Commissioning
Brochure 2017
Introduction

Welcome to the Time to Shine Commissioning Brochure for 2017. You will find information about the project strands we are looking to fund between October 2017 and February 2018. Most projects will run from April 2018 until the end of the Programme in March 2021.

It has been a busy couple of years since our first projects started in 2015. 4,900 people have been involved in 32 projects so far. There has been a range of activities from walking, eating, singing and dancing to cinema clubs, brass bands, IT sessions and trips in Leeds and further afield. What links them all is a sense of fun and a chance to meet people; both old friends and new to increase networks and opportunities.

As Time to Shine is a programme of research and learning, understanding what makes a difference and how older people can be supported to make new connections to experience a decrease in their social isolation and is vital.

We have used the learning and experiences from our first projects to develop the new ones described in the following pages.

All new funding is open to any third sector group or organisation that can help us to reach isolated older people in Leeds and work with us to further understand what makes a difference and lifts people out from the shadows of loneliness and isolation.

Information about what kinds of projects we are looking to fund is included as is some details on how many people we expect projects to reach and how you will need to monitor and evaluate the difference your activity is making in terms of alleviating isolation.

The funding round will be launched on Monday 9th October. Details on how to apply for funding will be available from that date on the Time to Shine website. https://timetoshineleeds.org/

We look forward to seeing you at one of the workshops or development sessions over the next couple of months.

Important: Until the funding round is launched some of the information included in this brochure may be subject to change.
We want to fund projects that will help reach a variety of older people in Leeds to understand what makes a difference to their experience of being isolated. To help us to understand who we need to reach and how to organise our learning we have developed a commissioning framework. The framework has seven strands which we call the 7 ‘C’s

- The 7 ‘C’s
  - Catalysts
  - Creating Supportive Opportunities
  - Connections
  - Capacity Building
  - Co-Production
  - Collecting Evidence
  - Changes

Information on what each strand means is covered on pages 4-

Our Commissioning Approach

- All of the projects we will fund are open to competition and information on how to apply for funding will be on the Time to Shine website.
- The projects that are outlined in this brochure have developed from the learning we have gathered from our first projects. We have some understanding of what makes a difference for isolated older people but we still have answers to find.
- The projects are not thematic in the same way as last time as some of the feedback we received said that this made it difficult for organisations to apply and restricted their ideas.
- We expect to commission between 12 and 13 projects depending on the applications we receive and the decisions of assessment panels.
- Older people will make decisions on which projects should receive funding. The final say is with the LOPF trustees. Staff employed by Time to Shine will support the assessment of applications but will not have a decision-making role.
• Most projects that receive funding are expected to run for three years, from April 2018 until March 2021
• The total commissioning budget for the projects in this framework is £1,725,000
• There will be a contingency fund of **£192,000** for emerging priorities as we can’t predict exactly what might become important over the next three and a half years.
• Organisations can apply for as many or as few projects as they wish. If you are applying for the Creating Supportive Opportunities and Connections strands the two projects must be able to link together.

**Projects to be commissioned**

**Catalysts**

• **Projects must aim to:** change societal attitudes and behaviours towards older people and reducing social isolation by making it everybody’s business to do so.
• **New projects to be commissioned:** Small Funds, rounds 6-12
• **Budget:** no additional funding. This is from the budget allocated to Leeds Community Foundation. Organisations can bid for between £5,000-£10,000 for a twelve month project. [www.leedscf.org.uk/time-to-shine](http://www.leedscf.org.uk/time-to-shine)
• **Levels of Isolation these projects will reach:** socially isolated and those at risk of social isolation
• **Indicative number of isolated people to be reached:** 360 split across all new projects
• **Method of evaluation:** Local evaluation, interim and end of project reports.

**Creating Supportive Opportunities**

• **Projects must aim to:** reach people at home and help people to get out. This builds on our learning that for people with entrenched levels of isolation there needs to be an activity to ‘hook’ them into a project and
that they are likely to need more intensive ‘hand holding’ and practical support before they are ready to engage more widely.

- **New projects to be commissioned:** 6 projects which;
  - engage people in a way that is meaningful for them
  - offer practical, goal orientated support at the pace and duration best suited to the individual
  - and which work to support very isolated older people to develop social connections outside of the project.

