



Reducing Oral Health Inequalities Oral Health Community Challenge Fund July 2019 – March 2022

Application Guidance Notes

Please read these Guidance Notes before completing the application form

About the Oral Health Community Challenge Fund

The Scottish Government published its Oral Health Improvement Plan in January 2018 which has a strong focus on reducing oral health inequalities. The plan included a commitment to launch a Community Challenge Fund.

Children's oral health has improved over the last decade, with the Childsmile Programme making a significant contribution to this improvement. However, despite the success of the Childsmile Programme, 45% of children living in areas of multiple deprivation have tooth decay before reaching the age of 5; and it remains the single most common reason to admit a child to hospital for a general anaesthetic.

The purpose of the Community Challenge Fund (CCF) is to reduce oral health inequalities and support better early years' oral health thus reducing the number of young children having a general anaesthetic for tooth extraction. The fund supports the Scottish Government purpose to be **Healthier** by helping people to sustain and improve their health, especially disadvantaged communities, ensuring better, local and faster access to health.

Chief Dental Officer and Dentistry Division within the Population Health Directorate of Scottish Government now invites eligible organisations to apply for the £2.5 million Community Challenge Fund for grants between £7,000 and £30,000 per annum. This programme offers funding to small to medium-sized third sector organisations to develop projects that will support improved infant oral health within areas of multiple deprivation in Scotland.

Funded activities should take place between 1 July 2019 – 31 March 2022 and the deadline for submitting applications is **midday Thursday 21 March 2019**.

How much is available?

The value of this fund is £2.5 million and it is intended to run from 1 July 2019- 31 March 2022. We expect to make grants totalling in the region of £500k from July –March 2020 and £1 million in 2020/21 and 2021/22. Funding for multi-year projects will be dependent upon both achievement of project outcomes and Scottish Government budgeting priorities in each year.

How much can be applied for?

Grants between £7,000 to £30,000 per annum are available. In 2019/20, projects are eligible for 9 months of the annual limits. Applications for any combination of years will be considered.

Applicants are advised that this funding is likely to be competitive and no applicant is guaranteed funding.

Eligibility criteria:

Applicants must demonstrate that by the end of the grant, their project will have contributed to one or more of the following **fund outcomes**:

1. Improve infant oral health
2. Reduce oral health inequalities amongst people most at risk
3. Increase opportunities for people to improve oral health and well-being

Applicants should focus on initiatives which will:

- Deliver infant oral health projects that meet the needs of the disadvantaged community and promote wider family involvement.
- Projects that bring the community in and deliver oral and wider health improvement messages in an accessible manner that is inclusive to all.
- Promote infant oral health and measures that can be taken by families to ensure that they have the necessary information to maintain good oral hygiene.

Who can apply?

To be eligible for this fund applicant organisations must be:

- Third sector organisations (voluntary organisations or community group) where the Board of Trustees or Management Committee are predominantly volunteers. Organisations do not need to be registered charities but their constitution/set of rules should make clear that funds will only be spent on purposes established in the constitution, and not distributed amongst members;
- Public bodies and partnerships where the lead partner is a third sector organisation.

What type of projects will the fund support?

The funding programme will support different types of interventions to tackle oral health inequalities and improvement in oral health and wellbeing, with a focus on pre nursery children, their families/ carers, expectant mothers and their wider community.

We expect the projects to introduce positive lifestyle choices which can affect oral health wellbeing. Projects may link to a range of health initiatives such as local food cooperatives, cooking skills development, breast and infant feeding support or link with wider social factors such as welfare benefit support, physical activity and child obesity.

The fund will support new activities and expansion of existing activities.

What is eligible for funding?

Scottish Government will consider funding any reasonable activity expenditure that will allow organisations to meet the outcomes of the fund. Please note the purpose of the Community Challenge Fund is not to fund organisations core costs. Example of costs which are eligible for funding are:- staff costs, travel, events, equipment, promotional material, venue hire, inclusive communication, childcare costs, out of pocket expenses for volunteers, proportion towards overheads such as telephone, office consumables, utilities etc. The total towards overheads should not exceed 15% of the project's total cost.

What is not eligible for funding?

- Trustees' expenses;
- Capital projects (for example purchase of buildings, building works and refurbishment or ICT infrastructure);
- Attendance at non-outcome related conferences (either UK or international);
- Trips abroad;
- The repayment of loans or payments of debts;
- The continuation of an established scheme or project;
- An organisation's core costs (other than overheads relating to the project, if they come to less than 15% of the total project cost);
- Activities promoting a religion or political party;
- Items or services that only benefit an individual;
- Activities that will take place out-with the funding period;
- Applications from individuals, groups without a constitution and for profit agencies.

