

Bristol City Council



**VCS Grants Prospectus
Bristol Impact Fund
Medium and Large Grants**

Application Guidance Notes

ProContract Reference: DN

**Deadline for applications:
12:00 noon Monday 7th November 2016**

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The Bristol Impact Fund and the VCS Grants Prospectus

These guidance notes will help you to apply for the Bristol Impact Fund Medium and Large grants.

You **must read the VCS Grants Prospectus** (sections 2 and 3) to fully understand what we want to fund with the Bristol Impact Fund.

The VCS Grants Prospectus is included in your application pack. If you need the document in plain text please contact the Investment and Grants Team: investmentandgrants@bristol.gov.uk

Eligibility Criteria Checklist

The Bristol Impact Fund grants are open to applications from voluntary and community sector organisations that have one or more of the following structures or forms. Before you start to complete the application you should use this checklist to ensure that at least one of the structures below applies to your organisation.

The organisation is:	Yes
A registered charity	
A Community Interest Company limited by guarantee	
A Community Interest Company limited by share (Schedule 2 with 100% asset lock only)	
A company limited by guarantee	
A community benefit company registered as an Industrial and Provident Society	
A Charitable Incorporated Organisation	
An unincorporated organisation - We will accept applications from unincorporated organisations. However any organisation that is awarded a Bristol Impact Fund grant and is not incorporated will be strongly encouraged and supported to become incorporated in order to protect the trustees/directors.	

The Bristol Impact Fund grants are open to applications from voluntary and community sector organisations which meet the specified criteria. Before you start to complete the application you should use this checklist to ensure that **all** the statements below apply to your organisation.

	Yes	No
Your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people).		
Your organisation is non-governmental.		
Your organisation is constituted (it has a governing document – a set of rules - either constitution or a Memorandum and Articles of Association).		
Your organisation has a set of objectives that allows it to undertake the activities you are proposing. (The constitution must allow your organisation to undertake the activities you are requesting funding for).		
Your organisation is value driven, for the social good.		
Your organisation is non-party political.		
Your organisation has at least three trustees or directors (who are not related to each other and are not paid shareholders).		
Your organisation reinvests any financial surpluses to further social, environmental and/or cultural objectives that bring a significant community benefit to Bristol.		
Your organisation does not distribute any of its surpluses or assets through share dividends to individuals or shareholders.		
Your organisation has a bank account in its own name.		

If you are unable to answer “Yes” to **all** the above statements, your organisation is unfortunately ineligible for a grant from the Bristol Impact Fund.

Local Priority

We will prioritise local organisations (organisations that are registered in Bristol – by which we mean that their headquarters are in Bristol - and have at least 3 trustees who are residents of the Bristol area) but we will consider applications from non-local organisations which meet our eligibility criteria and which bring specialist expertise to the city.

Eligibility Criteria Guidance Notes

Constituted

Your organisation must have a constitution (a set of rules) that allows it to undertake the activities you are requesting funding for. If your constitution does not currently allow your organisation to undertake the activities you are proposing (or meet the needs of the beneficiaries you are proposing) then we will require a letter signed by your Chair setting out what changes to your constitution are proposed and when the amendments or new constitution will be adopted.

Bank Account

Your organisation must have a bank account in its name. You will see from the application questions in Part 1 that payments from this account should only be authorised by at least two signatories (who are not related or living at the same address).

What we won't fund

Projects or activities that will not contribute to our three impacts

Projects or activities that will not address any of our five Key Challenges

Projects or activities that will not reflect our Ways of Working

Projects or activities targeted at children (where children aged under 16 are the primary or sole beneficiaries)*

Capital costs (the costs of equipment, vehicles, land, buildings, building refurbishment, repairs or maintenance or landscaping)

Political or religious activities

Projects or activities that are run from inaccessible venues

Projects or activities that the state or a statutory body has a legal obligation to provide

Any costs you incur when putting together your grant application

Activities that happen or start before we confirm our grant

Endowments (to provide an income)

Loans or interest payments

***Note about children's services/activities**

The Bristol Impact Fund will be used to fund services for adults and for young people (aged 16+). There is no grants money coming into the prospectus for children's services, which are all strategically commissioned. The grant monies we are aligning to form the new pooled Bristol Impact Fund are all from adult-focused grant streams and we do not have a sufficiently large grants budget to open it up to fund children's services. Therefore Bristol Impact Fund will not fund activities or services that are targeted at children.

