

## 3<sup>rd</sup> Sector Investment Fund Frequently Asked Questions

Updated: 18<sup>th</sup> November 09

### Important information

**Please note:** if you downloaded the application form and guidance on Monday 21<sup>st</sup> September or received a paper copy at the Infrastructure workshop on the same date, you will **not** have the final version and you need to download a new version or take the points listed below into consideration.

If you downloaded an application form after 9am Tuesday 22<sup>nd</sup> September, then you have the correct form so please go straight to the Q&A section below.

This has occurred because following the first workshop on 21<sup>st</sup> September a number of changes were made, as follows:

- Professional and Business Standing: question moved to Section 1
- Question 3.2 Project delivery plan: the last column on the Year 1– 4 project plan amended to “How will you monitor and evaluate your activities?”
- Question 4.1 iii) Policies and Procedures: expanded so that there is an opportunity for you to confirm which quality systems you have and to complete a checklist identifying which other policies and procedures you have.
- At 4.1 iv): we clarify the policies which you need to submit with your application.
- 4.3 Budget C: amended to ‘Total for Organisation’
- Question 4.7 Volunteering: amended to include ‘If the project will not use volunteers, please tell us why.’

## Questions and Answers

**Q. Can further information be given on what the Council is looking for in regard to “good environmental practice”, could you run a workshop on this?**

This will be covered in the workshops provided by CaVSA in partnership with Community Liaison. There is also further information in the guidance notes, including useful websites on this subject.

**Q. If we wish to submit a bid in partnership with other organisations, will we have to have a formal partnership agreement in place to submit with the application?**

No. It will be sufficient to have an in principle agreement from the partners involved e.g. a letter from a senior manager on headed paper, agreeing that the information set out in the application is correct.

**Q. If we submit a partnership bid, will the Council make payments to each partner separately?**

No. The Council would make payments to the lead organisation and expect them to make the required payments to the partners.

**Q. If we submit a partnership bid, would each organisation be expected to submit all the required documentation?**

We will expect the lead organisation to submit all the required documentation before the closing date. During the assessment process, we may decide that we do require some, or all of the documents of the partner agencies. The lead agency will be responsible for ensuring this information is provided on request.

**Q. Do all partners have to be 3<sup>rd</sup> Sector? Can a private company be involved in delivering our project?**

In principle, the fund is for 3<sup>rd</sup> sector organisations, and therefore all partners should ideally be 3<sup>rd</sup> sector. The only exception would be if there were no 3<sup>rd</sup> sector organisations providing the service element that is needed to deliver the project.

**Q. How much should we include in the budget over the next four years for inflation on salaries and on other general running costs such as utilities?**

Organisations should consider what a reasonable level of increase might be over the period of the funding sought – particularly in light of the current economic climate, and should include details in the explanatory notes. In the past, organisations have taken the lead from the Council in terms of the inflationary increase for salaries. In 09-10 this is 1%.

**Q. I worked for the Council about 5 years ago – do I need to declare this?**

It is best to work on the assumption that everything should be declared.

**Q. One of our trustees was made bankrupt about 10 years ago – does this need to be declared under question 1.11?**

No – personal bankruptcy is not an issue. For individuals, it is professional or business misconduct that is key. If the organisation is or has faced insolvency or bankruptcy, that does need to be declared.

**Q. I'm not sure which specification the project I'm proposing best fits under.**

You need to consider which outcomes your project would deliver. However, if you are still uncertain, state in a covering letter that you have applied under specification x, but that this may also fit under specification y. Assessing officers are able to re-allocate to a different service specification if this would be appropriate.

**Q. Will the council extend the closing date if there is a postal strike?**

No. Organisations are advised to not rely on postal services if disruptions to the mail services are likely, but to instead use a courier or deliver their application by hand. Organisations should also bear in mind the delay in clearing post backlogs that the Royal Mail might encounter should industrial action take place.

**Q. Can I email my application to you by 30<sup>th</sup> November at 5pm and bring in the hard copy the next day?**

No. Both your hard copy and emailed application MUST be received by 5pm, 30<sup>th</sup> November. If we have not received BOTH copies by this time your application will be rejected.

**Q. We are based in Council premises and have a 100% rent subsidy. How can we find out the full market rent value of our premises?**

Contact [thea.price@lbhf.gov.uk](mailto:thea.price@lbhf.gov.uk) (3<sup>rd</sup> Sector Premises Officer) for details of the rent value of your premises. Make sure you include this in your budget section, clearly indicating that this is “support in kind”.

**Q. What if some of our activities are funded under the other service areas that are being tendered next year – will this funding continue?**

Yes, funding agreements for the service areas below will be extended until September 2011.

- Health & Wellbeing (adults) (this includes disability services, counselling and mental health)
- Safer Communities
- Environment & Community Transport
- Leisure & Recreation
- Housing/Home Improvement & homelessness prevention

**Q. If our organisation is funded under the services to be re-tendered next year, can we apply for funding under the services areas being tendered now?**

Organisations are welcome to apply for funding to deliver services that will deliver the outcomes sought. However, you should not be applying for funding for services that fall under the areas listed above UNLESS you are proposing new/additional activities which will specifically deliver the outcomes sought under this round of tendering.

**Q. What if some of our service users have been relocated to another borough but continue to use our service?**

LBHF funding is only to be used to benefit H&F residents. However, this would include residents (such as looked after children or older people in residential care) who have been placed outside the borough, but remain H&F residents.

**Q. If we're proposing a project that will work with schools, how do we find out how many of the pupils are residents of the borough?**

Children's Services collect data throughout the year on pupils at each school, and can provide you with information on the proportion of pupils of each local school who are H&F residents. Please contact [christine.edwards@lbhf.gov.uk](mailto:christine.edwards@lbhf.gov.uk) for this information.

**Q. Can you tell us the budgets available for each service area?**

The total budget for the 3<sup>rd</sup> Sector Investment Fund is £4.4 million. The indicative allocation across the areas being tendered is:

- |                                     |     |
|-------------------------------------|-----|
| • Infrastructure                    | 11% |
| • Economic Wellbeing & Opportunity  | 20% |
| • Children, Young People & Families | 17% |
| • Health & Wellbeing (older people) | 12% |

**Q. The council is also tendering their in-house advice service as part of tendering the 3<sup>rd</sup> sector investment fund. Is this to be funded from 3SIF or is it additional money?**

This is additional money, but will eventually be added to 3SIF.

**Q. The council previously funded advice services to people who worked in the borough, as well as to local residents. Is this still the case?**

No. Funding is available specifically for services which benefit H&F residents.

**Q. Can core funding or on-costs include the costs of a fundraiser?**

We would not expect to resource a fundraiser post.

**Q. It is difficult for us to know the long term outcomes in terms of health and wellbeing, when our services are preventative. How should we approach this in our application?**

Outcomes and longer term impacts are different, and we fully appreciate that it is very difficult for individual organisations to capture longer term impacts of this nature. We are happy to consider a combination of outputs and service outcomes, for example:

- A service which aims to improve the health and wellbeing of older people might include a weekly fitness class.
- The longer term impact that we might expect is that participants physical health improves as a result.
- The service outcome would be that numbers of people attending increases, and that participants sustain their attendance, which can be evidenced and quantified.
- In order to begin to ascertain whether people's health is improving as a result of the activity, you might consider surveying all or some of the participants, to ask how they benefited from the class.