

# VCS GRANTS

## Area Based Grant Funding



**Nottingham  
City Council**



### 1. INTRODUCTION

This document sets out the process and timeline for investment by Nottingham City Council in Nottingham communities through the Area Based Grants Programme (ABG) from April 2019 onwards.

Nottingham City Council is committed to supporting a thriving local Voluntary and Community Sector (VCS). The funding to deliver the outcomes identified in this document will be awarded to the VCS in the form of Grant Aid. The grant will be available for three years dependent on the available budget in subsequent years.

Area Based Grants will be allocated to a Lead Organisation, which heads a partnership or consortium of locally based VCS organisations delivering services to geographical communities within Nottingham. Services currently delivered include activities for children and young people, employment and skills support, support for organisations managing community buildings and other locally identified important or significant activity. Area Based Grant commenced in April 2013 with a grant offer of three years, with a further application round in 2016 for another three years.

Through the funding the consortia or partnerships will:

- Work towards clear outcomes agreed with Nottingham City Council.
- Deliver activities that support the Nottingham Plan.
- Work with a range of organisations including Voluntary and Community Sector, statutory and non-statutory bodies.
- Be pro-active in drawing in further funding streams for the City.
- Be creative and innovative to meet the outcomes identified.
- Strengthen delivery through the VCS including arrangements to include small localised organisations.
- Demonstrate value for money.

Nottingham City Council has undertaken consultation with the VCS, partners and stakeholders to identify the broad priorities outlined within this document. This has developed the understanding that whilst many communities within the City face similar issues, these are shaped differently or independently in each area and need to be addressed as such.



## 2. ELIGIBILITY

Lead Organisations must be able to demonstrate their status and that of their partners as a Voluntary or Community Sector organisation. Community Interest Companies are not eligible to apply as the Lead body. Organisations based outside of the City of Nottingham are not eligible to apply and Leads must have a strong and historical record of delivery and knowledge within the area for which they are applying. Other applicants will not be considered.

Lead Applicants **must** supply the following with their application:

**1. Governing document which should state:**

Organisation is not for profit, or has a clear clause ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners.

- Charitable aims that are suitable for work with communities in Nottingham
- Dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure

**2. Most recent annual accounts that are:**

- Audited or examined dependent on the requirements for your organisation
- Have a sufficient level of detail to show restricted/unrestricted funding

**3. Policies to show how you work safely and supportively with vulnerable groups such as:**

- Vulnerable adults - Guidance from the Nottingham City Safeguarding Adults Board can be found here. [Adult Safeguarding Board](#) and [Adult Safeguarding Procedures](#)
- Children and young people – Guidance from the Nottingham City Safeguarding Children Board can be found here. [Safeguarding Children Board](#) and [Signs of Safety](#)
- People from diverse backgrounds – Information about the statutory requirements that Nottingham City Council adheres to can be found here.

<http://intranet.nottinghamcity.gov.uk/media/1928/equality-act-2010-what-do-i-need-to-know.pdf>

Organisations must hold a specific safeguarding policy, which has regard to Working Together 2015/2018 and The Care Act 2015 and includes procedures for allegations or concerns about those who work in a position of trust. Each organisation will be required to have a named Lead for Safeguarding and demonstrate safe recruitment practices (DBS checks and reference requests) as well as a commitment to safeguarding training (including Safeguarding, Domestic Abuse, CSE and Mental Health). (Details about Nottingham City Councils training offer can be supplied on request). In the case of a safeguarding concern, staff working with children or vulnerable adults should evidence discussing young people of concern at the earliest stage possible with the Children's Integrated Services Directorate to ensure the right support at the right time, they may be required to contribute to a multi-agency meeting in order to report or evidence concerns.

**All partners delivering services **MUST** conform to these requirements in able to receive funding.**

### Core Values

The organisation must ensure that both they, and their partners;

1. Work in partnership and/or co-operation with appropriate agencies
2. Demonstrate Best Value / Value for Money.
3. Demonstrate impact of services.
4. Ensure the safeguarding of all children, employees and vulnerable adults and undertake relevant DBS checks with paid and voluntary employees.
5. Deliver their activities in accordance with Nottingham City Council's Equality and Diversity Policy.

