



Essex Local Delivery Pilot

Guidance Document

Next Steps for Investment

May 2019

Background

- The Essex Local Delivery Pilot is about public, community and voluntary organisations coming together to tackle the inequalities in our most inactive and deprived local communities. These inequalities are preventing hundreds of thousands of people from enjoying the physical, social, and mental wellbeing benefits of an active lifestyle.
- Our successful bid to Sport England for £10.68 million is instrumental in helping us create the sustainable change which will benefit individuals, local communities and the wider Essex economy. This investment will help us deliver our vision of piloting new ways of tackling inactivity through whole system change. This work must be done in a way that provides learning to other systems.
- The LDP's initial lottery development award of £845,000 supported our Chapter One 'Getting Ready for System Change', and established the strong foundations which informed the development of our strategic investment plan outlined in Chapter Two 'Delivering System Change'.
- In December 2018, Sport England confirmed an additional grant of £9.84m, of which £5.9m is an award for phase one, and £3.94m is in-principle for phase two.

Introduction

- This guide provides clarity and guidance on how the investment process and criteria will work Essex-wide, and in our three test areas of Basildon, Colchester, and Tendring.
- It sets out the investment programmes, funding criteria and approval processes against the specific grant funding streams for the Community Chest, Test and Learn, Replication and Scaling up, and Active Environments grant programmes.
- Community groups, individuals, public sector, private sector, and voluntary organisations seeking to apply for funding must meet the criteria outlined in this guidance to receive funding.

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1. LDP investment priorities and principles

1.1 All investment must fit with the LDP whole system model below in Diagram 1, and meet our main outcome of tackling physical inactivity in low-income communities. The focus of the LDP is our three target audiences of 1) families with children, 2) older people, 3) people with poor mental health.

Our whole system model incorporates the seven strategic priorities we established in Chapter Two:

- I. A whole system approach
- II. Communications and Social Movements
- III. Test, learn, scale and replicate
- IV. Community capacity and development
- V. Data and Insight
- VI. Active Environments
- VII. Evaluation, Learning and Sustainability

Diagram 1 – The Essex LDP Whole System Model



The model provides the framework for all LDP planning and investment over the next few years. The model also shows that all LDP work must always consider two key issues. Firstly, what system are we trying to improve or change. Secondly, is the work mainly about testing new ideas or mainly about scaling and replicating approaches that have a strong proof of concept.

- 1.2 All investment be made based on the following main criteria:
- ✓ **Sustainability.** All 12 LDPs have an important responsibility to demonstrate the sustainability of their various interventions and approaches so that the learning that is shared nation-wide is valid and relevant. All investments will be required to have an exit strategy that will be triggered if the intervention is not working or is not proving to be sustainable.
 - ✓ Has a strong focus on **outcomes and learning**, with a clear evaluation plan proportionate to the investment
 - ✓ All interventions have **clear milestones** built in to track progress and support the evaluation process
 - ✓ Demonstrates a place-based approach through engagement with local communities ensuring the **community voice is heard and empowered.**
 - ✓ Clearly identifies which of the LDP **target groups/audiences** the investment will impact on
 - ✓ Clearly identifies which **system setting** or settings the investment is seeking to strengthen or change (community, planning and infrastructure, education, health, social care, community safety, workplace).
 - ✓ Clearly identifies which **segment** or segments of the system the investment will impact on (policy, natural/built environment, organisations/service providers, social networks, individual audiences)
 - ✓ Clarifies if **test and learn** or **replication/scaling up**
 - ✓ States how the investment **levers in other system resources and budget** proportionate to the investment

Specific criteria for each funding pot is outlined in more detail in Appendix 1

1.3 Learning from Chapter One and Chapter Two supports the need for a balanced spend portfolio that addresses three key approaches. They are:

- 1) provide direct opportunities to participate in sport and physical activity,
- 2) develop a culture of informal physical activity in populations,
- 3) encourage active travel and improvements to the physical environment.

It is not acceptable that all investment takes the same approach or impacts in the same system setting.

1.4 Comprehensive and detailed evaluation is a cornerstone for the work of the LDP. Our evaluation partner, who will join us in June 2019, will play a pivotal role in documenting and identifying successful approaches, and helping the LDP team to be agile and decisive in scaling up the successful testing, and sharing the learning across Essex. Our approach to evaluation is different to traditional methods. Our evaluation is dynamic, and will use 'real time' data and evidence about what is working and what isn't to act quickly and decisively. Our evaluation partner will work closely with the core team and delivery team on a weekly basis.

