



# Warm Homes Fund:

## Bid Round 1 Application Form Category 3

### Introduction:

- Form should be completed by the lead Local Authority / Registered Social Landlord for the bid
- This form should be completed in conjunction with the **Guidance for Bidders Bid Round 1 - August 2017 document** which can be found at [www.affordablewarmthsolutions.org.uk/warm-homes-fund/overview](http://www.affordablewarmthsolutions.org.uk/warm-homes-fund/overview)
- Form should be returned by noon on 8th September 2017
- Once complete please return to [whf@ngrid-aws.org.uk](mailto:whf@ngrid-aws.org.uk) in MS excel format

### Index of Bid questions (click to go to that section)

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## Warm Homes Fund: Application Form

### Guidance

Additional Categories: ☐

Dependant on other category: ☐

Location of work:

**Additional Categories:** This box should be ticked if the LA or RSL is applying for more than one category and therefore filling out another form.

**Dependant on other category:** Where bids cover multiple categories, bidders should make it clear in the application form whether bids have any dependencies or can be considered in isolation.

**Location of work:** Select the country in which the project will take place.

### Section A: Details of Lead Bidding LA / RSL

☒ Is this a consortium bid (if yes, please complete Section B below in addition)

Name of Lead Bidder

#### Primary Contact

Name

Address

Telephone Number

Email

Postcode

#### Alternative Contact

Name

Telephone Number

Email

**Is this a consortium bid:** If the project involves a number of local authorities or registered social landlord, and the project is therefore being run as a consortium, please tick this box. If the box is ticked, please complete section B below.

**Name of lead bidder:** This section should be completed by the authority / association bidding for funds, if a solo bid, or by the authority which is taking the lead role in any consortium bid.

**Contact details:** These should set out the details for the day to day contact for the project who will lead on engagement with AWS. Please also enter the details of an alternative contact from the lead bidder in the case where the primary contact is not available.

### Section B: Additional Bidding Authorities / RSLs / Partners

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

Name of other Bidder

If the bid is a consortium bid, please enter the names of other bidders here.



## Warm Homes Fund: Application Form

### Section C: Summary of Bid

How many households are being targeted 500

Describe the proposal and how it will fit with the WHF objectives with particular reference to the fuel poverty strategy (400 words max)

The project will maximise the reach of our Warm and Well in Warwickshire Scheme, which currently invests £49,000 of Public Health funding in both physical interventions and advice for households on low incomes, vulnerable to cold and at risk of fuel poverty.

The three project areas will target those whose health is at risk from living in a cold home as defined under the NICE guidance, with customer facing energy advice alongside a support and delivery service for ECO2T, and provision of energy advice and income maximisation

#### Health and Social Care Outreach

Direct work with identified GPs offering a bespoke package to ensure that health and social care staff have appropriate knowledge to make an effective referral. Key elements are

1. Initial contact with GP practice
2. Meetings to discuss preferred options for practice
3. Training of key staff
4. Advice sessions within practice
5. Increasing referrals from GP staff
6. Patient appts at practice or at home.

Clients referred for Home Energy Support will be able to access -

Give a brief outline of the benefits that the project will deliver

Reduce the levels of fuel poverty by ensuring residents are maximising their incomes with quality advice, fuel switching and benefit take up. In addition we will be improving health outcomes by enabling healthcare professionals to refer directly some of their most vulnerable patients and also providing them with increased knowledge/skills to recognise fuel poverty. It maximises the reach and value of current Public Health investment to support more households.

### Guidance

**How many households are being targeted:** This should include an estimate, or exact figure where known, of the total number of households benefiting under the project being funded by the WHF.

**Describe the proposal and how it will fit with the WHF objectives:** In this section, please provide a brief overview (max 400 words) setting out how the project will help deliver the objectives of the WHF. Specifically, bids should consider how the project will contribute towards the approach set out in the appropriate Fuel Poverty Strategy for England, Scotland or Wales including:

- How it targets the individuals most vulnerable to fuel poverty.
- The specific services to be provided and which assumptions underpin the costs of the project.
- What measures will be used to determine success.
- How the service can be maintained once the initial funding has been spent.
- Where there are opportunities for future expansion if the project is successful in providing benefits to the targeted households.

**Give a brief outline on the benefits:** In this section, describe the tangible benefits that the project will deliver. Also provide details on the anticipated impacts of the scheme e.g. how will it help to alleviate fuel poverty? How will it link to other schemes which may make physical measures available?

### Section D: Breakdown of Budget

What is the total cost for the project? 96,610

How much funding are you bidding for from the WHF? 96,610

**Please provide a breakdown (in £) of the bid requested from the WHF in the boxes below**

Employee costs	26,270
Capital costs	28,020
Marketing Costs	6,000
Admin Costs	6320
other costs (specify in box below)	30,000

income maximisation funding 15k per annum

☐ Please tick the box if you plan to use funding from other sources and specify the quantity in the boxes below

Bidder's existing budgets  
amount (£) £49,780 ☒ funding confirmed

other funds (specify in box below)  
amount (£) 27,450 ☒ funding confirmed

ECO funding for insulation and heating measures under HHCRO plus £49k for physical intervention funds.