Funding period

The grant must be spent (and all the funded activities carried out) between 1 July 2019 – 31 March 2022. At the end of this period, funded organisations should have made specific improvements to reducing oral health inequalities amongst communities in areas of multiple deprivation in Scotland and these improvements should be sustainable beyond the end of the grant period.

Grant payments and monitoring and evaluation

An initial advance payment of 50% of the first year grant value will be made at the start of the funding period with subsequent advance quarterly payments subject to receipt of a completed Statement of Expenditure and a Progress Report.

Funded projects will also be expected to provide good practice case study examples and participate in any Scottish Government organised events relating to the funding programme.

How we can help?

For enquiries or to contact the Chief Dental Officer and Dentistry Division email ccfenquiries@gov.scot or phone Elizabeth McLearn on 0131 244 1817. Please note that we cannot offer project specific advice or comment on draft applications.

If you require a larger format of any of the documents, or have additional support needs, please contact us.

Guidance on completing the application form

Section 1: Tell us about your organisation

Section 1.1 Legal name of your organisation

This should be the name of the organisation applying for the grant, which will be responsible to the Scottish Government for its use.

Section 1.2 Registered address for your organisation

This should be the address of the applicant organisation, where the main contact for the funding application can be contacted. Please also provide your organisation's website address if applicable.

Section 1.3 Primary contact for this application

Please provide contact details for the person who is authorised by your organisation to make this application and who we can contact should we need to discuss the application further.

Section 1.4 Bank account details

This should be an account in the name of the applicant organisation and into which any grant award would be paid. Payments from this account must be authorised by **at least two** people who are signatories on the account.

Section 1.5 The legal status of your organisation

Describe the legal status of your organisation, this can be a registered charity, constituted community group, SCIO, Company Limited by Guarantee, Community Interest Company etc. If you are a registered charity, please provide your Scottish Charity Number. If your organisation is a Company please provide the Company Number. You should also provide the year when the organisation was established.

Is your organisation a branch of another charity/body?

Answer 'yes' if your organisation has been set up under the constitution or rules of another organisation that can exercise authority over your organisation, and supply the name of the parent body.

An organisation that is part of, or a branch of, a larger organisation may still be eligible if it can show it is sufficiently independent of the parent body, manages its own affairs and can account for the money awarded.

For a branch to be eligible to apply to the Community Challenge Fund:

- The branch should have a bank account in its own name (rather than the parent organisation's name);
- The branch should have its own management committee which has delegated authority for the strategy and activities of the branch including the authority to raise and spend its own funds; and
- The relationship between the branch and its parent group, and the powers of the management committee should be clarified in documents in the name of the parent

group. This could include a handbook for branches, clauses in the parent group's constitution, and/or a set of rules or guidelines for branches.

Section 1.6 Is your organisation a social enterprise?

For the purposes of this application we define a social enterprise as an organisation that fulfils all five criteria below:

- Has social and/or environmental purposes;
- Aspires to obtain at least 50% of its income from trading activity;
- Re-invests all surpluses to fulfil its social and/or environmental purposes;
- Is not a subsidiary of a public sector body; and/or
- Is driven by positive social and ethical values that shape its purposes and business activities.

If your organisation considers itself to be a social enterprise, please check the relevant box provided.

Section 1.7 Annual income

Please ensure that you state your organisation's income in the most recent financial year which have been signed off and match the account submitted with this application. Please deduct any one-off income received for capital items such as buildings and equipment or funding you hold on behalf of another independent organisation. If your organisation is less than one year old, please provide details in the box provided stating when it was established and submit a copy of your latest bank statement instead of annual accounts with your application.

Section 1.8 Geographical Area

Please provide the local authority area where your registered office is based.

Section 1.9 Please provide a brief overview of what your organisation does?

Please tell us about your organisation's main aims and activities, not of the project you are proposing in this application. Tell us if you are an affiliated member of a network of organisations, for example if you operate under an umbrella body or work to a national set of standards such as Homestart or Early Years Scotland.

Section 1.10 Who are the people involved in your organisation?

To help us understand the size of your organisation, please provide details on the number of people currently involved in your organisation, including your management committee or board, number of volunteers who carry out another/different role (irrespective of the amount of time they devote to the organisation or the regularity of their involvement). The number of part-time staff should be given as the headcount, ie the actual number rather than a combined full-time equivalent. Provide the number of main beneficiaries/service users benefiting from the work or your organisation.

