

Outcomes Based Grants programme 2013/14

Guidance notes for applicants

Please ensure you read these guidance notes fully before completing your application form.

1. Introduction

The Council recognises the valuable role played by the Third Sector in Harrow and is committed to supporting a robust and diverse sector, able to meet the challenges of a new funding environment. We face a tough public sector funding challenge which means we must establish a clear basis for entering funding relationships and achieve better value for money from limited resources.

The Harrow Compact sets out how local statutory sector bodies and the Third Sector will work together to address the challenges facing the borough while continuing to support a thriving Third Sector. As part of our support for the Compact we are committed to introducing fair, transparent and consistent approaches to funding arrangements across the Council.

Our recognition of this is underpinned by a financial commitment to maintain the budget of £669,360, distributing this between Small Grants and Outcomes Based Grants to meet the needs of Harrow's residents and help the Council meet its priorities. In drawing up our plans for the Outcomes Based Grants process we have tried to strike a reasonable balance between recognising the needs of local organisations and the very tough budgetary challenges that Harrow faces.

During 2011 we developed the Third Sector Investment Plan setting out the core principles for how the Council will support and work with the Third Sector. This process is informed by key Council strategies such as the Joint Strategic Needs Analysis, the draft Health & Well Being Strategy, the Future of Cultural Services Review etc.

2. Aims

The aim is to invest in entrepreneurial, innovative and sustainable local organisations to help meet the following outcomes, which are in line with the Council's priorities and core outcomes:

Supporting and protecting people who are most in need:

- Harrow residents are able to lead independent and fulfilling lives
- Harrow residents are helped to overcome poverty, worklessness and homelessness

United and involved communities:

- Diversity is celebrated and people feel they get on well together
- Harrow residents participate in art, sport, leisure and cultural activity

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- A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services

Keeping neighbourhoods clean, green and safe

- Harrow's streets, public buildings and spaces are kept clear of litter, fly-tipping and vandalism

Supporting our town centre, our local shopping centres and businesses.

- Harrow residents and businesses enjoy local economic prosperity.

3. Who can apply?

The programme is open to all local Third Sector organisations using the agreed definition adopted in the Third Sector Strategy:

Not for profit independent, voluntary and community groups or organisations formed by local people, or those with a local interest, to improve the quality of lives for themselves and/or fellow citizens in Harrow. These include registered charities; voluntary organisations; community groups; faith groups involved in social action; community interest companies and social enterprises.

Organisations must meet the following eligibility criteria;

A 'not for profit' Third Sector organisation delivering projects/activities for the benefit of people living, working or schooling in Harrow.

Organisations must be able to demonstrate the following:

- They are a properly constituted organisation and have a management committee and bank account in the name of the organisation.
- They are able to show that the organisation is financially stable.
- The organisation has the required policy documents in place.
- They are able to provide two references to support the grant application.

Organisations may make one application per theme area (see below). Consortia bids between larger and smaller organisations are encouraged. If an organisation is a lead partner on a consortia bid this does not preclude them from making an application in their own right under the same theme area.

4. How the funding will be distributed?

To enable us to achieve the above aims Outcome Based Grants will be delivered across four themed areas. Within each theme are listed specific outcomes with the maximum amount that organisations can apply for. Funding is available for up to three years.

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The table below lists the themes and outcomes and the maximum grant award available. More information on outcomes and examples of services is provided in Appendix 2 'Outcomes' (attached).

Theme area	No.	Outcome	Maximum award
Supporting and protecting people who are most in need	1	Harrow residents are able to lead independent and fulfilling lives.	£75,000
	2	Harrow residents are helped to overcome poverty, worklessness and homelessness.	£75,000
United and involved communities	3	Diversity is celebrated and people feel they get on well together.	£75,000
	4	Harrow residents participate in art, sport, leisure and cultural activity.	£25,000
	5	A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services.	£25,000*
Keeping neighbourhoods clean, green and safe	6	Harrow's streets, public buildings and spaces are kept free of litter, fly-tipping and vandalism.	£25,000
Supporting our town centre, our local shopping centres and businesses.	7	Harrow residents and businesses enjoy local economic prosperity.	£25,000

** £75,000 will be ring-fenced from the Main Grants budget to separately commission voluntary sector support services (CVS) in partnership with the voluntary sector*

5. Costs that can be applied for?

Needs vary across the Third Sector and as long as organisations can demonstrate that Council investment enables the organisation to deliver services that meet the outcomes, we can be flexible about the costs that are eligible for funding. However **no capital costs will be funded**.