6. Act in an anti-discriminatory manner, including (but not limited to) taking into account gender, race, age, culture, religion, belief, language spoken, sexual orientation and disability.
7. Deliver their activities in accordance with relevant legislation and best practice applicable to the client group, by suitably qualified and/or experienced staff where detailed. (Applicants are encouraged to contact the NCVS if support is required in this area.)
8. Promote and encourage the independence and wellbeing of the individual service user, taking account of his/her particular circumstances and chosen lifestyle.
9. Maintain the service users' right to privacy, dignity and confidentiality and ensure compliance with GDPR.
10. Ensure the health and safety of clients, staff and others and hold appropriate insurance policies and risk assessments related to this.
11. Ensure service users (especially young people) have the right to participate in decisions about the service provided to them and be regularly consulted about whether it meets their need.
12. Provide their activities reliably and consistently. In the event of a disruptive event affecting their ability to deliver, the organisation shall take steps to ensure continuity of service delivery is achieved.

### **3. DELIVERY MODEL**

This Grant Aid will support Voluntary and Community Sector groups and organisations in identified areas across Nottingham City to work together in consortia or partnerships to deliver the key outcomes identified through service delivery and activity.

#### **ONLY ORGANISATIONS WISHING TO BE LEAD ORGANISATIONS IN THEIR PRIORITY NEED TO APPLY FOR THIS FUNDING**

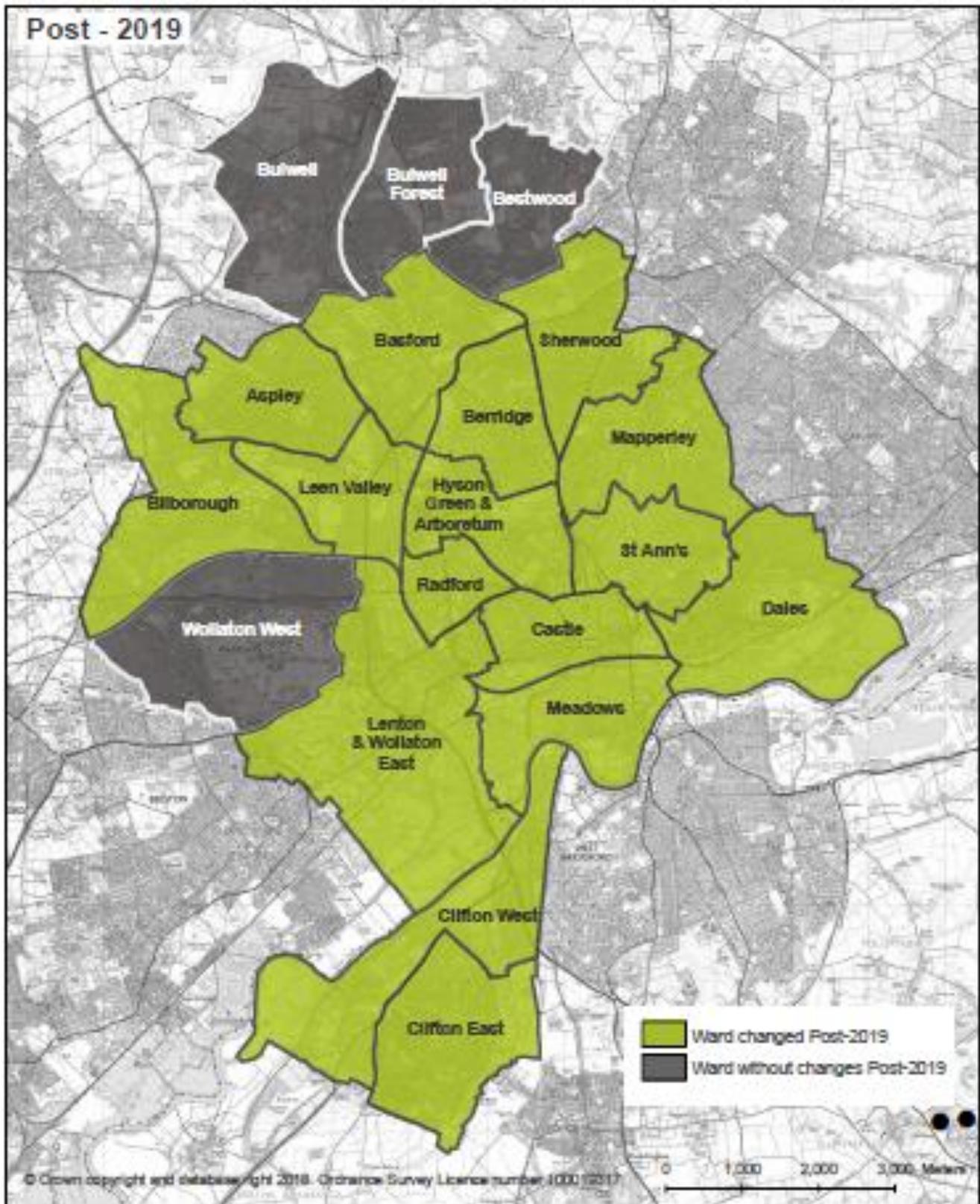
#### **DELIVERY ORGANISATIONS SHOULD CONSIDER THE PARTNERSHIP OR CONSORTIA THEY WISH TO JOIN AND MUST BE IDENTIFIED IN THE APPLICATION**