However we realise that many organisations work with families and their activities will impact on both adults and children. Organisations in this situation may want to tell us about the positive benefits (outcomes) for children in their response to the added value question in Part 2 of the application. This way they can still tell us about their 'whole' work in a way that represents their activities and services.

The primary investment for young people in the city is through the Bristol Youth Links and the council plans to start the commissioning process for this in the autumn. We do not therefore expect to use the Bristol Impact Fund to fund Youth Links type activities.

Small, Medium and Large Grants

Name of grant	Amount per year	Grant Term	Tapers applied	Application Process
Small Grant	From £2,500 to £10,000	2 years	None	3-Step process
Medium Grant	£10,001 to £49,999	4 years	Yes in years 3 and 4	Online application through ProContract
Large Grant	£50,000 to £150,000*	4 years	Yes in years 3 and 4	Online application through ProContract
Collaborative Grant	We are open and interested to receive collaborative applications of any size (small, medium or large) from organisations where the collaboration will result in improved impact(s) for local people.			

*Community Transport organisations and Hate Crime support providers can apply for over £150,000 per year if they apply collaboratively.

We are offering Small, Medium and Large grants. These can be 'solo' applications (made by an individual organisation) or 'collaborative' applications. A collaborative application is one which is part of a partnership or consortium of two or more organisations intending to work together in order to contribute to the Bristol Impact Fund impacts.

Collaborative applications can be of any size (Small, medium or Large). The total amount requested informs the size of grant you should apply for.

- Small applications can be made either as a solo application up to £10,000 per year or a collaboration application with a total of up to £10,000 per year.
- Medium applications can be made either as a solo application for between £10,000 and £50,000 per year or as a collaboration application with a total of over £10,000 and under £50,000 per year.
- Large applications can be made either as a solo application for between £50,000 and £150,000 per year or as a collaboration with a total of over £50,000 per year (and over £150,000 if they show exceptional impacts).

We have purposefully not set out proportions of the total fund to be applied to Small, Medium and Large grants.

Grant Cap/Maximum

There is a guide cap, or maximum amount of grant, of £150,000 per year and we will apply this in the following ways:

A guide cap of £150,000 per organisation: - We will take account of all the applications an organisation may be part of (the total requested from any solo application and collaborative applications combined). We will not knowingly exceed this amount. We have said that there are two exceptions to this guide cap: Hate Crime Support organisations and Community Transport organisations if they apply as part of a collaboration.

A guide cap of £150,000 per application: - We will consider funding collaborative applications with a total of over £150,000 if we think they will deliver 'exceptional impacts'. To show exceptional impacts we would expect them to score over 90% in the outcomes element of our appraisal. We have said that there are two exceptions to this guide cap: Hate Crime Support organisations and Community Transport organisations applying collaboratively.

Solo applications

Solo applications are those made by individual organisations.

Organisations can only make one solo application.

This can be through the small grants process for small grant (£2,500 to £10,000 per year), or through the Pro-Contract process (completing Part 1 and Part 2 of the application) for Medium or Large grants.

Organisations can (also) make multiple collaborative applications. These can be either Lead Partner collaborative applications or Partnership Collaborative applications. However we will apply the guide cap above.

Collaborative Grants

A collaborative application is one which is part of a partnership or consortium of two or more organisations intending to work together in order to contribute to the Bristol Impact Fund impacts.

We welcome collaborative (or joint) applications. These can be from either Lead Partner collaborations or from Partnership collaborations.

Lead Partner collaborations

Only the Lead Partner will have a grant agreement with the council. The other parties will have agreements with the Lead Partner.

If the total grant is less than £10,000 per year then they can apply through the small grants process. If the total grant is over £10,000 per year then they must apply through Pro Contract for the Medium or Large grant as appropriate.

EACH party must complete a Part 1. Only the Lead Partner should complete a Part 2.

