Important Notice

The contents of this document and any other documentation made available to you in respect of this application process are provided on the basis that they remain the property of the Council and must be treated as confidential.

No bidder will undertake any publicity activities with any part of the media in relation to the application process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

The council reserves the right to amend the application documents at any time prior to the deadline for receipt of applications. Any such amendments shall be numbered, dated and issued by the contact officer(s) named in the application documents. Where amendments are significant, the Council may, at its discretion, extend the return date for receipt of applications.

By issuing these application documents the Council is not bound in any way and does not have to accept any applications.

You will not be entitled to claim from the Council any costs or expenses which you may incur due to any application whether or not your application is successful. The council reserves the right to cancel the application process at any point. The council is not liable for any costs resulting from any cancellation of the application process nor for any other costs incurred by those submitting applications.

Sefton Council Care Homes Capital Improvement Programme

**Introduction / Aims of the Programme**

* 1. Sefton Council has established a fund, as part of its continued commitment to support the local Residential and Nursing care home sector, to further improve the quality of services and outcomes for Service Users. **The total amount of funding is £200,000.**
	2. The Capital Improvement Programme encompasses grants being made available for care homes to;
		1. Make physical improvements to care home environments
		2. Implement technological solutions
	3. The focus is to both make care homes more dementia friendly, to increase the positive experiences for Service Users and their families/advocates and to support the wider aim of homes achieving and maintaining *Outstanding* Care Quality Commission ratings.
	4. Examples of the types of proposals the Council seeking relate to;
* Improvements to gardens / outdoor spaces / communal areas to afford Service Users and their Families improved opportunities to access outdoor spaces and use areas for improved social interaction and activities
* Improvements to communal areas within the care home to support greater social interaction
* Improvements to areas within the care home in order to make them more dementia friendly and to provide an environment which reduces Service User anxiety/distress
* The purchasing of technological solutions/equipment (for example Interactive Tables, Robotic Pets and technology to support reminiscence therapy and contact with family) for use by Service Users in order to improve their quality of life
	1. Applications should provide clear evidence (ideally backed up by published research and good practice) as to how the grant will be used to enhance the quality of service to both current and future residents of care homes and how the enhancements will assist with the meeting of Service User needs.
	2. Applications should also detail how Service Users / Families / Advocates have been involved in both the formulation of the use of the grant and will be involved in the evaluation of its effectiveness following its completion / implementation.

Eligibility Criteria

* 1. Applications can only be submitted by **owners** of Care Quality Commission (CQC) registered Residential and Nursing homes located in the Sefton Borough.
	2. Applications will only be accepted for consideration by the Council upon receipt of a fully completed and signed Application Form.

Funding Conditions

* 1. Funding awarded must be utilised in line with the timeframes for the capital improvement detailed in the application form. Funding cannot be carried forward beyond the stipulated end date for the capital improvement (as detailed in the application form) without prior agreement from the Council.
	2. If an application is successful relating to any improvements made to the physical environment, then the applicant must ensure that any works carried out are done under any required permits / planning applications, conform to required building regulations / standard and adhere to required Health and Safety standards.
	3. For any equipment purchases, the applicant must ensure that any such equipment is installed correctly and conforms to any required quality standards. The applicant must also commit to ensuring that any such equipment is regularly maintained as per any requirements on condition of its use and in order to ensure that Public Health and Infection Control standards are met.
	4. The Council is not liable for any claims made against the applicant regarding any works completed / equipment purchased should any issues arise.
	5. Funding will only be paid by the Council to successful applicants upon receipt of a signed and returned Agreement (Appendix B).
	6. Individual one-off grants are available up to a value of **£20,000**. As part of the application process applicants must submit detailed costings for their bid.
	7. Only one grant per care home will be made available.
	8. Applications can detail a ‘mixture’ of proposals – i.e. both physical improvements and the purchasing of technological solutions/equipment.
	9. Care homes can indicate that they will match funding the total cost of the proposal on a 50/50 Council/Care home funding basis. For example, if the proposal equates to a total cost of £30,000 then an application can be submitted up to a value of £15,000 as long as the applicant confirms that they will match fund the additional £15,000. However, please note that this is therefore only applicable where the total cost of the proposal is below £40,000.
	10. **Please also note that as part of the application evaluation process (as detailed in Section 4) preference / weighting will be given to bid proposals that encompass the applicant making their own financial contribution / match funding.**
	11. Successful applicants must ensure that the implementation of their proposals (for example building works) does not have an adverse effect on Service Users and/or the overall delivery of the service.

The Application Form and Evaluation Criteria

* 1. Applications will only be considered if they are submitted on the application form (Appendix A) with all sections completed and the form signed by the care home owner.
	2. All questions and sections within the application form need to be completed for the application to be considered.
	3. There are **five key questions** and each question will be assessed and allocated a score of between 1 and 5, based on the following scoring matrix;

|  |  |  |
| --- | --- | --- |
| **Score** | **Category** | **Response to Question** |
| 0 | Unsatisfactory | Does not address the question / no response |
| 1 | Poor | Major deficiencies linked to the aims of the programme and the response only minimally addresses the question |
| 2 | Partial | Partial satisfaction of some aspects of the aims of the programme, but with some deficiencies apparent in the response to the question |
| 3 | Satisfactory | Addresses the aims of the programme, but only basic detail provided in the response |
| 4 | Good | Aims of the programme are addressed and response contains a good level of detail |
| 5 | Excellent | Fully meets the aims of the programme and response also evidences innovation |

* 1. For each of the five key questions there is a specific word limit which is clearly indicated in the details of each question. Responses to each question can be under the detailed limit, however the word limit cannot be exceeded. When evaluating responses which are over the word limit the Council will only consider the response provided up to the word limit. For example, if the word limit is 500 words and the response submitted is 600 words then only the first 500 words of the response will be considered.
	2. The Council has established an evaluation panel who will collectively evaluate each individual application as a group and agree a score for each question response.
	3. Following this evaluation applications will be ranked by their total scores and grants will be allocated based on the scores until the total amount of grant funding has been allocated by the Council
	4. Where it is the case that there are applications with the same overall evaluation score and not all applications can be successful based on the total amount of grant funding that the Council has available, then priority will be given to homes based on their overall CQC inspection rating (as detailed on the CQC website, which will be checked by the Council following the initial evaluation/scoring exercise), with preference being given to those homes which have the lowest CQC ratings.
1. Submission of Applications
	1. Applications must be submitted to asc.development@sefton.gov.uk by **29th January 2021**. Applications submitted after this will not be considered.
	2. Applicants will receive an email response acknowledging receipt of their application.
	3. The Council hopes to inform applicants of the outcome of their application by 8th March 2021