Section 1.11 Describe the make up of your Management Committee/Board of Trustees

The Scottish Government encourages good working practice in terms of effective and accountable governance, management and financial systems and structures. Describe the

decision making structure of your organisation. What is the governing body of your organisation (Board of Trustees, Management Committee, etc) and how often does it meet? Are members elected or invited to be on the governing body and how long is their average term of office? What office bearers are currently in place? What skills and experience do they have and how do they contribute to the work of the organisation? Are there any sub committees with particular responsibilities, for example, for finance or staffing, and how often to do they meet? Tell us also what induction training and support is provided for new or existing members of the governing body.

Section 2: Tell us about your project you are requesting funding for

Section 2.1 Name of project

Provide a short name for the project you are proposing that we can use in correspondence with you or that you will use in publicity and promotional material.

Section 2.2 Project start and end dates

Tell us the anticipated start and end dates of this project. The start date should not be before 1 July 2019 and the end date should be no later than 31 March 2022.

Section 2.3 Brief describe your proposed project

Provide an overall summary of the project for which you are seeking funding. Be as specific as possible, providing an overall summary. What will you do with the funding if you are successful and what will it achieve? Successful organisations will be able to show their project is additional to what is already being done, either by delivering new work, or expanding existing work. Funded organisations will have shown they are reaching communities in areas of multiple deprivation to develop projects which support disadvantaged communities who are vulnerable and most at risk. If the project is a partnership please mention in this section that the partnership will be managed by a partnership, stating names of the partners involved.

Section 2.4 Describe the need or issue that your project will address including providing evidence of need.

What issue or problem will the development of your oral health project address? Be as specific as possible providing evidence of the need for the project. Describe also how your project will address those needs.

Evidence of need may come from past project evaluations, pilot projects, consultations, waiting lists, surveys, research, or national or local statistics.

Section 2.5 Describe how you have worked with/involved service users in shaping your project and how involvement will continue.

Describe what methods you have taken and how involvement will continue to provide service users with an opportunity to comment on current services and be involved in shaping future services. How you will work with them and empower them to take on this important role?

Section 2.6 In which area will your project operate?

Please state the geographical area(s) your oral health community challenge fund project will take place in. State all the different geographical areas if the project will operate in more than one area.

Section 2.7 Will your project take place in an area/s of regeneration or high deprivation?

Select yes, or no. If the answer is yes then please provide brief detail regarding the regeneration or deprivation. The following link provides details of Scotland's most deprived areas <https://www.gov.scot/publications/scottish-index-multiple-deprivation-2016/>.

Section 3: The difference you project will make

Section 3.1 Oral Health Inequalities Community Challenge Fund Outcomes

To receive funding your project should work towards at least one of the fund outcomes. Please select the outcomes (s) that your project will work towards.

Section 3.2 Describe in detail the intended project outcomes – the most important change or difference for the intended beneficiaries that this funding will support.

Tell us about the changes or differences (the outcomes) the oral health community challenge fund will bring about for the beneficiaries of the project and how this will be achieved. How will they improve their understanding of good oral health, what changes will you expect to see in peoples behaviours or attitudes? How will people’s habits change in relation to diet, physical activity levels, smoking, access to health related services etc.? Focus on 2-3 most important changes or outcomes that this funding will lead to for the people who be involved in the project.

Be as specific as possible with numbers or targets. For example, “We expect that 15 parents and their infants will increase their knowledge and understanding relating to importance of maintaining good oral hygiene through participation in the project”.

See Appendix 1 for examples of change or outcomes your project might achieve for the beneficiaries of your project. We expect the outcomes for the beneficiaries to be specific to your project and contribute to the “Fund outcomes to be achieved” listed at the start of this document.

3.3 Describe the activities to be carried out and any target numbers/timescales for these.

Describe in detail the activities you will undertake and why (bearing in mind this fund is for developing new work, or expanding existing work). Be as specific as possible and include targets or numbers for these activities. For example, “Deliver 4 weekly awareness raising sessions in collaboration with the local health centre on good oral hygiene to 20 local parents with children under 5 during July 2019” or “Deliver 18 fortnightly healthy eating workshops lasting 2 hours per workshop, involving local families with toddlers during July to March 2020.

3.4 Tell us about the beneficiaries who will be involved in this project, indicating how many of these are from disadvantaged communities.

Describe in detail about the people who will be involved in the project and how many of these will come from areas of multiple deprivation, detailing their particular disadvantage.

