

VCS Grants Prospectus – summary of requirements in application process

Requirements – SMALL GRANTS	With expression of interest (deadline: 26/9/16)	With application form (deadline: 21/11/16)	Before start date (1/7/17)	In first 6 months	In first 12 months (positive action for BME-, Disabled-, LGBT-led organisations)
Self-declaration of meeting basic eligibility criteria <ul style="list-style-type: none"> • Organisation based in Bristol or delivering services in Bristol • At least 3 trustees or directors • A bank account in the organisation's name • Payments authorised by two people (not related or living together) • Organisation has a governing document. 	✓				
Short description of proposal	✓				
Selection of preferred Step 2 session dates	✓				
Declaration of trustees' interests		✓ declaration			
Self-declaration of Baseline Standards <ul style="list-style-type: none"> • Health, Safety and Wellbeing Policy • Safeguarding Policy • Equality and Diversity Policy • Complaints Procedure • Information sharing and confidentiality policy (data protection) 		✓ declaration	✓ documentary evidence to be checked	✓ included in action plan	✓ included in action plan
Confirmation that will only use accessible venues		✓ confirmation			
Confirmation that appropriate insurance will be in place (before start date) <ul style="list-style-type: none"> • Public liability insurance £5m • Employer's liability insurance £5m 		✓ confirmation	✓ documentary evidence to be checked		
Impact of your project <ul style="list-style-type: none"> • 3 questions require 100-500 words each • 3 outcomes your proposal will achieve 		✓			
Proposed budget		✓			

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Requirements – MEDIUM GRANTS	With application form (deadline: 7/11/16)	Before start date (1/7/17)	In first 6 months	In first 12 months (positive action for BME-, Disabled-, LGBT-led organisations)
Part 1 – About your organisation				
Declaration of trustees' interests	✓ declaration			
Copy of governing document (Constitution or Memorandum & Articles of Association)	✓			
Full list and addresses of current Trustees/Management Committee Members/Directors	✓			
Self-declaration of Baseline Standards 1. Governance 2. Financial Management 3. Equalities 4. Employment 5. Insurance 6. Service User Involvement and Participation 7. Complaints 8. Information Sharing 9. Health, Safety & Wellbeing 10. Safeguarding 11. Monitoring and Evaluation 12. Environmental management and sustainability	✓ declaration	✓ documentary evidence to be checked	✓ included in action plan	✓ included in action plan
Confirmation of registration with Information Commissioner (Data Protection) as a data controller or confirmation of exemption	✓ registration number	✓ intention to register		
Confirmation that will only use accessible venues	✓ confirmation			
Confirmation of work with children, young people or vulnerable adults. Evidence: safeguarding policies, staff training logs, DBS checks.	✓ confirmation	✓ safeguarding policy and evidence		
Confirmation that appropriate insurance will be in place (before start date) <ul style="list-style-type: none"> Public liability insurance £5m Employer's liability insurance £5m 	✓ confirmation	✓ documentary evidence to be checked		

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Equalities <ul style="list-style-type: none"> • Service user equalities monitoring form • Summary of service user equalities information for 2015/16 	✓			
Financial information <ul style="list-style-type: none"> • Question: if your proposal is successful will this result in your organisation receiving than £150,000 of public funding over a three year period? (State Aid related question) • A bank account in the organisation’s name the same as the name on the governing document • Payments authorised by two people (not related or living together) • Most recent annual report and set of accounts • Summary forecast for 2016/17 • Details of funding streams ending in grant period 	✓			
Part 2 – About your proposal				
If Lead Partner collaboration, copies of Memorandums of Understanding between applicant and other organisations	✓			
Impact of your project <ul style="list-style-type: none"> • What needs to change and why? 500 words • How will you work to make this change happen? 500 words • How do you know this will create change? 500 words • What will you look at and measure to see if change is happening? (your outcomes and some measures for each) 3x 25 words • How have you arrived at your figures for beneficiary numbers? 500 words • Details of other funding streams that contribute. 300 words • How do your outcomes contribute to Prospectus impacts? 500 words 	✓			
Quality <ul style="list-style-type: none"> • Tell us how your organisation/s will use Ways of Working in planning, developing and delivering your proposal. 500 words • What resources will your organisation/s use to successfully deliver your proposal? 500 words 	✓			