As a guide, we will consider the following types of costs:

- Salaries of key staff;

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- Overheads including rent;
- Business planning and fundraising support;
- Volunteer recruitment, training and support;
- Innovation, modernisation, adaptation to new funding/operating environments e.g. developing models of social enterprise, co-locating services, sharing resources, achieving efficiencies;
- Quality assurance schemes;
- Initiatives to strengthen governance arrangements;
- Partnership working, networking and consortia development;
- Community outreach and development of new services;
- Communications and marketing; and
- Costs associated with providing support to other organisations

Organisations should also be applying for and receiving income from a mix of funding sources (which could include funding from other Council departments). This will need to be demonstrated in the application form and this information will be evaluated during the assessment process.

We will not fund:

- Activities that promote the adoption of a particular faith or religion.
- Activities that promote or oppose any particular parties or cause.
- Capital costs such as building work, office furniture, IT equipment etc.

6. Evaluation criteria

Applications will be evaluated using the following criteria:

- Evidence of need and the extent to which the proposed activity meets the selected outcome.
- Promotes community cohesion, equality and diversity, social inclusion and sustainability.
- Effective use of volunteers.
- Measures in place to deliver a quality service.
- Commitment to partnership working
- Clear and realistic costs and plans for sustainability

A weighting will be applied to the extent to which the applicant demonstrates how the project/activity addresses the core outcome selected.

In reaching a decision we will also seek to ensure, as far as possible that resources are;

- apportioned across the Outcome areas;
- targeted at services that can be accessed by all sections of the local community;
- allocated where they provide quality and value for money.

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7. Quality and performance standards

Applications will be expected to provide evidence of quality or performance standards that the organisation is working to. This could include evidence of accreditations that the organisation has achieved or is working to for example, PQASSO, Investors in People, etc. or could include local systems developed by the organisation itself.

8. Value for money

Applications will be assessed on the value for money offered by the service. Consideration will be given to whether or not realistic costs are provided and whether or not the service can be delivered within the costs outlined. Value for money will also be assessed on the basis of the Council's understanding of the costs for certain items and how these compare with other providers.

9. Application process

The application process is electronic. Application forms must be completed electronically using Adobe Reader software for opening and entering information. This software can be downloaded at no charge from:
<http://get.adobe.com/uk/reader>

Application forms can be downloaded from the Harrow Council website;
www.harrow.gov.uk/grantsprogramme

The deadline for applications is 12pm midday on Monday 22nd October. Late or incomplete applications will not be accepted.

10. Timetable

Date	Action
24 th September 2012	Application process opens
22 nd October 2012	Deadline for online applications
22 nd October – 3 rd December	Evaluation of applications
w/b 25 th February 2013	Notification of successful and unsuccessful applications
w/b 25 th February 2013	Appeals process opens
w/b 6 th March 2013	Appeals deadline
w/b 18 th March 2013	Final awards notified

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11. After applications have been received

Once an application has been received further supporting evidence may be requested at any time to substantiate the information contained in the application. Any requested supporting information must be submitted within 48 hours as the Council will assume that the information is readily available. If the information is not received within this deadline the assessment will record that the information was unavailable.

Applications will be evaluated by a panel of officers which may be observed by voluntary sector representatives who will provide their feedback on the process.

Following the assessment of your application, the Grants Advisory panel will make recommendations to Cabinet. After this process has been completed you will be notified of the outcome of your application.

12. Unsuccessful applications / Appeals process

Unsuccessful applicants will be able to appeal their decision on the following grounds:

The information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the decision.

Applicants will have seven working days within which to submit their appeal. No new information can be considered at the appeal stage. The appeal will be considered by an independent panel that comprises; The Portfolio Holder for Community and Cultural Services; Divisional Director Community and Culture; an independent adviser. A voluntary sector representative nominated by the Voluntary Sector Forum will be invited to observe the appeals panel and provide their feedback on the process.

13. Successful applications

Successful applicants will receive final notification of the amount to be awarded once the appeals process has been completed. If the amount to be awarded is less than that applied for organisations will be able to amend their original targets to reflect the funds awarded. We will aim to ensure that Service Level Agreements are in place for successful organisations no later than 1st April 2013. Grants will be paid in two instalments one at the beginning of the year and the second payment at mid-year.

