

LBHF 3rd Sector Investment Fund Application Form Guidance Notes

Introduction

These guidance notes have been designed to help organisations complete their application for funding from the 3rd Sector Investment Fund and to clarify the eligibility requirements. It is important that you read them very carefully.

Organisations should also refer to the council's website where further information can be found, including a regularly updated Frequently Asked Questions (FAQ) section.

www.lbhf.gov.uk/communityliaison

Section 1: Organisation details

1.1 Organisation name

Give the name shown in your governing document, for example your constitution or memorandum and articles, rather than any brand or operating name. This is the organisation that will receive the funding and sign the terms and conditions if the application is successful. It must therefore have the powers set out in its governing documents to deliver the project and accept the Council's terms and conditions.

1.2 Organisation address

The address given should be your registered address which we shall use to write to you. It is important that you provide the correct postcode, phone number, and preferably email address as well as a website address if you have one.

1.3 Organisation contact

This should be the lead person involved in your project application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required. It is important that you provide the correct address, phone number and email address.

1.4 Aims of your organisation

What is your organisation set up to do? Please give a brief summary of the overall aims of your organisation, which are usually stated in your constitution.

1.5 Main activities of your organisation

What does your organisation actually do? Please briefly summarise the main services or activities that the organisation currently undertakes.

Please note that priority will be given to organisations that have been active in the borough for not less than 12 months

1.6 Your governing document and legal status

We need to confirm that your organisation is eligible to apply to this programme. The 3rd Sector Investment Fund is designed for not for profit organisations with a governing document, e.g. a constitution, set of rules or trust deed.

As a minimum requirement, the governing document needs to include the name of the group, its aims/purpose, objects, a dissolution clause and details of the management committee, signed by two committee members.

By 3rd sector organisations we mean:

- registered charities
- charitable or not-for-profit organisations
- community and voluntary organisations
- social enterprises – businesses where any surpluses are mainly re-invested for community benefit.

Funding is not available from the 3rd Sector Investment Fund for the following:

- individuals and sole traders
- statutory organisations
- profit-making organisations, except social enterprises as described above.

Please also tell us what the legal status of your organisation is. If your organisation has a company or charity registration number, enter it in the relevant box. If your organisation has any other registration number, please specify the number and what it refers to in the box marked 'other'. You may have more than one, in which case you should include them all. We may check your charitable status and your company registration with the relevant authorities.

Please also state when your organisation was established, giving the month and year.

1.7 Governing Body

Organisations funded by the 3rd Sector Investment Fund must have a robust management committee with a strong local connection. All organisations should ideally have a management committee of at least 5 members.

You need to complete the management committee profile form at 4.8 in the application form, giving details of your management committee. At least one of the members should be a local resident and ideally organisations should have been active in the borough for at least 12 months.

Alternatively, if your organisation does not have a management committee with a local representative, you need to provide evidence of a local steering group with local representation and in this case organisations must have been active in the borough for at least 12 months. You need to confirm whether you meet this requirement and insert or attach your evidence.

1.8 The organisation's bank or building society account

All organisations that receive funding from the Council must have a bank or building society account in the name of the organisation as shown on their governing document. You need to send us a copy of a recent bank statement showing your bank details.

Cheques must be signed by at least two people who are not related, at least one of which should be a management committee member. You need to confirm whether you meet this requirement.

1.9 Your organisation's accounts

We will not fund organisations that are in poor financial health so will require information on your current financial circumstances. We are therefore asking you to confirm whether you can meet the following financial requirements:

You must provide a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate.

The accounts you send us should not be more than 12 months old. However, we realise that this can be difficult if your organisation's financial year-end coincides with the period in which you are sending us your application. If this is the case send us your previous accounts and a copy of your most recent management accounts.

If you are a new organisation formed within the last year and do not yet have accounts, you must send us all original statements from your bank or building society statement with your application. The bank or building society statements must be original, or copies authenticated by your bank or building society with a stamp and signature as a "Certified true copy of the original". We will return the originals to you.

We also require an original letter from your bank or building society showing your account details and when the account was opened.

Please note that the Council will be undertaking a financial assessment, including establishing the applicant organisations credit rating from an external company contracted by the council to provide credit ratings for any potential provider of local authority services.

