MAIN STREAM GRANTS 2015/18 SPECIFICATION

THEME: Third Sector Organisational Development

1.   Basis of Need

This theme supports the aim of the Voluntary and Community Sector Strategy (July 2013) which is to *'Support the sector's role in achieving One Tower Hamlets and providing excellent services which will improve the quality of life of local people'*. The following five key objectives emanate from this.

1. VCS shaping strategy and services

2. Building strong community leadership and social capital

3. VCS resilience and financial sustainability

4. Strategic commissioning and co-production

5. Monitoring evaluating and demonstrating impact

Local Voluntary and Community Sector Organisations provide extremely important areas of service delivery to residents of Tower Hamlets. It is therefore essential that these organisations are capable of delivering to the highest possible standards.

A key aspect of this MSG Theme is to provide support to front-line delivery groups to build their capacity and help them improve the efficiency and effectiveness of the services that they offer.

We therefore want to support projects that support the locally based voluntary and community sector to better meet the existing and emerging needs of borough residents. To this end we are inviting organisations to apply under two priorities.

Priority 1 - to provide support to council funded organisations
Organisations that require support will be referred by the Council. It is expected that these will be supported through training or one-to-one advice that enables them to:

- improve financial and management systems and procedures
- improve project management processes and arrangements
- improve monitoring and evaluation systems
- effectively manage staff and volunteers
- ensure that organisational governance procedures are being adhered to

Priority 2 - to provide support generally to organisations based in the borough
This includes providing activities and services that support Tower Hamlets voluntary and community sector organisations to provide quality and legally compliant services for the local community.

This may include group-based training workshops/seminars, one-to-one advice sessions or the provision of consultancy-type services that enable local voluntary and community groups and organisations to:
- access funding and resources
- achieve service appropriate and organisational quality standards
- comply with the legal and governance requirements
- attract, retain and effectively manage staff and volunteers
- improve financial and operational management systems and procedures
- develop and implement effective business, finance and project plans
- better monitor, evaluate and demonstrate the impact of their work

We will also consider supporting other appropriate activities such as:
- accredited work related training courses aimed at those working within local voluntary and community sector organisations
- specialist services designed to support local voluntary and community groups provide accessible services to borough residents

Please note the budget for this theme does not provide grants for applicants to strengthen their own organisation or staff team.

2.   Target Outcomes

Key outcomes sought through this theme are:

- Increased number of local VCS organisations with Quality Assurance Accreditations
    - *The council is wanting the successful project to work with a cohort of organisations throughout the year and to support those organisations to achieve the accreditations*
    - *The measure of success is the extent to which members of the cohort are successful rather than an increase in the baseline of those with accreditations*

- Increased levels of external grant funding secured by local VCS organisations
    - *The council is wanting the successful project to work with cohorts of organisations on a quarterly basis*
    - *The measure of success is the extent to which those receiving support are successful in securing external funds rather than an increase in the baseline figure of funding secured*

- Increased number of VCS organisations with key governance policies, strategies, processes, procedures and action plans in place such as:

  o Business plan
  o Financial procedures
  o Fundraising strategy
  o Volunteer recruitment and training strategy
  o Equal opportunity policy
  o Safeguarding policy

- Increase in the number of organisations able to effectively manage grant funded activities and better demonstrate the impact of their work
  - *The council is wanting the successful project to work with organisations that are referred for support*
  - *It will be the responsibility of the organisation to engage in and take on board the support which is made available; this will be a standard condition within all Grant Offer Letters*

We expect applicants to specify the changes (outcomes) that will happen as a result of your proposed activity. We also expect your outcomes to be SMART (specific, measurable, achievable, realistic and time-based). For example:

- By the end of the project will have enabled 50 organisations to access financial resources;
- By December 85% of participants will have achieved a work related accreditation
- By the end of each term 15 people will have increased confidence in using accounting software to manage their organisations finances

Outputs
The standard outputs expected to be delivered under this theme are set out below along with the definition and evidence requirements.

Output	Definition	Evidence Requirements
Number of organisations supported	**Number of organisations supported**: *this is expected to be a minimum of 28 hours of one-to-one support* *Clarification:* *The 28 hours (minimum) support may be provided over any given period and should be geared to meeting the agreed needs of the organisation. Some organisations may require more than 28 hours in order to reach their agreed learning requirement.* *It must be understood however that an outcome is not able to be claimed until such time as an organisation has received the minimum 28 hour threshold.*	- Name and details of the organisation - Objectives of support clearly stated - Details of the support given to meet objectives - Written action plan, note of the meetings, correspondence with the organisation - Number of hours of support should be documented - Completed attendee evaluation form(s)

