VCS CEO Forum
3SIF Strategy Coproduction
7th June 2022
Application process

1.   Introduction

1.1   At previous events, it had been suggested that a two-stage process of applying for 3SIF could be considered: an Expression of Interest (EIO) followed by a full application by invitation. LBHF would essentially assess the EIO and then invite a selection of groups to submit a full application, and then assess these to determine which are recommended for funding. This would have the benefit of both:

- o Groups not having to spend time on writing a lengthy application form which is unlikely to be successful and avoid a lengthy wait for the outcome
- o Reduce the number of applications that LBHF need to assess – thereby reducing the overall time needed to complete the assessment stage of the process.

1.2   It is assumed that funding will be allocated across service areas, which broadly reflect the current structure:

1..1   Children and young people
1..2   Adults
1..3   Safer communities
1..4   Regeneration
1..5   Culture +
1..6   Social inclusion

2.   Stage 1 - Expression of Interest:

2.1   The EOI should broadly follow the service area – if an organisation want to apply for funding for more than one service (under more than one service area) it would submit an EOI for each separately.

2.2   The EOI should ask four key questions:

- o What is the service?
- o How do you know it's needed?
- o Who will benefit from the service – describe your beneficiaries (including number of beneficiaries, equalities, inclusion and diversity elements)?
- o How much money is being requested

2.3   It was felt that it wasn't necessary for applicants to have to explain how or why the service will deliver the outcomes. It would be helpful if applicants could use a tick-box system instead to identify which outcomes the service will deliver. For example:

*Please note – these are **NOT** the outcomes currently being proposed – these have been put together as an example, based on the 2014 3SIF service specifications*

Services for children & Young People	
1. Children, young people and families are leading healthier lifestyles (including nutrition, healthy eating, physical activity, exercise etc)	
2. Children and young people have increased self-confidence and positive self-esteem	
3. Children and young people are more resilient and able to deal with challenging life events	

Health & Wellbeing Adults:	
1. Residents are enabled and supported to achieve and maintain good health, independence and well-being	
2. Those at risk of isolation and loneliness are supported to build local connections and networks, get involved and participate in positive activities	
3. Residents are able to access an increased range of community opportunities, including volunteering, activities and other opportunities to build stronger community cohesion	
Culture +	
1. Residents have increased opportunities to access local arts and cultural opportunities	
2. Local VCS organisations are provided with support and opportunities to be sustainable and develop services to meet the changing and diverse needs of local residents	
3. VCS organisations and residents are supported to develop and participate in a wide range of volunteering activities	
Regeneration	
1. Residents will benefit from employability support advice and training which leads to applications for employment or training	
2. Local residents are supported to contribute to local "green" initiatives, to improve their local environment, build social cohesion and stronger communities	
3. Tangible improvements are made to local areas to increase the local environment	

2.4 As some services are likely to achieve outcomes under more than one service area, it would be helpful if all the outcomes of all the service areas could be on one document, which applicants use to tick all of the outcomes (across all services areas) that their proposed service will deliver.

2.5 The organisation would state which general service area is applying under, and LBHF officers can ensure that where other service area outcomes will be delivered, that those assessing different service area applications will be appropriately involved.

2.6 LBHF could perhaps consider two categories – key or main outcomes, and secondary outcomes – i.e. outcomes which will *definitely* be achieved, and those which *may* be achieved, but are not the main goal of the service.

3. Format of the EOI

3.1 Groups should have the option of submitting either a form or a video for their EOI which answers the first three questions set out at 2.2.

3.2 If using a form, each question should have a limit of 500 words. A video submission would be limited to 5 minutes.

3.3 Groups would also need to submit at the EOI stage the following information:
- Organisation's information and contact person
- The organisation's legal status and governance document
- Confirmation declaration that the organisation has an appropriate bank account
- Professional and business standing
- The tick-box indicating which outcomes their service is likely to deliver

3.4 Groups should be given 1 month to submit their EOI

4. Stage 2 – application form

4.1 At the meeting, the former application form was gone through, identifying which questions attendees felt were redundant, and which should be amended or added.

Previous question	Recommendation
1.1 -1.9 organisation info	Move all to EOI stage
1.10 – 1.13 management committee profile	Make this a supporting document, rather than part of the application form.
1.14: organisational criteria	Delete this question
2.1 Service name and summary of the service	Delete this question, as this has been submitted a the EOI stage
2.3-2.4 Application for a targeted or community specific service	Delete, as will have been addressed at the EOI stage
2.5 service detail	Allow groups to submit 1 side of A4 additional information about the service to complement the information submitted at EOI stage. This information should include • how the service will be publicised and promoted. • How the service will complement other/existing services or activities Delete the sub-questions: • How will you maximise the services capacity and throughput • How will the service offer creativity and innovation
2.6 outcomes	Delete this table – checkbox at EOI stage to identify which outcomes (across all service areas) the service will deliver.
2.7 Monitoring and evaluation (there are currently 4 sub-questions under this heading)	a. How will you ensure the service is delivered well b. how will staff and volunteers be supported, developed and managed c. how will you ensure that the budget is managed appropriately and effectively Word limit for each question – maximum 500 but could be less.
2.8 Added value	Which of the council's priorities will this service help to achieve. Tick box with space for additional comments if desired, but with word limit.
2.9 Partnerships	Collaborations: If your service will involve working with other organisations, please tell us who they are and how you will work together. 300 word limit
Additional question	How does your organisation demonstrate its ability to adapt and be flexible? Word limit – 300 words
Additional question	What broader impacts do you think this service might achieve? E.g. reduced presentation at A&E, reduced pressure on primary care and/or hospitals, reduced crime or ASB, improve people's mental health, support carers etc. Word limit. 300
3.1 Resources	Delete 3.1i)

	Keep ii): please list where locations where the service will operate from, including head/back office and service delivery locations
3.3 Volunteers	Tell us how volunteers will be involved in delivering your service. Word limit 300

5. Application spreadsheets
- Budget: retain
- Service User Profile – number of clients and who they are will be provided in EOI.
- Staffing costs: should be included in budget (with post title).

6. Supporting documents
6.1 Checklist for documents to be submitted:
- Completed form
- Finance spreadsheet
- Management committee information
- Audited or independently examined accounts from last financial year
- Business plan for the organisation
- Staffing structure and relevant job descriptions for any posts to be funded
- Data sharing protocol

6.2 Checklist for documents organisations need to confirm they have, and can provide on request:
- Health and safety policy
- Safeguarding policy
- Equal opportunities and diversity policy
- Employee liability insurance
- Public liability insurance
- Financial procedures policy
- Complaints procedure
- Confidentiality/GDPR policy
- Code of conduct and disciplinary procedure
- Grievance and staff representation policy
- Staff training, development and supervision policies
- Volunteering policy (if relevant)

7. Timing:
7.1 Once LBHF has updated the application form, VCS representatives would welcome the opportunity to comment on a suggested time frame to be available to groups to complete and submit their application.

8. Assessments
8.1 Attendees are keen that LBHF also invite local residents to be part of the assessment panel that considers the applications received, at both EOI and full application stages.
8.2 Obviously, the time it will take for full assessments to be completed will depend on the number of applications received. However, it was hoped that time from closing date of applications to final decision could be much reduced.