VCS organisations working in partnership will deliver the services identified through a delivery model that is flexible to the needs of the local community. It is expected that one organisation in each area will take the lead and will work with locally based VCS organisations. It is essential that potential Lead Organisations recognise the importance of flexible and adaptable partnerships or consortia which enable very small voluntary and community groups to participate at every level. It is expected that consortia or partnerships work closely with appropriate stakeholders and create a programme that is also flexible to the changing needs of all communities across the area. Lead Organisations across the Area Based Grant Programme must be willing and able to embrace opportunities to work in partnership to access resources and funding, and to better deliver both new and existing services where appropriate. Working in partnership to attract match funding is also expected to form part of the Lead Organisations role.

#### **Breakdown of Area's**

The electoral wards in Nottingham are changing as part of local elections in May 2019. As such this has required a rebalancing of previously identified Area's and Area Committees. New wards have been created and all but four existing wards have had their boundaries altered in some way.

The map below shows the new ward boundaries in Nottingham from May 2019 onwards.



The table below shows the new Area Committees and Area's for Area Based Grant

Area	Wards
1	Bulwell, Bulwell Forest, Bestwood
2	Sherwood, Berridge, Basford
3	Aspley, Bilborough, Leen Valley
4	Radford, Castle, Hyson Green and Arboretum
5	Wollaton West, Meadows, Lenton and Wollaton East
6	St Ann's, Dales, Mapperley
7	Clifton East, Clifton West

### **Council representation**

In order to build stronger links between the VCS and Nottingham City Council, Partnerships are required to include representation from appropriate Council Officers and/or Councillors as well as the VCS Partnerships Manager. The Officers identified will depend on the services being delivered and will be identified to successful applicants once approved. Council representatives should be invited to all partnership meetings.

### **Democratic decision making**

Applications must identify a democratic process of management involving all partners in decision making and the allocation of funds and resources. In line with this, the Lead Organisation is not expected to undertake the management of the programme alone, but share duties and responsibilities with partners. Quarterly meetings of the partnership are required as a minimum and all decisions regarding funding allocation, services delivered, future developments etc must be agreed here. In order to be quorate 50% of the partnership must be in attendance and 66% agreement of those attending is required for decision making to be ratified. Appropriate notice of meetings must be given to all partners.

These meetings must be minuted and these minutes forwarded as part of performance management and monitoring. The Lead Organisation is not permitted to make decisions alone as this does not demonstrate a true partnership of equals. All partners and Council representatives must be invited to these meetings.

### **Finance and project management**

The purpose of the Lead Organisation is to act as an umbrella organisation that enables smaller VCS partners to deliver services using this funding. It is recognised that the management of the programme will generate a cost to Lead Organisations and as such, a management fee of 7% taken from the overall grant is permitted. It is also recognised that Lead Organisations are also delivering services to the communities identified, therefore a maximum of 10% of the grant can be given to the Lead Organisations for the purpose of service delivery.

In summary, Lead Organisations can retain a maximum of 17% of the grant, whilst the remaining 83% must be shared between other partners. The final sum this represents is identified within the Priorities Section of this document.

## **4. APPLICATION**

Successful applications will demonstrate a strong partnership of delivery organisations. Partnerships must be fully developed at application stage with activity and service delivery agreed and outcomes identified and specified within the submission. Applications that are unable to achieve this will not be successful. The outcomes framed within the application will go forward into the Service Level Agreement with Lead Organisations held to their delivery.