3.5 How will you measure progress towards achieving the project outcomes?

Describe the processes and methods you will use to monitor and evaluate whether you are delivering the changes and planned activities described in 3.2 and 3.3. For example, gathering baseline information, focus group discussions, feedback questionnaires, keeping a register of the number of activity sessions delivered and the number of participants at each. See Evaluation Support Scotland’s website (www.evaluationsupportscotland.org.uk) for further information about evaluation tools and monitoring impact.

3.6 What will be the challenges of this project and how will you overcome them?

Tell us about any difficulties you expect to face when delivering this project and what you plan to do to overcome them. For example, “We anticipate difficulty with reaching young parents with babies to participate in the project who may not consider oral health as a priority at such a young age. To address this we will meet with the local Healthy Living Centre to discuss and implement a plan to reach young parents, particularly through health visitors, baby feeding support groups and toddler groups to raise awareness of importance of good oral health at early stage of a baby’s life. We will subsequently invite and encourage participation in our project including meeting those referred individually to ensure they have enough information and are fully on board with the benefit of the oral health project for them and their families”.

3.7 Provide full details of any agencies that will be involved and their role within the project.

Describe any partnership working that is relevant to the project, eg referral arrangements with the local GP, Healthy Living Centre, local social workers, local third sector community groups etc. This should include how you work in collaboration with other agencies, networks you are a member of and other structures you participate in and whether any proposed partner organisations have agreed to participate in this project, their role, decision making powers, how the partnership is to be managed over the period of the fund and how staff or volunteers will be managed.

3.8 Describe how the project will be managed and delivered.

Please outline how the project will be managed and delivered, people who will be involved, their day to day role and responsibilities including the people who will have overall oversight of the project and decision making.

3.9 Describe what steps you will take to ensure your services are inclusive and accessible to all.

Tell us how you ensure your services are available to everyone protected under the Equality Act 2010, including what steps you take to reach the different communities.

Section 4: Staffing

Section 4.1 How many staff will be employed to deliver this project?

The purpose of the Community Challenge Fund is not to fund recruitment of additional staff. Projects should ideally be able to run without recruiting new staff however you may consider increasing existing staff hours, employ sessional staff or take on new volunteers. If however recruitment of additional staff is essential please list all the posts of paid staff who will contribute towards delivering this project. Complete the table providing staff job title, organisations weekly working hours, number of hours per week the individual will work on the project, basic gross salary for the hours the individual will work on the project, Employer’s National Insurance contribution and pension contributions. Please note the Employers National Insurance contributions should be calculated in line with HMRC’s guidance.

Section 4.2 Tell us about the key duties, relevant skills and experience of staff to be funded by this project.

Please provide details of the relevant experience and skills of the staff who will deliver this project.

Section 5: Budget

Section 5.1 Please complete the separate budget form, which is an Excel file entitled “CCF – Budget Form”, detailing the proposed income and expenditure for your project.

Total staff costs, volunteer costs, direct project costs, contribution to overheads and the total grant required should be completed on the excel form. The remainder of the guidance notes for this section (5.1) are stated at the bottom of the Excel Budget Form.

Detail the final total amounts you are requesting from this grant fund in section 5.1 of the application.

Income

Community Challenge Fund grant applied for

This will be the total cost of delivering the project. Please note in 2019/2020 the amount applied for should be for 9 months only and 12 months for years 2 and 3 if requesting funding for the full period. The amount applied for should be a minimum of £7,000 and not exceed £30,000 for the full 12 month period.

Expenditure

Include the costs of everything you will need for your project.

Direct Staff costs

Staff costs for individuals directly working on the project (including salary, Employer’s NI and pension contributions) should match the figures in Section 4.1. Please ensure you budget sufficient resources to deliver this project.

Additional Staff Costs

Amounts contributed to recruitment, staff expenses (travel and subsistence), staff training, other costs that are directly related to additional staff costs and sessional staff.

Volunteer costs

Expenses paid to individual volunteers should be limited to essential out-of-pocket expenses. Travel and subsistence should be at rates approved by your organisation for volunteers.

Any training and development costs paid for as part of the project should be relevant to the work of the organisation and ultimately for the benefit of volunteers.

Direct project costs

List any other costs that are directly related to the delivery of your project, eg external facilitators, publicity and promotion, events, inclusive communication, child care costs, equipment or monitoring and evaluation. Any capital expenses are large items of equipment that are integral to the activities of the project and should relate directly to the delivery of the project. You must obtain 3 quotes for any items over £500.

