

Department of Health
Together for Families
**Enhanced Family Support Service (EFSS) Grant
Programme**

Supported by The National Lottery Community Fund and

The Public Sector Transformation Fund



DRAFT guidance to accompany this application form is also posted on the Together for Families webpage. It provides an overview of Together for Families, the Enhanced Family Support Service, and what is expected of applicants.

Both this DRAFT application form and the DRAFT guidance will be finalised when the programme opens for applications in September 2026, incorporating any additional clarifications identified during the pre-application period. These draft documents are being made available now to support organisations considering an application at the earliest possible stage, recognising the tight timescales associated with the funding opportunity.

Answer boxes can be expanded. Word counts for each question are included in brackets.

APPLICATION FORM SECTIONS

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APPLICATION SUBMISSION DETAILS

Closing Date for Proposals: **To be Confirmed**

Email Address for Submission of Proposals: togetherforfamilies@health-ni.gov.uk

Contact details for any enquiries: Together for Families team: togetherforfamilies@health-ni.gov.uk

Further information can be found [here](#)

WHAT HAPPENS NEXT

When we receive your application, we will email the contacts listed on this form to let them know we have received it.

It will be passed on to an assessor, who will use this information to assess your application. They will be in contact to gather further supporting information where necessary and to discuss your application with you and key relevant partners.

The information presented in the application form, any further information provided, and information gathered through discussions will be used to provide an overview of your proposal to a decision panel.

Decisions will be made by – **to be confirmed**

We will let you know if we are going to fund your proposal or not. If not, we will give you feedback explaining why.

Successful proposals will commence by 31 March 2027.

INTRODUCTION

Partnership Submissions

Together for Families is founded on a collaborative approach to service delivery. The target family cohort for the Enhanced Family Support Service will experience multiple, interconnected challenges and require co-ordinated holistic support that reflects their individual circumstances. Partnership working is therefore a fundamental requirement.

Together for Families seeks delivery partners who see themselves not solely as grant recipients, but as active contributors to system transformation.

Applications for each EFSS must be submitted by a partnership of VCSE organisations, led by an agreed VCSE Lead Partner. The Lead Partner should be a not-for-profit company limited by guarantee. Please refer to section 4 in the guidance document for more information on eligibility and partnership expectations.

The Lead Partner will have overall responsibility for the application and, if funded, the delivery and management of the Enhanced Family Support Service and the funding. This includes responsibility for ensuring that all partners have appropriate management, governance and policies in place and meet the Terms and Conditions of the grant. All funds will be paid directly to the Lead Partner who will be responsible for distributing funds to delivery partners in a timely manner, where applicable.

Applicants will be required to provide an overview of each partner's relevant experience and demonstrate how their expertise will contribute to the proposed model of delivery. We expect all partners to be fully involved in the development of the application and fully aware of their roles and responsibilities.

A draft Partnership Agreement will need to be submitted with the application. This should outline the role and responsibilities of each partner, governance and management arrangements, delivery and reporting structures, financial arrangements including any payments between the Lead Partner and delivery partners, mechanisms for dispute resolution, decision making processes and accountability for outcomes. Each partnership agreement will be different depending on the nature of each partnership. A template partnership agreement is included in the guidance document. This is for guidance purposes only. It is not intended to constitute professional advice. Successful applicants will be expected to finalise their partnership agreements before funding is paid and may wish to seek independent professional advice regarding the partnership.

Alignment with HSCT Gateway Teams

Each application submitted must be aligned with one of 15 Gateway Services that operate across NI. A list of Gateway services in each HSCT area, and the amount of funding aligned to each (**to be confirmed**), is outlined below. Separate applications must be submitted for each Gateway aligned service.

Each HSCT has provided an overview of the identified needs of the target family cohort for the Enhanced Family Support Service for their area. This information is available on the Together for Families Webpage on the Department of Health Website ([Together for Families Webpage](#)). Applicants are advised to refer to this information when preparing their application.

