer any queries as required before a decision is made.

## **1.6 Finance**

Funding will be allocated from the public health ring fenced budget for a period of one year (2014/15). All applications must be submitted and funding provided within the financial period 01<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. Funding may cover proposals lasting up to 2 years (to 31<sup>st</sup> March 2016). Cheshire East Council reserves the right to reduce or withdraw funding at any time during the grant period in accordance with the grant agreement.

It is expected that bids for proposals will be between £30,000 and £150,000 inclusive however bids below or above this value may be considered on an individual basis. Bidders should not submit more than one bid for the same proposal once funding has been approved and released.

The Council recognises that it is legitimate for organisations to include the relevant element of overheads in their cost estimates for providing the proposal under this agreement. Where applications include staffing costs, proposals should demonstrate the direct link between the member of staff and the activity.

The success of the Fund will be subject to an interim evaluation at the end of 2014/15 to determine whether to continue the scheme from 2015/16.

## **1.7 Eligibility**

Cheshire East Council's departments, services and its local partner organisations are eligible to bid for Transformation Fund funding. Bidders will need to evidence that they have:

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\*Also referred to as Partner Organisations in this paper

- The ability to deliver and provide the day to day management of public health related services and activities in Cheshire East
- An appropriate organisational structure or legal status for the activities for which funding is being sought
- Financial stability with sound financial/business planning and organisational management
- Processes for good corporate governance and where appropriate clinical governance
- An equal opportunities policy and can demonstrate how this is put into practice
- Appropriate types and levels of insurance for the activities or services that will be delivered
- A bank account in the name of the organisation.

## 1.8 Restrictions and Exemptions

The Transformation Fund will not be used to:

- Fund major capital investment
- Fund areas which would be more suitably funded through another area of the Council or NHS
- Offset or substitute other defined service areas, in particular acute hospital, primary or social care interventions
- Fund non-health improving proposals
- Provide long term investment
- Provide funding for people living outside of Cheshire East.

## 1.9 Transformation Fund Panel

A Transformation Panel will meet in 2014/15 to assess all bids that are submitted for funding from within Cheshire East Council and from its local partners. Meetings will be arranged according to the number of submitted bids but it is expected that the panel will meet at least three times between August 2014 and March 2015. The Panel will be led by the Portfolio Holder. Table 1 shows the minimum Panel representation.

Approval or refusal of a bid will normally be based on scoring criteria and the consensus verdict of the Panel. However the Chair has the deciding vote where a consensus is not reached or where one or more Panel members are undecided.

The Panel will only be able to make a decision when the minimum Panel members are in attendance for each of the bids available that day. Where the Panel is not quorate the Panel may meet to discuss the bids but will not make a decision about the outcome of the bid or provide feedback to the bidder. Another date will be convened for the Panel to meet at the earliest opportunity and bidders informed of the new date.

The Panel will normally sit for a maximum of up to half a day. Bids will be reviewed in order of submission. Where the number of bids exceeds the time allocated for the Panel then remaining bids will be automatically moved to, and made priority for, the next Panel meeting.

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\*Also referred to as Partner Organisations in this paper

Designation	Organisation	Voting Member	Deputy Allowed
Director of Public Health	Cheshire East Council	Yes	No
Councillor and Portfolio Holder for Health & Wellbeing	Cheshire East Council	Yes	No
Executive Director of Strategic Commissioning	Cheshire East Council	Yes	No
Section 151 Officer	Cheshire East Council	Yes	Yes
Director of Public Health	Public Health England	Yes	Yes

Table 1: Transformation Fund Panel Composition

### 1.10 Declaration of Interests

All Panel members will declare any conflicts of interest they may have at the start of each meeting. The conflict of interest declared will include anything undertaken in the 12 months before the meeting and anything planned to be undertaken whilst the grants are in place. The appropriate course of action will be decided by the Chair.

