

# **Southend-on-Sea Borough Council**

## **Community Commissioning Prospectus 2018-21**

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## **Introduction**

Thank you for your interest in our Community Commissioning Programme. This Prospectus sets out the outcomes that we want to improve for local people between 2018-21. We will achieve these by commissioning organisations to deliver work in six specific areas across three themes. The themes are:

- Reducing Poverty & Social Isolation
- Promoting Healthy Communities
- Delivering a Stronger Economy

## **What is this Prospectus for?**

This Prospectus provides details for bidding organisations of the community outcomes and objectives that Southend-on-Sea Borough Council wish to commission on behalf of local people.

We anticipate that the outcomes will be delivered on a not for profit basis and in a way that builds social capacity and supports community well-being. This could be achieved, for example, through attracting matched funding, maximising volunteering opportunities, demonstrating added value and achieving community re-investment.

The Council is keen to best use the limited commissioning funding available to benefit the most vulnerable members of our community.

## **Outcomes and objectives**

The following pages show the three themed areas containing all six outcome areas. The descriptions and outcomes listed are deliberately high level and non prescriptive to allow for creativity, flexibility and differing perspectives on delivery.

If you are successful at the Expression of Interest stage you will be invited to submit a full application. In it you will be required to show how you will deliver the following elements alongside the specific agreed outcomes:

- Evidence of opportunities for recruiting, training, developing and capacity building volunteers to help sustain the provision on offer
- Evidence of inclusion regardless of race, religion, ethnicity, sexuality, gender or disability
- Ability to contribute towards community cohesion
- Ability and mechanisms to engage and communicate effectively with stakeholders to ensure continuous improvements
- Quality standards of application, underpinning all provision
- Ability to understand and measure the social capital within provision
- Ability to understand and measure the soft and hard outcomes achieved through the provision offered
- Demonstration of the Added Value your organisation can bring to enhance the available funding
- Evidence of re-investment back into the community

## Links to other Council plans and priorities

The outcomes set out in the Prospectus cross refer to priorities in Southend-on-Sea Borough Council's Corporate Plan and supports community capacity and resilience building aligned to the Locality approach whereby the Locality is the central place through which a strength based community asset approach is adopted. The vision is for community assets to be mobilised and contribute to the delivery of an integrated health and social care service in Southend.

More generally, Southend-on-Sea Borough Council has a vision to create a better Southend. The Council has ambitious plans to create a **Safe, Clean, Healthy, Prosperous Southend** and become an **Excellent Council**. The Council's plans are informed by public consultation and discussion with key partners and stakeholders. In response to those consultations and assessment the Council has refreshed its priorities for 2017-18. The aims and priorities are available to view in the Council's Corporate Plan which can be found at [www.southend.gov.uk/corporateplan](http://www.southend.gov.uk/corporateplan).

## Funding amounts

At this stage we are only able to give indicative funding amounts since council budgets will not be set until February 2018. At this point we would advise you to carefully consider all expenditure necessary to achieve the outcomes listed. We will provide an update on funding levels when budgets are confirmed in early 2018.

## Our commissioning approach

Bidding organisations will be subject to two stage competitive grants process;

1. Expression of Interest (two weeks)
2. Full Application (six weeks)

Funding decisions will be based on the information you supply and the subsequent presentations you will make to the Grants Strategy Working Party in January 2018 – dates to be confirmed.

We welcome partnership bids and applications from consortia. It is important that such bids demonstrate that individual groups can work together effectively to deliver the outcomes whilst avoiding duplication and sharing resources.

This process gives equal opportunity to new and existing provider organisations that wish to bid for funding. The prospectus approach recognises the unique nature of the many possible applicant organisations and is intended to encourage innovation in public services, collaboration and capacity building. By advertising the prospectus widely and ensuring the process is transparent we will ensure there is equality of opportunity to all interested parties.

### **Key dates**

Expression of Interest period begins:	<b>Thursday 5<sup>th</sup> October 2017</b>
Closing date for Expressions of Interest:	<b>12 noon on Thursday 19<sup>th</sup> October 2017</b>
Full Application period begins:	<b>Monday 23<sup>rd</sup> October 2017</b>
Closing date for Full Applications:	<b>12 noon on Tuesday 5<sup>th</sup> December 2017</b>

**Expressions of Interest received after the closing date means further applications will not be considered.**

### **How to apply**

To apply, you must first complete an Expression of Interest form. This can be found on the Council's website here:

[http://www.southend.gov.uk/downloads/file/5126/expression\\_of\\_interest\\_form](http://www.southend.gov.uk/downloads/file/5126/expression_of_interest_form)