HSCT	Gateway Area	Amount of funding available
BHSCT	Gateway 1	
	Gateway 2	
	Gateway 3	
SEHSCT	Greater Lisburn	
	North Down	
	Down	
SHSCT	Craigavon, Banbridge	
	Newry, Mourne	
	Armagh, Dungannon	
NHSCT	Central	
	South Eastern	
	Northern	
WHSCT	Derry, Londonderry	
	Omagh	
	Enniskillen	

If the Lead Partner or any partner organisation is involved in more than one application, either as a Lead Partner or as a partner organisation, we will seek clarification on how they will ensure they have the capacity, resources and management arrangements in place to effectively deliver and/or manage across different areas.

Evaluation, Learning, Systems Change and Transformation

Evaluation, learning, systems change and transformation are key elements of TfF, with a view to informing future long-term delivery of family support services – shifting the focus from crisis led family intervention to preventive, locally based, relational support.

The programme will be externally evaluated and this will include input from a Data analyst working with the Department of Health who will gather quantitative information on the impacts of the programme across NI Departments, input from an external evaluator who will gather qualitative impacts from all key relevant stakeholders, and input from the Department in relation to the collation of monitoring information that will be gathered from service providers.

A key element of the programme is capturing and embedding collaborative and partnership approaches, cultures and behaviours that contribute to successful outcomes and this will be facilitated by an external Support Contract supplier.

Both the evaluation and the Support contract will run alongside Together for Families.

Those involved in delivering any elements of TfF, including the Enhanced Family Support Service, will be expected to engage in the external evaluation and support contract.

Assessment considerations

When assessing applications, consideration will be given to:

- The extent to which the partnership application aligns with the TfF vision, EFSS aims and principles and service expectations outlined in the programme guidance (sections 2 and 3)
- Partnership experience of delivering support to families with complex needs in NI (higher end of level 2 in the Hardiker Model of Need)

- Understanding of local needs and context, and strength of key local connections
- The strength of the partnership with clearly defined roles and responsibilities
- Clarity of delivery plans to address identified needs/priorities, to include evidence based practice and approach and clear plans for mobilisation within the TFF timeframes.
- Clarity of plans for monitoring outcomes and engaging in the evaluation, support contract and other relevant TFF initiatives.
- Clarity of rationale for proposed costs
- Appropriateness of governance and safeguarding arrangements, including evidence/ambition to ensure family voice is included in delivery and planning.

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SECTION 1 PARTNERSHIP INFORMATION

Which HSCT area and Gateway Team is this proposal aligning with?

HSCT area	
Gateway Team	

What is the name of the Partnership

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Full Legal name of Lead Partner organisation - as shown on their Governing Document and Registration body (e.g. Charity Commission NI, Companies House)

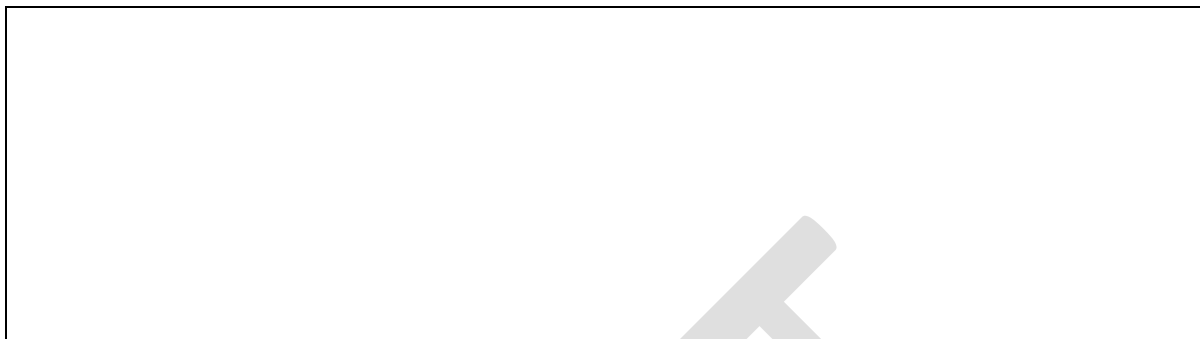
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Please list the partners involved in this application with a brief summary of their main role in the proposal, and relevant experience.

