



Improving Transitions for Young People Fund

Call for applications and guidance notes

The Together for Short Lives **Improving Transitions for Young People Fund** seeks to distribute a small number of awards for innovative projects that have the potential to transform the experience of young people with life-limiting conditions as they prepare for and move on to adult services. Awards will be in the range of **£40k-£150k** for up to **30 months**. The **deadline for applications is noon on Friday 1 June 2018**.

For further information contact the Improving Transitions for Young People Fund Project Manager, Julia Hodgson, at transition@togetherforshortlives.org.uk.

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1. Together for Short Lives

Together for Short lives is the leading UK charity that speaks out for all children and young people who are expected to have short lives. We seek to secure the best quality of life and best end of life care for all children and young people with life-limiting or life-threatening conditions and their families. We have over 1000 members - individuals, teams and organisations who are committed to supporting children and young people with life-limiting or life-threatening conditions and their families. These include children's hospices, voluntary sector organisations and statutory service providers.

2. Why are we running an Improving Transitions for Young People Fund?

More and more young people with life-limiting or life-threatening conditions are now surviving into early adulthood and planning for their futures as users of adult services. There are now almost 13,000 18-25-year-olds living with a life-limiting condition, and this number has grown by 33% over 10 years.¹

The services that are needed to provide care, support and life opportunities for these young people as they move from children's to adult services have not kept pace. There are significant gaps in age-appropriate services and support. For example, there is a lack of appropriate housing, employment opportunities and short breaks that can provide the essential support that is needed when a young person has very complex health needs.

There is also a lack of coordination between services and across sectors around the needs of young people with life-limiting conditions. For example, there is often poor communication between paediatric and adult health professionals or between health and social care providers.

This means that young people fall through the gaps – caught between children's and adult services – putting their health at risk and denying them opportunities to achieve their potential in the limited time available to them.

3. Overview of the Fund

The Improving Transitions for Young People Fund seeks to distribute a small number of awards for innovative projects that have the potential to transform the experience of young people with life-limiting conditions as they prepare for and move on to adult services. Awards will be in the range of **£40k-£150k** for up to **30 months**. This is the second round of funding. Details of projects awarded funding in the first round (2017) are available at www.togetherforshortlives.org.uk/transitionfund.

The aims of this programme are to encourage the development of innovative approaches in service provision that will transform the experience of transition for young people with life-limiting or life-threatening conditions and support them to achieve the best quality of life possible across the full spectrum of their needs. We aim to build a portfolio of well-described, real-life examples of service developments that can be readily understood, replicated and adapted by other providers, commissioners and policy makers.

Proposals will be considered for new services or approaches to any or all of the three phases of transition for young people with life-limiting conditions, as set out in our guide to transition *Stepping Up* 1) Preparing for adulthood; 2) Preparing for moving on; and 3) Settling in to adult services. We are particularly keen to see applications that focus on the third phase and so involve partnerships between adult and children's

¹ Fraser L et al (2013). *Prevalence of life-limiting and life-threatening in young adults in England 2000-2010: Final Report for Together for Short Lives*

service providers and the development of services in the adult sector for young people to move on to. Applicants should ensure they have read *Stepping Up*.

We are keen to see a wide range of applications and partnerships across and within the five key areas of support that are described in *Stepping Up*: health, social care, education, employment and housing. We describe a model for how these agencies should come together around the needs of a young person as a 'Pentagon of support' in our *Stepping Up* Guide. We want to see applications from projects that will deliver the vision of this 'Pentagon'.

In preparing for this second round of applications, we have undertaken a scoping of what innovation looks like in the sphere of transition for young people with life-limiting or life-threatening conditions with key academics and experts. Informed by this scoping, we are particularly keen to see applications that:

1. Address the 'cliff edge' of transition, the point at which young people move from familiar children's services to adult services – focusing on developing innovative new services within the adult sector
2. Focus specifically on young people with life-limiting conditions who also have profound and multiple learning disability
3. Support and empower professionals in the adult sector
4. Support the engagement of primary care, particularly GPs in transition for this group of young people

Applications may be:

