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# Workforce Wellbeing Fund for Adult Social Work and Social Care

## Guidance Notes

**INSPIRING** SCOTLAND

## Ministerial Foreword

I would like to offer a sincere thank you to all staff across Social Work and Social Care for their continued dedication over the last 12 to 18 months. You have shown repeatedly your invaluable commitment to delivering a first class service and compassionate care through the most difficult of times.

I want you to know that each and every one of you is valued and respected by me for what you have accomplished.

On 27 June 2021, I outlined an [£8 million package](#) to support the wellbeing and mental health of health, social work and social care workforces. £2 million was directed to provide evidence-based support to meet the needs of people working in primary care and social care in responding to the pandemic.

The Oversight Group for the Health and Social Care Workforce Wellbeing and Mental Health Network identified the need for a Social Care/Social Work Sub-group, to examine the particular issues impacting these sectors. This subgroup comprised of a diverse range of around 20 representatives from across Social Care/Social Work. It was identified that due to the diverse nature of the sector and the organisations within it, that a prescriptive approach to support the workforces wellbeing would not meet the varied wellbeing needs. It is crucial we ensure equity of access across the full social work and social care system.

Therefore it was agreed that £1 million of this investment should be used to form a fund for organisations that deliver social care and social work services, to support their wellbeing. These organisations will be welcome to apply for funding to use for wellbeing measures that meet their specific needs.

The wellbeing of our social work and social care workforce, wherever they work, remains a key priority and we will overcome the challenges ahead if we look after our most valuable asset – our people.

We will be partnering with Inspiring Scotland to:

- administer the fund
- understand impact.

Inspiring Scotland work with people, their communities, charities and public bodies to develop solutions to some of the deepest social problems. They raise and manage funds, working closely with organisations to provide support for their unique circumstances.

We chose Inspiring Scotland due to their experience in managing large funds such as this. They are known for their strong reputation in the public sector and have recently worked with the private and public sector social care workforce. Inspiring Scotland are already involved in collaborative project work with the Scottish Government.

I hope social care and social work organisations will take full advantage to this funding on offer and apply now to provide support to workers. The wellbeing of our people must remain a priority as we continue to move through this pandemic and perhaps move to recovery of our workforces.



**Mr Kevin Stewart, Minister for Mental Wellbeing and Social Care**

## About the Fund

The aim of this fund is:

### **To improve the wellbeing of adult social work and adult social care staff**

Funding of £1million in total is available in 2022 to support this aim. This will fund projects that staff have identified will help them personally in their job delivering adult social work and social care services. We are keen to receive applications for innovative, imaginative or unusual projects from staff groups that struggle to access funding from other sources for their own wellbeing projects, activities or equipment.

Applications are encouraged from staff within the public, private and voluntary sector and in particular applications from smaller organisations. The Fund will aim to get a fair distribution of funding across different sectors, geography and organisation sizes.

Inspiring Scotland is managing and administering the fund on behalf of the Scottish Government. The Fund has been designed to be as accessible and simple as possible, with quick decisions and allowing for a range of different ideas for funding.

## Fund details

- Total funding of up to £1million available over 2022 for staff wellbeing projects
- Applications for grants of up to either a maximum of £5,000 for immediate impact projects or a maximum of £10,000 for activities which will have a more sustainable impact on staff wellbeing
- Expectation that the majority of awarded funding will be spent within 6 months of a grant offer being made (and by end of March 2023) however the impact from funded activity may go on longer
- Funding available for revenue and small capital ideas
- Apply anytime from 1<sup>st</sup> February 2022 to 29th July 2022 for a decision within 3-6 weeks
- Final deadline for all applications noon on 29th July 2022

## Who can apply

- Staff from public, private and voluntary sector organisations delivering adult social work and adult social care services, including Social Work students and Social Work Assistants, and;
- who are employed by, and have the agreement and support of their employer organisation to apply.  
Or
- Membership organisations that directly support the wellbeing of adult social work and adult social care staff where proposals do not duplicate initiatives from staff or employers direct.

To check if staff involved in your application deliver adult social work or adult social care services, consider the following questions:

- Are they registered with the Scottish Social Services Council (SSSC) and work in adult social care or social work services?
- Do they deliver a Care Inspectorate registered adult social care or adult social work service?

If you can answer yes to either (or both) of these questions you are able to apply. If you answer no to both of these questions, you are not able to apply. For the purposes of this fund, social work or social care services are considered to fall into the following groups, although this list is not exhaustive:

**Adult Social Work:**

Adult and older people services  
 Carers  
 Homelessness  
 Drugs and Alcohol Services  
 Mental Health  
 Disabilities

**Adult Social Care\*:**

Care homes for adults  
 Care at home for adults  
 Adult support services  
 Housing support  
 Adult placement

\*These are Care Inspectorate headings

Individual teams from within an organisation, with that employers agreement, can apply directly. Where possible however, teams from the same organisation should look for ways of collaborating and submitting cost-effective applications. We aim to get a good distribution of funding across sectors, size and geography. It is therefore unlikely that multiple applications from the same employer will be funded.

**Applications to benefit sole individuals will not be considered for funding.**

Funding agreements and the payment of any grant will be made to an organisation.