Applications should demonstrate outcomes and services that:

- Are delivered to the communities within the area identified.
- Are strongly based on knowledge of community need.
- Show consideration to the City's demographics.
- Show a range of experience of working with community groups and organisations.
- Are based on, and link to local partnerships.
- Show a strong understanding of governance structures operating in Nottingham.
- Have strong and stable existing networks with a full range (size and ethos) of Voluntary and Community Sector organisations, local groups, partnerships and statutory organisations operating in Nottingham City.
- Are preferably making some contribution towards the overall cost of a project from their resources, rather than being fully reliant on the Grant Aid funding.

Applications should be complete upon submission and include the documents that demonstrate eligibility as outlined above.

## **5. CRITERIA**

The following section set out the priorities for each area of delivery upon which potential Lead Organisations should focus their partnerships and any applications. Consultation has taken place with organisations from the Voluntary and Community Sector at both a city wide and local level, key stakeholders, Portfolio Holders and City Council Departments and Services.

All activity identified within applications should work with existing services funded or delivered by other bodies or organisations (including Nottingham City Council) to ensure there is no duplication and to offer a wide range of activities at different locations and times.

### **5.1 Play and Youth**

It is anticipated that around 40% of the total grant offer will be allocated to organisations directly supporting children and young people's activity. It is envisaged that open targeted work will be delivered and supported by the Play and Youth Teams within Nottingham City Council with a more generic or universal offer delivered by partners within ABG. If ABG partnerships wish to deliver targeted activity, a strong case should be made for the provision within the application that also identifies how this will be co-ordinated with and compliment City Council provision. Targeted work should not form more than a quarter of the overall play and youth delivery within ABG.

This funding aims to deliver an Area Based offer of universal support that will provide a service all year round to children and young people that also includes strong play and youth provision during school holidays.

Applications will need to identify delivery organisations type, frequency and location of sessions and the outputs and outcomes they will achieve.

It is strongly recommended that applicants discuss their proposals with City Council Officers within the Early Help Service before they are submitted in order to ensure that delivery is focused where it is most needed and to avoid duplication. Nottingham City Council is reviewing its offer to children and young people across the city, which may result in changes to existing services (provision and/or location).

Prospective applicants are invited to a discussion with the Play and Youth Service, please contact Louise Graham at [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk) to confirm the date, time and location.

### **5.2 Employment and Skills**

Partnerships can choose to deliver employment and skills activities that have been identified locally as needed, **OR** can opt into a match funding opportunity with the European Social Fund supported by Nottingham City Council.

#### **5.2.1. Match Funding with Step into Work**

A recent successful application to extend the European Social Fund Youth Employment Initiative, presents an opportunity to align external funded employment activity with Area Based Grant funded provision. This would enable Area Based Grant Area Leads to extend employment and skills activity across the city, supporting more local residents towards and into sustainable employment opportunities. This combined pot of funding could be used for the salary costs of staff who will as part of the Area Based Grant Employment and Skills activity, deliver the Step in to Work programme between from

September 2019. This will significantly increase the money available in localities to support Employment & Skills activity.

The self-determination of VCS partnerships delivering Area Based Grant to identify and design the employment services offered against local needs will not be restricted. The ESF element of the funding does require a focused approach, and will support residents meeting the criteria listed below:

- Nottingham City Residents
- Aged between 15 – 29 years old
- Who have the right to live and work in the UK
- Are not in any form of education, employment or training

The ESF funding also delivers a contribution to the back end costs associated with delivering these services. Therefore, partnerships who wish to take part in this match opportunity may use a proportion of the Employment & Skills element as local match to employ staff to deliver the Step in to Work programme. The Partnership has the option to identify a member organisation that would employ staff to deliver the Step in to Work activity in the Area, the match coming from the overall ABG grant. Whatever staff are employed to deliver the Step into Work programme, a further 62% in funding will be generated for you to spend on supporting unemployed people in your community. Ideally, a partner delivering this service would employ the equivalent of a Step into Work Manager (0.5FTE) and at least 1.5FTE Step into Work Advisors per area. Organisations are able to set an appropriate salary for these posts in line with their own salary structures.

Partnerships interested in delivering the Step into Work Programme should also read the attached appendices;

- Appendix A - Use of Area Based Grant as Local Match for Nottingham Works Project
- Appendix B - Job Descriptions for YEI / ESF funded Step in to Work Roles

Prospective applicants considering this match funding opportunity are invited to a discussion with the Employment and Skills Service, please contact Louise Graham at [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk) to confirm the date, time and location.