  We will be looking to fund a project for each of these priority groups:
  1. people **not** able to get out of their home (including care home) environment
  2. People who **want** to get out of their home and are able to
  3. BME communities with a focus on Black African Caribbean or Eastern European groups
  4. Men with a focus on moving through to integrated activities
  5. Disabled people; physical disability, sensory impairment or mental health

  We also aim to fund:
  6. A general project (city-wide or wider than one geographical area) that meets the strand’s criteria

- **Budget:** £900,000 in total split across six projects
- **Levels of Isolation these projects will reach:** people with high levels and entrenched isolation
- **Indicative number of isolated people to be reached:** 110 people per project per year
• **Method of evaluation:** for the project reaching people not able to get out of their home the Time to Shine Evaluation questionnaire will not be used. Instead we will be looking for the delivery partner to test out alternative methods. The local evaluation team will tailor their research appropriately.

For all other projects the Time to Shine Evaluation questionnaire will be used. The local evaluation team will support 1:1 interviews, considering the potential for evaluation fatigue with beneficiaries.

**Connections**

• **Projects must aim to:** engage with older people from street level up recognising that just bringing people together isn’t likely to reduce isolation. This builds on our learning that there needs to be a springboard to more, sustained networks and relationships

• **New projects to be commissioned:** three or four projects, each of which have a clear focus on going beyond just bringing people together as a group. Projects will need to develop models that engage people and then help them to develop networks and relationships outside of the project hours.

• As we have gaps in our learning we will particularly welcome bids that seek to reach the following groups: BME communities with a focus on Black African Caribbean or Eastern European groups, men, disabled people; physical disability, sensory impairment or mental health.
• Other project ideas that meet the strand’s criteria are also welcomed.

• **Budget**: £600,000 in total for up to four projects.

• **Levels of Isolation these projects will reach**: socially isolated older people

• **Indicative number of isolated people to be reached**: between 250-333 people per project per year

• **Method of evaluation**: All projects will use the Time to Shine Evaluation questionnaire. The local evaluation team will work with delivery partners to agree the best methodology for the project, possibly a combination of case studies and focus groups.

**Capacity Building**

• **Projects must aim to**: nurture smaller community groups and voluntary sector organisations to develop skills, volunteer bases and increase their knowledge of what tackles social isolation through piloting new approaches. Learning from this strand feeds into the Collecting Evidence strand

• **New projects to be commissioned**: One six-month project to be commissioned in January 2018 once the other projects have been commissioned to explore the needs of grass-roots groups/communities that have still not been engaged. Any new projects funded as a consequence of this would be funded through the contingency fund.

• **Budget**: £20,000

• **Levels of Isolation these projects will reach**: not applicable

• **Indicative number of isolated people to be reached**: not applicable

• **Method of evaluation**: end of project report with recommendations

**Co-Production**

• **Projects must aim to**: ensure that older people will design, manage and deliver activities and engage in the monitoring, evaluation and dissemination of learning from the programme.
• **New projects to be commissioned**: One project with older people working with the Time to Shine Programme Team and Delivery Partners to decide which learning is of most interest to other older people in Leeds and how they want to share it e.g. A Book of Stories, an exhibition etc.

• **Budget**: £30,000 over a timescale most suited to the project idea. This project may be delayed until year 4 or 5 to make the best use of the learning coming through.

• **Levels of Isolation these projects will reach**: The project must be able to tell the stories of older people experiencing different levels of isolation and those at risk.

• **Indicative number of isolated people to be reached**: Not applicable.

• **Method of evaluation**: The local evaluation team will work with delivery partners to agree the best methodology for the project.

**Collecting Evidence**

• There will be no commissioning activity for this strand

**Changes**

• **Projects must aim to**: use learning about the events or circumstances in a person’s life that are most likely to trigger social isolation. Developing a
preventative approach to increase awareness and personal resilience for the future.

- **New projects to be commissioned:** One project that will reach younger older people at risk of social isolation.
- **Budget:** £145,000
- **Levels of Isolation these projects will reach:** people at risk of isolation
- **Indicative number of isolated people to be reached:** 750 people over three years
- **Method of evaluation:** Time to Shine Evaluation Questionnaires and the local evaluation team will work with the delivery partner to agree the best light touch methodology for the project

### Timescales

- Pre-commissioning workshops 11th and 21st September
- Tender opportunities published on the Time to Shine website 9th October 2017
- Project development sessions: 19th, 24th, 26th October and 6th, 10th and 21st November. Bookings are required and can be made through Eventbrite.
- Tender opportunities close 1st December 2017
- Assessment takes places December 2017 and January 2018
- Projects notified January/February 2018
- Support and training for new projects takes place February and March 2018
- New projects start April 2018