**What is the total cost for the project:** The answer to this question should set out, in £, the total cost of the project. Please include here any funding from sources outside the WHF (e.g. bidder's own funding, other grants).

**How much funding are you bidding for from the WHF:** Please set out here, in £, the total amount of funds being asked for from the WHF. This figure should not include funding sourced from elsewhere.

**Breakdown of costs:** Please provide a breakdown of how funds from the WHF will be split between the categories set out (including any other uses missing).

**Funding from other sources:** Please provide details of bidder's existing budgets. Please provide detail of other funds and sources being used in the wider project.



# Warm Homes Fund: Application Form

## Section F: Delivery Plans

## Guidance

Please provide a list of the key milestones for the project including any approval points required and expected delivery points.

Project start date November 2017. Quarter 1 - setting up of countywide database. Preparation of initial engagement for GP practices. Quarter 2/3 - working with GP to set up referrals process and mechanisms. Target of 4-6 practices. Preparation of mailings for South Warks IMD areas for income maximisation (highest levels of fuel poverty). Quarter 4 delivery of energy advice and referrals from health care professionals leading to interventions both physical and financial, delivery of income maximisation support. Year two - Q1 - continue delivery of work with GPs and using database

**Project Milestones:** please provide a list of the milestones for the delivery of the project. Please also highlight any key interdependencies for the delivery of these milestones.

Please Provide an outline of suggested payment profile

Payments made per quarter for staff costs. For database and mailing the payments would be in Year 1 Q1. The payments for income maximisation would be split 50/50 the first in year 1 quarter 2, the second in year 2 quarter 2.

**Payment:** Please provide a suggested payment profile against these key milestones for AWS' consideration.

Please provide an outline of the delivery model for the project including detail on the proposed delivery partners and their procurement status

The project will be delivered through our partners Act on Energy. They are currently commissioned to deliver the Warm and Well Services across the county. The have delivered work on our behalf for the last 2 years and are contracted for another two years. The have a framework of installers to deliver physical measures such as heating and insulation.

**Delivery Model:** Please set out how the project will be delivered with a particular focus on the partners to be used to deliver different elements of the bid. Please also state how many commercial partners (installers etc.) will be procured or if these are already in place. Please provide assurance that this was done in an open and fair way. Please outline how delivery bodies are to be managed to ensure they deliver the desired outcomes in a cost effective manner. Please describe any additional community impacts through local sourcing of contractors.

**Governance of the project:** Please provide a brief outline of the governance structure of the project. Who will have oversight of the project and responsibility for monitoring against performance.

**Communications plans:** Please set out the planned communications for the project. Briefly describe the approach you will take in disseminating information to the key stakeholders and for handling feedback.

**Key risks:** Please set out the top three to five risks for the project and the mitigations to be put in place. Please also briefly explain how risks will be managed, monitored and reviewed throughout the life of the project.

**Contingency:** Please provide details of contingency arrangements and how the project can assure continuity of service in the event of unforeseen difficulties.

Please provide an outline of the governance of the project

The project manager for Warwickshire will be Rachel Bentley who will be the regular contact with our delivery agent Act on Energy, the advice agency that is responsible for home visits, training and referrals etc. Any data about households collected throughout the project will be kept in accordance to data security regulations. We will have regular monthly update meetings with our delivery partner along with quarterly meetings of the wider partnership.

Please provide an outline of the communication plans for the project. What are the intentions for marketing.

This project will be delivered in conjunction with our Warm and Well project, sharing common aims and strategies and ensuring that clear and consistent messages are delivered to residents.  
Communication will be targeted in the following ways:  
1. Engagement of Healthcare and Social Services:  
• mailings  
• telephone  
• meetings  
• training

Please provide a summary of the key risks and interdependencies for the project and the mitigating actions and an outline of how risks will be monitored throughout the project

The three main risks of this project are our engagement with GP surgeries, partners refusal to share data and therefore having a knock in effect on targetting the most vulnerable and engagement with residents. These will be monitored monthly to ensure all partners are working together and ensure that we are taking the correct approach in engaging with both the GPs and the community.

Please describe your contingency arrangements in the event of a failure within the supply chain

We will ensure each GP offer is flexible and bespoke to the surgery involved to maximise engagement and uptake. There is ongoing work around wider data sharing agreements and protocols which will continue to mitigate data issues as far as possible within this project. Discussions with social care colleagues and hospital discharge teams will also be undertaken to provide additional routes of referral/access. Regular project monitoring will flag up any early issues so these can be dealt with quickly and ensure the project does not fail.



## Warm Homes Fund: Application Form

### Section G: Declaration

#### **In submitting this application:**

1. We confirm that, to the best of our knowledge, the information provided is fair and accurate and that we will inform WHF if any information comes to light which would materially impact the evaluation of the proposal
2. We understand that the decision regarding provision of funding is entirely at the discretion of Affordable Warmth Solutions. Any funding provided is subject to contract
3. We declare that the households meet the criteria set out in the Guidance for Bidders Bid Round 1 - August 2017 documentation and that the households targeted are considered to be fuel poor

☒ Please tick this box to confirm your understanding of the above.