

Adult Social Care Discharge Fund – Application process and instructions

Application process

1. Read the **ASC Discharge Fund Grant Conditions** document and determine whether your location can make appropriate use of the funding and is able to meet the grant conditions. This document also sets out how grant allocations have been calculated, details of the measures the funding can be spent on and when, as well as reporting requirements.
2. Review the **Appendices 3 and 4 – Initial grant allocation lists** to determine potential funding allocated to your registered location. The amounts listed represent 100% of funding allocated (i.e., the combined amount from tranche 1 and 2 of the government grant).
 - a. Please note that if a location is not listed it has been excluded because of one or more of the following reasons: the location is recorded as dormant by the CQC; the location has not updated the Capacity Tracker in line with the grant conditions; no care workers are recorded on the Capacity Tracker; or there is no data recorded in the Capacity Tracker for the location. If you believe an error has been made, please contact ascdischargefund@birmingham.gov.uk providing full details. Following investigation, we shall respond to the query.
 - b. Please consider carefully whether the applicant location will be able to spend the funding on measures prior to 31 March 2023. If you wish to apply for a smaller amount of funding, you can indicate this and the amount on your application form.
 - c. If you wish to apply for a larger amount than is listed you can also indicate this and the amount on the application form – in the event that not all of the funding is applied for or is not distributed to registered locations on the initial allocation lists, then the Council shall consider making larger payments to applicants if it determines this will provide value for money and meet grant conditions.
3. For each registered location for which you wish to apply for funding please complete a separate **Appendix 1 – ASC Discharge Fund Grant application** and submit to ascdischargefund@birmingham.gov.uk not later than midnight 31 January 2023. Late submissions may not be considered.
4. Notes to accompany the application form:
 - a. CQC Location ID, Name and CQC Provider ID and Name must match those held by the CQC.
 - b. Council Supplier number – this will usually begin with ‘17’ and be followed by several digits. You should be able to find this number on remittance advice slips, payment records or notification received from the Council when you made your supplier application. If you cannot identify your supplier number then please append a separate company headed document to your application supplying your bank account details – name of bank, account number, sort code, name of account. We will use this information to identify the applicant location on our system to enable payment.
 - c. If you do not have a Council Supplier number, for example if you have never contracted with the Council or registered as a supplier then please indicate this on

your application form. We will then send you a new supplier application form to complete.

- d. The person responsible for the grant must have sufficient authority from within the applicant organisation to apply for and spend the funding. This will usually be the Owner or a Director.
 - e. Contact email address – this is the email the Council will use in the event of queries or to issue correspondence. It does not need to be the email address belonging to the person responsible for the grant, but the owner of the address must be able to respond on their behalf. The same applies to the contact phone number.
5. The Council will notify applicants whether their application has been successful, rejected or we require further details – we expect to do this within two weeks of the application deadline (31 January 2023) at the latest, but reserve the right to delay should we need to. We shall also confirm final grant allocations and payment arrangements either by individual correspondence or by publishing details on our website.
 6. The Council expects to distribute funding by 16 February 2023 but reserves the right to delay this should it need to.