Investment Plans and Implementation Groups

1.5 Each of the three test areas of Basildon, Colchester, and Tendring will develop their specific LDP investment plan, which will be rooted in the work of the local Health and Wellbeing Board (or equivalent in Colchester). The investment plan will be a dynamic and fluid document, evolving through insight, collaborations, and evaluation. It will be a strategic document that provides high-level understanding of the current situation across the different policy settings, and shapes the priorities for LDP investment.

1.6 Similarly, an investment plan will be developed for the Essex System, led by the core team. The Essex system investment plan will test and create system change at strategic level, operating across the LDP areas and beyond and within the various policy settings shown in Diagram 1. The core team includes officers from Basildon Council, Colchester Borough Council, and Tendring District Council.

A template for the investment plan is at Appendix 2.

1.7 Each district Health and Wellbeing Board is tasked to create a sub-group in order to plan and execute the delivery of the LDP in their place, and provide transparent governance. In Basildon and Tendring this will be called an 'Implementation Group'. In Colchester, it is expected that the LDP will be subsumed into the work of the 'Operation Group' of One Colchester Strategic Group. The membership and terms of reference of each implementation group will be decided locally, with a member of the LDP core team allocated to each group to provide support and advice.

1.8 The local implementation groups will co-design and co-produce an investment plan with all key local stakeholders, including community groups and residents. The local implementation group will use their extensive networks and relationships to ensure a dynamic two-way flow of insight, issues and information to shape the investment plan, and the emerging priorities. In particular, the implementation groups are encouraged to do things differently including the use of participatory budgeting, community panels, and crowd funding.

1.9 Each investment plan will develop specific funding proposals over time. It is not expected that the full allocation for each place will be committed at the start. The implementation group will be able to submit their specific funding proposals on a regular basis against the relevant funding headings and budget allocations.

A template for funding proposals is at Appendix 3.

2. LDP budget, funding headings, and allocations

- 2.1 The total award announced in December 2018 by Sport England confirmed £9.84m, of which £5.9m is an award for phase one, and £3.94m is in-principle for phase two. The breakdown of the full £9.84m can be found at Appendix 4.
- 2.2 The budget for phase one is £5.9025m. Funding headings have been agreed with Sport England, and each funding heading has an indicative budget allocation (see Table 1 and Table 2). Table 1 outlines the funding allocations for Basildon, Colchester, Tendring and the Essex system across the different funding headings. These headings consist of a light touch community chest to enable residents and community groups to implement their ideas, test and learn funding for innovative ways of addressing physical inactivity, replication and scaling funds for expanding proven good practice to new audiences and locations, and active environments funding for infrastructure projects that support increased physical activity. Table 2 outlines the underpinning investment allocations.
- 2.3 The overall budget is allowed 20% variance between different funding headings, and Sport England have clarified that there is further flexibility in the budget spend subject to discussion and agreement with Sport England. Each investment plan will work up specific proposals against these funding headings.

Table 1 - Funding Envelope Allocations for the funding headings

Phase One Funding Envelope					
FUNDING HEADING	Tier 2 Investment			Essex System Investment	Total
	Basildon	Colchester	Tendring	Essex	
Community Chest	£100,000	£100,000	£100,000	£75,000	£375,000
Test and Learn revenue projects	£250,000	£250,000	£250,000	£250,000	£1,000,000
Replication and Scaling revenue projects	£200,000	£200,000	£200,000	£200,000	£800,000
Active Environments (eg community hubs, community infrastructure, strategic infrastructure)	£230,000	£230,000	£230,000	£250,000	£940,000
Implementation Groups	£36,667	£36,667	£36,667		£110,000
Totals	£816,667	£816,667	£816,667	£775,000	£3,225,000

Table 2 – Underpinning investment allocations

Phase One underpinning budget		Planned spend
Whole system Approach	£172,500	Leadership course, expert support at Tier 1 and Tier 2 , tool kit for wider Essex
Communications and Social Movements	£200,000	Specialist comms and social marketing agencies, social movement expertise,
Community Capacity Building	£300,000*	Nurture Development, training new coaches and leaders at Tier 2,
Data and Insight	£620,000	2 new data/insight workers, insight partners, dashboard, Essex pass
Active Design Kite Mark	£25,000	County level kite mark
Active workplaces	£70,000	Testing with major employers
Evaluation, Learning and Sustainability	£800,000*	Evaluation partner
Core team	£490,000*	Managers and admin
Totals	£2,677,500	
* indicates funding provided for these items across Phase One and Phase Two		