- a novel idea or innovation, such as a redesign of processes, practices and services
- the extension or adaptation of an existing service support to this cohort (for example, extending a provision for disabled young people to those with life-limiting conditions)
- an approach demonstrated in a different country or different context
- taking an existing approach in one organisation and spreading it to others

Applications will need to **demonstrate** or **describe**:

- robust evidence to demonstrate the problem you are seeking to address
- the innovative approach being taken to address this problem
- how your project will lead to direct benefits or impact within the programme timescale and how you will know if you are being successful
- the potential for replication regionally and nationally and delivery of a long-term change
- that you understand the skills and processes required for successful delivery of the innovation
- a commitment to capturing and sharing learning from the successful projects
- how your innovation will join-up services around the needs of young people with life-limiting conditions or fill service gaps.

The deadline for applications is **12 noon on 1 June 2018**.

4. Who are the beneficiaries of the Fund?

The key beneficiaries are teenagers and young adults aged 14-25 with a life-limiting or life-threatening condition, and their families. These young people will have a range of complex medical conditions and disabilities, including profound and multiple learning disabilities, but what they have in common is that their lives will be cut short.

5. Value and duration of the Fund

The maximum funding a project application can request is £150,000; the minimum we expect to award is £40,000. We will be looking closely at value for money in all applications and the cost effectiveness of proposals will be considered as part of the assessment process.

Applicants are expected to provide detailed budgetary information on the total cost of the project, what the funds will cover and details of any co-funding or matched funding.

Co- and matched funding are not requirements in this programme. However, we encourage applicants to secure funding from other sources as this may help to:

- build a wide range of support
- boost the work you can do
- lay the foundations for sustainability of the project beyond the life of the Fund
- enable the Fund to support more projects.

The minimum period we will fund will be 18 months and the maximum period will be 30 months. This includes a three-month set-up period for activities such as recruitment.

The impact of the innovation needs to be clearly demonstrated within the timeframe of the programme.

6. What we will and won't fund

The following list outlines types of expenditure we **would** expect to fund. The list is not exhaustive, and we are aware that specific projects may require other types of expenditure.

- Staff time for substantive posts which provide direct support to the project
- Honoraria for any patient/carers/service users' involvement
- Project management for the duration of the funding period
- Administrative support
- Support required for data collection & analysis and performance measurement
- External evaluation
- Supply of technical expertise
- Meeting costs that directly relate to the project e.g. room hire & catering
- Travel costs to attend up to three learning events per year to be organised by Together for Short Lives (these are likely to be in central London)
- Communication materials and associated staff time required to promote the project

Can part of the money be spent on capital?

No. We expect the funding to be for revenue costs used for funding staff posts, training, consumables and for equipment that is essential to the delivery of the project. We will not fund large capital build projects.

Will research projects be funded?

No. The Fund is intended to fund service developments.

7. Assessment Criteria

We will assess against the following criteria:

- It is an innovative approach to improving young people's transition and experiences as young adults
- It has involved young people (and/or their families) in the development and design of the application
- It demonstrates strong partnerships between children's and adult service providers
- It demonstrates knowledge of existing services
- It meets a clearly identified need
- It demonstrates value for money and cost-effectiveness
- It has potential for replication regionally and nationally
- It demonstrates a commitment to sustainability and scale-up
- It has clear measurements of success
- There is clear planning for evaluation of the project in order to demonstrate positive outcomes for young people and/or their families
- There is organisational commitment in place from across the leadership team.

There is a limited pot of funding available, and as such we will not be able to fund every application that meets the criteria. In the event that we receive more high-quality applications than we are able to fund, we will seek to fund a portfolio of projects that will collectively enable maximum learning and spread of innovation in the different elements of our 'Pentagon' of support.

8. Which organisations can apply?

The Improving Transitions for Young People Fund is open to organisations from across the UK for projects, which are to be delivered in the UK and which deliver any element(s) of the Pentagon (health, social care, education, employment & housing). Eligible organisations will include hospices; other voluntary sector organisations; NHS and other statutory organisations; and social enterprises who offer services free at the point of delivery. We will seek to ensure a good geographical spread in our selection process.

