

Worcestershire Meeting Centres Community Support Programme



**MEETING CENTRES
WORCESTERSHIRE**

Information and Guidance Notes



Dear Meeting Centre Supporter

The Association for Dementia Studies at the University of Worcester and Worcestershire County Council look forward very much to receiving applications for funding to support the creation of new Meeting Centres across Worcestershire based on the guidance set out in this document.

All the applications will be carefully reviewed by an Assessment Panel, comprising staff from the University of Worcester Association for Dementia Studies and the Worcestershire County Council Adult Social Care and Public Health teams plus an Independent Chair. I am also pleased to report that the University of Worcester has secured match funding from the Shaw Foundation for a three-year PhD Researcher to focus specifically on the implementation of Meeting Centres. This Researcher may also attend the assessment panel meetings as well as working alongside Meeting Centres to enhance and complement the data collection requirements as set out in the Essential Features of a Meeting Centre.

Never before has evidence-based community support for people affected by dementia been more vital and it is of paramount importance that communities reach out to and support those who may be socially isolated and help address the impact on health and well-being.

I do hope that you take this opportunity to make a real difference to those affected by dementia in our community as well as really put Worcestershire on the map as a world exemplar of community-based dementia practice.

I would be most pleased to answer questions and offer further guidance in respect of applications should this be required so please feel free to contact me via meetingcentres@worc.ac.uk

I look forward to hearing from you

Shirley

Dr Shirley Evans
Manager - UK Meeting Centre Support Programme
Senior Research Fellow at the Association for Dementia Studies



Worcestershire Meeting Centres Community Support Programme Information and Guidance Notes

Funding of up to £520,000 is being made available from Worcestershire County Council (WCC) from the County's Business Rates Retention Pilot ([see Press release](#)) to support the setting up and running of Meeting Centres across the whole of Worcestershire for the benefit of Worcestershire citizens. An additional £20,000 has been made available to support the administration of the programme.

Subject to demand and the strength of applications it is hoped that this initiative will help local communities set up Meeting Centres to provide coverage across all areas of the County, with the ambition being to have at least one Meeting Centre in each of the six Districts in Worcestershire¹.

Applications will need to demonstrate that they meet a community need

Applicants will need to show that they have held a Community Engagement event and convened a Planning Group to develop the proposalⁱⁱ.

Groups/Organisations who are focussing on similar localities are encouraged to work together to put in one bid, rather than multiple bids for the same locality.

The amount of funding available to support potential Meeting Centres.

An Award, up to a maximum of £60,000 (*subject to this being no more than 2/3rds of the total eligible costs*), can be applied for towards the total eligible costs of running a Meeting Centre for the first 3 years from the date of its openingⁱⁱⁱ. The financial forecasts should, therefore, commence from the date the Centre plans to open^{iv}.

If the application is approved the Award will be paid in 3 annual instalments, subject to any conditions attached to the Award being met. Applicants can request for payments to be front loaded to provide a maximum of 50% of the total Award in Year 1, 33% in Year 2 and 17% in Year 3 (*again subject to the annual Award being no more than 2/3rds of the total eligible costs in any year*). Examples are at Appendix 1 to this Guidance.

All funding must be claimed for and paid by no later than 31 March 2024.

The Award of funding must be accepted with 1 month of it being issued and may be withdrawn if the applicant is not in a position to claim the first payment within 3 months of the offer being made.

Who can apply?

Organisations who are able to receive funding to provide a community-based Meeting Centre within Worcestershire for the benefit of Worcestershire based residents. This can include:

- registered charities or charitable incorporated organisations (CIO)
- group of organisations, as long as they are led by an incorporated voluntary or community organisation
- statutory bodies (including local authorities, town, parish or community councils)
- not for profit companies, including companies limited by guarantee and Community Interest Companies with two or more directors
- voluntary and community organisations (but if you are an unincorporated group you would first need to register as a charity).

We can't accept applications from:

- individuals
- sole traders
- organisations based outside the UK
- anyone who's applying for another organisation
- organisations that look to make profits and share these profits out privately. This includes organisations without the right asset locks.
- organisations that can pay profits to directors or shareholders – this might mean some CICs limited by shares
- organisations that don't have at least two people on their board or committee who aren't married, in a long-term relationship, living together at the same address, or related by blood.

Process for applying and approving applications.

