

## Workforce Development Grants 2023 - 2024 Programme

# Guidelines for Applicants

**Grants available:** Up to £1,500

### **About the grants:**

Hertfordshire County Council Adult Care Services are funding a grant scheme for voluntary and community sector organisations that provide adult social care in Hertfordshire.

Grants of up to £1,500 are available via Workforce development grants and can be used to support the:

- Learning and development of the organisation's workforce
- Development of the capacity of the organisation to deliver training and skills to its workforce, to carers or to service users/clients to support voluntary and community organisations

The maximum grant for the development of an individual working within an organisation is £500. Applications will be reviewed, and grants awarded on a first come first served basis until all the funding has been allocated or by 31 January 2024.

Please note: Grants must be confirmed before 31 January 2024 and all funded activities finished by 15 March 2024. Monitoring evidence and invoices need to be sent to HCF before 31 March 2024.

Applications will not be considered from any organisation who has not completed activities funded by their 2022-23 grant or where the monitoring evidence and/or evaluation has not been submitted.

## Who is eligible to apply?

- Organisations must deliver services in Hertfordshire and be one of the following: registered charity, company with charitable status, social enterprise, constituted voluntary/community group
- Organisations must provide adult social care and demonstrate that all, or majority of their service users are over 19 years of age and that they support one or more of the following:
  - Older people
  - Learning disability or difficulty
  - Physical disability
  - Sensory impairment
  - Physical or mental health illness
  - Substance misuse
  - Domestic violence
  - Carers (for adults in one of the above groups)
  - Or for any other reason are in need, at risk, or face poverty\*

\* N.B. Poverty or unemployment alone are insufficient to apply and qualify for a grant.

- Organisations must directly deliver services that protect people who use care services, or preserve or advance physical or mental health, or promote independence and social inclusion, or improve opportunities and life chances.

## Who is not eligible to apply?

- Individuals who are not currently paid staff, a volunteer or a trustee of an eligible organisation can't apply on behalf of their organisation
- Organisations that provide services to parents or families where the primary beneficiary is the child
- Statutory bodies or private companies that do not have charitable status
- Organisations that do not provide frontline services to the community/public

## How much can we apply for?

The maximum grant for an organisation for the financial year ending 31 March 2024 is **£1,500**

The maximum grant for the development of an individual working within an organisation is **£500**

NB Please contact us if your training programme exceeds £1,500, as you may be eligible to apply for extra £500. The grants may be used as a contribution towards a development programme, but applicants will be required to demonstrate that they have secured the remainder of the funding before the grant is paid and that there is no double-funding.

## Who can apply when?

The 2023-24 programme will be open for applications from the following dates:

**1 May 2023:** All eligible organisations who:

- have not received a Workforce development grant in the 2022-23 programme (between April 2022 - March 2023);
- or have an annual income of less than £300,000 in the latest complete financial year (regardless of the value of previous workforce development grant);
- or were awarded less than £1,000 in the 2022-23 programme

**1 September 2023:** All other eligible organisations

## What can the grant be used for?

The grant must be used for either:

- Learning and development of the organisation's workforce
- Development of the capacity of the organisation to deliver training and skills to its workforce, to carers or to service users/clients

## Examples of acceptable uses include:

Training or qualifications for paid staff, volunteers or trustees

- Coaching or mentoring for key leaders (e.g. managers or trustees)
- Equipment, software or other resources/materials that will be used for the delivery of training and skills to the workforce, carers or service users/clients
- Costs associated with accreditation of courses (provided there is a sustainable plan for maintaining this)
- To develop and run peer support programmes to aid recovery and provide on-going care and support

## The grant may not be used for:

- Activities that have already started
- Refreshments, lunches etc. for participants
- Repeating the same activities funded by the 2022-23 grant programme
- Staff salaries (unless required to work additional hours)
- Contributions to other HCF Training and Development courses already subsidised by HCC

## Impact of your training/development activity

Applicants will also need to demonstrate that the activity funded will have an impact on one or more of the following objectives and complete an evaluation after the end of the programme:

- Improve the governance, management or business skills of your organisation
- Help your organisation to operate legally and safely
- Support your organisation to become sustainable and more enterprising
- Gear your organisation up for personal budgets and/or direct payments for services
- Enable your organisation to provide quality preventative services in the community
- Encourage volunteering
- Raise awareness of adult safeguarding and how to report concerns
- Improve the skills and employability of adults with physical or learning disabilities, mental illness, or other social care needs
- Encourage innovation and agility of the organisation

## Monitoring and Evaluation

Applicants will be required to provide evidence that activities have taken place by providing copies of registers of attendance, or certificates of completions as well as the evidence of fees being paid to the training provider. List of the evidence required for your grant activities will be listed in the section 2 of your Grant approval document.

In case of agreed activities not taking place, organisations are liable for the reimbursement of the grant.

## How do we apply?

1. Complete the application form and send it to [hcfraining@hertscf.org.uk](mailto:hcfraining@hertscf.org.uk)
2. HCF will arrange for an advisor to have a phone/online consultation with you to go through your training needs and assess your application.
3. Your application will be submitted to HCF Training and Development - and you will be informed by e-mail whether the application is approved. 70 % of the agreed amount of funding will be paid upon the approval of the grant and confirmation of the training programme funded via this grant.
4. The remaining 30% will be paid on receipt of the evidence for all funded activities and completion of the final evaluation form.