Each party should also complete and sign a **Memorandum of Understanding** template. This template has been drafted by Voscur and is available to download with the application pack on ProContract. It will help prevent a 'bid candy' situation where either an organisation is not aware that it has been included in a collaborative application or where an organisation has been involved in the development of the collaborative application but does then not receive any of the allocation.

Partnership collaborations

Each partner will have a grant agreement with the council.

If the total grant requested is less than £10,000 per year then they can apply through the small grant process. If the total grant is over £10,000 per year then they must apply through Pro Contract for the Medium or Large grant as appropriate.

EACH partner must complete a Part 1 and a Part 2.

Questions in Part 2 of the application must be completed by all applicant organisations. However many of the questions require responses that fit together to show how you will work collaboratively. In these cases the guidance notes tell you that you should or can provide a single, shared response.

How to submit your Application

The Council is using an electronic system to manage this Bristol Impact Fund grants round and to communicate with applicants. There will be no hard copy documents issued to applicants and all communications with the Council, including the submission of applications, will be conducted via the ProContract Portal. This is the Bristol City Council electronic procurement website.

<https://procontract.due-north.com/Login>.

You must register your organisation on ProContract if you wish to apply for a Medium or Large grant, under the category 'Provision of Services to the Community'. You should also include whatever other codes are relevant for your organisation so that you can be made aware of other opportunities that may be of interest to you when they arise.

There are video tutorials on the ProContract 'Help Centre' website that you can use to help you use the system:

<https://supplierhelp.due-north.com/>

You can submit supporting documents in Word, Excel or PDF format. You must make sure that any electronic supporting documents clearly show the organisation's name.

Please allow sufficient time to upload documentation. **We recommend that you upload your application and supporting documents onto ProContract at least a day before the deadline because it can take time for documents to upload, especially at busy times.** Please do not risk leaving it until the last minute. If you experience any technical difficulties relating to the ProContract portal please contact the Due North helpdesk on 01670 597137 Monday to Friday 8.30 am to 17.30 pm or email support@due-north.com within plenty of time before the submission deadline.

All queries, questions and requests for information regarding this grant funding application process should be made in writing via ProContract by using the 'View Messages' link.

These should be submitted no later than 4pm on Friday 21st October. Please note that when we respond to such questions or requests, we will communicate the answers to all other applicants via ProContract. The identity of the organisation making such requests will remain confidential.

It is the applicant's responsibility to return completed documentation via ProContract.

During the grant process, any communication between applicants and the Council should be in writing via ProContract. After the closing date for receipt of applications the Council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the grant application responses,
- To clarify anything relating to documentation,
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision,
- To agree the commencement date.

The completed application, all supporting documents and enclosures must be submitted through ProContract before the deadline: 12.00 noon on Monday 7th November 2016

Please note: It will not be possible to complete your application responses or submit supporting documents on ProContract after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received by after the deadline will not be considered.

Answering the questions

Please read each question and the comments fully and carefully. Some questions require additional detail for grant applications above £50,000. We have added comments to help you understand what we are asking and why.

Some questions have word limits as shown. Please do not exceed the word limit given. (The word limit does not stop you being able to input text). Text exceeding the stated word limit will not be read or considered as part of your application. Bullet points are acceptable. Please do not use characters (such as slashes “/” or full stops “.” between words to avoid word counting capability as these responses will not be accepted.

In the Word form used for Part 2 sections A-D you can check your own word count by highlighting the relevant text. In most Word versions your word count will be shown on the bottom left of the screen.

In some questions there are different word counts for Medium or Large grant applications. In these cases we have made it clear in the comments that different word counts apply.

Part 1

Part 1 of your application is an online form. It asks questions about your organisation. You can save and review your answers before submitting. You should only submit ONE Part 1.

Part 2

Part two of your application is made up of two forms. Sections A-D are in a Word form for you to download. Complete and then submit by attaching the form. Section E is an Excel spreadsheet with 7 questions. Please make sure you use all the seven labelled tabs on the spreadsheet (the tabs are at the bottom left and they show the question numbers E.1- E.7) so that you answer all of the questions and include your organisation’s name and the name of your proposal at E.1.

You should complete and submit a set of the Part 2 forms for each Medium and Large proposal you apply for. (See pages 6-9 of these notes for guidance about making multiple applications).