Contribution to overheads

You can include an appropriate pro-rata contribution to running costs of your organisation such as telephone, office consumables, utilities, rent/rates/insurance etc. The total cost of overheads should not exceed 15% of the project’s total cost.

Section 5.2 Please tell us if there is anything we should know about the figures in the budget and include an explanation or breakdown to show how the main costs were calculated.

Use this space to explain how you worked out your budget including costings (quotes, estimates, tenders), the cost of any external support including daily pay rates and how the contribution to overheads was calculated. Explain what assumptions you have made when working out your budget and include a breakdown or explanation to show how the costs have been calculated.

Section 5.3 Is this project part of a bigger project?

Select yes or no

Section 5.4 Can the project go ahead without other partner/s or funding if the project is part of a bigger project?

Select yes or no and provide some brief details regarding the partnership or the bigger project. If your partnership, or an organisation in the partnership, is contributing to the funding of the project then please clarify this contribution, stating clearly the contribution coming from an organisation in the partnership, monetary or in-kind (e.g. staff time, free venue hire, promotion etc.) and whether the project can go ahead without other funding if successful.

Section 5.5 When this funding ends how will the grant continue to have a lasting impact?

Please consider impact on individuals, families, community, your organisation and services, including legacy of the project or potential to continue the project through partnerships or other sources of funding.

Section 6: Beneficiary Monitoring

Section 6.1 - 6.7

Please answer the relevant questions in relation to your targeted beneficiaries. This section is for monitoring purposes only and will not be used for assessment purposes. Select all categories that most apply to your target beneficiaries or select No if there is no specific target group.

6.8 Where did you hear about this fund?

To help us improve how we promote Scottish Government funding programmes, please tell us how you heard about the fund. For example, it could have been through word of mouth, your local Third Sector Interface, an email from Scottish Government or other funders.

Section 6.9 Independent Referee

Provide details of an independent referee who knows the work of your organisation and the subject of this application.

In this section provide details of an independent referee who is willing to discuss the proposed project and your organisation if necessary. This should be someone who is independent of your organisation and cannot be a past or present user of your services,

board member, staff member, volunteer, or a member of your family. The person should be familiar with the work you do and be aware of the project for which you seek funding, e.g. a member of staff in a local statutory body (such as the Council or Health Service) or local third sector support agency (such as your local Third Sector Interface). Explain their relationship to your organisation, i.e. how they know about your work and how long that link has existed.

Section 7: Declaration

Please read the declaration page carefully to ensure you agree with the terms under which you are applying for funding.

Signatory one

This section must be completed by the primary contact person for this application detailed in section 1.3 who is authorised to submit this application.

Signatory two

This should be a senior person in your organisation ie Chair, Vice Chair, Director, Chief Executive etc who is authorised by the governing body to approve the submission of the application on behalf of the organisation.

Section 8: Submitting your application

Check List:

All documents marked with an * below are mandatory and this form **will not be accepted** without the attachments.

Please attach only the requested documents. Any additional documents will NOT be considered at assessment stage.

- A copy of your Memorandum and Articles or Constitution, or other governing document, signed and dated *
- Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement)*
- Excel Budget Form*
- A copy of your Child Protection/Vulnerable Adult Policy if your project involves working with children, young people or vulnerable adults.

Incomplete applications will not be considered. The deadline for applications is **midday Thursday 21 March 2019**. Any applications received after this date will not be considered.

For enquiries please email ccfenquiries@gov.scot or phone Elizabeth McLearn on 0131 244 1817.

Appendix 1: EXAMPLE OUTCOMES

Example outcomes or changes that could be achieved through the Community Challenge Fund and which contribute to the fund outcomes are listed below. This is for the purposes of assisting you to articulate your intended outcomes, the list is not exhaustive and your project may achieve different outcomes. However, your project's outcomes must contribute to one or more of the fund outcomes listed in 3.1. Your project outcomes must also be specific to your project rather than a copy of the outcomes listed below.

Example Outcomes for beneficiaries

- Young parents have a better understanding of the type of foods that are harmful to their baby's teeth and why they should reduce intake of such foods.
- Parents have increased knowledge of local services who can advise on their oral health, diet and physical health.
- Individuals who care for or work with infants will reduce their exposure to oral health risk-factors such as smoking, with a clear understanding of the effect this may have on their oral health e.g. gum disease.
- Families have better social and support networks, with positive role models in their lives.
- Individuals who care for or work with infants have improved oral health and wellbeing, and make better health choices.