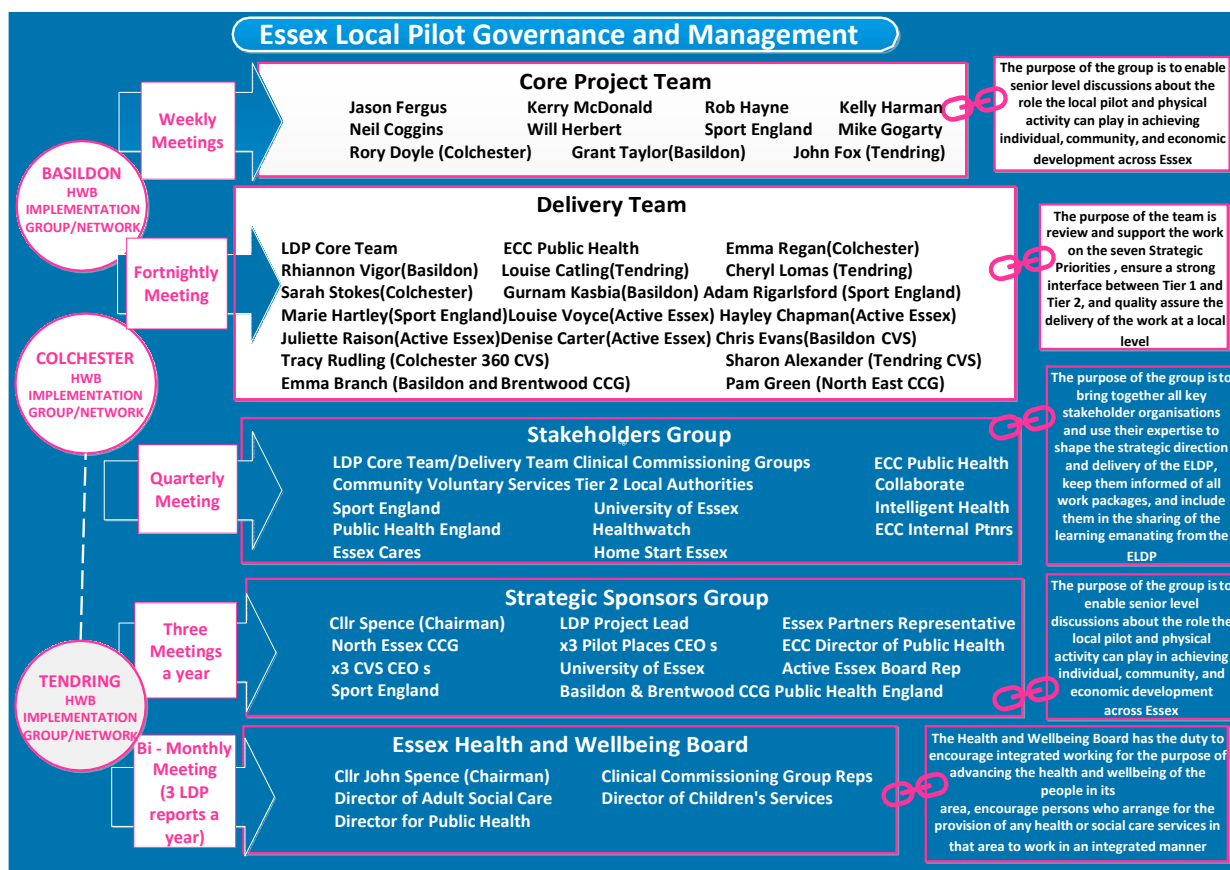
- 2.4 The draft process and criteria for each funding heading in Table 1 can be found at Appendix 1 which outlines the minimum and maximum grant amounts, project timescales, how to apply, who can apply and what can and cannot be funded. The criteria for each funding heading will require approval and sign off by Sport England. In particular, the draft criteria for micro-grants and community chest are a key issue for Sport England as lottery funding of individuals, informal groups, and businesses through micro-grants will require a new policy commitment from Sport England Board members and senior managers.
- 2.5 The underpinning investment (evaluation, expert partners, data, insight, core management) will be managed by the core team and will have a direct benefit in the three test areas through the provision of expert support and resources.
- 2.6 Over time, each of the four investment plans will prioritise a number of proposals and interventions for funding. Decisions as to whether a specific proposal should be funded will depend on adherence to the criteria of the relevant funding stream, and how it fits with the wider investment portfolio across the whole of the LDP. Each investment proposal must confirm what value it will add to improving wider knowledge as to what works. We would not wish to fund and evaluate an identical scheme in different places over and over again.

3. Governance, Accountability, Decision Making, Sign Off

Governance and Accountability

- 3.1 The governance and management of the LDP will work across five levels as shown in Diagram 2 below, and explains the role of each level, the membership, and the frequency of their meetings.

