



# Ageing Better Fund Application Guidance Notes

This guide is designed to assist applicants in applying to the Ageing Better Fund. It aims to develop an understanding of who can apply, what for and how to do it. This includes:

1. The Application Process
2. An explanation of terms used in this document
3. Contact details
4. Who can apply, when and for what?
5. Section C on the application form
6. Section D on the application form and payment process

## The Application Process

### Contact an Ageing Better Hub

All applicants need to contact an Ageing Better Hub in the first instance.

### Read this guide

Once you have contacted an Ageing Better Hub, this guide provides information on how to apply and tells you what happens after you have applied.

### Complete your application form

You must answer all the questions on the form and be prepared to have individual members from your network and people over 50 signing it to show that they support your activity.

### Assessing your application

Applications are assessed on a monthly basis but it can take up to 6 weeks to find out the outcome of your application.

### Letting you know the outcome of your application

If your application is successful you will receive a confirmation specifying what costs the fund will cover. If your application is unsuccessful, we will write to you and tell you why.

## Glossary of terms used in this document:

### **Ageing Better Hubs**

Responsible for promoting, developing and supporting Ageing Better Networks and related activities, there are five different Hubs covering different localities/groups. You find contact details and descriptions of these on the next page. Hubs employ Network Enablers (see below) who lead on supporting applicants to the Ageing Better Fund.

### **Ageing Better Networks**

Groups of people who help stay in touch with and look out for older people. This might be as simple as stopping by to make a cup of tea and have a chat or helping with shopping. Ageing Better Networks can work with older people in their area to start entirely new activities or services that older people want but currently have no access to. The Ageing Better Fund helps with modest funding for these new activities and uses this term to describe applicants.

### **Community Resources**

Ageing Better in Birmingham is looking at what resources older people can access in Birmingham. These include venues, buildings, services, local knowledge and skills. For example, you may be using the local library to advertise, a local cafe for your activity and knowledge and experience from a local leader.

### **LGBT**

LGBT stands for lesbian, gay, bisexual and transgender. Within Ageing Better in Birmingham, older LGBT people are one of four priority groups/localities, where the risks of isolation have been identified as being greatest.

### **Network Enabler**

The Network Enabler is a key function of the Ageing Better Hubs and the main point of contact for Ageing Better Networks. They support citizens wanting to apply to the fund, and recognize and involve older people in activities. All applications must be signed by them.

### **Network Lead**

This person must be a member of your Network, willing to be the named contact for the Network and will take a lead role in co-coordinating it.

### **PSL - Preferred Suppliers List**

The PSL is a list of businesses that Ageing Better in Birmingham has recognized as safe and reliable to use. To see this list, please speak to your Network Enabler or go to [www.ageingbetterinbirmingham.co.uk/fund/documentation](http://www.ageingbetterinbirmingham.co.uk/fund/documentation).

## Contact details

### Carers Hub

Contact the Carers Hub if you wish to organise an activity for older carers:

 [carersAB@birminghamcarershub.org.uk](mailto:carersAB@birminghamcarershub.org.uk)  0333 006 9711

### LGBT Hub

Contact the LGBT Hub if you wish to organise an activity for older LGBT people:

 [mariahughes@blgbt.org](mailto:mariahughes@blgbt.org)  0121 643 0821

### Tyburn Hub

Contact the outer-city Tyburn Hub if you wish to organise an activity for older people in the Tyburn ward:

 [philip.harris@compass-support.org.uk](mailto:philip.harris@compass-support.org.uk)  0121 748 0891

### Sparkbrook Hub

Contact the inner-city Sparkbrook Hub if you wish to organise an activity for older people in the Sparkbrook ward:

 [NitaAB@narthex.org.uk](mailto:NitaAB@narthex.org.uk)  0121 753 1959

### City Wide Hub

Contact the City-Wide Hub if you wish to organise an activity for older people anywhere in Birmingham, except for the above localities/themes:

#### In south Birmingham

 [Hanna.Iacco@ageukbirmingham.org.uk](mailto:Hanna.Iacco@ageukbirmingham.org.uk)  0121 437 0033

#### In north Birmingham

 [K.McSorley@agconcernbirmingham.org.uk](mailto:K.McSorley@agconcernbirmingham.org.uk)  078 52 52 72 55

### BVSC

BVSC is leading the Ageing Better in Birmingham programme. If you have general queries about Ageing Better in Birmingham, contact BVSC on the below details:

 [AgeingBetter@bvsc.org](mailto:AgeingBetter@bvsc.org)  0121 678 88 76



## Who can apply?

The overall priority for the fund is to support means of preventing social isolation for people over 50 in Birmingham. Citizens of all ages can apply but all activities must have that aim and applicants will need to clearly demonstrate how they will achieve that in their application. All applications must be submitted via an Ageing Better Hub, see page 3 to find the right Hub for you. All applicants (Ageing Better Networks) must meet the criteria below.