- You will also need to attach your draft outline Partnership Agreement with your application.

Full Legal Name of each Partner organisation (as shown on their Governing document and registration body)	Summary of Partner's role and relevant experience

Please provide an overview of how the partnership was formed, including the rationale for bringing partners together and the process through which the partnership was established. Please also describe how each partner has contributed to the development of the proposal. (500)



Please indicate whether the Lead Partner or any partner organisation is participating in more than one application, either as a Lead Partner or as a partner organisation. If so, please explain how they will ensure they have the capacity, resources and management arrangements in place to effectively deliver and/or manage across different areas. (500)



SECTION 2 LEAD PARTNER INFORMATION

Lead Partner Organisation Information

Address		
Phone Number		
Website		
Date organisation established		
Status	Not for profit company – registered with Companies House	
	Not for profit company and charity – registered with Companies House, also a registered Charity	
	Community Interest Company – registered with Companies House and CIC Regulator	
	Other (Please specify)	
Registration number/s Please add ALL registration numbers.		

Lead Partner Organisation's Accounts

Please provide the following details for the Lead Partner's most recently audited and signed accounts.

Accounting year end	
Total Income for the year	
Total Expenditure for the year	
Unrestricted Reserves at year end	

Please submit the following with your application

- Lead Partner's audited accounts for the last 3 financial years. (If your most recent accounts are more than 10 months old, please submit a copy of your most up to date management accounts for that period. Accounts should be in the format appropriate to your income level as outlined in your governing document).
- Lead Partner's income projections for the next 3 years

Lead Partner Governance and Management (500)

Please provide a brief overview of:

- Lead Partner's Governing Body (Board) members' relevant experience and skills .
- Lead Partner's Management structures and processes, including staff and financial management

Please submit the following with your application:

- Lead Partner's organisational chart
- List of Lead Partner's policies such as: Safeguarding, Financial Management, Employment, Risk Management, Data Protection, Health and Safety Equality Diversity and Inclusion, and any other policies relevant to the delivery of the proposal

Lead Partner Aims and activities (500)

Please provide a summary of the Lead Partner's core purpose/aims, key objectives, main activities or services, and primary sources of funding. Please include any key projects you plan to deliver in the next 3 years.

Lead Partner Relevant Experience (1000)

Please describe the Lead Partner's relevant experience in delivering locally based family support services in NI, including the duration and dates of delivery where appropriate. Explain why the organisation is well placed to lead this proposal and highlight any particular strengths, expertise or added value it brings to the application.

Please also outline how this application complements the Lead Partner's existing programmes, services and strategic objectives particularly in the Gateway area this application relates to.

Where available and relevant, please attach copies of any evaluations of previous similar work.



Lead Partner Contact Details

Please provide contact details for the following people within the Lead Partner organisation.

- **A Company Director (for Not for Profit Companies or Community Interest Companies).** This person should be recorded as such with Companies House. They will be responsible for confirming, on behalf of the organisation, that: the proposal has the organisation's approval and support; any funding awarded will be used in accordance with the application; the organisation will comply with all monitoring, reporting and accountability requirements.
- A Main Contact who will act as the primary point of contact for any queries relating to the application.

Each person must be over 18, live in the UK, and have a different email address. These two people must not be:

- Married or in a civil partnership
- In a long term relationship or living at the same address
- Related by blood or through a partner

Company Director (as listed on Companies House)

Name (First name should be full name, not a shortened name, initial or nickname)	
Date of Birth	
Address including postcode	
Previous address (including postcode) if you have lived at the above address for less than 3 years	
Email	
Phone number/s	
Role in organisation	
Any additional communication needs	

Main Contact

Name (First name should be full name, not a shortened name, initial or nickname)	
Date of Birth	
Address including postcode	
Previous address (including postcode) if you have lived at the above address for less than 3 years	
Email	
Phone number/s	
Role in organisation	
And additional communication needs	

SECTION 3 APPLICATION INFORMATION

Please refer to the Programme Guidance when completing your proposal. This document provides an overview of the Together for Families Programme, the Enhanced Family Support Service and key expectations for delivery.