Diagram 2 – Essex LDP Governance and Management



- 3.2 Essex County Council (ECC) is the Accountable Body for the funding. The HWB will have oversight but

not decision-making responsibility for all LDP investment. The Chair of the Health and Wellbeing Board will be provided with regular performance management reports. The Health and Wellbeing Board will be provided with high level support and guidance by the LDP Strategic Sponsors Group. Both are chaired by Councillor John Spence. The Health and Wellbeing Board will receive a formal report and update from the LDP three times per year.

- 3.3 The LDP Strategic Sponsors Group will also meet three times a year for synchronisation with the reporting to the Essex Health and Wellbeing Board. The Strategic Sponsors Group will receive regular updates about all investment decisions, and be alerted to any investment proposals over £100,000 before any approval by the chair of the Health and Wellbeing Board in his role as ECC Cabinet Member in accordance with ECC governance routes.
- 3.4 The work of the LDP will be coordinated by a small core management team that includes Dr Mike Gogarty, ECC Director of Public Health, Jason Fergus, LDP Programme Manager and Director of Active Essex, and Adam Rigarlford, Strategic Lead, Sport England. The core team also incorporates representatives of Basildon Council, Colchester Borough Council, and Tendring District Council, who will keep their senior officers and key members informed of important issues and investment proposals.
- 3.5 The LDP is steered by the LDP Stakeholders Group which meets six times a year, incorporating over 20 organisations, which will increase to over 30 during 2019.
- 3.6 The governance of the LDP at Tier 2 level in Basildon, Colchester, and Tendring is formative, overseen by the Health and Wellbeing Boards in Basildon and Tendring, and One Colchester in Colchester. The governance is currently under review, and will be strengthened during 2019 by developing implementation groups and networks that have the capacity, expertise, and community engagement to plan and deliver the LDP successfully. Our core principle is wherever possible to use existing assets, systems and groups that can absorb the work of the LDP.
- 3.7 Specialist sub-groups and 'task and finish' groups will be established as necessary.

Legal and Financial Requirements

- 3.8 The Sport England Lottery Funding Agreement/Deed has been received by the Health and Wellbeing Board and will be signed by Essex County Council as the Accountable Body. The agreement clarifies an overall new award of £9.84m, of which £5.9025m is confirmed (phase one), and £3.9375m is awarded in-principle (phase two).
- 3.9 All LDP investment is subject to the legal and financial terms and conditions contained in the Lottery Funding Agreement.
- 3.10 With Essex County Council being the Accountable Body, all investment is subject to ECC legal and financial processes and governance routes. "The Health and Well-Being Board is an advisory body and does not have authority to make decisions about funding."
- 3.11 Essex County Council will undertake all financial transactions to optimise efficiency. The transactions will relate directly to the approved funding proposals arising from the LDP implementation groups in Basildon, Colchester and Tendring, as well as the Essex system approved proposals agreed by the core team.

Decision Making Levels and Sign off Thresholds

- 3.12 In the three test areas of Basildon, Colchester, and Tendring, the LDP Implementation Group will play a key leadership role in bringing forward strong funding proposals, and deciding whether to put forward applications for approval. The accountability for sign off of recommended funding proposals that come

from the implementation groups in Basildon, Colchester, and Tendring will be with the core team for levels between £2,500 and £500,000, and with the Cllr Spence in his role as Cabinet Member for Health and Adult Social Care and Chair of the Essex Health and Wellbeing Board for any recommended proposals over £500,000. We want to ensure that there is a good balance between generating community led proposals and effective accountability.

- 3.13 Final sign off of proposals must be through the appropriate sign off routes within Essex County Council as the Accountable Body for the Grant. The sign off thresholds, decision making level, decision making process, and formal document requirements are detailed below:

Table 3 – Sign off thresholds and document requirements

Threshold	Who makes approvals for funding	Document required	Final decision-making level
Over £500,000	Local implementation group for spend in three test areas	Sport England SLA/letter of appointment or local authority procedures	Cllr John Spence in capacity as Cabinet Member and Chair of Health and Wellbeing Board based on recommendations of Core Team by a way of a Cabinet Member Action
£25,000 - £500,000	Local implementation group for spend in three test areas	Sport England SLA/letter of appointment or local authority procedures	Mike Gogarty, Director of Public Health Core Team acting on recommendations of the LDP core team
£2,500 - £25,000	Local implementation group for spend in three test areas	Sport England SLA/letter of appointment or local authority procedures	Mike Gogarty, Director of Public Health Core Team acting on recommendations of the LDP core team
£50 - £2500	Local implementation group	Essex County Council micro-grant procedures	Jason Fergus, Head of Active Essex, based on recommendations of Local Implementation Groups and review by core team

APPENDIX 1 – PROCESS AND CRITERIA FOR FUNDING HEADINGS

1. **COMMUNITY CHEST (MICRO-GRANTS)**

Please note that the draft criteria for micro-grants and community chest are subject to Sport England agreement as lottery funding of individuals, informal groups, and businesses will require a new policy commitment from Sport England Board members and senior managers.