Organisations must be regulated by the appropriate body (e.g. registered with the Care Quality Commission if it's a health provider in England).

They must also have legally constituted status and governance protocols that allow them to legally contract for funding.

Do you welcome bids from multiple organisations working together?

Yes. A key focus of the programme is joining up services for young people with a life-limiting condition. We expect many applicants may apply as a partnership of organisations working together. We strongly encourage this.

Within such partnerships, we will expect one organisation to act as the 'lead applicant' or 'lead organisation' and the other organisation(s) as partners. We will contract with the lead organisation. The lead organisation will be responsible for creating and monitoring any subcontracts with its partners. This is to ensure that there is appropriate influence and governance over the project including the implementation of the innovation; engagement of senior managers in partner organisations, professional and administrative staff; and management of the project and of the funding provided by Together for Short Lives.

Partnerships could be between palliative care services or with other agencies, for example those that provide housing, education, supported employment or wider social care.

Where the lead organisation is not a palliative care provider, it must either be in partnership with a palliative care provider or otherwise demonstrate its knowledge of the needs of teenagers and young adults with life-limiting conditions and its ability to meet those needs through this programme.

If the innovation is being delivered to a new group of young people or where a service does not currently exist, the application should be from the lead organisation responsible for establishing and sustaining the new initiative.

Can one organisation be the lead applicant for a number of bids?

No. Each organisation can only be the lead applicant for one bid. We are seeking to support a diverse range of projects so are very unlikely to support more than one project submitted by the same organisation. However, an organisation can be the lead partner or sole applicant in one bid and a supporting partner in another bid.

Can national organisations apply?

Yes. Many national organisations have local delivery functions. Where a national organisation does not deliver a service locally, it will need to partner with a local provider. We expect to fund partnerships with a strong understanding of local needs and established roots into local communities. Projects that don't possess local knowledge and understanding are unlikely to be funded through this initiative.

National organisations can also be key partners to help the innovation spread rapidly around the country.

9. Skills and experience of applicants

Applicants will need to understand the processes required for successful innovation and be able to demonstrate that they have the skills to deliver this. Where an applicant organisation does not possess the range of experiences and skills needed, it is expected to link up with other organisations in order to secure the right skill mix within the team.

Applicants will need to have:

- Expertise in a particular sector of service delivery within or across the Pentagon of support
- Project management skills to ensure the successful delivery of the work
- Financial/budget management skills to ensure effective management of the grant
- Clear project leadership and accountability for delivery of the project
- Drive and commitment across the team to deliver the project successfully within timescale
- Executive support for their application and board level support if a charity
- The ability to describe and communicate the results effectively
- Experience of engaging with and building relationships with people with life-limiting conditions and their carers
- An openness to learning, and to sharing that learning across the lifetime of the programme
- Experience of how to collect and analyse data, of evaluation and of capturing broader learning.

10. Learning and evaluation

An integral part of this programme is about capturing learning, about what does or doesn't work and why, so that new models can be adopted, adapted and developed in other regions.

You will be expected to capture and share your learning throughout the programme, by collecting data, keeping learning logs and sharing ongoing learning with other funded projects.

We expect individual projects to commission some form of independent evaluation of their project's implementation, so that learning and effectiveness can be shared to enable us to assess the value of the innovation. Projects will need to allocate resource to this. We suggest that this is the region of 7-12% of the total budget.

We will also be carrying out our own external evaluation of the overall programme for our own learning and you will be expected to contribute to this. This will include, for example, interviews with your project lead and key members of the team. We will also work with you to write up and share a case study on your project.

How will we share learning from the Fund?

We will share case studies and key learning widely throughout the sector through our diverse membership and networks. You will be expected to write articles and blogs for relevant online and print-based publications.

Throughout the programme, we will create opportunities for you to learn from other projects in the programme and for you to share your learning with them.

We will hold a celebratory event where we will invite providers, commissioners and policy makers so that you can share your key achievements and learning from your project. We will work with you to invite the appropriate stakeholders from your area who will be important for the future sustainability and spread of your project.