### 1.11 Proposal Evaluation

All bids will be evaluated through a set of pre-determined criteria which includes:

- Project aims and objectives
- Evidence of need
- Strategic fit (the extent to which the proposal meets relevant national and local strategies, priorities and outcomes)
- Stakeholder communications and feedback
- Partnership working
- Value for money
- Quality
- Performance
- Level of risk
- Monitoring and evaluation
- Sustainability.

The Panel will evaluate each proposal using an evaluation sheet (appendix 1). Proposals will need to:

- meet 75% or more of the maximum score of 56 **and**
- achieve the maximum score of 4 in questions 1, 5,6,7,9,13 **and**
- receive agreement from the Panel for funding to be approved.

Question 11 (collaborative working) may not be applicable to all proposals. In these cases the Panel will record 'Not Applicable' and the total score will be based on the number of applicable questions (maximum score 52).

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\*Also referred to as Partner Organisations in this paper

### **1.12 Decision- Making**

Applications will be reviewed and evaluated by the Transformation Fund Panel using a scoring system (appendix 1). Offers of funding will be decided by the panel based on the results of this assessment. The Panel may make one of three decisions:

- Approved – funding for the proposal will be given in full
- Deferred – the Panel require clarification about the information submitted from the bidder in order to make a decision. The bid will be reviewed again once the relevant clarification is received
- Declined – funding will not be provided for the proposal.

The decision of the panel is final. Feedback will be provided upon request.

### **1.13 Award Process**

Bidders will be informed of the Panel's decision within 48 hours of the Panel meeting taking place. All funding offers will be subject to a signed grant agreement. Funding will only be released once this agreement has been signed by all parties.

### **1.14 Monitoring and Evaluation**

The Panel will monitor the amount of funding being allocated to successful bidders. Progress of the proposal will be through key outcomes identified by the bidder, agreed by the Transformation Fund Panel and outlined in quarterly and final reports (appendix 2).

Cheshire East Council may request and validate further data and information in accordance with the grant agreement.

### **1.15 Transformation Fund Monitoring and Evaluation**

The Panel will close applications to the Transformation Fund when funding is nearing expiration. This may occur at any time during the financial year 2014/15. Stakeholders will be informed.

The success of the Transformation Fund will be evaluated by the Transformation Fund Panel at the end of 2014/15.

## **2.0 Applications to the Public Health Transformation Fund**

### **2.1 Method of Application**

All applications should be for funding within the financial period 1 April 2014 to 31 March 2015 using the Transformation Fund Proposal template specified in appendix 3. Copies of the template are available in MS Word format for electronic completion on The Chest ([www.the-chest.org.uk](http://www.the-chest.org.uk)).

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## 2.2 Submissions

Proposals must be submitted and have funding in place by the 31<sup>st</sup> March 2015.

Proposals will be considered at specific dates throughout 2014/15. Five meetings of the Transformation Fund Panel have provisionally been planned. These are detailed in table 2 below together with the last submission date for bids to each panel.

Any proposal received after the proposal submission date will be automatically referred to the next panel. The last panel meeting is expected to be held in February 2015. The dates of the Panel meetings will be maintained on The Chest and will be updated as circumstances change. Bidders are therefore advised to review The Chest on a regular basis and note any changes. The Chest can be found at [www.the-chest.org.uk](http://www.the-chest.org.uk).

Transformation Fund Panel Meeting Date	Final Submission Date
Monday 18th August 2014	Tuesday 14th August 2014 (5pm)
Wednesday 10th September 2014	Friday 29th August 2014 (5pm)
Friday 10th October 2014	Tuesday 30th October 2014 (5pm)
Thursday 15th January 2015	Wednesday 07th January 2015 (5pm)
Wednesday 04th February 2015	Friday 23rd January 2015 (5pm)

Table 2: Planned Transformation Fund Panel Meeting Dates and Bid Submission Dates

**Completed proposal forms and supporting documentation should be returned to:**

The Chest on [www.the-chest.org.uk](http://www.the-chest.org.uk).

### Further enquiries:

If you have any questions about using the Chest or completing the Transformation Fund documentation please contact Lianne Halliday on telephone number 01270 685766 or via e-mail at [lianne.halliday@cheshireeast.gov.uk](mailto:lianne.halliday@cheshireeast.gov.uk).