Minimum Grant: £50 (revenue only – small scale equipment is permissible)

Maximum Grant: £2,500 (revenue only – small scale equipment is permissible)

Project length: to be completed by December 2021 or sooner (please indicate)

Introduction

- The community chest funding stream is micro-grants between £50 and £2500, designed to be simple and light touch to enable residents and community groups to easily access small amounts of money to implement their ideas. We expect most projects will happen at a very local level on specific streets or estates, or with a specific community of interest such as mums with pre-school children.
- The LDP Community Chest is especially targeted at individuals and groups who are 'least heard' and have not benefitted from lottery funded projects in the past.
- This fund will 'do things differently', investing small amounts into individuals and informal groups who want to do something specific for their community.
- The community chest will be managed and administered centrally by Active Essex. Quick decisions will be made at local level and ratified by Sport England and the core team. There will be no closing dates and applications can be made at anytime.
- The amount of time to make a decision will be quick. In most cases, we plan to make a final decision within one month of the idea being received.
- The LDP team will be available to co-design and co-produce a community chest application in a friendly and supportive manner.
- If the proposal is successful, the applicant will need to sign a simple agreement.

How to apply

- Applications are welcome by video, email, LDP website, social media, or using the simple form. A member of the LDP team will work with the applicant to ensure all basic information is gathered.

Who can apply?

- Individual or informal group (non-constituted)
- Voluntary or community group (constituted)
- Businesses and sole traders
- Faith centres
- Registered charity
- Community Interest Company
- Social Enterprises
- Statutory Bodies (eg local authority, CCG,)
- Schools, Colleges, Nurseries, Playgroups

We cannot fund:

- Religious activities or political campaigning
- Retrospective costs and loan repayments
- Ongoing running costs of organisations
- Projects that mainly benefit residents living outside of Essex

What should your proposal focus on?

- Your best idea for getting your friends, neighbours or local community more physically active. It can be anything from dog walking to gardening to new fitness sessions.
- Tell us if your idea will focus on specific groups (for example – families, older people, people with poor mental health)

Simple set of rules for informal non-constituted groups

- 1. All members of the group agree to follow the rules:**
 - Members can apply to join the group by filling in their details and signing this document (at the bottom)
 - Any member can leave the group at any time by telling the other members in writing
 - We can ask a member to leave the group if all the other members agree
 - Members must let us know if their details change
 - We can close down the group if three quarters of members agree. If the group is closed down, we will give anything owned by the group back to the funders
- 2. How we will make decisions**
 - The group will normally only make decisions at a get together of all the members
 - The get together can only take place if at least half the members attend. If there are only two members, both must attend.
 - Decisions must be agreed by over half of members who attend the get together
 - If we don't have time for a get together, we can also make decisions by members agreeing in writing or by email
- 3. Any money given to the group can be used to:**
 - do the things we've come together for in the first place
 - help pay the costs of activities to do the things we've come together to do
- 4. The things we can't do with the group's money are:**
 - spend it on things that aren't why we've come together in the first place
 - spend it on things without the group deciding together first
 - keep the money for ourselves, pay ourselves for running the group (apart for out of pocket costs)
 - spend it with companies or people a member is closely involved with (this is known as a 'conflict of interest') unless the group has decided that's ok first. This would include a member's wife/husband, civil partner, children or grandparent
- 5. How we'll take care of the money**
 - We are all responsible for the group's money and anything we buy for the group. We are all responsible for any debts incurred by the group and for any contracts made by the group
 - Contracts must be approved by the group first and signed by at least two members
 - Any money we get will go to (name.) This person will be in charge of spending the money once we've all agreed. They will keep of list of the spending, and any receipts we get for the things we buy.