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<ul style="list-style-type: none"> How will your organisation work in line with the Equality Act 2010 and Public Sector Equality Duty to deliver your activities/services? 500 words 				
<p>Value for money (budget)</p> <ul style="list-style-type: none"> What additional value or benefits will your organisation/s aim to achieve? 500 words Salary costs Budget If the grant does not cover the total costs of the proposal, where is the other money coming from? If Lead Partner collaboration, how will you split the grant across the organisations? Tell us how you plan to manage the grant tapers. 500 words 	✓			

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Requirements – LARGE GRANTS	With application form (deadline: 7/11/16)	Before start date (1/7/17)	In first 6 months	In first 12 months (positive action for BME-, Disabled-, LGBT-led organisations)
Part 1 – About your organisation				
Declaration of trustees' interests	✓ declaration			
Copy of governing document (Constitution or Memorandum & Articles of Association)	✓			
Full list and addresses of current Trustees/Management Committee Members/Directors	✓			
Self-declaration of Baseline Standards 1. Governance 2. Financial Management 3. Equalities 4. Employment 5. Insurance 6. Service User Involvement and Participation 7. Complaints 8. Information Sharing 9. Health, Safety & Wellbeing 10. Safeguarding 11. Monitoring and Evaluation 12. Environmental management and sustainability	✓ declaration	✓ documentary evidence to be checked	✓ included in action plan	✓ included in action plan
Confirmation of registration with Information Commissioner (Data Protection) as a data controller or confirmation of exemption	✓ registration number	✓ intention to register		
Confirmation that will only use accessible venues	✓ confirmation			
Confirmation of work with children, young people or vulnerable adults. Evidence: safeguarding policies, staff training logs, DBS checks.	✓ confirmation	✓ safeguarding policy and evidence		
Confirmation that appropriate insurance will be in place (before start date) <ul style="list-style-type: none"> Public liability insurance £5m Employer's liability insurance £5m 	✓ confirmation	✓ documentary evidence to be checked		

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<p>Equalities</p> <ul style="list-style-type: none"> • Service user equalities monitoring form • Summary of service user equalities information for 2015/16 • Summary of equalities monitoring information for staff, trustees and volunteers 	✓			
<p>Financial information</p> <ul style="list-style-type: none"> • Question: if your proposal is successful will this result in your organisation receiving than £150,000 of public funding over a three year period? (State Aid related question) • A bank account in the organisation’s name the same as the name on the governing document • Payments authorised by two people (not related or living together) • Most recent annual report and set of accounts • Summary forecast for 2016/17 • Details of funding streams ending in grant period • Copy of financial procedures 	✓			
Part 2 – About your proposal				
<p>If Lead Partner collaboration, copies of Memorandums of Understanding between applicant and other organisations</p>	✓			
<p>Impact of your project</p> <ul style="list-style-type: none"> • What needs to change and why? Including evidence of need. 1000 words • How will you work to make this change happen? 1000 words • How do you know this will create change? 1000 words • What will you look at and measure to see if change is happening? (your outcomes and some measures for each) 3x 25 words • How have you arrived at your figures for beneficiary numbers? 500 words • Details of other funding streams that contribute. 300 words • How do your outcomes contribute to Prospectus impacts? Including links between evidence, outcomes and impacts. 500 words 	✓			

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<p>Quality</p> <ul style="list-style-type: none"> • Tell us how your organisation/s will use Ways of Working in planning, developing and delivering your proposal. 1000 words • What resources will your organisation/s use to successfully deliver your proposal? 1000 words • How will your organisation work in line with the Equality Act 2010 and Public Sector Equality Duty to deliver your activities/services? 1000 words 	✓			
<p>Value for money (budget)</p> <ul style="list-style-type: none"> • What additional value or benefits will your organisation/s aim to achieve? Including estimated financial value. 1000 words • Salary costs • Budget • If the grant does not cover the total costs of the proposal, where is the other money coming from? • If Lead Partner collaboration, how will you split the grant across the organisations? • Tell us how you plan to manage the grant tapers. 500 words 	✓			