Make sure you remember to submit the completed Part 1 forms.

Support and Advice

If you need any help or support with registering or using ProContract then you can contact the the Due North helpdesk on 01670 597137 Monday to Friday 8.30 am to 17.30 pm or email support@due-north.com

If you have any questions about the application process, please ask us by using ProContract and click on the 'View Messages' link and type in your subject and question. We want to make sure that every organisation gets the same information and advice and so we will only answer queries through ProContract portal and we will publish our responses through the portal (so that they are available to everyone). The answers to questions will be available through the 'View Messages' link and will not identify the organisations that asked the questions. We will not provide advice on the telephone or face-to-face.

If your organisation does not have a full set of baseline standards or meet all the criteria needed to be eligible to apply for a grant, you may be able to get support from Voscur to enable you to develop these.

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Investment & Grants Team Contact Details

Investment & Grants Team

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Application Appraisal Summary

Part 1

The information you provide in Part 1 of the application is used to assess your organisation's eligibility for the grant and your financial governance and sustainability. It also provides background information for your proposals.

The financial assessments are 'scored' on a risk basis (high risk 1, medium risk 2, and low risk 3).

Answers to some of the questions will result in an automatic fail. We have explained this in the comments. Please read each question carefully before you respond.

Part 2

The table below shows what we will consider when we appraise the applications and the scoring awarded for each.

Application Section	Appraisal Consideration (factors)	Score
A. General Information	None. This information is used to match applications.	n/a
B. About the proposal	None. This information is used for our allocations matrix and mapping.	n/a
C. Impact questions 46% of the total score	To what extent is local need identified and addressed in line with the JSNA 2015? (There is no needs assessment behind this process and we are using the JSNA to guide our appraisal. However we realise that this does not capture all needs).	0/1/2/3
	Will the proposed intervention(s) address at least one of our Key Challenges for disadvantaged communities? Does the proposed approach align with the council's policy direction? Will the proposed approach complement existing or commissioned provision? Does the proposed approach duplicate other existing provision?	0/1/2/3
	What is the strength of evidence that the proposal effects or will effect change?	0/1/2/3
	What is the magnitude of the expected change/benefit (number of people, intensity of benefit, duration of benefit)?	0/1/2/3
	How meaningfully can the extent of change or benefit be measured or recorded (even if the applicant has not proposed a realistic measure?) <i>NB. The information about activities and beneficiaries will also be used to appraise Value For Money.</i>	0/1/2/3

	To what extent will this positively contribute to one, two or all of our three impacts?	0/1/2/3
D. Quality questions 23% of the total score	To what extent are the four Ways of Working demonstrably embedded into planning and delivery?	0/1/2/3
	What level of resources does/do the organisation(s) demonstrate access to in order to deliver the proposal successfully?	0/1/2/3
	To what extent will this be delivered in line with the Equality Act and the Public Sector Equality Duty?	0/1/2/3
E. Value for Money questions 31% of the total score	With regard to the total amount of funding requested, what level of additional value or wider benefits will this proposal bring to the local community?	0/1/2/3
	How reasonable is the proposed budget, including salary levels and posts, for the expected magnitude of change/benefit? (Consider responses to Section 2). Is the percentage of overheads acceptable?	0/1/2/3
	What is the level of risk of achieving the funding target?	0/1/2/3
	Do Lead Partner funding splits across parties meet the expectations of those parties (compare with their Part 1 submissions).	Y/N Not scored
	Have reasonable options to manage grant reductions been considered?	0/1/2/3

The section numbers relate to the questions within that section of the application that will have a direct relevance to the appraisal considerations (or factors). Please note that the appraisal panel members may also take account of information submitted in other parts of the application.

Collaborative applications will be evaluated together, considering the proposal as a whole and the evidence that the collaboration will work effectively together.

Technical panels of council officers with appropriate experience, skills and knowledge of the VCS Grants Prospectus five Key Challenge areas will undertake the appraisals.

Scoring

Score	0	1	2	3
Rationale	Unacceptable – our factors have not been addressed or we have serious reservations.	Our factors have been addressed fully or partially but we have moderate/minor reservations	Acceptable – our factors have been addressed satisfactorily	Excellent – our factors have been addressed and exceeded
Additional information	If a proposal scores '0' for any of the appraised factors it will not be considered as fundable.			