Output	Definition	Evidence Requirements
Number of organisations receiving training	**Number of organisations receiving training:** *these are expected to be a minimum of 3.5 hours (half-day) participatory workshop sessions catering for (a) number of key individuals representing various organisations (b) a number of members of a single organisation* ***Clarification:*** *The training may be delivered in the most appropriate way as determined by the successful project. Applicants should therefore outline the various ways in which they may seek to deliver the identified training needs.*	- Details of the training sessions including topic(s) covered, trainer's details, date, venue etc. - Agreed session objectives - Name and details of attendees - Names of organisation(s) - Completed evaluation form(s)
Number of organisations with accredited training	**Number of VCS organisations or members of organisations that have been supported through the project to gain a training accreditation:** *this can include an organisational accreditation such as PQASSO, or an accreditation for a key individual within the organisation which could have the effect of improving the organisation's governance/performance* ***Clarification:*** *The accredited training may be delivered in the most appropriate way as determined by the successful project. Applicants should therefore outline the various ways in which they may seek to deliver the accredited training requirements.*	- Name and details of the organisation and individual if appropriate - Details of accreditation and awarding body - Details of support provided including dates, times and nature of support - Copy of accreditation certificate
Number of organisations advised	**Number of organisations advised**: *this is expected to be a minimum 2 hours one-to-one advice for the organisation but could involve a number of staff from that organisation* ***Clarification:*** *The support provided is anticipated as being sign-posting, referrals or the provision of verbal and/or written advise where the onus would then be on the organisation to then action the advice 'under their own steam'. This would be regarded as "support" where the provider takes on a much more 'hands-on' role in auctioning the advice.*	- Name, and details of the organisation - Details of the issues(s) being addressed - Details of the advice provided - Date and time of the session - Completed evaluation form(s)

Output	Definition	Evidence Requirements
Other appropriate outputs based on identified need	Delivery orgs/consortia should define additional outputs in line with above	- Evidencing requirements must be specified as above

Project specific outputs can be included as part of your application. These will need to be clearly defined as outlined above.

3.   Scope of Activities

Organisations applying to this fund must be able to evidence that they operate with an appropriate level of quality. Examples of evidencing quality include:

- a nationally recognised quality standard for the proposed service, such as NAVCA Quality Award standard 2; or,
- accreditation as a training provider to provide proposed courses; and,
- staff involved with delivering the proposed activities have relevant qualifications, skills, knowledge and competency.

4.   Beneficiaries and Priority Groups to be Targeted

Voluntary & community sector organisations based in and / or delivering services in the borough. Staff members within these organisations can also be supported in line with the outputs described above.

The borough has a broad spectrum of organisations, some of which have been developed specifically to provide services to particular niche groups within the community including for example specific ethnic communities such as Somalis', women, under-5's or older people.

Successful bidders will need to clearly demonstrate within their application, that they have the necessary knowledge, skills and capabilities to provide opportunities to meet the needs of a diverse range of organisations.

5.   Required Geographical Coverage

We wish to ensure that there are activities which provide opportunities for organisations based throughout the borough and are therefore looking for projects that are able to operate effectively on a borough-wide basis.

The projects to be supported must be based on need but it is expected that organisations will be targeted proportionally from all 4 Ward clusters.

6.   Equal Opportunities

All activities must be provided in a safe and secure environment and meet appropriate health & safety and access requirements.

Access to the various training and support opportunities must be made available to all sections of the local community and the Council will need to be assured by applicants, that they will have the breadth of knowledge, skills and capability to deliver such services.

It is envisaged that this may be best achieved through formal partnership working or through arrangements whereby successful bidders utilise the knowledge and expertise of specialist local or regional organisations. Additionally, successful applicants will need to demonstrate a good understanding of other important aspects of ensuring equality of access to the activities and services provided including the timing and location of sessions and other support that may be required.

7.   Requirements for Tracking, Onward Referral and Progression

It is an essential requirement that successful projects keep detailed records of organisations supported including the names and details of individuals involved in the various sessions and initiatives.

Successful projects will also need to provide details of 'onward referrals' where supported organisations/individuals are referred on to other agencies for ongoing advice or support. In this regard, the onward referral will need to be tracked by the project so that they are able to report on the longer-term progress which is related to their initial support. Applicants must show how they might refer beneficiaries in relation to other Themes.

8.   No. of Grants to be Allocated by Type and Size

The annual budget for this theme is in the region of £160,000. It is anticipated that 2 c onsortia projects will be supported as outlined below.

i.   Project (a) – **Supporting organisations in receipt of Council grant**: This project will primarily focus on supporting organisations to improve their project management skills and expertise including ensuring that related governance systems are in place and being adhered to.

Some organisations will be referred to the project by the Council's grants officers. Other funded organisations should be able to approach the project direct for support.

The total grant available for this project is in the region of £60,000 per year. This funding is envisaged as supporting a small consortium.

ii.   Project (b) – **General support to front line delivery groups**: This project will be free to support any local VCS organisation but with a focus on those regarded as small/medium size groups (*small: annual turnover up £100k; Medium: £100k to £500k)*.

The total grant available for this project is in the region of £90,000 per year. This funding is envisaged as supporting a small consortium.

Applicants should outline the range of activities the project is planning to deliver.

9.   Delivery Methods

The Council expects the required support activities and services to be provided in a variety of ways dependent on need by members of a small consortium.

10.   Partnership Working

Applicants are expected to be able to demonstrate existing links with organisations in the borough. This must include detailing how they work with other Tower Hamlets second-tier VCS organisations including, involvement in appropriate local networks.

Only consortia bids will be considered for this Theme. All partners in a consortium bid must:

- meet the Council' basic grant eligibility criteria
- have the powers within their governing document to provide infrastructure services for other organisations; and
- have evidence of an appropriate quality standard