

# **Prospectus**

## **Mayor's Capacity Building Programme**

**2023 to 2027**

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## **Introduction**

The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.

The Mayor's Capacity Building Programme (MCBP) will provide funding for VCS organisations to access capacity building support so you can strengthen your ability to deliver high quality services to residents.

The purpose of this prospectus is to provide you with the information on how to make an application to the MCBP and guidance on how you can develop a high-quality application.

## **What outcomes do we want to achieve?**

We want to provide funding for organisations to enable you to get support which will help build your organisations capacity so you can improve your ability to meet the needs of residents. We want to:

- Strengthen organisations' ability to achieve their vision
- Improve knowledge and skills of management committee, staff and volunteers
- Improve the quality of services delivered to the community
- Increase the positive impact organisations have on residents

## **Eligibility**

Funding is available to:

- Organisations with income below £150,000
- Voluntary and community sector organisations with a constitution
- Registered charities, including charitable incorporated organisations
- Registered not-for-profit companies
- Registered community interest companies
- Faith-based groups, where the funding is for inclusive activity that is open to all
- Organisations that can show a clear connection to Tower Hamlets

Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000
- Individuals
- Sole traders
- Profit making companies
- Political organisations

## How much money is available?

The total budget for the Mayor's Capacity Building Programme is £100,000 per year.

You can apply for up to £2,500.

Please note: your organisation can only receive one grant from this theme per financial year, which runs between 1<sup>st</sup> April to 31<sup>st</sup> March. However, if your application is unsuccessful you can apply again in the same year.

## What can the funding be used for?

Funding can be used for:

- Capacity building support which helps your organisation to develop
- Learning and development which improves your management committee, staff and volunteer skills
- Consultancy services to hire experts who can provide specialist advice or guidance to your organisation
- Marketing and communications
- Research and evaluation
- Bid writing support

**Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk).

## What can funding not be used for?

- General operating costs such as rent, utilities or administrative costs
- Individual salaries of existing staff
- Capital works or major building works
- General charitable appeals
- To pay back debt or cover past expenditure.

## Timeline

The MCBP will be open for applications 3 times per year. The bidding period for MCBP will be 6 weeks. The Timetable for round 1 of MCBP is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications

Timeframe	Milestone
	Notification of whether your application has been successful or not

## Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and what you want to use the funding for.

All bids must be submitted using online form via the Council's online portal, Blackbaud Grant Making (BBGM). We cannot accept submissions by email, by post or by hand.

Applications will be made on one form which has two sections. The first section is about your organisation and the second section is about the project you're bidding for.

To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).

If you are having issues using BBGM then contact the Council by email at [vcs@towerhamlets.org.uk](mailto:vcs@towerhamlets.org.uk)

## Assessment

The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.

The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.

**Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy, or insurance then you will still be eligible for funding but we will agree a date with you when they need to be in place.

Criteria	Standard required	Evidence	Scoring
Governance	You must have a Constitution, Memorandum and Articles of Association or other recognised governance	You should submit a copy of your constitution or other governance document.	Pass/fail

	document that includes membership details and committee structure.		
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough	Provide your registered address, provide a copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/fail
Managing money	Bank account in your organisations name	Name of bank account, sort code and account number	Pass/fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy	Submit safeguarding policy.	Pass/fail
Equality and diversity	Your organisation must have an equality and diversity policy in place	Submit equality and diversity policy	Pass/fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles	Submit copies of your insurance certificates	Pass/fail

## Project assessment

This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

**The Council will not consider funding any project which scores less than half the available score in any section.**

Criteria	Word count	Scoring guidance	Scores available
What outcomes do you want to achieve?	250 words	<p>Clearly outline the outcomes you aim to achieve through this capacity building project</p> <p>How will achieving these outcomes contribute to enhancing your organisations ability to meet the needs of residents?</p> <p>How will you know if you have achieved the outcomes and report the outcomes to us?</p>	20
What activities will you do to achieve the outcomes?	400 words	<p>Describe the activities you plan to undertake to achieve each of your stated outcomes</p> <p>Highlight any partnerships or collaborations you plan to engage in to support you</p>	40
Track record	300 words	<p>Describe how your organisation has delivered capacity building improvement to your organisation previously.</p> <p>If your organisation is new, demonstrate how individuals from your organisations have delivered improvements to their organisations capacity in previous roles.</p>	20
Budget and resources plan	250 words	<p>How much funding are you applying for?</p> <p>What will you spend the funding on?</p>	20

		Have you secured funding from any other sources?	
Total			100