### **5.2.2. Locally identified Employment and Skills provision**

If needs in individual Area's are identified by Partnerships as different to the opportunity above, an alternative offer of services that reduces employment, or improves employment opportunities (connecting City residents to employment and training opportunities) can be delivered. The programme put in place must include evidenced need for the area and can consider a variety of support opportunities for individual citizens. Previous activity has included services such as jobs clubs, training opportunities and other provision that reduces unemployment. Further development of this activity could include supporting people who are already in work but wish to progress (recognising the limiting behaviours of some employment eg zero hour contracts) or people who need support to ensure their skills are transferable to the UK in fields such as nursing or construction.

### **5.3 Localised Community Development and Engagement**

Alongside the offer from Nottingham City Council from the Neighbourhood Development and Community Engagement Services, ABG Partnerships are expected to provide an element of community development and engagement.

This funding aims to offer advice and support to smaller local VCS organisations and groups to enable them to maintain a robust organisation and offer a good quality service and / or

activities to citizens. This could include small group support with issues such as management, policies, funding bids, or supporting the development of organisations enabling them to grow and thrive.

This must be delivered by a recognised and suitably experienced organisation from within the City. This can be purchased from outside the partnership if the necessary specialist knowledge and skills to provide a quality service does not exist within the partnership.

#### **5.4 Locally Identified Need**

It is recognised that needs across the City vary considerably, and whilst the criteria above offer partnerships to deliver activity in a manner suitable to their Area, individual localised issues will exist. If partnerships wish to address a need specific to their Area, they should identify and evidence this and explain how services will be delivered to meet them through their partnership or consortium. This is not a requirement and is dependent on available funds within the partnership or consortium.

This funding aims to support any individually identified need, for example: Support for isolated vulnerable adults within an Area.

## **6. PERFORMANCE MANAGEMENT AND MONITORING**

The Lead Organisation will be responsible for collation and coordination of monitoring from partners. Performance management and monitoring will be set alongside the outputs and outcomes agreed within the Service Level Agreement (SLA).

### **Area Committee**

Lead Organisations will be required to attend Area Committee to report on service delivery. Leads will be required to develop a strong relationship with the committee and its Chair to enable close co-ordination and understanding of need in the area.

### **Delivery Plan**

In the first year of delivery, outputs and outcomes will be taken directly from the information contained within the application. This underlines the importance that applicants have taken the time to formulate a strong partnership and included detailed delivery plans and targets. In the second and third years of delivery, Delivery plans must be SMART and will form the basis of any revisions to the SLA.

Lead Organisations must discuss any changes with partners and submit any revisions in the form of a delivery plan by mid-March.

### **Annual Report**

The Lead must also compile an annual report with partners to document progress and services delivered. Partners should be able to evidence a strong record of delivery and achievement and identify additional resources or funding sourced by the partnership that will support delivery of the priorities.

The report should highlight any differences between outputs and outcomes agreed within the SLA and those achieved through the course of the year (both positive and negative). It must also include the total payment to each organisation for the year and an overview of what they have delivered, this also includes any management fee utilised by the Lead Organisation.

Annual reports must be received by mid-May.

### **Quarterly Monitoring**

Quarterly monitoring is required to demonstrate performance against targets and forms the basis of all performance management and monitoring. It will be used to trigger the release of future grant payments and will be based against the SLA. A monitoring form will be provided

for Lead Organisations to complete. Quarterly monitoring must be received one month after the end of the quarter that is being monitored.

## 7. FINANCE

Indicative budgets are identified below, however applicants should be aware that budgets for 2019-20 will not be finalised by Nottingham City Council until **March 2019**. Any changes/reductions in available funding will be discussed with successful applicants and will be reflected in expected outcomes by an equivalent reduction in outcomes.

