

Consortia Projects Programme 2006-2008

Guidance for ChangeUp Consortia

June 2006 – Final Version

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Introduction

This guidance sets out the role and expectations of Capacitybuilders in co-ordinating the Consortia Projects programme for investment of ChangeUp funds in infrastructure support across the regions.

The document aims to provide 'need to know' information and refers to the background information, reference material and guidelines in the Annexes.

Capacitybuilders has responsibility to manage the continuation of the ChangeUp programme, with an initial £70 million to invest for financial years 2006/07 and 2007/08.

The programme builds on the £80 million of funding already invested through the ChangeUp programme by the Home Office up until March 2006.

The aim of the programme is to build on the work already funded and progress made in 2005/06, i.e. to make a significant impact on the levels of support available to frontline voluntary and community organisations and provide a step change for provision for the longer term.

Programme overview

The ChangeUp' programme's high level aim is that by 2014 the needs of frontline voluntary and community organisations will be met by support which is available nationwide, structured for maximum efficiency, offering excellent provision which is accessible to all while reflecting and promoting diversity, and is sustainably funded.

Infrastructure is defined as the physical facilities, structures, systems, relationships, people, knowledge and skills that help front-line organisations to achieve their aims.

Capacitybuilders' mission is to secure a high-quality, sustainably funded infrastructure for front-line voluntary and community organisations. This should allow them to achieve their aims better and use their resources more effectively.

Programme principles

- Capacitybuilders will prioritise investment in projects that build on and strengthen what exists rather than creating new organisations.
- Proposals and projects should demonstrate how they contribute to achieving the improved provision of support and assistance to frontline organisations to enable them to shape and deliver public services and to engage communities in improving quality of life.
- Proposals and projects should fully reflect the needs of their respective communities ensuring that all capacity building programmes include equality and diversity considerations.
- Investment should build on that already made through Home Office and DEFRA programmes, supporting the work of existing consortia, project outcomes and learning.
- Investment should not overlap Futurebuilders funding, focusing only on second tier activity to support frontline organisations.
- Funds should not duplicate, replace or displace funding or the responsibilities of other funders, particularly in regard to generic local infrastructure.
- Wherever possible investment should have a multiplying effect - providing leverage for additional funding and resources.
- The programme will only fund projects wholly focussed on outcomes in England.

Allocation of programme budget

Capacitybuilders has over the next two years allocated circa **£17 million** in programme funds across the English Regions using the ChangeUp formula agreed for the Continuation Fund. These funds are in addition to the Continuation Funding already allocated to consortia in April 2006.

The timescale for release of funds means that there is circa £9m available during 2006/07 and circa £8m in 2007/08. [*Annex A2 explains the formula used to calculate these allocations and details the resulting regional allocations.*]

Applying for the funds

Consortia will be able to bid for programme funds by:

- responding to an invitation from Capacitybuilders to bid against the programme criteria and guidance; and
- identifying priority projects on a summary form (at **Annex B2**) which build on ChangeUp Infrastructure Investment Plans to date.

The timetable for the application, assessment and allocation process is at **Annex A1**. Forms for application are at **Annex B1** and **B2**.

Decisions and terms of grant

Capacitybuilders will make final investment decisions in line with the published programme criteria and guidance (at **Annex A3**).

Grants will be offered to consortia under the terms at **Annex C3**; which are Capacitybuilders' standard terms and conditions.

Consortia should use these as the template for when they, or an appointed fund manager, are managing payments to projects directly.

Payments

Grant payments are generally made quarterly, in advance of expenditure, on receipt of an appropriate request for funds.

A request and reconciliation form for grant recipients, which should be completed before each instalment of payment, has been designed for this purpose and is at **Annex C4**.

Programme evaluation and reporting

We aim to ensure that project monitoring and evaluation demands should not place undue burdens on consortia, fund managers or funded projects.

We propose to retain the procedures established under ChangeUp last year (at **Annex C5**) i.e. the standard self-monitoring form for projects and pro forma for fund managers to report back on a quarterly basis, to ensure the consistent collection of information across the range of programmes, fund managers and distributors. This should also enable projects and consortia to learn from their activities and assist in the development of their Infrastructure Investment Plans.

The costs of evaluating a project and disseminating the learning should be included in proposals under this programme.