1.10 Service Specification(s)

Please identify which service specification/s you are applying to. If you are applying to more than one, although you only need to submit Sections 1 and 5 once, please complete Sections 2, 3 and 4 for each application to each service specification. Not all questions need to be completed for additional service areas. Please see "additional service specification area" form for completion.

1.11 Professional and Business Standing

The Public Contract Regulations 2006 Section 23 restricts the council entering into a contract with an organisation if any of the organisations directors, partners, Management Committee Members or proprietors fails to meet Professional and Business Standing requirements set out in the regulations. The relevant extract from the Public Contract Regulations 2006 is available in the application pack.

If you answer yes to any of the questions listed, please contact Community Liaison before proceeding further.

1.11 Applying to be an approved provider for youth services

Children's Services are planning to establish an approved list of suppliers for the provision of youth services later this year. Please indicate if you wish to apply to be registered on this list. For those organisations that do, the information from this application will be used to populate the approved provider application form. Children's Services will send this to you for verification and for any further information that may be required as part of the process for approving potential providers of youth services.

Section 2: About your project

2.1. Funding requested

Funding is available for either 2 or 4 years. Please tell us how much funding you are requesting from the 3rd Sector Investment Fund for each year as well as the total funding requested.

Funding will be awarded for either a two or four year term. Two year funding is more likely in the following circumstances:

- where longer term priorities for the service are not clear,
- where it is known that need or demand is likely to change during the funding term
- for piloting innovative services
- where wider interdependencies will impact the service area in the near future

Four year funding is more likely in the following circumstances;

- where longer term priorities are more certain
- where a service is already proven and recognised as achieving desired outcomes
- where wider interdependencies support a longer term funding approach

The minimum limit that you can apply for is £10,000 per annum.

You may need to apply to other funders to fund your proposal jointly with us and we encourage you to do this, as in most cases we will not be able to provide the total costs of your project.

2.2. Project name

We need a short relevant name for your project. We will use this title in any correspondence. It can be the same as the organisation name.

2.3. Project summary

Briefly describe your project, telling us its main aim and what it will achieve. Summarise the main services, activities or facilities the project will provide and where they will be located. This information will be used for the 3rd Sector Investment Fund Annual Report and should not be more than 300 words.

2.4. Project need

- Describe the specific needs of the individuals or organisations that you intend to support.
- Tell us about any existing services or organisations you know of which are providing similar services or seeking to address the needs you have identified.
- Explain what you feel are the gaps or problems with existing services seeking to meet these needs and
- Set out how your project will add to them or fill any gaps in the current range of services available.

2.5. How have you identified that need?

Please tell us how you identified the needs set out in 2.4. Include details of any consultation with your beneficiaries and stakeholders and how you ensured it was inclusive. Also include any research you have carried out and any other evidence you

have gathered, both internal and external, including any statistics such as demographic or deprivation data and evidence from strategic plans and policy documents that support the need for your project, whether on a local, regional or national level.

2.6. Project outcomes

Through the 3rd Sector Investment Fund, the Council is adopting an outcome based approach to funding. This means that we are more interested in the difference your project will make rather than the choice of activities undertaken. In this section you need to detail the outcomes that your project will be delivering – the actual changes that will come about as a direct result of your work.

Please firstly check the outcomes listed in the relevant service specification that you are applying to and consider which of these outcomes your project aims to achieve and then write them as SMART outcomes (specific, measurable, achievable, realistic and time-based) for your project.

Although you need to ensure that your proposed project outcomes meet the outcomes of the service specification you are applying to, you do not necessarily need to be seeking to deliver all of the outcomes. You should focus on those outcomes that you are confident that you can evidence you have achieved. You may also include any other outcomes and benefits you feel are relevant.

As a guide please list no more than eight outcomes

In order to make your project outcomes SMART you will need to include quantifiable information, for example dates by which changes will occur and numbers of beneficiaries, as well as what will change and how you will measure or capture those changes. Some of your project outcomes might happen quickly, while others may take longer and depend on other changes happening first, but they must be outcomes that will be achieved by the end of your project.

For more information on outcomes see the following;

- Big Lottery Fund guide ***Explaining the difference your project makes***, which is on their website at www.biglotteryfund.org.uk Search in the publications' section.
- ***Your project and it's outcomes*** which is on the Charities Evaluation Service website at www.ces-vol.org.uk. Search under monitoring and evaluation and find it under Outcomes Online section which also includes many practical examples.

