



South Gloucestershire Learning Difficulties Partnership Board

Learning Difficulties Development Fund (LDDF)

Terms of Reference and How to apply for LDDF Funding 2021 - 2022

Valuing People

Each year the Learning Difficulties Partnership Board invites individuals, groups and organisations to apply for funding to take forward projects and initiatives to make *Valuing People Now* happen in South Gloucestershire.

The main aims of Valuing People Now are that people with learning difficulties:

- Personalisation - Are able to plan and get the life they want
- Have a life including:
 - better health and wellbeing
 - greater access housing and support
 - improved education, employment accessibility
 - greater employment opportunities and greater access to paid work
 - relationships and having a family
- Are treated as equal citizens and:
 - have access to good advocacy
 - are able to use public transport easily
 - lead their lives safely
 - have access to leisure activities
- That it works for all people with learning difficulties

For this year's Development Fund, South Gloucestershire LDPB is particularly interested in hearing from projects or organisations that will be supporting individuals with Learning Difficulties in the following areas:

- Education, Employment and Training
- Health and Wellbeing
- Housing and Support
- Independence and the community
- Friends and Family

However, should your project not fall into one of these areas above, South Gloucestershire LDPB still wants to hear from you and how your project can support individuals living with Learning Difficulties and what you need from the Learning Difficulties Partnership Board to make your project happen.

Terms of Reference or Rules

The maximum amount of money that a project/group can apply for is £20,000.00:

- LDDF should only be used to improve the lives of people with learning difficulties and their family or carers.
- Payments are made quarterly via BACS.
- All groups/projects that get LDDF money must:
 - Provide a Mid-Year and/or End of Year report via the monitoring form sent by the Partnerships and Commissioning team by the dates requested on the form.
 - Meet up to 3 times during the project with the LDPB Co-Chair.
 - Give the Learning Difficulties Partnership Board an update if requested by the board members.

- For each project to make links with SGC's 'One You South Gloucestershire' programme and to work with the South Gloucestershire Public Health Team to agree what data needs to be collected to measure impact. Please email healthylifestyles@southglos.gov.uk to discuss this.
- To also work with South Gloucestershire Council to ensure their project is publicised via the council's Information, Advice and Guidance (IAG) website. Please email: mentalhealth@southglos.gov.uk to discuss both issues.
- Demonstrate that they comply with the Accessible Information Standard where applicable. See attached for more information.
- Provide regular updates, information and photographs that can be used to raise awareness of the work of the LDPB and on the Councils website, where applicable.
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Please remember that you must get written permission from people before taking their photograph.

All LDDF money not spent on individual projects must be given back to the LDPB.

How to apply for LDDF

Application forms for applying for LDDF money will be available via the Supplying the South West Portal

(<https://www.supplyingthesouthwest.org.uk/>) from **26th March 2021**

- Completed application forms should be submitted on the South West Portal (ProContract) and not be emailed separately to the Commissioning Officer unless agreed otherwise.
- We request that all application forms are written in an accessible format in font size 16 and in plain English. We reserve the right to fail your application if it does not meet this requirement.

- All questions on the application forms need to be completed.

What happens next?

- All application forms will then be looked at by members of the **LDPB who will check that the application** meets the following pre-qualification questions, that are highlighted in red on the application form:

1. The LDPB would like your project to make links with SGC's 'One You South Gloucestershire' programme and to work with the South Gloucestershire Public Health Team to agree what data needs to be collected to measure impact. To also work South Gloucestershire Council to ensure their project is publicised via the council's Information, Advice and Guidance (IAG) website.

2. Please demonstrate that your proposed project will give people with learning difficulties new opportunities and chances to be independent and live ordinary lives.

- Note that these are **Pass/Fail criteria**, and your application will not be considered further unless you meet them.
- Project/groups that pass the selection process will be invited to complete a **short presentation on Tuesday 18th May 2021 (date to be confirmed following all submissions collated)** to support your application. You will be scored on the following criteria:

Criteria for LDDF

1. How many people with Learning Difficulties in South Gloucestershire would benefit from the project?
2. What is the lasting positive impact you believe the work will have on individuals and the Learning Difficulty community?

3. How will the funding benefit your organisation, and will it help move you towards grant free sustainability for the longer term?
4. The LDPB are particularly focussed on Health, Transport and Safety, Housing, Employment (including support with access to employment) and Education (including support with accessing further education) and Personalisation (including having a healthy sexual relationship). For more information, please see the LDPB 2020 draft annual report (see attached). How will your project/group support these areas?
5. The extent to which the amount of funding being requested offers value in terms of the outcomes that will be delivered.

| Score | Description |
|-------|--|
| 0 | No answer, or wholly inadequate answer |
| 1 | Some information provided, but significant gaps: generally inadequate |
| 2 | Answer is adequate, but there may be some minor gaps and lack of evidence |
| 3 | Good answer providing the essential information and evidence |
| 4 | Outstanding answer that is fully comprehensive and provides all the required evidence to support the answer. |

Successful projects will be awarded LDDF money based on their score.

Each bid will be awarded a score of 0 – 20 based on the above and ranked as a result from highest to lowest. Funding will be awarded to the highest-ranking bids, in order, until all funding has been allocated.

There will be a cap of £20k on the amount that may be awarded to each bid, and the Council reserves the right to award a lower amount than that requested by the bidder.

The role of the LDPB members

- All application forms will be sent to Board members so that they can look at them before the LDDF Board meeting.
- Some Board members will be involved in selecting which applications go through to the presentation stage of the selection process.
- Board members will be invited to attend a special LDPB meeting on Tuesday 27th April 2021 to decide which groups/projects should receive money. This meeting will take place virtually due to the current government advice and restrictions in place for office-based working.
- LDPB members who have submitted a LDDF application can not be involved in any discussions or in the decision about their bid as this would be deemed a Conflict of Interest.
- Members should tell Joe Cleary of their decisions about the bids if they are unable to attend the meeting although the final decision about who receives money will not be made until applicants have done their presentation. However, this information will be included in the decisions made about which project receives funds from the LDDF.

For any queries or questions about the Learning Difficulties Development Funds for 2021-2022 please contact:

Joe Cleary

Commissioning Officer – Learning Difficulties

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