ANNEX A1

CONSORTIA PROJECTS PROGRAMME 2006-08

Timescales

| <i>Timescales</i> | <i>Process</i> | <i>Output</i> |
|---|--|---|
| June 12 th | Bid letters and guidance distributed to consortia; copies to Fund Managers where appropriate | Guidance published on Capacitybuilders' website |
| July 31 st | Last date for receipt of bids to Capacitybuilders | Completed bid documents and budgets |
| August | Consideration and approval process for allocations | Proposals to Cb Grants Committee for approval |
| August 14 th onwards | First date for offer letters to be dispatched to consortia | Offer letters and terms and conditions of grant |
| August 14 th to September 22 nd | Confirmation and formal acceptance of offers | Signed offer letters |
| October | Grant payments begin | Payments to consortia/ fund managers |

ANNEX A2

CONSORTIA PROJECTS PROGRAMME 2006-08

Regional allocations for 2006-07

| | Capacitybuilders: ChangeUp Consortia Projects programme 2006-07 £ | <i>Total Allocation</i> £ |
|----------------|--|----------------------------------|
| East | 864,900 | |
| East Midlands | 846,900 | |
| London | 1,161,900 | |
| North East | 801,900 | |
| North West | 1,323,900 | |
| South East | 918,900 | |
| South West | 981,900 | |
| West Midlands | 1,044,900 | |
| Yorks & Humber | 1,053,900 | |
| Total | | 8,991,000 |

ChangeUp allocations formula

- Total spend at regional level and below (around £17m) has been brought together and allocated according to a range of indices:
 - 40% allocated evenly across regions
 - 25% in line with indices of multiple deprivation
 - 20% in line with population
 - 10% weighted for rural lagging
 - 5% in line with the number of local authorities in the region
- This gives the following overall weightings:

| | |
|---------------|------|
| GOEAST | 9.6 |
| GOEM | 9.4 |
| GOL | 12.9 |
| GONE | 8.9 |
| GONW | 14.7 |
| GOSE | 10.2 |
| GOSW | 10.9 |
| GOWM | 11.6 |
| GOYH | 11.7 |

ANNEX A3

CONSORTIA PROJECTS PROGRAMME 2006-08

Programme Criteria

Eligibility

The following general eligibility criteria apply:

- Funded projects must be providing infrastructure/second tier support and development services to frontline organisations, their workers and trustees (i.e. schemes for the provision of direct services to members of the public are not eligible).
- They must be constituted bodies which are either charities, voluntary or community organisations or social enterprises and should therefore;
 - - be clearly constituted for public or community benefit
 - not be able to dispose of their assets for private gain
 - have some non-executive (unpaid) members on their board/management committee (i.e. unpaid for their role on the committee, but could still be employees)
- Applicants are encouraged to work in partnership, but there must be one lead applicant and fund holder for the project.
- The lead applicant must normally have been in existence for at least two years and have at least one full year's set of accounts or, in the case of start-up, must be able to demonstrate that key personnel involved have significant prior experience.

Project Criteria

1. Priority will be given to projects determined and evidenced by consortia as the highest priority for support.
2. Bids for multiple projects should be clearly ranked by consortia in order of priority.
3. Other than the set allocation for each region, no lower or upper funding limit has been set for individual project proposals.
4. Project proposals must be scheduled to complete by no later than March 2008.
5. Proposals will only be accepted on the prescribed form (see **Annex B1**).
6. An assurance will be required from consortia that they have a current Infrastructure Investment Plan (or where a current plan is not available, an appropriate strategic or business plan) which supports all the project proposals.
7. Bid for projects covering two or more consortia should be submitted via one consortium, clearly showing the contribution of the other consortia. The proposal will need to evidence that a robust governance and management structure is in place.
8. Projects should directly contribute to the needs of the voluntary and community sector in one or more of the key areas identified in ChangeUp; and/or to the modernisation of infrastructure services, i.e.
 - The training and development of individuals providing infrastructure services e.g. training appropriate staff or consultants.
 - The reconfiguration of local infrastructure – e.g. the merger of infrastructure organisations or the development of new networks or partnerships at the sub-regional level.
 - The implementation of good practice models to ensure that performance in frontline organisations is continually improving.
 - Enhancing top level commitment in VCOs to equalities and diversity.
 - Developing local shared assets e.g. local VCS support resources, shared premises, or peer mentoring schemes.
 - Work examining how to improve the quality of local and regional infrastructure Services which might include needs assessments of particular groups of VCOs or consultation with service users and non-service users about their needs and expectations.
 - Other areas of work judged to be essential by consortia and contained in their Infrastructure investment plans.
9. Projects should aim to encourage a step change in the support available to frontline organisations for the longer term.
10. Projects should have a probability of sustainability from sources of funding other than ChangeUp.
11. Projects that are larger in scale and more challenging in nature are particularly welcomed.