Note that providing classes, learning opportunities and events to the members of the public creates a number of responsibilities. This means that successful applicants must be able to show they are or will be able to meet these responsibilities. If you have concerns over these you must discuss them with the Senior Community Relations Advisor before making an application. The particular responsibilities you must cover in your application are:

- Public Liability Insurance
- Arrangements for safeguarding of vulnerable adults and children
- Equal Opportunities policy
- Complaints procedure

In addition to these we also need to see evidence of:

- Governing document (Constitution/Articles of Association)
- Current accounts signed and approved by the Management Committee or Independent Auditor
- Reserves policy (if you have one)
- Data Protection policy
- Copies of previous client questionnaires or survey (if you have any)
- Copies of any quotes for anything you are requesting funding for e.g. quote for a marquee for event
- If applying to support job roles, please ensure job descriptions and pay scales are included

Please use the application form to tell us how your bid will deliver our outcomes and priorities, how you will use the funds and how you will be able to show us how well your service is working.

For more information please email [voluntarysectorgrants@southend.gov.uk](mailto:voluntarysectorgrants@southend.gov.uk).

# Reducing Poverty & Social Isolation

Description	Desired Outcomes	Objectives	Indicative Funding Amount
<p>To identify and provide early intervention and support to those at risk of losing tenancy/income that enables self-sufficiency and independence.</p>	<p>Families and individuals are provided with appropriate support to sustain tenancies and income (prevention).</p> <p>Empowered displaced individuals live independently and positively participate in the community (reactive).</p>	<ol style="list-style-type: none"> <li>1. To identify those families and individuals who are in dire circumstances or at risk of crisis and complex needs and put appropriate support in place.</li> <li>2. To help reduce the numbers and frequency of people becoming homeless by voluntary or involuntary means.</li> <li>3. To reduce and help break the cycle for those who are long-term homeless.</li> <li>4. To provide support to enable families and individuals to maintain their housing, health and wellbeing.</li> <li>5. To encourage access and support for routes back into work, training or volunteering.</li> </ol>	<p><b>£160,000.00</b>  <b>Identified as</b>  <b>£100,000.00 (reactive)</b>  <b>and £60,000.00</b>  <b>(prevention)</b></p>
<p>To provide good quality, easily accessible and legally based advice and support services.</p>	<p>Better informed and empowered individuals through the provision of wider locality based general, and specialist, impartial advice and supporting services.</p>	<ol style="list-style-type: none"> <li>1. To work with other agencies to ensure a holistic approach.</li> <li>2. To develop the use of volunteers.</li> <li>3. To ensure information and advice given on a range of issues is up to date and legally informed.</li> <li>4. The responsive delivery of services is based on communities changing and emerging needs.</li> <li>5. To recognise the preference for the disability advisor to have direct experience of disabilities.</li> <li>6. To reduce the use of door step lenders, people using loan sharks and payday loans.</li> <li>7. To deliver advice and support services from locality based community hubs.</li> </ol>	<p><b>£235,682.00</b></p>
<p>To provide over 60s with a spread of accessible, positive opportunities to stay independent, active and well.</p>	<p>An empowered, independent, informed and socially included over 60s community aligned to the Southend System wide agreed Locality approach.</p>	<ol style="list-style-type: none"> <li>1. To reduce isolation of those living alone or as elderly couples.</li> <li>2. To offer a befriending service for those over 60s living alone or as elderly couples.</li> <li>3. To increase the number of younger volunteers to create and encourage positive intergenerational activities.</li> <li>4. To support the ability to attend social activities and interact within the community.</li> </ol>	<p><b>£40,000.00</b></p>

## Promoting Healthy Communities

Description	Desired Outcomes	Objectives	Indicative Funding Amount
To provide effective and robust positive opportunities for vulnerable and disadvantaged people to stay active in the community.	Vulnerable and disadvantaged people become integrated members of the community, aligned to the Southend System wide agreed Locality approach, through the provision of social activities and volunteering.	<ol style="list-style-type: none"> <li>1. To provide opportunities to enhance their physical and mental wellbeing.</li> <li>2. To build self-esteem and confidence.</li> <li>3. To offer supported volunteering opportunities in the community as a route to developing work based skills and qualifications.</li> <li>4. To provide social activities that encourage interaction and engagement.</li> </ol>	<b>£40,000.00</b>