2. TEST AND LEARN

Minimum Grant: £2,500 (revenue only – small scale equipment is permissible)

Maximum Grant: £150,000 (revenue only – small scale equipment is permissible) **Proposals over £100,000 must be signed off by the Chair of the Essex Health and Wellbeing Board, in his capacity as Cabinet Member for Health and Adult Social Care.*

Project length: to be completed by December 2021 or sooner (please indicate)

Introduction

- This fund has been designed to be as flexible and responsive as possible to support the delivery of the Essex LDP outcomes. The focus of this fund is to test innovative new ways of tackling physical inactivity in low-income communities, and through effective evaluation, learn about the success or failure of the approach.
- There are no closing dates and applications can be made at any time. The amount of time to work up a proposal will vary depending on ongoing conversations. In most cases, we plan to make a final decision within three months of the initial conversation or idea being received.
- The LDP team will be available to co-design and co-produce your proposal, and will be available to support your delivery of the proposal.
- The LDP team can provide support on key subjects including whole system change, communications and social marketing, asset-based community development, use of data and insight, evaluation, and sustainability.
- If the proposal is successful, the applicant will need to agree to a Service Level Agreement/Letter of Appointment.

How to apply

- Contact a member of the LDP team for a conversation about your project idea
- If your idea gets support, work up the proposal with a member of the LDP team
- Submit your proposal to your local LDP Implementation Group or the Essex LDP core team

Who can apply?

- Voluntary or community group (constituted)
- Registered charity
- Community Interest Company
- Social Enterprises
- Statutory Bodies (eg local authority, CCG,)
- Schools, Colleges
- Businesses and companies

We cannot fund:

- Individuals or informal groups (non-constituted)
- Religious activities or political campaigning
- Retrospective costs and loan repayments
- Ongoing running costs of organisations
- Projects that mainly benefit residents living outside of Essex

What should your proposal focus on?

- The innovative testing of new ideas and new ways of impacting on inactive people living in low-income areas. We want projects and interventions to be as innovative and creative as possible, doing things differently to address the complex issues of poverty and the needs of our target audiences.
- Your ability and capacity as an organisation to deliver the proposal, and your commitment to collaboration, networking, and sharing.
- Clearly demonstrate how the proposal has been co-designed and co-produced with local communities, and builds on the existing assets of the community
- Clearly identify which of the LDP target groups/audiences the investment will impact on
- Clearly identify which system setting or settings the investment is seeking to strengthen or change (community, planning and infrastructure, education, health, social care, community safety, workplace).
- Clearly identify which segment or segments of the system the investment will impact on (policy, natural/built environment, organisations/service providers, social networks, individual audiences)
- How does the proposal add value to existing programmes, services, and activities in the local system? What collaborations with other organisations and programmes are important for the successful delivery of the proposal?
- State if the proposal will lever in additional resources from other system resources and budgets (proportionate to the investment)
- Have clear outcomes, an evaluation plan, and a sustainability plan
- Commit to working closely with the LDP evaluation partner during and after funding to quickly understand the successful elements of the testing, and to provide the opportunity to rapidly replicate or scale up.

3. REPLICATION AND SCALING UP

Minimum Grant: £2,500 (revenue only – small scale equipment is permissible)

Maximum Grant: £150,000 (revenue only – small scale equipment is permissible) **Proposals over £100,000 must be signed off by the Chair of the Essex Health and Wellbeing Board, in his capacity as Cabinet Member for Health and Adult Social Care.*

Project length: to be completed by December 2021 or sooner (please indicate)

Introduction

- This fund has been designed to be as flexible and responsive as possible to support the delivery of the Essex LDP outcomes. The focus of this fund is to replicate or scale proven good practice in tackling physical inactivity in low-income communities.
- There are no closing dates and applications can be made at any time. The amount of time to work up a proposal will vary depending on ongoing conversations. In most cases, we plan to make a final decision within three months of the initial conversation or idea being received.
- The LDP team will be available to co-design and co-produce your proposal, and will be available to support your delivery of the proposal.
- The LDP team can provide support on key subjects including whole system change, communications and social marketing, asset based community development, use of data and insight, evaluation, and sustainability.
- If the proposal is successful, the applicant will need to agree to a Service Level Agreement/Letter of Appointment.

How to apply

- Contact a member of the LDP team for a conversation about your project idea
- If your idea gets support, work up the proposal with a member of the LDP team
- Submit your proposal to your local LDP Implementation Group or the Essex LDP core team

Who can apply?

- Voluntary or community group (constituted)
- Registered charity
- Community Interest Company
- Social Enterprises
- Statutory Bodies (eg local authority, CCG,)
- Schools, Colleges
- Businesses and companies

We cannot fund:

- Individuals or informal groups (non-constituted)
- Religious activities or political campaigning
- Retrospective costs and loan repayments
- Ongoing running costs of organisations
- Projects that mainly benefit residents living outside of Essex

What should your proposal focus on?