Area	Wards	Management Fee £	Lead Delivery £	Indicative Budget £
1	Bulwell Bulwell Forest Bestwood	13,813	19,733	<b>197,334</b>
2	Sherwood Berridge Basford	11,761	16,802	<b>168,016</b>
3	Aspley Bilborough Leen Valley	14,682	20,974	<b>209,738</b>
4	Radford Castle Hyson Green and Arboretum	9,630	13,757	<b>137,570</b>
5	Wollaton West Meadows Lenton and Wollaton East	8,446	12,065	<b>120,656</b>
6	St Ann's Dales Mapperley	18,090	25,843	<b>258,431</b>
7	Clifton East Clifton West	6,236	8,908	<b>89,082</b>

### Management fee

As previously outlined, the Lead Organisation will be permitted to take a 7% management fee to enable it to deliver the programme of activity and outcomes.

In order to ensure that funding is distributed amongst the wider VCS, Lead organisations will only be permitted to receive a further 10% of the funding available for delivery (once the management fee has been taken).

## 8. TIMELINES

Organisations who wish to be considered as a Lead once they have discussed this criteria with partners should request an application form by emailing [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk)

**SUPPORTING DOCUMENTATION MUST BE RECEIVED ELECTRONICALLY  
BY EMAIL TO THE ABOVE ADDRESS AT THE POINT AN APPLICATION  
FORM IS REQUESTED**

## **APPLICATIONS MUST BE RECEIVED ELECTRONICALLY BY EMAIL TO THE ABOVE ADDRESS BY 10AM ON MONDAY 11<sup>TH</sup> MARCH**

Applications will be reviewed and scored and then presented to a Grants Panel for a final recommendation. Successful applicants will be asked to agree (in partnership with Nottingham City Council) a Service Level Agreement which will set out the required outcomes and services to be delivered during the timespan of the grant. Delivery will commence on April 2019.

Funding will be made available in advance on a quarterly basis. After the initial grant payment, subsequent payments will be made dependent on satisfactory monitoring.

### **9. ADVERTISING AND PROMOTION**

Lead Organisations will be required to promote activities delivered by their partnership and share publicity with NCC departments (for example youth activities delivered by ABG partners must be included within NCC activity timetables). Lead Organisations will also be required to publicise NCC activities and services to their partners and wider communities. All publicity of activity and services supported by the grant must acknowledge the support of Nottingham City Council. Logo's will be provided.

### **10. FURTHER SUPPORT**

Applicants who would like any further information or clarification about any aspect of this grant programme should contact [louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk) in the first instance.



## Appendix A – Use of Area Based Grant as Local Match for Nottingham Works Project



**Nottingham  
City Council**

### 1. Project Funding

Nottingham City Council is the accountable body for the European Social Fund / Youth Employment Initiative (ESF / YEI) funded Nottingham Works Project, which runs until November 2023. The Step into Work programme forms part of this project.

The project is funded to support participants who meet the four criteria below:

- Nottingham City Residents
- Age between 15 – 29 years old
- Who have the right to live and work in the UK
- Are not in any form of education, employment or training

To attract additional funding which enables an increase of Employment and Skills activity across the city, Nottingham City Council has the opportunity to use a proportion of the Area Based Grant to as a contribution to local match for the extension of the Nottingham Works programme. The combined pot of funding will be used for the salary costs of staff who will as part of the Area Based Grant activity, deliver the Step in to Work programme between September 2019 and March 2022.

Therefore, Partnerships bidding for ABG are able to use a proportion of the employment & skills element as the Local Match to employ staff to deliver the Step in to Work programme. The ABG applicant has the option to identify a partner that would employ the staff to deliver the Step in to Work activity in the Area. In this instance, the ABG Partnership would need to provide the delivery organisation with the funding required for Local Match for these posts from the Area's ABG budget.

This will significantly increase the money available in localities to support Employment & Skills activity. Whatever staff you employ to deliver the Step into Work programme, will generate a further 62% in funding for you to spend on supporting unemployed people in your community. Ideally, we would encourage Partnerships in receipt of ABG funding to employ the equivalent of a Step into Work Manager (0.5FTE) and at least 1.5FTE Step into Work Advisors per area. Organisations are able to employ more than these recommended FTEs if they feel there is sufficient need in their Area of the City.

Organisations are able to set an appropriate salary for these posts in line with their own salary structures. For purposes of this project 1FTE is considered to work 37 hours per week and 0.5FTE – 18.5 hours per week. The total salary costs for employing these staff (including Employer NI and Employer Pension contributions) will be met in full using a combination of the Area Based Grant funding (Local Match) and the ESF / YEI funds. In addition to this Organisations will generate an additional 10% of the total salary costs as a contribution to the Overheads relating to the employment of this staff. Organisations will be required to make a small contribution to Nottingham City Council towards the costs of managing the project.