3a Costs

Please indicate how much you are applying for.

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Please complete the attached spreadsheet (Appendix 2).

Guidance on completing this is provided in the 'Budget' tab of the spreadsheet.

Please also provide a brief rationale for the costs below. This will be discussed in more detail during assessment (500)

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3b Staff roles (500)

Please list the staff roles for which funding is being requested and provide details on:

- Management arrangements, including where responsibility for line management sits and any management roles undertaken by partner organisations.
- Support and supervision arrangements that will be put in place to enable staff to carry out their roles effectively
- How you will ensure that staff have, and are supported to develop, the skills, knowledge and experience required to fulfil their responsibilities.

Please submit a job description and person specification for each role along with your application.

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Please indicate whether any volunteers will be involved in delivery. If so, please describe their proposed roles, responsibilities, and the training, supervision and support arrangements that will be provided.

3c Local Needs and context

Please provide an overview of the key needs/priorities of the target family cohort within the Gateway area this application relates to (500).

Please describe how you have identified the needs, including data you have considered and stakeholders you have consulted. (500)

Please describe how your application fits within and complements the local family support context in the Gateway area that this application relates to, what services it is building on, what gaps it is addressing, and how you will work with key stakeholders in the area, ensuring effective partnership working and collaboration across the relevant statutory, voluntary and community sectors to ensure that families receive co-ordinated, holistic and seamless support. (500)

3d Delivery Plans

Please provide details of the support you will provide to families and outline how activities will be delivered and managed, including the roles and responsibilities of partners. You can submit a partnership delivery diagram or chart along with your application.

Your outline Partnership Agreement should reflect the proposed partnership delivery model.
(1000)



Please provide details of the anticipated number of families who will benefit from the proposed interventions, including the expected average duration and intensity of support.
(e.g. x hours per week for x weeks)

Intervention	Anticipated total number supported	Average length/intensity of support

Please describe how you will embed the service expectations relating to the delivery of the Enhanced Family Support Service as outlined in section 3.2 of the programme guidance.
(1000)



3e Outcomes and impacts (500)

Please describe the outcomes you propose to achieve in line with the Together for Families vision and the Enhanced Family Support Service objectives outlined in section 2 of the programme guidance and how you will monitor and measure these.

3f Challenges and Risks (250)

Please highlight any challenges and/or potential risks associated with delivery and explain how these will be managed and mitigated.

3g Embedding learning, culture and practice

Please describe how you will ensure meaningful engagement with the Together for Families evaluation and Support Service (referenced at the start of this application), and how learning and insights gained will be embedded within your organisation's culture, policies and practice. (250)

3h Equity, Diversity, Inclusion

Please outline how the principles of Equity, Diversity and Inclusion have been considered and incorporated into this proposal (150)

3i Our Pact

Please outline how the principles and guidance set out in 'Our Pact' have been applied to inform the design of the proposal, and will support meaningful participation and feedback throughout delivery. This Includes evidence and ambitions relating to how families have the opportunity to influence delivery and management (150)

SECTION 4 SUPPORTING DOCUMENTATION CHECKLIST

Please ensure that you have attached all relevant supporting documentation

Documentation	Added
Lead Partner audited Accounts for the last 3 financial years. If the most recent audited accounts are more than 10 months old, please submit the most recent Management Accounts	
Job Descriptions and person specifications for all posts applied for	
Any relevant research/evaluations	
Lead Partner Organisational Chart	
Lead Partner Policies (list of policies)	
Partnership delivery models chart (where relevant)	
Draft Partnership Agreement – see Template Appendix 1 in the programme guidance	
Budget Spreadsheet – Appendix 2	

SECTION 5 DECLARATION AND SIGNATURES - details will be added to finalised copy of application form

SECTION 6 EQUITY, DIVERSITY AND INCLUSION (EDI) - details will be added to finalised copy of application form

Appendix 1 BUDGET SPREADSHEET - details will be added to finalised copy of application form

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