Section 3: Achieving your outcomes and delivering your project

3.1. Project delivery method

In this section we are asking you to explain how the project will meet the identified need and bring about your proposed outcomes.

Please expand on the project summary (question 2.3) and give a detailed description of the overall aim of your project and the activities you will undertake. You should also include the likely outputs – i.e. the level of activity (e.g. a service for x hours per week, x weeks per year, how many users per session/week/year etc.)

Please note that we will not fund projects retrospectively, i.e. projects that have already started or been completed.

Tell us why your project is the best way to meet the need and bring about your proposed outcomes.

Please also describe how your project complements and supports existing activities and strategies including local and national strategies. Also if other providers offer similar services how you know that your proposal does not duplicate provision.

Involving residents and users is a key element of designing and delivering effective services. We will prioritise organisations which evidence that user involvement is part of their day to day activities, rather than an add-on activity. Please set out your organisation’s approach or policy to engaging with residents and users, and how you have, and will continue to involve them in planning and delivering your services.

We are interested in funding some projects which pilot new approaches to meeting needs or different ways of working. If your project is proposing to do this, please describe the innovative or creative elements of your project.

3.2. Project delivery plan – Service outcomes

We are asking you to complete the project delivery plan on a year by year basis, showing how you are going to meet the outcomes identified in 2.6.

Please submit a detailed plan for years 1 and 2. A less detailed plan for years 3 and 4 is acceptable.

- In the first column, please insert the outcomes identified in 2.6 which are relevant for that year.
- Organisations need to consider how they will know that the planned outcomes are being achieved. In the second column detail how you will do this.
- In the third column we are asking how you will achieve the outcomes by detailing the activities that you plan to undertake.
- In the fourth column, set out targets relevant to the activities and when you plan to achieve them.
- In the final column you need to detail how you will evaluate whether the project is achieving what it set out to do.

3.3. Project delivery plan – Organisation outcomes

All organisations, irrespective of service specification, will be expected to deliver the organisational outcomes as detailed below. It is anticipated that organisations will already be undertaking many of these activities, but to varying degrees. Organisations are asked to consider how they can expand or improve in these areas.

In this section you need to show how you will meet all five organisation outcomes which we are expecting all organisations funded by the 3rd Sector Investment Fund to achieve.

Organisation Outcome	Description
Sustainability	3 rd Sector organisations will have demonstrably improved long-term sustainability having adopted realistic and comprehensive business plans and fundraising strategies and maximised income from existing resources.
Leverage	The funding available from the 3 rd Sector Investment Fund is limited and we therefore expect all organisations applying for funding to use it to lever

	<p>in other funding including lottery, trust funding, European funding etc. The outcome you need to achieve is that your organisation is able to demonstrate increased ability to use the 3rd Sector Investment Fund to lever in further funding to provide direct services to local beneficiaries.</p>
<p>Strategic working and involvement in broader activities</p>	<p>The outcome will be that organisations will be able to evidence increased ability to influence, engage and work in partnership with other organisations, the council and its partners, on a wide range of activities which support the delivery of H&F priorities.</p> <p>As outlined in the 3rd Sector Strategy, the Council will ask funded organisations to monitor their broader contributions and activities that benefit local residents, including:</p> <ul style="list-style-type: none"> • identifying emerging needs and issues • participating in consultation activities • participating in service design processes • involved in collaborative and partnership working • disseminating information to residents and users • providing feedback to the council • signposting users to other providers and services <p>Many organisations already undertake these activities as part of their main activities. Organisations are asked to set out how they can evidence these activities and where appropriate, how you will expand on them if funded.</p>
<p>Good practice</p>	<p>We want the 3rd sector to continually raise standards of good practice. Under this outcome we are expecting all funded 3rd sector organisations to implement, highlight, share and evidence good practice models on a range of issues including quality assurance models, equal opportunities, diversity, service user involvement, as well as piloting and delivering accredited training for the sector on related issues and areas that they are experts in.</p>
<p>Good environmental practice</p>	<p>Organisations will evidence adoption of environmental policies which ensure that their organisations and the community facilities/premises they use have improved financial viability, use less energy, pollute less, create less waste and have a reduced contribution to climate change.</p>

When completing question 3.3:

- In the first column, you need to describe what activities you will undertake in order to achieve these outcomes,
- In the second column give any relevant target dates.
- In the final column you need to detail how you will monitor and evaluate whether you are achieving these outcomes.