The table below shows the breakdown of funds for each £10,000 spent on salary costs per financial year. These proportions would be applied to actual expenditure incurred.

<b>Total Salary Costs for SitW staff (including Employer NI and Employer Pensions Contribution)</b>	<b>Local Match Contribution (using ABG E&amp;S funding) - 38.2% of Total Salary cost</b>	<b>ESF / YEI Contribution (61.8% of Total Salary Costs) - Reimbursed to Organisation</b>	<b>Contribution to Overheads. Reimbursed to Organisation (10% of Total Salary Costs)</b>	<b>Total reimbursed to Organisation (ESF / YEI Contribution + Overheads)</b>	<b>Organisation's contribution to NCC Project Management costs</b>
<b>£20,000</b>	£7,640	£12,360	£2,000	<b>£14,360</b>	£284
<b>£30,000</b>	£11,460	£18,540	£3,000	<b>£21,540</b>	£426
<b>£40,000</b>	£15,280	£24,720	£4,000	<b>£28,720</b>	£568
<b>£50,000</b>	£19,100	£30,900	£5,000	<b>£35,900</b>	£710
<b>£60,000</b>	£22,920	£37,080	£6,000	<b>£43,080</b>	£852

## 2. Project Targets

The Nottingham Works Project has targets for:

**Outputs** – i.e. Eligible Participants enrolled on the programme

**Results** - There are 3 separate results that each participant could achieve. These would need to be achieved by the time the participant left the programme.

- Result 1: Complete their programme\*
- Result 2: Receive an Offer of Education, Employment or Training upon leaving
- Result 3: Are in Education, Employment or Training or Gain a qualification upon leaving

*\*The Step in to Work programme consists of 5 activities. In order to achieve the first Result, the participant must achieve all of these activities while on the programme.*

<b>Programme Activity 1</b>	An initial assessment of the participant's needs has been completed and an action plan of support developed and agreed.	
<b>Programme Activity 2</b>	Advisor has supported the participant on at least 6 occasions. The nature of these sessions and the actions agreed has been recorded on the participant's Activity Log.	
<b>Programme Activity 3</b>	Participant has developed an up to date CV	
<b>Programme Activity 4</b>	Participant has either:	<ol style="list-style-type: none"> <li>1. Applied for at least 5 jobs</li> <li>2. Has been seen twice by the advisor since securing employment</li> <li>3. Applied for at least one accredited full time education or training programme</li> </ol>
<b>Programme Activity 5</b>	Participant has registered for the Nottingham Jobs Employment Service through <a href="http://Nottinghamjobs.com">Nottinghamjobs.com</a>	

These output and results targets are allocated to Organisations in proportion to the number of staff they employ to deliver the support. The tables below show the targets that would be allocated to Organisations employing 2FTE or 3FTE delivery staff.

Targets per Organisation employing 2FTE (0.5FTE Manager + 1.5FTE Advisor)				
	Outputs (starts)	Completers	Offers of EET upon leaving	EET or Gaining a Qual upon leaving
2019 - 2020 FY (Sep 19 - Mar 20)	26	8	6	6
2020 - 2021 FY (Apr 20 - Mar 21)	46	34	30	30
2021-2022 FY (Apr 21 - Mar 22)	40	38	30	30
<b>Total</b>	112	80	66	66

Targets per Organisation employing 3FTE (1FTE Manager + 2FTE Advisor)				
	Outputs (starts)	Completers	Offers of EET upon leaving	EET or Gaining a Qual upon leaving
2019 - 2020 FY (Sep 19 - Mar 20)	39	12	9	9
2020 - 2021 FY (Apr 20 - Mar 21)	69	51	45	45
2021-2022 FY (Apr 21 - Mar 22)	60	57	45	45
<b>Total</b>	168	120	99	99

*NB – These targets are minimum requirements. As the project covers salary costs, delivery staff would be expected to continue to support new participants after these minimum targets had been achieved.*

## 3. Project Delivery

All Organisations will be given comprehensive training by Nottingham City Council's project management colleagues on all aspects of the project's paperwork and processes prior to the start of delivery in September 2019.

#### **4. YEI Cost Calculator Tool**

Included with this document is an excel tool which Organisations can use to calculate the funding requirements linked to the employment of staff to deliver the Step in to Work programme between September 2019 and March 2022.