The maximum Impact score is 18. Proposals must achieve an Impact score of at least 12 to pass.

The maximum Quality score is 9. Proposals must achieve a Quality score of at least 6 to pass.

The maximum VFM score is 12. Proposals must achieve a VFM score of at least 8 to pass.

If a proposal scores '0' for any of the appraised factors it will not be considered as fundable.

Proposals must pass each of the Impact, Quality and VFM appraisals to be considered as fundable and passed to the allocations panel.

Allocations decisions

The Bristol Impact Fund is about making real and positive change for people facing disadvantage in the city. To do this we will make the decision about how we allocate grants across the city by considering the spread and best fit in three ways:

- Key Challenges
- Beneficiary groups including communities of interest
- Geographic spread

We will use impact assessments relating to all three factors to help us test and find this balance as outlined in the Allocations Table below.

All applications that have passed the appraisal will be considered for

allocations. From this point the appraisal scores become irrelevant. We are selecting an Allocations Panel (which will be made up of council officers and people who are independent of the council) to consider all the fundable applications, aiming to select a mix of proposals to give a spread and balance of provision across the city, in order to achieve the best possible impacts for people facing disadvantage.

Allocations Table

	Purpose of consideration	Specific considerations
Key Challenges	To ensure that we have a reasonable spread of proposals across the 5 key challenges that: (i) avoids duplication; (ii) avoids 'silos'; (iii) link across to enhance each other; (iv) recognises that some people have multiple challenges in line with need as outlined in the JSNA 2015.	We will be aligning funds with our council priorities, challenges and impacts to ensure that any external requirements for funds are met.
Beneficiary groups	To ensure that there is a reasonable spread of proposals to enable people facing disadvantage from across all communities to benefit from funded activities. We will be looking for organisations that reflect the diversity of the communities they serve.	We must ensure that our focus is on the people most at risk of significant and multiple disadvantage (because of the ways systems work, because of historic factors in the city and because of discrimination).
Geographic spread	To ensure that we have a reasonable spread of proposals across the city in line with need (as defined by the JSNA 2015).	We must ensure that people living in the most disadvantaged areas and neighbourhoods and that those who face problems with getting around the city are able to benefit.

If we are unable to agree grant funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted grant applicants to meet with officers or the panel to clarify any queries.

Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

Work of a similar nature is currently undertaken by an independent external organisation, funded by Bristol City Council. The Council does not know and has no view as to whether TUPE may apply between the current provider of these similar services and any other person the Council may select to provide these services. It will be up to each grant funding applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present grant funding agreement and make appropriate allowances for this in any grant application submission.

Bristol Impact Fund Timetable and Process

Application and guidance notes published on ProContract	By 01/09/16
Closing date for applications	Noon Monday 07/11/16
Funding recommendations taken to Cabinet for decision	March 2017
Applicants informed of recommendation	31/03/17
Decommissioning impact assessment undertaken as appropriate	From 01/04/17 to 30/06/17
Negotiation of Bristol Impact Fund Grant Funding Agreement(s).	From 01/04/17 to 30/06/17
Bristol Impact Fund Grant Funding Agreements commence for successful applicants	01/07/17

Supporting Documents

The following supporting documents are included in the application pack to help you put together your application:

- The VCS Grants Prospectus
- Memorandum of Understanding (for collaborative applications)
- Baseline Standards

The Joint Strategic Needs Assessment 2015, which you may want to refer to in your application, is available online.

Checklist

This checklist is to help you keep track of all the application documents needed and to note that they are submitted through the ProContract.

Section	Documents Required	Submitted
Part 1	Copy of your Governing Document (Constitution or Memorandum and Articles of Association)	
	Full list of your organisation's Trustees/Directors showing their addresses, roles and relationships (if any).	
	Copy of your most recent annual report	
	Copy of your most recent signed accounts	
Part 2 (for each proposal)	Completed Part 2 Sections A-D (Word form)	
	Completed Part 2 Section E (Excel sheet)	
	Memorandum of Agreement (for Lead Partner collaborative applications only)	