3.4. Numbers of beneficiaries

Your project must benefit communities and residents in Hammersmith and Fulham. Please estimate the numbers of people who will benefit directly from your project and secondly, estimate how many are borough residents.

If your project will be providing services to organisations please estimate the numbers of organisations who will benefit and estimate how many are borough based and providing services to local residents.

3.5. Project beneficiaries

Tell us about the full range of people and/or organisations that will benefit from your project.

In this section we are asking you to identify which people or organisations you will target and estimate in terms of their ethnic background, gender, age, disability, faith, sexual orientation, etc. We would also like to know the wards where your beneficiaries are from.

In some cases it may be more difficult for projects delivering services to other organisations to give such detailed information on all of the questions, for example, it may be more appropriate to state how many older people's organisations your project will work with rather than trying to break it down into 65+, 75+ etc. But please try to answer this question as fully as possible.

3.6. Equal opportunities and diversity

We want to make sure that the fund is used to provide services to the people or organisations that need them most, and that services are available across communities.

Tell us how the full range of people or organisations that you are targeting will know that the project exists and be able to use the facilities and services provided. Explain how you will reach the full range of individuals and/or organisations you have identified in question 3.5.

Tell us how your project and organisation demonstrate your commitment to equality and diversity. Please note that you will need to demonstrate your commitment to equal opportunities and diversity throughout your project.

3.7. Monitoring and evaluation

The Council will expect funded organisations to provide regular feedback on whether the services and activities planned have been delivered and what difference the service has made to the lives of beneficiaries. Organisations should therefore consider:

- Monitoring – how will you collect data and information on a regular basis?
- Evaluation – how will you interpret the monitoring data and information to make judgements about the success, areas for improvement and overall achievements of the project?
- In this section you need to expand on the answer you gave in section 3.2 and explain what methods you will use to monitor and evaluate both the outputs (the services, activities and targets), as well as the outcomes (actual changes) that the project will deliver.
- Please describe how you will monitor and evaluate value for money considerations, the added value, how the project is being managed.
- We are particularly interested to know how you will obtain feedback from users and use this in the development of your services and activities.
- We also want to know whether you have identified the main risks involved in delivering the project and what steps you would take to manage them.
- Please describe what you will do with your findings, how it will be used internally and if relevant how you will share your learning with others.

Section 4 Budgets and Resources

4.1 Resources

In this section, we are asking you to explain whether your organisation has the necessary resources, practices and procedures in place to deliver the project.

- Firstly we need to know whether you have the right resources such as office space, meeting room space, equipment such as a ICT equipment etc.
- Secondly, please give details about the property that you will be delivering the project from, where it is located, whether it is owned, leased or rented. Also the outstanding rental or lease term where appropriate. In some cases a project will be delivered in more than one place. If so, tell us the locations for each delivery location.
- Thirdly we want to know how you will ensure that your services are delivered effectively and will be of high quality. You are asked to indicate what specific policies you have in place. However, these do not need to be submitted with your application.
- If applicable, Child Protection and Vulnerable Adult Safeguarding policies do have to be submitted with your application.
- All organisations are expected to have (and send it) an Equal Opportunities and diversity policy.

4.2 Project Management

In this section we want to know whether your organisation has the appropriate skills and knowledge, policies and practices to manage the project in key areas.

- Firstly, how you will ensure that the project is delivered effectively and is well managed. This might include (but is not limited to) relevant training and skills of managers and management committee members etc.
- Secondly, if you are applying on behalf of a partnership, list the organisations that are involved and describe their roles and responsibilities in the partnership. Explain how the partnership is organised and run and the advantages of working together. It is not a requirement that a formal partnership agreement is in place before submitting your application. However, we need evidence that all partners have agreed in principle to the partnership that is proposed. A written confirmation on the headed paper of each partner organisation, signed by the appropriate senior manager will suffice.

In the case of partnership projects, funding payments will be made to the lead organisation, who will be expected to make payments to other partners as required.