If you have any general enquiries about the Public Health Transformation Fund please email [publichealth@cheshireeast.gov.uk](mailto:publichealth@cheshireeast.gov.uk).

## 2.3 Information Sharing

Details of applications including the purpose and level of funding applied for or awarded may be released to other agencies as required and in accordance with information governance and the Freedom of Information Act 2000.

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\*Also referred to as Partner Organisations in this paper

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Cheshire East Council Public Health Transformation Fund  
Panel Assessment Sheet

	<b>Bid:</b>	<b>Panel Member:</b>	
	<b>Organisation:</b>	<b>Date:</b>	
	<b>Evaluation Criteria</b>	<b>Comments</b>	<b>Score</b>
1.	The proposal demonstrates evidence of local need		
2.	The proposal has a clear population specified and demonstrates any equalities issues		
3.	The proposal has clear aims and objectives specified		
4.	The proposal has a clear rationale of effectiveness (e.g. research, datasets)		
5.	The proposal demonstrates alignment with one or more of the following: <ul style="list-style-type: none"> <li>Public Health Outcomes Framework</li> <li>Outcome 5 of the Councils 3-Year Plan and/or health and wellbeing related areas of Outcomes 1,2,3 and 4</li> <li>Local priorities identified in the Health &amp; Wellbeing Strategy</li> <li>JSNA</li> <li>Health and wellbeing responsibilities of the Council</li> </ul>		
6.	The proposal has a clear delivery plan including: <ul style="list-style-type: none"> <li>A start and finish date</li> <li>Key outcomes to be achieved and any associated performance indicators</li> <li>Delivery methods and milestones</li> <li>Monitoring arrangements and reporting criteria</li> </ul>		
7.	The proposal has a clear financial plan including: <ul style="list-style-type: none"> <li>Projected expenditure including overheads</li> <li>An explanation of achieving value for money</li> <li>Monitoring arrangements and plans for managing under/overspend</li> </ul>		
8.	The proposal identifies financial, physical and human resource requirements		
9.	The proposal has identified risks (including financial, clinical and project risks) and has a plan to mitigate against these		
10.	The proposal clearly sets out how service quality will be achieved and maintained		
11.	The proposal demonstrates collaborative or Partnership working (the extent to which the project contributes to, or includes, the work of other Council teams and its partners)		
12.	The proposal has a clear strategy for communicating with stakeholders including partners and service users and for advertising of the service		
13.	The proposal has clear evaluation criteria which includes measuring health and wellbeing outcomes, service demand and stakeholder feedback		
14.	The proposal has a clear close down or sustainability plan including longer term resource investment/plans for mainstreaming		
<b>Total Score (maximum score 56). Bids will need to score 42 to meet 75% of the maximum score</b>			
<b>Other Comments</b>			

KEY						
Criteria	Score		Key Notes			
Strong evidence provided	4		<ul style="list-style-type: none"> <li>Questions 1, 5,6,7,9,13 require a minimum score of 4 for approval. These questions have been shaded in grey above.</li> <li>Where question 11 is not applicable, a N/A will be added and the question will not be included in the overall score</li> </ul>			
Good evidence provided	3					
Some evidence provided	2					
Weak or unclear evidence	1					
No evidence provided	0					



## Cheshire East Council Public Health Transformation Fund

### Progress Report

	<b>Proposal Name:</b>  <b>Organisation:</b>  <b>Report Date:</b>	<b>Proposal Start Date:</b>  <b>Proposal End Date:</b>  <b>Date of Scheduled Final Progress Review:</b>			
	<b>Evaluation Criteria</b>	<b>Target</b>	<b>Progress</b>	<b>Actions &amp; Mitigations</b>	<b>RAG Status</b>
	<b>Key Successes and Challenges to Date</b>				
	<b>Key Milestones (as identified in proposal)</b>				
	1.				
	2.				
	3.				
	4.				
	<b>Key Outcomes/Performance Indicators (as identified in proposal)</b>				
	1.				
	2.				
	3.				
	4.				
	<b>Finances</b>				
	<i>Please provide a breakdown of anticipated and actual expenditure to date and detail the reasons for variances</i>				