- Replication or scaling up of a model, project or intervention where you can show clear evidence of its effectiveness and impact on inactive people living in low-income areas
- Your ability and capacity as an organisation to deliver the proposal, and your commitment to collaboration, networking, and sharing.
- Clearly demonstrate how the proposal has been co-designed and co-produced with local communities, and builds on the existing assets of the community
- Clearly identify which of the LDP target groups/audiences the investment will impact on
- Clearly identify which system setting or settings the investment is seeking to strengthen or change (community, planning and infrastructure, education, health, social care, community safety, workplace).
- Clearly identify which segment or segments of the system the investment will impact on (policy, natural/built environment, organisations/service providers, social networks, individual audiences)
- How does the proposal add value to existing programmes, services, and activities in the local system? What collaborations with other organisations and programmes are important for the successful delivery of the proposal?
- State if the proposal will lever in additional resources from other system resources and budgets (proportionate to the investment)
- Have clear outcomes, an evaluation plan, and a sustainability plan
- Commit to working closely with the LDP evaluation partner during and after funding

4. ACTIVE ENVIRONMENTS

Minimum Grant: £2,500 (capital and revenue)

Maximum Grant: £150,000 (capital and revenue) **Proposals over £100,000 must be signed off by the Chair of the Essex Health and Wellbeing Board, in his capacity as Cabinet Member for Health and Adult Social Care.*

Project length: to be completed by December 2021 or sooner (please indicate)

Introduction

- The built environment has a strong influence on enabling active lifestyles and active communities.
- Funding is available at County level to support strategic infrastructure projects which are either new, upgrading or refurbishment. Examples of strategic infrastructure projects include cycling and walking routes, and physical activity spaces in new housing developments.
- Funding is also available at Tier 2 district level to fund community infrastructure improvements, for buildings, streets, parks, and open spaces. Examples of community infrastructure improvements include new street lighting, rest stops on walking routes, new showers in a community building, or new activity areas for families such as outdoor gyms.
- Funding is also available for community hubs to provide accessible buildings that are safe and welcoming. A community hub will bring local people and local organisations together to create a diverse offer of physical activity opportunities. A community hub is usually located in a building that local people already use, for example a school, college, business, or existing community anchor organisation. Community hubs will increase the local physical activity offer, link up different organisations and programmes, be proactive in developing physical activity opportunities in the local community, and facilitate active travel.
- It is expected that most projects for active environments will be identified in the investment plan.
- There are no closing dates. The amount of time to work up an active environment project will depend on its size and nature, especially if the project requires planning permission and compliance with building regulations.
- The LDP team can provide specialist advice on designing and developing capital projects if required.

How to apply

- Each project to be proposed to the core team or local implementation group. Subject to approval, the project proposal must be worked up using the appropriate forms.

Who can apply?

- Voluntary or community group (constituted)
- Registered charity
- Community Interest Company
- Social Enterprises
- Statutory Bodies (eg local authority, CCG,)
- Schools, Colleges

- Businesses and companies

We cannot fund:

- Individuals or informal groups (non-constituted)
- Religious activities or political campaigning
- Retrospective costs and loan repayments
- Ongoing running costs of organisations
- Projects that mainly benefit residents living outside of Essex

What should your proposal focus on?

- Developing the built or natural environment to impact on inactive people living in low-income areas
- Clearly demonstrate how the proposal has been co-designed and co-produced with local communities, and builds on the existing assets of the community
- Clearly identify which of the LDP target groups/audiences the investment will impact on
- Clearly identify which system setting or settings the investment is seeking to strengthen or change (community, planning and infrastructure, education, health, social care, community safety, workplace).
- Clearly identify which segment or segments of the system the investment will impact on (policy, natural/built environment, organisations/service providers, social networks, individual audiences)
- How does the proposal add value to existing programmes, services, and activities in the local system? What collaborations with other organisations and programmes are important for the successful delivery of the proposal?
- State if the proposal will lever in additional resources from other system resources and budgets (proportionate to the investment)
- Have clear outcomes, an evaluation plan, and a sustainability plan
- Commit to working closely with the LDP evaluation partner during and after funding

5. IMPLEMENTATION GROUPS

Introduction

- A budget of £36,667 is available for each area (Basildon, Colchester, Tendring) to support the development and work of the LDP implementation group.

How to apply

- The priorities for spend will be agreed by the members of the implementation group.

What should your proposal focus on?

- The fund can be spent on capacity to undertake community engagement, co-production with local people, system mapping, stakeholder mapping, and asset mapping.
- The fund can also support the management and running of the implementation group, including upskilling local people so they can play a full role in the work of the group, and strengthening partnership working. The funds can also be used to create capacity to support the working up of proposals for other funding headings.