Applications can be submitted up to 30/9/21

- a) All applications **must** be submitted online via this [link](#).
- b) Applications can be submitted at any time up to 30/9/21 but the table below shows the latest dates which applications must be submitted by to enable them to be assessed and presented to quarterly Assessment Panels.

Closing dates for applications to be submitted	Panel meetings	Panel decisions notified by
31/12/20	29/1/21	5/2/21
31/3/21	30/4/21	7/5/21
30/6/21	30/7/21	6/8/21
30/9/21	29/10/21	5/11/21

- c) The Assessment Panel will be made up of staff from the University of Worcester and Worcestershire County Council Staff, plus an Independent Chair.
- d) The assessment of each application will be undertaken by the UK Meeting Centres Support Programme team at the University of Worcester's Association for Dementia Studies.
- e) Each application will need to demonstrate that, with support from this Programme, the proposed Meeting Centre will open for at least one day per week for a minimum of 5 hours in Year 1 and move to being open from 3 days a week for a minimum of 5 hours per day during Year 2 onwards. For those operating in more rural communities this could mean a Centre could be open for 1 day a week in 3 different locations. The application must also demonstrate that the Centre will meet all of the Essential Features of a Meeting Centre, has a viable plan and will support the aim of establishing Meeting Centres across the whole of Worcestershire. Within an individual application, each question relating to the Essential Features of a Meeting Centre (as set out the document which can be downloaded [here](#)) will be assessed against a five-point scoring system to see whether sufficient consideration has been given to meet the criteria to become a Meeting Centre. Questions relating to finances and risks will be assessed separately for clarity and detail. This will include consideration of how the Centre will be sustainable when funding from this Programme ends. If the assessment process identifies that further information or evidence is required to strengthen an application, the main point of contact listed on the application will be contacted. It is their responsibility to respond in a timely manner to ensure that additional information can be included in the assessment phase and proceed to the Assessment Panel meeting. Failure to provide any requested information within the appropriate timeframe may result in an application being rejected or being delayed until the following Assessment Panel meeting.
- f) The Assessment Panel will review the assessment of each individual application and decide whether the application should be funded, rejected or resubmitted with stronger information for consideration at a future panel.
- g) All Awards will be made at the discretion of the Panel and will be subject to the availability of funding.
- h) Award letters will be sent no later than 4 weeks after the decision by the Assessment Panel. The Award letter will include details of the Terms and Conditions of the Award which will include requiring evidence that other external funding has been secured and that it has relevant policies in place (e.g. safeguarding, data protection).
- i) The Award of funding must be accepted with 1 month of it being issued and maybe withdrawn if the applicant is not in a position to claim the first payment within 3 months of the offer being made. No commitment to spend on items included in the application must be made until the funding is awarded.

- j) Consent must be given for the University of Worcester, Worcestershire County Council and partner Councils to be involved in publicity, e.g. press releases and photographs.
- k) Prior to the release of funding for Years 2&3 all applicants will also be required to:
 - Submit an annual progress report (plus Charity Commission Annual Report where applicable).
 - Provide an annual statement of actual income and expenditure for each of the periods covered by the financial forecasts, covering the same headings^v.
 - Meet with staff from the University of Worcester to review progress

A diagram illustrating the overall application, assessment, approval, payment and monitoring process is at Appendix 2.

Footnotes

ⁱ Bromsgrove, Malvern Hills, Wychavon, Wyre Forest, the borough of Redditch, and the city of Worcester. As a Meeting Centre already exists in Droitwich Spa, this funding will not support the setting up of another Centre in its catchment area.

ⁱⁱ These can be organised and run virtually.

ⁱⁱⁱ Funding from this Programme is not available to support the planning stage and any costs incurred prior to the Centre opening will not be eligible. However, practical, non-financial, help (advice, guidebooks, training) is available from the University Worcester [UK Meeting Centre Support programme](#). Requests for this can be made by emailing meetingcentres@worc.ac.uk.

^{iv} As the Award will not support planning costs, for the purposes this application Year 1 should run from the date the Meeting Centre plans to physically open to members. We recognise that prior to this the Meeting Centre may have already incurred costs (e.g. sign up to securing premises and recruiting staff before the Centre opens) but only those costs incurred from the date opening will be eligible. Pre-opening expenditure will, therefore, need to be covered from elsewhere. This may also mean that for the purposes this application the period covered by these forecasts will probably differ from your financial/accounting year)

^v Provision will be included in the Terms and Conditions the Award for payments to be reduced or repaid if actual eligible expenditure is less than the amount forecast in the application.