11. The role of Regional Action Groups and National Forums

Together for Short Lives has established a UK-wide Transition Taskforce to bring together individuals and organisations from both the children's and adult sector across health, housing, education, social services and employment to enhance young people's life chances and build bridges between children's and adult services. We aim to build strong national partnerships and to nurture the development of local/regional partnerships to deliver support through Regional Action Groups and National Forums.

Where they exist, these Regional Action Groups or National Forums will:

- Promote the Fund across their region
- Support potential bidders in developing their proposal, acting as a critical friend and broker for partnerships
- Support successful projects
- Promote the spread of successful innovations, including drawing in successful projects from other regions.

In areas where there isn't yet a well-established Group or Forum, please contact the Improving Transitions for Young People Fund Project Manager on transition@togetherforshortlives.org.uk.

We strongly encourage all applicants to make contact with their Regional Action Group or National Forum prior to submission of an application. Please contact our Project Manager to be put in touch with the relevant person.

12. What support will Together for Short Lives provide to successful applicants?

Our Project Manager, Julia Hodgson, will oversee the Improving Transitions for Young People Fund. She will provide support through the application process and through the delivery of the projects. You can contact Julia at transition@togetherforshortlives.org.uk

As part of our contract with each funded project we will expect them to attend at least 2 learning events per year (probably in London) so that successes and challenges can be shared; and to support buddying or networking if appropriate between projects. We will also encourage digital tools, such as blogging, as a means of peer-to-peer support and networking.

We will work with funded organisations to raise awareness of the new service developments and advocate for the continued rollout of projects that deliver successful outcomes.

13. How will successful applicants benefit?

Participating organisations can expect to benefit in many ways, including:

- funding of between £40,000 and £150,000 for each of the successful projects
- the opportunity to deliver a genuine and sustainable improvement to the lives of young people with life-limiting conditions
- opportunities to connect with other project teams and to strengthen existing networks or develop new relationships
- opportunities to be seen as innovators in the field of care and support for young people with the most complex health needs
- receiving tailored support throughout the duration of the project
- opportunities to inform Together for Short Lives' agenda for influencing policy and practice nationally and internationally.

14. Application and selection process

Dates and deadlines

Date	Activity
1 March 2018	Launch of round two applications to the Improving Transition for Young People Fund.
9 April 2018	Information call for potential applicants
1 June 2018	Applications deadline
w/c 25 June 2018	Projects notified whether successful or unsuccessful in shortlisting
July 2018	Follow up teleconferences with shortlisted applicants
3 September 2018	Deadline for revised applications from shortlisted applicants
27 and 28 September 2018	Interviews for shortlisted applicants
October 2018	Successful applicants notified

Information call

We will hold an information call on **9 April at 3.00pm**. The call will last an hour and you will be able to submit questions in advance. If you would like to join the call, please contact transition@togetherforshortlives.org.uk. Joining instructions will be sent to you in advance of the call.

Information calls offer applicants the opportunity to hear more about the programme and ask questions to clarify understanding.

You are strongly encouraged to participate in the information call. If you are not able to participate, we will publish the questions and answers and make these available on our website shortly afterwards in the form of an FAQ document. We will update this document as needed.

If there are any questions which arise after the information call, applicants should email Together for Short Lives at transition@togetherforshortlives.org.uk.

15. Eligibility checker and making your application

Please ensure that you have read these guidance notes in full, and that your application meets the following eligibility criteria:

1. Your organisation is based in the UK (including the Isle of Man)
2. Your project will benefit young people with life-limiting illnesses aged 14-25 or improve the skills of professionals in supporting these young people
3. The organisation leading this innovation provides, commissions, supports or delivers services that are free at the point of care
4. If the lead organisation is not a palliative care provider, it is either in partnership with a palliative care provider or can it otherwise demonstrate its knowledge of the needs of teenagers and young adults with life-limiting conditions and its ability to meet those needs through this programme
5. All organisations listed in your application are regulated by the appropriate body (eg, registered with the Care Quality Commission if it's a health provider in England)

Download the application form from our website at www.togetherforshortlives.org.uk/transitionfund.

16. Submitting your application

Applications should be sent by email to transition@togetherforshortlives.org.uk no later than the deadline of **midday 1 June 2018**.