- Thirdly, how you will ensure that your staff or volunteers have the relevant skills and knowledge to carry out their work, describing how they will be managed and supported.
- Lastly we need to know how you will ensure that the budget is managed appropriately and effectively.

4.3 Project budget

We require you to complete three budgets as follows:

Budget A. As funding is not available until October 10, the current financial stability of applicants needs to be determined. Most organisations will already produce an annual budget running from April to March, so we are therefore asking you to complete a 12 month budget from April 2009 to March 2010 and a 6 month budget from April 2010 to September 2010.

Under income please specify other funding sources, giving names of other funders. Under expenditure, please add other relevant areas of expenditure where appropriate.

If you are applying under more than one service specification you only need to include one Budget A.

If you occupy LBHF premises but receive a rent subsidy, you must include the full market value rent of the premises in your budget, and set out in the explanatory note, the level of rent subsidy the organisation currently receives.

Budget B. We require your project budget for October 2010 to September 2012/14 (depending on whether you are requesting 2 or 4 year funding). Please include all costs associated with the project, even if you are not asking the council to fund the whole amount.

Please complete income table showing your expected or anticipated income, identifying other funders by name, amounts and detailing whether the funding is secured or not. During our assessment we may ask you to provide evidence of funding already secured and that earned income estimates are realistic.

Under the anticipated expenditure section please be specific about what you will spend the funding on in each year, calculate the total expenditure over the life of the project on each specific item and then identify which items will be covered by external sources of funding and which you want the 3rd Sector Investment Fund to cover.

In the explanation box at the bottom of Budget B tell us how you worked out your costs. Include any assumptions made on VAT and inflation. Tell us what your costs are based on, for example, quotations, estimates or experience from other projects. Also tell us how you have worked any overheads out that you are asking us to fund.

By overheads we mean the costs of employees, volunteers, equipment, space and services that partly support the project that you want us to fund, but also support your other work.

This may include a proportion of the salaries of managers and finance staff working on the project or a proportion of the rent, heating and lighting where you are asking us to fund new staff. We do not anticipate that this would exceed 10-12% of the total budget for the project.

We will not be funding major capital costs from this fund, but we will consider small items such as ICT equipment needed for a new post, for example.

Please note that if you are applying under more than one service specification then you need to complete a Budget B form for each service and be sure that your overheads are properly apportioned.

If you occupy LBHF premises but receive a rent subsidy, you must include the full market value rent of the premises needed for the project in your budget, and set out in the explanatory note, the level of rent subsidy the organisation currently receives.

Budget C. Here you need to show the predicted income and expenditure for the whole organisation over the life of the proposed project from October 2010 to September 2012 or September 2014 depending on whether you are requesting 2 or 4 year funding.

If you occupy LBHF premises but receive a rent subsidy, you must include the full market value rent of the premises in your budget, and set out in the explanatory note, the level of rent subsidy the organisation currently receives.

If you are applying under more than one service specification you only need to include one Budget C.

4.4 Value for money

We want to know whether the project you require funding for is good value for money. Please describe any efficiency measures which you have put in place over the last financial year in your organisation or any which you plan to put into place in the future. For example, what action are you taking to ensure that you are maximising the use of premises, sharing back office functions, cutting down on stationery costs etc.

4.5 Added value

We want to know how council funding will add or maximise the added value that your service or organisation, so here your organisation should demonstrate the added value they offer. This could include:

outcome value (including financial value):e.g.

- confirmed funding from other income streams at the start of the funding period, which H&F funding can optimise
- a resource which enables your organisation to deliver a service quickly and efficiently e.g. an owned minibus, or a long leases on premises where services can be delivered
- collaboration or partnerships with other organisations to maximise the outcomes and improve the overall offer for residents

activity value; e.g.

- your organisation can evidence its engagement and involvement of service users and residents in the design and delivery of its services
- a number of H&F residents volunteer and contribute to service delivery
- a number of Hammersmith & Fulham residents are employed, trained, taken on as apprentices or otherwise assisted into employment by your organisation
- other activities and services provided by your organisation (in addition to those activities funded by the Council) offer additional outcomes for service users

excellence value: e.g.