**Personal Assistants (PAs)**

We recognise that PAs employed by individuals and other unregistered carers are a vital part of the adult social care workforce.

While this fund is unable to support requests directly from PAs for wellbeing activities, addressing and supporting the wellbeing of PAs is being looked at as part of the work to recognise PAs as part of the social care workforce in the PA Programme Board.

[What can be applied for](#)

You can apply for activities or to purchase items that will help to improve the wellbeing of adult social work and social care staff. There is not a pre-determined set of activities that can be funded and we encourage you to think of a range of ideas. Applications should however be for things that staff themselves have said will benefit their wellbeing.

We will consider the cost of the activities, or items, in relation to the number of staff that will benefit from them.

Projects and activity can be delivered throughout 2022 with all funding to be spent by 31 March 2023, so please think about ideas and proposals that can be delivered in this timescale.

There are some things this fund will not pay for as follows:

- staff salaries or bonuses
- wellbeing coordinators, or other staff time to coordinate activities
- backfilling staff
- monetary payments to staff
- workforce specialist services, for example coaching for wellbeing or a helpline, which are already available through the [National Wellbeing Hub](#) or elsewhere
- standard uniforms, equipment or compliance based training needed to deliver the service
- any activities already delivered or items purchased.

In relation to learning and development – the fund is not for compliance based training that is needed for staff to do their job. We do however welcome ideas for learning and development activities that will enhance staff wellbeing on a larger scale or that will support staff in the long-term.

#### How much can I apply for?

You can apply for up to £5000 or up to £10,000 depending on what you want to do.

Funding of up to £5000 is available for activity that will take place in the short-term and will have an immediate impact on the wellbeing of staff. Applications of up to £5000 should be able to start soon after funding is awarded, quickly impact on staff wellbeing and take no more than 6 months to deliver.

Funding of up to a maximum of £10,000 is available for activity that may take longer than 6 months to deliver and can either be sustained beyond the funding period, or is likely to have a sustainable (longer-term) impact on the wellbeing of the social work or social care team. If a sustainable project will take more than 6 months to deliver, make sure you apply in time for all the funding to be spent by 31 March 2023.

You complete the same application form regardless of how much funding you are requesting.

### How we will make decisions

We will take into account the following when assessing applications:

- Do the staff benefiting from the funding work in adult social work or adult social care?
- How will the project improve staff wellbeing?
- How have staff led on or been involved in developing the ideas that are part of the application?
- If you are applying for sustainable impact funding up to £10,000: how will you know if your project has made a difference to staff wellbeing, and how will the project continue to benefit staff wellbeing in the longer term?
- Does the project meet the required timescales (funding to be spent by March 2023)?
- Is the project budget clear and does it offer good value for money in terms of the number of staff who will benefit?

We will aim for a spread of funded projects across different sectors, geographic areas and organisation sizes. Depending on the number of applications we receive and what is being applied for, we will take into account a fair distribution when making decisions.

### Application deadline

You can apply anytime from 1<sup>st</sup> February 2022 up to the deadline of noon on **29 July 2022**.

Applications will be assessed as and when they are submitted.

We will spread the funding available across this period evenly so there is no need to rush to submit an application.

We aim to notify you of the decision on your application within 3 – 6 weeks of you submitting your complete application. *This is dependent on demand and the number of applications submitted.*

### Successful applications

If your application is successful you will be notified by email. The organisation which employs the staff who have applied will be asked to sign a grant agreement and provide us with bank account details and a bank statement. We will also ask for details of a finance contact who can receive payment remittances and be able to account for how the funding has been spent.

Once this information has been received we will pay your grant in one payment at the start of the project.

You will be asked at the end of the funding how you've spent the money and what difference the funding has made. You may also be contacted to discuss the impact on staff wellbeing at more length.

### How to apply

Please read the Frequently Asked Questions which can be found on the [Inspiring Scotland website](#) first.

**Application forms are completed online.** Technical Guidance Notes on completing the online form are also available on the [Inspiring Scotland website](#).

There is a Word template of the application form on the [Inspiring Scotland website](#) which you can use to help draft your answers. We strongly advise you use the template to complete your application, taking into account any word limits for questions, and then when you are ready copy and paste your answers from the Word template into the online form. Please note, if you go over the word limit for any question you will not be able to submit your application.

Click on the following link and this will take you to the application form:

<https://www.tfaforms.com/4957034>

The first question asks how much funding you are applying for. Once you have selected an answer the relevant questions will show.

The application form will ask you to upload a budget for the proposed activities. This can be in Word or Excel or similar format and is uploaded at Section 3. Make sure the budget document is saved to the computer you are applying from so you can upload it.

When you have submitted your application, you will receive a confirmation email. Check your SPAM folder and please get in touch with us if you have not received this email after submitting an application.

If you are unable to apply online please get in touch with us.

### Contact details

Please check our [Frequently Asked Questions](#) for more information you may find helpful. We will continue to add to the FAQs relevant questions and answers as they arise.

If you have any further questions please contact us at:

Email: [swscenquiries@inspiringscotland.org.uk](mailto:swscenquiries@inspiringscotland.org.uk)

Phone: 0131 442 8760 *When working virtually this may go to an answer machine, so please let us know a good time to call and we will get back to you.*