### Criteria

-  Ageing Better Networks must have at least 3 members. Networks applying for over £200 must have at least 4 members. Members do not have to be over the age of 50 but activities covered by the fund must focus on reducing isolation in over 50s, in line with Ageing Better in Birmingham principles (see below).
-  All applications need signatures from at least three people over 50. Networks applying for over £1,000 must have their application signed by at least four people over 50. This is to demonstrate that your activity is something that people over 50 want or need.

## Ageing Better Principles

Activities will be driven by the needs of older people and are dependent on what Ageing Better Networks and older people identify as needed to reduce isolation. We expect all applicants to apply these principles when considering activities. Activities should aim to:

- Be inclusive
- Reduce isolation in people over 50 in Birmingham
- Empower and enable individuals and communities, helping to create sustainable change, based upon skills and strengths in the local community
- Involve older people in the design and delivery of the activity
- Involve older people in their local community
- Connect people by increasing social and community connections
- Focus on the positive aspects of ageing
- Enable older people to have a say and feel their participation and views are valued
- Be inter-generational, i.e. to generate positive attitudinal change amongst younger people

## When can I apply?

Applications are reviewed monthly but it can take up to six weeks to find out the outcome of your application so make sure you leave enough time to get organised. If you have previously been successful, you can apply again after six months of receiving the confirmation letter. If your application is denied, you can apply again at any point.

## What can the fund pay for?

The Ageing Better Fund can help you set up new activities by covering costs up to £2,000 for any network in a six month period. Activities must have a focus on isolated older people in Birmingham. By offering some company and kindness and by starting a new activity in your community, you can help these people become less isolated and be part of a social group that will hopefully last for years. Below are some examples of what the fund can pay for.

**Marketing costs** – marketing and publicity costs such as posters and flyers

**Food related activities** – lunch club, baking class, celebrations

**Workshops** - gardening, singing, DIY, creative writing, computer classes, skills sharing

**Walking and exercise** –dancing, horse-riding, yoga, going to a local park for walks

**That little bit of help** – house visits to older people to see if there are little things you can do to help - shopping, putting bins out, changing a light bulb, popping in for tea and a chat

**Don't forget to consider how your activity will make a long-term difference for isolated older people (question 9).** Whilst we do not encourage you to keep large amounts of money for long periods of time, you may want to charge participants a small amount to keep your activity going once it is up and running.

## What can the fund NOT pay for?

- Activities that take place before the fund confirms that it will cover expenses
  - Activities that cannot be completed within 6 months of the confirmation date
  - Activities that take place outside of the UK
  - A repeat activity to the same network in the same geographical area.
  - Profit-making or commercial activities
  - Items that mainly benefit an individual, for example equipment that is not shared. This can also include industry specific courses that are level 3 and above
  - Personal equipment that is not integral to the delivery of the activity
  - Contingency costs
  - Purchase of land, property or refurbishment including routine repairs and maintenance
  - Existing activity costs
  - Loans or interest payments
  - Alcohol
  - Gambling
  - Endowments
  - Items on behalf of another organisation, group or network
  - Day-to-day running costs of an organisation (for example utility bills, council tax, rent, insurance)
  - Staff costs (including salaries of permanent or fixed term staff) but sessional workers may be funded\*
  - Political or religious activities\*
  - Fundraising activities for your organisation or others\*
- \*For further guidance, speak to your Ageing Better Hub

**Please note that applicants cannot also be financial beneficiaries. For example, a yoga teacher who is also supporting an application cannot receive payment from the fund for any services provided to that network. This also applies to organisations that apply to the fund.**

**The Ageing Better Fund Panel reserves the right to decline funding requests.**

## Section C on the application form

### “How much will your activity cost?”

Make sure you include all the costs that you want the fund to pay for as you cannot re-apply for the same activity or increase the amount at a later date.