Payments will not vary from year-to-year and organisations should plan ahead on the basis that the funding they receive will be reduced in years two and three by 2.5%. No inflation will be applied to the funding.

Each applicant will be assigned a 'Relationship Manager' who will negotiate and agree key performance indicators with the successful organisation each year. This will form part of a formal agreement with the Council and payments

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may be withheld if monitoring information is not returned on time or where there are concerns about the performance of the service. Organisations will be required to submit mid-year monitoring returns and a full report at year end.

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Appendix 2: Outcomes

Outcome 1: Harrow residents are able to lead independent and fulfilling lives

Our most vulnerable families, service users and their carers and care leavers are supported to live as independently as possible in suitable accommodation, with the ability to get out and about, have a break from caring and access support services and activities that reduce isolation and improve health and well-being.

Examples include:

Providing services such as befriending, transport or other facilities that enable older or disabled residents to reduce isolation or actively participate in everyday life.

General help for people with disabilities with a particular focus on welfare benefits and community care.

General help for people in all areas including: debt and money management, welfare benefits, housing, and community care, plus assistance on wider issues to enhance the quality of life and promote opportunity in older age.

Raising awareness and supporting self management of common long term conditions to ensure longer, healthier lives.

Influencing strategic decision-making by acting as a key consultative body, empowering people who use services and giving voice to carer experiences and raising awareness of unpaid carers and their importance in the community.

Outcome 2: Harrow residents are helped to overcome poverty, worklessness and homelessness

Residents are supported in times of hardship to access economically realistic housing options and education, training and volunteering opportunities to develop their skills and find employment and break the cycle of dependency on public services and benefits.

Examples include:

General help in all areas including: debt and money management, welfare benefits, housing, immigration, employment and community care.

Specialist information, advice and guidance services to address poverty, debt and money, immigration and employment, housing and welfare rights.

Community engagement supporting volunteering and addressing worklessness.

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Outcome 3: Diversity is celebrated and people feel they get on well together

Harrow is a cohesive place where people from all backgrounds get on well together and have a shared sense of belonging. People are treated with fairness and respect making Harrow a desirable place to live and work.

Examples include:

Supporting equality and diversity, services which are accessible to all communities and responsive to different needs.

Celebrating the diversity of Harrow so that the borough is an increasingly cohesive place where people get on well together.

Tackling hate crime and reducing tensions between communities.

Outcome 4: Harrow residents participate in art, sport, leisure and cultural activity

Increased participation in art, sport and leisure, heritage and cultural activities to encourage learning, enable people to gain new skills and increase feelings of self-worth.

Examples include:

Encouraging more positive lifestyle choices.

Enhancing Harrow's arts, cultural, sports, leisure and heritage offer.

Contributing towards improving residents' mental and physical health.

Improving social capital and reducing social isolation

Diversionary activity from crime or the risk of crime.

Encouraging healthy lifestyles including reduction in obesity, smoking and lack of exercise, targeting adults over 40, children and young people and families.

Outcome 5: A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services

Ensuring a diverse range of local providers within Harrow's voluntary and third sector organisations and developing their capacity to deliver efficient and targeted local services.

Examples include:

Building the capacity of the Third Sector to develop a strong and sustainable sector.

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Supporting volunteering services and enabling participation to increase the sector's involvement in service delivery.

Deepening partnerships to build trust and renewed confidence for joint working.

Outcome 6: Harrow's streets, public buildings and spaces are kept clear of litter, fly-tipping and vandalism

Working together by volunteering or changing behaviour, residents can look after the local environment, reduce littering, environmental crime, making Harrow a place people are proud to live and work in.

Examples include:

Supporting environmental projects and biodiversity.
Supporting the maintenance of open spaces.
Contributing towards improving residents' mental and physical health.
Improving social capital and reducing social isolation.
Diversionary activity from crime or the risk of crime.

Outcome 7: Harrow residents and businesses enjoy local economic prosperity

The Council will work together with commercial and private sector partners to facilitate investment and growth in Harrow that is in-keeping with the character of the borough. New housing and employment opportunities will be created, new and existing businesses will be able to grow and expand in the borough and there will be opportunities for investment in new social infrastructure, all contributing towards local economic prosperity and quality of life.

Examples include:

Co-ordinating and supporting skills, employment and business support
Supporting local business and residents in times of economic hardship
Supporting town and district centre improvement schemes