

Legal Services Commission Wales

CLS Development Fund 2005/06 Guidance

PSA6 Bid Round Two

Background

The CLS Development Fund is a ring-fenced part of the non-immigration regional legal help budget. A total of £2 million is available nationally for the CLS Development Fund in 2005/06 and it is intended that funding will remain at the same level for 2006/07. The Wales allocation is £131,000. This is a relatively small sum and must be spent by the end of March 2006. There is consequently a need to ensure that this additional resource is closely targeted to assist in delivering PSA 6.

Aim of the CLS Development Fund

The aim of the CLS Development Fund is to help develop specialist services in order to meet those gaps identified as priorities by Community Legal Service Partnerships and the Legal Services Committee for Wales, as determined by the Wales Director. Therefore Suppliers, whether solicitor or not for profit, can include as part of their PSA6 bid a request for money from the CLS Development Fund to pay expenses required to support their expansion in supply.

Scope of the CLS Development Fund

The fund should not be seen as a long-term funding stream. It should be used as a 'set up fund' or 'pump-priming fund' that gets services going and builds capacity. Ongoing funding should come from alternative sources either funded by the Commission or external funding sources.

Priorities

The priorities and gaps in supply for family and social welfare law have been identified in the Wales Delivery Plan for PSA6 Bid Round 2 which can be found at http://www.legalservices.gov.uk/civil/regions/cardiff_information.asp.

Application process

There will be an open application process although applications are limited to organisations that hold the Specialist Quality Mark (SQM) or who plan to achieve the SQM by March 06. The Wales Delivery Plan contains information about the Bid Round 2 aimed at those organisations that can meet the requirements necessary to satisfy the priorities and to fill identified gaps in supply. Applications for CLSDF funding should be submitted on the Wales Expression of Interest form to be found with the Wales Delivery Plan and this guidance on the LSC's website. Please attach to the Expression of Interest form a full breakdown of the CLSDF funding required and an explanation of how this funding will assist you in ensuring the take up of any new matter starts issued under PSA6.

Funding will be allocated as agreed by the Wales Director.

Principles and Criteria

a. Quality Mark

All organisations funded through the CLS Development Fund must hold a Specialist Quality Mark or be working towards achieving the Specialist Quality Mark by March 2006.

b. Existing Legal Services Commission funded projects

The CLS Development Fund will not be used to provide continuation funding or replacement funding for existing projects or those that are coming to an end.

c. Legal aid financial eligibility

Funded services are not restricted to supporting clients eligible for legal aid although it is expected that the majority of those helped will be eligible.

d. Time limited funding

Funding will be limited to a maximum of twelve months and no more than 1/3rd of the total funding available can be allocated to projects that run into another financial year.

e. Match funding

Match funding is not a requirement but it is expected that applicants will seek to secure financial assistance from other sources if reasonably practical.

f. Maximum award

There is no maximum or minimum award up to the upper limit of the fund available.

g. Equal Opportunities

Organisations should also complete the equal opportunities monitoring form.

h. Suitable suppliers

Awards will only be made to firms who have demonstrated through Peer Review and the Contract Compliance process that they meet our minimum quality standards.

Awards to Not for Profit organisations will be made where they meet our minimum requirements in relation to performance against the contract.

i. Value for money

All suppliers will be able to demonstrate that the service they offer provides value for money in relation to the use of the fund in contributing to increasing the number of acts of assistance.

Examples of the purposes to which the CLS Development Fund may be used:

(NB: This is **not** an exhaustive list. If you have any queries, contact us to see if your proposal could be covered by CLS Development Funding -)

a) To fund **start up costs**. For example, the purchase of equipment and recruitment costs of new or additional caseworkers (please not the timescale requirements for recruitment in the Wales Delivery Plan).

b) To fund **core costs**. For example, rental costs, administration costs, publicity and advertising costs etc., for a limited period of time in order to get a new service established. This could be in the form of a one-off payment to cover the costs of the service while alternative on-going funding is sought.

c) To fund **external supervision or training costs** for new or additional caseworkers and existing services that are in their infancy and wish to develop further in order to achieve the SQM. This would only be for a limited period of time, in order to get a new service established. This could cover supervision or training from within or outside the caseworker's firm/organisation. This would only be for

those new services created using this funding stream and a plan would need to be in place for moving to longer term funding through the normal funding routes.

d) **To match fund** other external (partnership) funding streams that have been awarded to develop a specific specialist service or initiative that fills an identified gap in supply.

The CLS Development Fund must NOT be used to fund the following:

- a) To support services that do not have the SQM or are not working towards it.
- b) To replicate services that are already being developed at the national level; in particular: telephone services, website services and specialist support services.
- c) To directly pay for new matter starts.
- d) To fund further experimental services of the sort previously funded under the PIB.
- e) To further develop the infrastructure for partnership working (administrative and research based) unless directly related to a pilot being set up under the CLS Strategy. This applies to Community Legal Service Partnerships and other broader partnership arrangements within the CLS. This does not prevent working in partnership on service delivery.
- f) To fund existing work or as replacement funding for projects coming to an end or losing funding.

Payment schedules and reporting

For small grants, payment will be made in one instalment, in advance. As a minimum, the funded organisation or firm should provide one report on the use to which the funding has been put and a copy of its latest annual report, if one exists.

For large grants payments and reporting requirements may be quarterly.

In this CLSDF funding round, in all cases, the Wales Director's decision will be final. There will be no opportunity to appeal.

For further information and assistance, please contact:

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Please note: All applications must be submitted as a hard copy with an original signature