**Specification**

As part of the Act as One Urgent and Emergency Care Programme we would like to commission a number of locality based ‘out-of-hours’ drop in sessions for members of the community. The aim of this is to create safe spaces in community settings, in organisations and venues which people and communities trust. The focus is on ‘out-of-hours’ provision because it is recognised that there tend to be less services available at these times for people to seek support.

***The provision must:***

* Operate Monday to Friday, including bank holidays, 6:30-9:30pm and weekends 10-2pm
* Operate as an open-access/drop in space
* Be able to deliver low level emotional support
* Link in with your existing wellbeing activity or other activities such as food provision
* Be used as a space which can signpost people to other appropriate services for more specialist support as appropriate including mental health services.
	+ On that basis the delivery organisation and staff must have up-to-date signposting information for both VCS and statutory provision. This will include sharing information around vaccinations and choosing the most appropriate health and care services.

***Who the provision can be aimed at:***

We would like to be guided by organisations who know their communities the best and are well positioned to identify the current gaps in provision. In support of our collective commitment to tackle health inequalities, in particular, we would welcome proposals which meet the needs of underserved communities as well as those who are less likely to access statutory provision.

Organisations may choose to target very specific demographics or age groups for this provision and we would welcome a spread of provision across the District as well as creativity in proposals to maximise impact.

***What funding is available:***

* Grants are available for up to £25,000 per organisation to deliver a minimum of 10 months of provision.
	+ In Craven there is an opportunity to propose a sum which exceeds £25,000 if the proposal is to deliver across this area through a range of partner groups.
* There are approximately 8 grants available to cover Bradford District and Craven.
* You are not required to bid for the full grant.
* The funding may be used to enhance existing activity or to fund activity which has previously been delivered but is no longer funded. Evidence should be provided that the funding is not being used to cover existing costs ie the funding must extend the provision available in your community.
* Funding can be applied for as a collaboration across more than one organisation. Please specify this in your proposal and nominate a Lead organisation for the EOI.

*Other conditions*

* As this funding is specifically to support winter pressures in health and care, the provision must mobilise as soon as possible – please state your planned start date. This must be before 3oth April 2022)
* The work can be delivered by constituted or un-constituted charities or faith based groups.

**Expression of interest for:**

|  |  |
| --- | --- |
| Organisation name |  |
| Address |  |
| Contact name  |  |
| Position |  |
| Telephone |  |
| Email |  |
| Website |  |
| Charity Registration no (if applicable).  |  |

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| --- | --- |
| Please provide a brief overview of your organisation including highlighting any specialist areas of delivery or areas of focus eg. particular geography or demographics (200 words)

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We are looking for organisations with an existing track record of delivering wellbeing or crisis drop in sessions for members of the community. Please describe your current track record in these areas and why you would be well placed to deliver this provision (600 words max) |
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| Please provide an overview of proposed activities to be delivered and how it will link into and build on your existing activity. Please include who this provision will be aimed at, when it will operate (days of the week and hours of operation), what the focus will be and why you have chosen to focus on this particular are/group (600 words max) |
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| Please describe how you will evaluate the impact of your work (300 words max) |
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| Please provide a breakdown of your budget proposal (below or attach as a spreadsheet) |
|  |

Please note that any arrangements will be subject to a written agreement and prospective partners will be asked to provide, as a minimum, evidence of

* Public Liability Insurance to an appropriate level
* Employer’s Liability Insurance to an appropriate level
* Health and Safety Policy
* Safeguarding Policy
* Equal Opportunities Policy
* Confirmation of appropriate staff and/or volunteers to deliver the work
* NHS Data Security and Protection Tool kit – or the ability to undertake ‘Approaching Standards’ toolkit
* ICO registration

To be considered for this service, the respective Expression of Interest document must be completed and returned to kerrie@thevcsalliance.org.uk by **4pm on Friday 18th March 2022.**