# Delivering a Stronger Economy

Description	Desired Outcomes	Objectives	Indicative Funding Amount
To provide an engagement route to the Third Sector in Southend-on-Sea.	An active Third Sector that is better connected through wider representation to key decision making.	<ol style="list-style-type: none"> <li>1. To provide communications to the Third Sector to keep them informed of council and partner activities.</li> <li>2. To offer consultation support through the provision of thematic groups and other networks.</li> <li>3. To actively support the Third Sector to become more sustainable by seeking alternative sources of funding and providing bid writing support.</li> <li>4. To help identify subject specific lead body organisations to represent the Sector at various council and partner meetings as required and report back to the Sector.</li> <li>5. To support the organisation of the Third Sector aligned to the System wide agreed Locality approach.</li> </ol>	<b>£78,000.00</b>
To provide a locality based community hub service that is community solution led.	Improved economic and social health of individuals and communities through holistic community led responses that support community cohesion, inclusion and development aligned to the Southend System wide agreed Locality approach.	<ol style="list-style-type: none"> <li>1. To provide holistic services that are community led and accessible to all.</li> <li>2. To employ a Hub Coordinator to oversee the day to day running of the Community Hubs.</li> <li>3. To employ a Community Connector to act as a networker and fundraiser to promote the Hub and social response.</li> <li>4. To work alongside locality based teams to promote and empower social response activities.</li> <li>5. To promote volunteering within localities through a dedicated Volunteer Coordinator.</li> <li>6. To provide apprenticeships and employment advice to NEET young people through a dedicated Young Persons Advocate (YPA).</li> <li>7. To employ an apprentice to support the Hub Coordinator (as identified by YPA).</li> </ol>	<b>£120,000.00</b>

## Frequently Asked Questions

### **Q1. Can I bid for more than one outcome or prospectus area?**

**A1.** Yes if you have relevant expertise in a variety of areas, you can apply for more than one outcome area. You don't have to go ahead with a full application in all areas you showed interest in. Or you may lead on one area and then be a partner in another.

### **Q2. One outcome area looks like it could be delivered in two sections. Can budgets be split between groups?**

**A2.** Not really. We'd rather organisations worked in partnership or as part of a consortia to deliver the overall outcome as this ensures that none of our vulnerable community members slip 'through the cracks' of different agencies' qualifying criteria. If one application can cover more than one outcome that is also possible, some of the outcomes identified do interlink and overlap and this should also cut back on back room/administrative tasks linked or make staff time more available for outcome achievement rather than for writing separate monitoring reports etc. One agency would still be classed as the 'lead' and agency as a 'partner' in this case.

### **Q3. How long are funding arrangements for?**

**A3.** All the outcomes are three year agreements with an annual performance review built in, along with scheduled monitoring arrangements within each year (subject to budget approval each year).

### **Q4. Will the funding amount (which is only indicative at this stage) be the same for each of the three years?**

**A4.** Yes it is the same, so you will need to build in any uplifts around salaries etc. from within the same budget year on year.

### **Q5. I'm interested in applying - what do I do next?**

**A5.** By registering interest to deliver against particular themes we will collate all organisations details against which outcomes they wish to apply for. We will contact all organisations after the expression of interest period ends and give further details of what to do next. **If you want to make contact with other organisations who may have expressed an interest in particular outcome areas please let us know so that we can circulate this.** It was felt that to 'advertise' who else had applied for certain outcomes would be detrimental to organisations privacy.

### **Q6. What do I have to send with the application form?**

**A6.** We will need evidence of your experience or ability to use the funding. This includes evidence of relevant insurance and various other policies. We do take proportionate view of what is needed and have only asked for evidence that is essential.

If you are acting as the lead agency on behalf of a number of partners we are happy for you to state which agencies are named in your bid and have sight of their policy and insurance documents etc. without actually submitting them in addition to your own. As lead

agency you must be satisfied with the quality and breadth of business practice of all your partners and if necessary you may need to discuss the interim adoption of some of your policies and processes if these are felt to be lacking by partners in any way.

**Q7. I missed the Expression of Interest deadline but I am still interested in applying for funding and/ or being involved. How can I do this?**

**A7.** If you missed the deadline to 'express interest' you may still be able to act as a partner to whoever is interested in leading on a particular outcome. You would still need to have all the usual documents, policies, insurances and quality standards in place but would be demonstrating and evidencing these to the lead agency who would make an application on behalf of partners. Alternatively, there will be further In-Year Grants available for new and emerging groups, or organisations requiring small amounts of funding (up to £2,000) during the financial year 2018/19 which will be notified to those registered on our database nearer the time.

**Q8. What must I put into our application?**

**A8.** The Prospectus invites you to bid for funding that will deliver our outcomes and priorities. It does not tell you **how** to deliver your service or activity; this is for you to tell us. You might not be able to deliver all the outcomes on your own but could consider working in collaboration with another organisation(s) as previously mentioned.