APPENDIX 2 – TEMPLATE FOR INVESTMENT PLAN

- ☐ Overview of where you are now. What has already been achieved.
- ☐ Data and insight that has been gathered and used.
- ☐ Existing assets that the LDP will build on.
- ☐ The main partners and stakeholders.
- ☐ Engagement with CVS and local communities.
- ☐ Engagement with key audiences.
- ☐ Clarify and explain the priority geographical areas.
- ☐ Clarify and explain the priority audiences.
- ☐ Clarify the local programmes and strategies/plans that the LDP will link with.
- ☐ Clarify and explain the priority system settings.
- ☐ Clarify and explain plans for workforce training.
- ☐ Clarify how you doing things differently.

APPENDIX 3 – TEMPLATE FOR FUNDING PROPOSALS

To be completed by September 2019

APPENDIX 4 – BREAKDOWN OF GRANT (AWARD AND IN-PRINCIPLE)

The table below clarifies the breakdown of the £9.84m allocation in terms of the £5.9025 award and the £3.9375m in-principle award.

Award Approvals (Awarded and In-Principle)		
Strategic Priorities/Funding Streams	Awarded	In- Principle
Community Capacity and Development		
<ul style="list-style-type: none"> • Asset Based Community Development and capacity building for wider community groups. • Implementation groups for the above to actively signpost, engage, deliver. (2 year award) • Development of community hubs in places relevant to where communities spend their time, opening up such spaces for physical activity and supporting activation 	<p>£300k</p> <p>£110k</p> <p>£360k</p>	<p>£40k</p> <p>£480k</p>
Sub – Total: £1,290k	£770k	£520k
Test and Learn		
<ul style="list-style-type: none"> • A Community chest grants scheme, a coordinated light touch system to enable community groups to easily access small amounts of revenue funding, hyper local reaching the “unusual suspects”. • Testing of larger projects – innovative interventions that can test concepts and system change influence. • Piloting of an Essex wide Pass Card –capturing data to provide accessible intelligence to inform future approaches. Working with Sport England data teams/digital teams in LAs/ open data. (2 year award) 	<p>£375k</p> <p>£1000k</p> <p>£300k</p>	<p>£375k</p> <p>£1000k</p>
Sub Total: £3,050k	£1,675k	£1,375k
Scaling Up		
Scaling up existing opportunities to reach the most inactive and under-represented citizens.		
<ul style="list-style-type: none"> • Intense replication of good practice projects and approaches that already have a proof of concept and have been tested in the county or beyond - 	£800k	£950k
Sub – Total: £1,750k	£800k	£950k
Active Environments		
<ul style="list-style-type: none"> • Strategic infrastructure improvements in partnership with local authority where additionality to planned schemes can improve/enhance physical activity choices. • Community infrastructure improvements – smaller scale community driven enhancements to support nudging physical activity behaviour. • Active Design Kite mark – Quality assurance for future housing/ communities, working through the Essex Planning Officers Association / Essex Design Guide (Sport England endorsed). • Active workplace co-ordination focussed on working with employers using physical activity to improve mental well-being in work 	<p>£250k</p> <p>£330k</p> <p>£25k</p> <p>£70k</p>	<p>£250k</p> <p>£480k</p> <p>£25k</p> <p>£30k</p>
Sub – Total: £1,460k	£675k	£785k
Directly Underpinned by:		
<ul style="list-style-type: none"> • Core Team Costs , Management and Operations .(1F/T Administrator and 3 F/T Programme Manager posts) , administration and operations costs in order to ensure smooth running of programme. (2 year award) • Social Movements and Communications – partnering with social movement expert partner to work with communities in creating local social movements owned by communities themselves. • Effective use of data and insight – developing data capture and analysis capacity. 2 F/T data and insight workers and recruitment of expert partners to translate analysis into activating behaviour change including use of tech solutions. • Whole system approach - Training and development for system leaders, developing collaborative leadership, implementation of diagnostic appraisal to review progress in the system. • Evaluation. What is working and why, the inputs/ outputs being reached i.e. calculating the full social value and impact. (2 year award) • Learning and sharing . National, regional and local work to share learning from LDP. 	<p>£490k</p> <p>£200k</p> <p>£320k</p> <p>£172.5k</p> <p>£750k</p> <p>£50k</p>	<p>£150k</p> <p>£80k</p> <p>£27.5k</p>
Sub-Total: £2,290k	£1,982.5k	£307.5k
TOTAL: £9.84m	£5,902.5k	£3,937.5k