**Healthy and Active Life Fund for Dementia**

# Guidelines for Applications

**What is the Dementia Innovation Healthy and Active Life Fund?**

Public Health in Wakefield Council and Wakefield Clinical Commissioning Group (CCG) have developed a fund to support creative and innovative ideas to help Wakefield communities become more dementia friendly.

**What is the grant for?**

The aim is to provide small one-off grants for voluntary and community groups, businesses, organisations, schools/services to understand and respond to the needs of people living with dementia and help create Dementia Friendly communities.

Project ideas that can be funded include: Changing the layout of a shop, improving or using different signage, better use of visual technology such as reminder systems, offering dementia awareness sessions to staff or groups to improve their understanding, developing leisure, social and educational activities that people with dementia can take part in, action to enable local groups to welcome people with dementia such as buddy schemes and schools raising awareness of dementia through lessons and assemblies.

**Funding allocations will only be considered if they meet one or more of the following objectives:**

* Increase awareness and understanding of dementia
* Increase access to information, help and support
* Reduction of barriers to daily living
* Improve opportunities for people with dementia to live well
* Increase in support for carers of people living with dementia

**What can the grant be used for?**

The maximum that can be applied for is £500 and can be used by organisations or groups to meet one or more of the above objectives.

**Who can apply?**

Applications can be made by voluntary and community organisations, groups that provide facilities, activities or services, businesses, organisations, schools, NHS and Local Authority Teams or Services and Third Sector providers that are located within the Wakefield Metropolitan District Council boundary.

Please note that groups are responsible for the activities detailed in the application. All groups are required to comply with the law regarding the safeguarding of vulnerable adults and young people and the Equality Act 2010 i.e. It is the organisation’s / service’s responsibility to ensure that tutors and trainers are fully covered for insurance, qualifications, DBS and first aid etc**.**

**What the grant will not fund**

The grant will not fund ‘miscellaneous’ expenses. Grants cannot be given for food, trips or parties, travel or paid retrospectively. Funding for ‘one-off’ events with no identified long term outcome will not be considered.

**How do you apply?**

The fund is supported and administered by Age UK Wakefield District. Applications Packs are available from Diane Wiggans at Age UK Wakefield District, 7 Bank Street, Castleford, WF10 1JD; Email [dianewiggans@ageukwd.org.uk](mailto:dianewiggans@ageukwd.org.uk) Tel **01977 552114**.

Fill in the application form. It is important that all of the questions are answered.

As part of the process, you will be required to join the Wakefield & Five Towns Dementia Action Alliance (DAA) which is free and gives benefits.

Gisela Clark is the Dementia Co-ordinator for Wakefield CCG and can be contacted on 01924 317646: [gisela.clark@wakefieldccg.nhs.uk](mailto:gisela.clark@wakefieldccg.nhs.uk) Gisela will support those applying for the fund in (a) completing the DAA membership application/Action Plan and (b) the completion of the HALF Funding form. As part of this process it may be possible to include an environmental walk-through of your premises, review of current signage and delivery of a Dementia Friends session.

This support is aimed at enhancing your application and current practice and supporting you to become more dementia friendly.

You will also be able to access the Dementia Action Alliance meetings which are networking events aimed at sharing good practice – including short presentations from organisations describing the dementia friendly work that they are undertaking, news updates and networking.

If money is requested for equipment or publicity materials **please enclose at least two quotations.** If money is requested for room hire, tutor hire or training, **please provide a quote from the provider**. We will not be able to process the application without the quotes.

Please list and cost each item for which you are seeking funding. If your application is successful you may be required to provide evidence/ receipts relating to the grant provided.

**What happens next?**

The Funding Panel meet to make decisions about the applications received. A scoring matrix for Dementia Fund applications is completed with a possible maximum of 36 points to achieve. To receive funding a minimum of 24 points needs to be achieved.

All approved applications are required to:

* Keep a log of all activity, numbers, dates, results etc.
* Complete a post project evaluation form which you will receive with your confirmation letter from the Panel.
* Publicise the receipt of receiving funding from the Healthy and Active Life Fund for Dementia

The successful bids will then receive payment via BACS direct into their account from Age UK Wakefield District within four weeks.

**Application Checklist:**

* I have completed all sections of the application form
* I have listed and costed each item I am seeking funding for in my application
* I have attached relevant quotations.
* I have made a copy of the application form for my reference
* **Send your completed application form to Diane Wiggans from Age UK Wakefield District: Email:** [dianewiggans@ageukwd.org.uk](mailto:dianewiggans@ageukwd.org.uk) **/ telephone 01977 552114.**