- your organisation offers a service which demonstrates a more flexible and responsive approach to users needs etc than private sector services
- your organisation is able to meet special needs or respond to niche interests because they have significant expertise
- your organisation contributes to the borough's social capital – helping to develop integrated, cohesive communities.

Please also identify any 'in kind' contributions. In-kind contributions are non-monetary contributions such as volunteer labour, gifts of materials, use of facilities and equipment.

To estimate a value of this type of contribution, you may need to come up with some reasonable way of assessing them. For example, the value of the equipment could be calculated using one of the following methods:

- identifying the cost of an item of comparable age and condition
- obtaining a valuation from an appropriately qualified source
- using a recognised information source such as a pricing guide for vehicles
- taking the original purchase price and applying normal depreciation rates.

4.6 Staffing Structure

Please insert or attach a staff structure chart for your organisation showing line management functions. Where you are applying for funding for a new post or posts, please make clear on the structure chart which are the new posts and which are the existing posts.

4.6.1 Staff posts

Please complete this section showing what staff posts will be paid for if you are successful, including their job title, grade, what role and key duties they will undertake and whether it is a new or existing post.

If you are employing more than one person on the project please complete the details for each post.

Please note that we would normally expect any new posts funded by the 3rd Sector Investment Fund to be externally advertised and recruited.

4.6.2 Staffing costs

Please complete staff details for each member of staff who will be employed with this funding including their job title, hours per week, annual salary for total hours worked, annual employers National Insurance contribution, any pension contribution. In the last column we want you to detail the total amount from the 3rd Sector Investment Fund being sought for this post.

For information on Employer National Insurance Contributions please refer to HM Revenue and Customs website www.hmrc.org.uk

4.7 Volunteers

Tell us if volunteers will be involved in delivering the project, and if so how many, what work they will undertake and how much time you expect them to give on a weekly basis.

Some groups may not use volunteers due to the nature of the service they provide or the users they support. If you are not planning to use volunteers in delivering your project, please tell us why.

4.8 Management Committee Profile

Using this table, please complete details for each member of your management committee. Please indicate in the last columns which of the management committee members are signatories for the organisation's bank account and cheques.

4.9 Management Committee membership and representation

We would like to know whether the Management Committee is representative of the borough, and/or of the users of your services. Please give details of the make up of your Management Committee, e.g.:

- By gender
- By age group
- By ethnicity
- By disability

Also please tell us if any of the Management Committee members are current or former users of your organisation's services.

4.10 Probity

It is often the case that employees of the Council and local elected members are active within local organisations. In many cases this is highly beneficial; however any connection to the Council must be declared in your application for funding.

Any organisation failing to disclose relationships with others connected to the Council will be disqualified.

Section 5: Declarations and supporting documentation

5.1 Required documentation

Complete the checklist to confirm that you have completed the application form and that you have sent us all the documents we require.

We require your application form to be submitted:

- in printed format – posted or hand delivered
- in electronic format, sent by email, and completed in Microsoft Word (1997-03 format). We understand that some organisations may not have the ability to insert the required signatures in the emailed application form. Therefore, it is acceptable that the emailed application does not include the required signatures, as long as the printed copy does.

Supporting documentation must be clearly marked with the Applicant's name, the service specification name and cross-referenced to the question to which it refers.

Business plan – we would expect this to be for the same time period you are requesting the funding for – either 2 or 4 years.

If you do not complete and attach all the relevant documentation your application will be at risk.

Please note – it is not anticipated that council officers will chase up missing documentation. If you are unsure about whether you should submit something, please contact Community Liaison well in advance of the closing date for advice.

5.2 Declaration

Please read the declaration carefully and ensure that an appropriate person signs each section of the form.

- Signatory one must be the main contact named in section 1 who is able to talk about the project and to supply any further information. The contact address is assumed to be that as set out at 1.3 in the application form.

- Signatory two should be the chair, treasurer or secretary on your governing body.

5.3 Closing date

Late applications will not be accepted. There will be absolutely no exceptions to this rule. Both paper and electronic copies must be received by 5pm on 30th November 2009 at the correct address (see below).

5.4 Submitting your application

The paper copy can be posted or hand delivered to
Community Liaison
4th Floor, Glenthorne Road
London W6 0LJ

The electronic version should be emailed to communityliaison@lbhf.gov.uk

Good luck with your application!