Appendix 1 - Examples of Award

FLAT AWARD EACH YEAR
(subject to 66.67% limit)

FRONT LOADED 50/33/17
(subject to 66.67% limit)

TOTAL COSTS	80000	80000	80000	240000	TOTAL COSTS	80000	80000	80000	240000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	25.00	25.00	25.00	25.00	ANNUAL %	37.50	24.75	12.75	25.00
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
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TOTAL COSTS	70000	70000	70000	210000	TOTAL COSTS	70000	70000	70000	210000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	28.57	28.57	28.57	28.57	ANNUAL %	42.86	28.29	14.57	28.57
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
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TOTAL COSTS	60000	60000	60000	180000	TOTAL COSTS	60000	60000	60000	180000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	33.33	33.33	33.33	33.33	ANNUAL %	50.00	33.00	17.00	33.33
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
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TOTAL COSTS	50000	50000	50000	150000	TOTAL COSTS	50000	50000	50000	150000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	40.00	40.00	40.00	40.00	ANNUAL %	60.00	39.60	20.40	40.00
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
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TOTAL COSTS	40000	40000	40000	120000	TOTAL COSTS	40000	40000	40000	120000
AWARD	20000	20000	20000	60000	AWARD	26668	20000	13332	60000
ANNUAL %	50.00	50.00	50.00	50.00	ANNUAL %	66.67	50.00	33.33	50.00
% AWARD	33.33	33.33	33.33	100.00	% AWARD	44.45	33.33	22.22	100.00
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TOTAL COSTS	35000	35000	35000	105000	TOTAL COSTS	35000	35000	35000	105000
AWARD	20000	20000	20000	60000	AWARD	23335	20000	16666	60000
ANNUAL %	57.14	57.14	57.14	57.14	ANNUAL %	66.67	57.14	47.62	57.14
% AWARD	33.33	33.33	33.33	100.00	% AWARD	38.89	33.33	27.78	100.00
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TOTAL COSTS	30000	30000	30000	90000	TOTAL COSTS	30000	30000	30000	90000
AWARD	20000	20000	20000	60000	AWARD	20000	20000	20000	60000
ANNUAL %	66.67	66.67	66.67	66.67	ANNUAL %	66.67	66.67	66.67	66.67
% AWARD	33.33	33.33	33.33	100.00	% AWARD	33.33	33.33	33.33	100.00
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TOTAL COSTS	25000	25000	25000	75000	TOTAL COSTS	25000	25000	25000	75000
AWARD	16667	16667	16667	50000	AWARD	16667	16667	16667	50000
ANNUAL %	66.67	66.67	66.67	66.67	ANNUAL %	66.67	66.67	66.67	66.67
% AWARD	33.33	33.33	33.33	100.00	% AWARD	33.33	33.33	33.33	100.00
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TOTAL COSTS	20000	20000	20000	60000	TOTAL COSTS	20000	20000	20000	60000
AWARD	13333	13333	13333	40000	AWARD	13333	13333	13333	40000
ANNUAL %	66.67	66.67	66.67	66.67	ANNUAL %	66.67	66.67	66.67	66.67
% AWARD	33.33	33.33	33.33	100.00	% AWARD	33.33	33.33	33.33	100.00

FLAT AWARD EACH YEAR - RISING COSTS
(subject to 66.67% limit)

FRONT LOADED 50/33/17 - RISING COSTS
(subject to 66.67% limit)