All the boxes asking for more detail than just a 'tick' will expand as you type, but please try to keep to the word count, and keep language concise and relevant.

Section 4 asks about **how** you implement the policies we want to see evidence of. This may include induction training, staff meetings etc. Please give brief concise details - bullet points are adequate.

Tell us which outcomes in Section 5 you want to help us achieve, why you are applying to help and how you will do it. Also tell us about practicalities of your proposal; be clear about how you will ensure that everyone will be treated fairly and equally.

Set out some standards that people can expect from you. Suggest some periodic measures that you can use to show us how well you've been doing.

Section 8 is establishing the client base for each of the organisations involved in applications. If there is more than one partner please copy this page for each group so we can see the 'total reach' of a partnership/consortia application. As these commissioning outcomes are for the Southend community, client reach should apply to this geographical boundary only please.

**Q9. How will the organisations be performance managed and what is the responsibility of the lead organisation?**

**A9.** There will be regular monitoring of the lead agency, and specific targets/milestones etc. will be agreed within the first quarter of the start of the funding period in April 2018. This will ensure targets are realistic and that we are confident that outcomes can be achieved within the timeframes. Lead agencies will be responsible for having ongoing performance management arrangements in place with their partners for their contribution towards achieving the outcomes and these arrangements will be monitored as a key target.

**Q10. Will you pay us enough to deliver our service or activity?**

**A10.** We will try to pay you all of the costs of delivering what you propose to do for us. In order for us to decide if your proposal represents value, and how much funding you need, make sure that your proposal is properly costed with both direct and indirect costs stated in Section 9. Where there are partnership and consortia bids we would expect to see some streamlining of management and backroom costs amongst participating organisations.

**Q11. Through the consortium/partnership working, will all of the money come through the lead organisation or will it be sent directly through to the individual organisations who make up the consortium?**

**A11.** The money will come to the lead agency whose responsibility it is to pay partners upon delivery of their agreed part of the outcomes.

**Q12. I have a query about the application form/process, do I have to go to a session as advertised?**

**A12.** The Voluntary Sector Grants inbox is monitored daily (Monday-Friday) by the members of staff who are managing the programme, so please email your query directly to [voluntarysectorgrants@southend.gov.uk](mailto:voluntarysectorgrants@southend.gov.uk) and it will be dealt with as soon as possible.

The support sessions identified are a definite way of knowing you can ask for a dedicated timeslot if you have more than one query or want to do over things in some detail.

**Q13. Are the consortium/partnership application support sessions with Aston Mansfield only available to groups?**

**A13.** The support sessions are open to all, whether you are bidding as a consortium or as a single applicant.

**Q14. Does Section 9 – ‘purpose for funding’ – need to be completed for each partner agency involved?**

**Q14.** We only need to know how you are dividing the money up in terms of how you will meet the outcomes. Please also indicate the financial split between partners.

**Q15. Do quotes for premises, overheads, job descriptions etc. have to be submitted with the bid to evidence how the money is going to be spent?**

**A15.** Quotes are required for any capital purchases (equipment etc). If the funding is identified as supporting specific posts, then you should provide a copy of the corresponding Job Description. You may be asked to provide evidence of comparable posts in other organisations to confirm that the salary and scope of the job is consistent with similar posts elsewhere.

**(NB:** We would remind groups to make new job contracts consistent with availability of funding and that if Government funding agreements change, Southend-on-Sea Borough Council will not be held liable for redundancy costs. Similarly if the contract is not renewed after annual review due to non achievement of agreed outcomes the Council will not be held liable for redundancy costs).

**Q16. Is there any extension to the advertised deadline for submissions?**

**A16. No, the deadline for applications remains 12 noon on Tuesday 5<sup>th</sup> December 2017. We must have all supporting documents submitted by this time to allow officers to review the full application. Without these, your application will not be considered.**

It is highly recommended that applications are submitted in advance of the deadline date to ensure officers can review and check the application and supporting documents. This will allow time officers to reply and for you to respond if something is unclear or missing from your application before the deadline date.

**Submitting on the deadline date (Tuesday 5<sup>th</sup> December 2017 at 12 noon) will not allow the time to review and check applications so if anything is missing or outstanding your application will not be considered.**

All applications emailed to [voluntarysectorgrants@southend.gov.uk](mailto:voluntarysectorgrants@southend.gov.uk) must have the 'signatures' section sent in by hard copy. All partners involved must have signed the application also.

Ideally applications should be delivered in hard copy by this time to avoid any issue of time emails sent/received etc.

**We must have received the full signed and completed application form and all the essential documents by the deadline of 12 noon on Tuesday 5<sup>th</sup> December 2017 to qualify for consideration.**