#### Question 13

Under question 13, only include the costs that you want the fund to pay for. Below is an example of how a fictional network called Ash Road Bookworms would complete this question. They are made up of six neighbours, three of which are over 50. They plan to organise a weekly book club for three months. They are hoping to attract more members and are expecting at least seven isolated older people to join once they have started advertising.

ITEM / SERVICE REQUIRED	PURCHASE OPTION	COST IN GBP
Books for book club 15 x £7 including delivery (5 books per month from www.amazon.co.uk)	Online shop	105
250 flyers to distribute to neighbouring streets and 10 posters for local meeting points (Printbots)	Invoice – Service on PSL	45
Refreshments for 12 meetings for 12 people at £3 per person	Reimbursement	432
<b>TOTAL COST:</b>		<b>£582</b>

**When you have specified your item/service, please indicate how it will be purchased:**

#### **Invoice – Service on PSL**

Choose this option if you are using a service that is on the Preferred Suppliers List (see glossary page 2).

#### **Invoice – Service not on PSL**

Choose this option if you are using a service that is not on the PSL.

***All invoices and quotes must be provided on headed paper.***

#### **Online shop**

Choose this option if you wish to purchase items online using Amazon.co.uk or another

website. Include the link to where the items need to be purchased from.

#### **Reimbursement**

Choose this option if you need a service or item to be paid on the day and the provider does not accept payment by invoice or cheque. The fund can reimburse you for costs related to your activity. See the reimbursement process on our website under fund documents.

**Please speak to your Network Enabler if none of these purchase options suit you.**

## Applicants must also include separate sheets with:

### Quotes

For services £500 and over, and not on the PSL, networks must provide a minimum of two quotes, and if not going for the cheapest provider, the reason for that. For services on the PSL, one quote is fine. If you are using a taxi service, include estimated cost, the place you are going from and your destination.

### A list of items

A list specifying items needed from Amazon.co.uk or another website.

### Estimated cost for refreshments

For example: *Refreshments £3 per person, 13 people, 12 meetings = £3 x 13 x 12 = £468*

## Question 14: Declaration of any other income

Does your activity cost more than you have applied for? If so, how are you covering the remaining costs? For example, are you receiving any other funding for your activity, are you charging attendants for costs related to your activity, or receiving sponsorship or other grants? Perhaps your venue is free of charge or subsidised? Provide any such details here.

## Payment process

The Ageing Better Fund does not provide grants and so you will not receive a lump sum for your activities. Instead, the fund covers expenses for your activity. If your application is approved, BVSC will confirm with you what expenses will be covered by the Ageing Better Fund and make purchases on behalf of your network. We will be in touch with your Network Lead to organise delivery and forward any tickets and confirmations. For example, if you are taking a group of isolated over 50s to a museum, BVSC will book and purchase your tickets and send your Network Lead the confirmation you need to gain entry to the museum. If you are using a service, BVSC will pay for that service on your behalf – you just need to make sure that those invoices are sent to the Ageing Better Fund.

## Assets

Equipment and other assets purchased through the Ageing Better Fund belong to BVSC. Assets can be used by Networks for as long as they are required but must be returned to BVSC when they are no longer needed. Please refer to your Ageing Better Hub and the Asset Loan Terms & Conditions document (to get a copy, speak to your Ageing Better Hub, or find it online at [www.ageingbetterinbirmingham.co.uk/fund/documentation](http://www.ageingbetterinbirmingham.co.uk/fund/documentation)).

## Section D on the application form “Finishing your application”

### Question 15 Evaluation data:

Ageing Better is about proving that people in communities have the ability to change things for the better. In order to prevent cuts to activities that hold our communities together, we need to show that what we are doing works. We want to help you to prove this works, to ensure you get support to keep your community alive and to give you a voice. Communities make a massive difference tackling isolation, but there is no evidence to support this. You should discuss with your Network Enabler how you plan to collect evaluation data before you submit the application.

### Signature of Network Lead

Your Network Lead, or if you are an organisation your main contact person must sign your application. This must be the same person who provided contact details under question number two.

### Unsuccessful applications

If you are unsuccessful in applying to the fund, you will be provided with written feedback. Reflect upon the feedback and take it into consideration if you apply again. This will increase your chances of a successful outcome. You can reapply at any point and your application will be reviewed in the next monthly meeting. Speak to your Network Enabler for more information.

**The application form is a Microsoft Excel file. If you are unable to use Excel, your Network Enabler can offer a printed version, or a large print version of the application form.**