	<b>Current Issues and Risks</b>				
	<i>Please detail any current proposal, financial, physical and human resource concerns</i>				
	<b>Issues and Risks Expected in Next Quarter</b>				
	<i>Please detail any potential proposal, financial, physical and human resource concerns</i>				
	<b>Final Proposal Review Only</b>				
	<i>Please provide an evaluation of the proposal. This should detail::</i> <ul style="list-style-type: none"><li><i>Key successes, outcomes, challenges and learning points</i></li><li><i>Stakeholder feedback</i></li><li><i>Plans for close down or longer term resource investment</i></li><li><i>What in place for communicating the end of the proposal and/or next steps to stakeholders</i></li></ul>				
<b>Further Bidder Comments</b>					



## Cheshire East Council

### Public Health Transformation Fund Proposal

**Organisation:**

**Name of bid:**

**Total amount of funding being requested: £**

**Proposal Lead:**

**Designation:**

**Telephone Number:**

#### About the Proposal

*Please describe what the proposal is and it's key aims and objectives*

#### Scope

*Please detail the areas and populations to be included in, and excluded from, the proposal and how it addresses any inequalities in health outcomes if appropriate*

#### Population Health & Wellbeing

*Please describe who the population is, what needs the proposal will meet, why this is important and references to local priorities. Include also any evidence base/rationale for this proposal's effectiveness in addressing the need identified*

#### Outcomes

*Please detail the key outcomes that the proposal will achieve and by when. Where relevant please detail any associated evaluation such as performance indicators and milestones that you plan to use*

#### Quality

*Please detail what arrangements you have in place to maintain quality. Please include access and equality*

#### Finance

*Please detail the cost of the proposal, how the proposal will provide value for money, and provide a breakdown of the costs, including overheads*

#### Resources

*Please detail the physical and human resources required for the duration of the proposal*

#### Delivery Plan

*Please detail how you intend to deliver the proposal. Include information such as key milestones, monitoring and reporting arrangements and set up and close down arrangements*

<b>Risk Management</b>
<i>Please detail the financial, clinical and proposal risks and your plans for governance, mitigation, monitoring and reporting of incidents</i>
<b>Partnership Working</b>
<i>Please detail how the proposal will contribute to the work of the Council and/or its partners and how this will be achieved</i>
<b>Communications</b>
<i>Please detail how service users, their families and carers and local partners will be made aware of the proposal</i>
<b>Proposal Evaluation</b>
<i>Please detail what you intend to evaluate at the end of the grant period and by when. This should include, but may not limited to, population demographics, service utilisation and demand, expenditure, achievement against milestones, key performance indicators and outcomes, service user feedback and where applicable, the effectiveness of partnership working</i>
<b>Sustainability Plan</b>
<i>Please detail any plans you have for the proposal beyond its completion date or detail how you would continue the work if funding were available in the future</i>
<b>Supporting Information</b>
<i>Please provide any additional information in support of your proposal (please also provide information about your organisation including type of company and registration number)</i>
<b>Contact Details</b>
<p><b>Proposal Lead</b></p> <p>Tel: _____ Email: _____</p> <p>Address: _____</p> <p><b>Proposal Contact</b></p> <p>Name: _____ Designation: _____</p> <p>Tel: _____ Email: _____</p> <p>Address: _____</p>
<b>Signatories and Declaration of Interests</b>
<p>Proposal Lead: _____ Date: _____</p> <p>Please declare any interests those involved in the proposal may have. Please state 'none' where no interests arise:</p>

**Guidance Notes:**

Please complete all sections of the form. The information provided should be clear and succinct but provide enough detail to enable the panel to make an informed decision. The form should be signed by the proposal lead.

Proposal Lead: This is the person who has overall responsibility for the proposal and its delivery.

Proposal Contact: This is the person who will manage the proposal on a day to day basis.