TOTAL COSTS	80000	85000	90000	255000	TOTAL COSTS	80000	85000	90000	255000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	25.00	23.53	22.22	23.53	ANNUAL %	37.50	23.29	11.33	23.53
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
TOTAL COSTS	70000	75000	80000	225000	TOTAL COSTS	70000	75000	80000	225000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	28.57	26.67	25.00	26.67	ANNUAL %	42.86	26.40	12.75	26.67
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
TOTAL COSTS	60000	65000	70000	195000	TOTAL COSTS	60000	65000	70000	195000
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	33.33	30.77	28.57	30.77	ANNUAL %	50.00	30.46	14.57	30.77
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
TOTAL COSTS	50000	55500	60000	165500	TOTAL COSTS	50000	55500	60000	165500
AWARD	20000	20000	20000	60000	AWARD	30000	19800	10200	60000
ANNUAL %	40.00	36.04	33.33	36.25	ANNUAL %	60.00	35.68	17.00	36.25
% AWARD	33.33	33.33	33.33	100.00	% AWARD	50.00	33.00	17.00	100.00
TOTAL COSTS	40000	45000	50000	135000	TOTAL COSTS	40000	45000	50000	135000
AWARD	20000	20000	20000	60000	AWARD	26668	20000	13332	60000
ANNUAL %	50.00	44.44	40.00	44.44	ANNUAL %	66.67	44.44	26.66	44.44
% AWARD	33.33	33.33	33.33	100.00	% AWARD	44.45	33.33	22.22	100.00
TOTAL COSTS	35000	35000	35000	105000	TOTAL COSTS	35000	35000	35000	105000
AWARD	20000	20000	20000	60000	AWARD	23335	20000	16666	60000
ANNUAL %	57.14	57.14	57.14	57.14	ANNUAL %	66.67	57.14	47.62	57.14
% AWARD	33.33	33.33	33.33	100.00	% AWARD	38.89	33.33	27.78	100.00
TOTAL COSTS	30000	35000	40000	105000	TOTAL COSTS	30000	35000	40000	105000
AWARD	20000	20000	20000	60000	AWARD	20000	20000	20000	60000
ANNUAL %	66.67	57.14	50.00	57.14	ANNUAL %	66.67	57.14	50.00	57.14
% AWARD	33.33	33.33	33.33	100.00	% AWARD	33.33	33.33	33.33	100.00
TOTAL COSTS	25000	30000	35000	90000	TOTAL COSTS	25000	30000	35000	90000
AWARD	16667	20000	23333	60000	AWARD	16667	20000	23333	60000
ANNUAL %	66.67	66.67	66.67	66.67	ANNUAL %	66.67	66.67	66.67	66.67
% AWARD	27.78	33.33	38.89	100.00	% AWARD	27.78	33.33	38.89	100.00
TOTAL COSTS	20000	25000	30000	75000	TOTAL COSTS	20000	25000	30000	75000
AWARD	13333	16667	20000	50000	AWARD	13333	16667	20000	50000
ANNUAL %	66.67	66.67	66.67	66.67	ANNUAL %	66.67	66.67	66.67	66.67
% AWARD	26.67	33.33	40.00	100.00	% AWARD	26.67	33.33	40.00	100.00

Pre-application

What is expected from the applicant (you)?

- Direct any queries regarding the application to meetingcentres@worc.ac.uk
- Complete the application form and provide supporting material before the closing date

What you can expect from the University of Worcester (UoW), Association for Dementia Studies

- To respond to any queries regarding applications
- To provide support with the application process if required

Applications close

Post-application / pre-decision

Applicant to:

- Respond to requests for clarifications/ further information

UoW team to:

- Email applicant to acknowledge receipt of application
- Seek clarifications/further information if required

The application will be presented to an Assessment Panel who will reach a decision regarding whether to award funding or not

Post-decision / pre-funding

Successful applicant to:

- Complete and return declaration form to meetingcentres@worc.ac.uk
- Complete online supplier registration form via link in letter and confirm this via meetingcentres@worc.ac.uk
- Take part in initial meeting with ADS
- Raise invoice within three months of accepting funding offer, or formally request extension
- Collaborate with ADS to agree press release

UoW team to:

- Inform applicant of decision
- Send letter and declaration form
- Follow up with informal telephone call
- Process paperwork received from applicant
- Set up initial meeting
- Ensure relevant documentation is sent to successful applicant (data collection and reporting)
- Collaborate with successful applicant to agree press release

Year 1 funding received

Once operational

New Meeting Centre to:

- Return monthly attendance and regular evaluation data
- Submit statement of income and expenditure plus report approximately 9 months after opening, and annually thereafter

UoW team to:

- Visit new Meeting Centre after approximately three months to monitor progress against 'essential features'
- Conduct annual progress review and make recommendations regarding funding for Years 2 and 3

Each year the progress review will be presented to an Assessment Panel who will reach a decision regarding whether to continue with funding or not

Reminder: Please use meetingcentres@worc.ac.uk when contacting the University of Worcester about this work

Acknowledgments

This Programme has been made possible by Worcestershire County Council and the six district councils of Worcestershire investment of £540,000 from the County's 75% Business Rates pilot.



MEETING CENTRES WORCESTERSHIRE

*March 21 edition
Appendix 2 added*