By inputting the proposed salary costs in each Financial Year for the SitW staff, the tool will calculate the following:

- i. The amount of the ABG budget required for Local Match
- ii. The additional ESF/YEI funding that will be secured to fund these posts
- iii. The contribution to the Organisation's overheads that will be secured by employing these staff
- iv. The total amount to be reimbursed to the Organisation
- v. The Organisation's contribution to the NCC management costs
- vi. The proportion of the Area's proposed Employment & Skills budget that will be used as Local Match for these posts
- vii. The balance of the Area's proposed Employment & Skills budget available to support other activities in the Area
- viii. The targets for the number of Participants to be engaged on the project
- ix. The targets for the number of Participants to complete the programme
- x. The targets for the number of Participants to receive an Offer of Employment, Education or Training upon leaving the programme
- xi. The targets for the number of Participants to secure employment, education or training upon leaving the programme

Organisations are encouraged to use this tool, to model their expenditure of the Employment & Skills proportion of the Area Based Grant budget and the additional funding that this match would generate for the Organisation and the residents of the Area.

Figures produced by this tool should be used to inform the response to the Employment & Skills section of the ABG Application Form.

## Appendix B – Job Descriptions for YEI / ESF funded Step in to Work Roles

This post is part funded by Youth Employment Initiative & European Social Funds



### **Post: Community Step into Work Advisor**

#### **Job purpose**

To work as part of a community-based team working directly with young people to promote and facilitate their personal, educational and social development to help them increase their employability and reach their full potential.

To contribute to the successful delivery of the Step into Work Programme.

#### **Principal duties and responsibilities**

- To contribute to the successful delivery of the Step into Work programme and the achievement of the key targets and outcomes.
- To work with young people to develop an action plan to move them towards the achievement of their goals in Employment, Training and Education.
- To work closely with local providers of the work readiness programme and to ensure the quality of provision and the high quality of support for young people.
- To engage with local employers to encourage them to support Step into Work outcomes.
- To develop and manage the delivery of a range of Step into Work activity, e.g. community jobs fairs, employer events and work clubs.
- To contribute to the delivery of specific pre-employment provision for those with additional needs (e.g. BME, Lone parents).
- To maintain a close working relationship with the City Council's Community Employment Team and Nottingham Jobs Hub, to ensure coordination of activity and improved client progression into work.
- To ensure the appropriate level of administration and record keeping is in place to meet the monitoring, evaluation and quality assurance needs of funders and stakeholders.
- To build purposeful relationships with local young people and the wider community to actively engage those not already involved in the project.
- To provide high quality pastoral and mentoring support for the young people who are participating in Step into Work project.
- Where appropriate work with professionals from specialist agencies that provide support in areas such as mental health, substance misuse, housing, welfare benefits, immigration status, debt advice, domestic violence, relationship advice and other barriers as presented.
- Use a range of assessment tools to measure the support needs of young people and identify any potential barriers to employment that might be present.
- To ensure that the organisation's Equal Opportunities policies and procedures are adopted and promoted at all times.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the senior Management. The responsibility level of any other duties will not exceed those outlined above.**

This post is part funded by Youth Employment Initiative & European Social Funds



## **Post: Community Step into Work Manager**

### **Job purpose**

To be responsible for the management and successful delivery of the Step into Work Programme. To manage associated staff and budgets and to lead the local partnership arrangements with community organisations and training providers.

### **Principal duties and responsibilities**

- To lead the Employment Team to ensure the successful delivery of the Step into Work programme and the achievement of the key targets and outcomes.
- To work collaboratively with local councillors, Area Neighbourhood Committees, and the Neighbourhood Action Teams to deliver a coordinated community based pre-employment programme for 18-29 year olds.
- To oversee the implementation of the work readiness programme and work with delivery partners to ensure the quality of provision.
- To engage with local employers to encourage them to support Step into Work outcomes.
- To develop and manage the delivery of a range of Step into Work activity, e.g. community jobs fairs, employer events and work clubs.
- To develop and implement specific pre-employment provision for those with additional needs (e.g. BME, Lone parents).
- To lead and maintain a close working relationship with the City Council's Community Employment Team and Nottingham Jobs Hub, to ensure coordination of activity and improved client progression into work.
- To ensure the appropriate level of administration and record keeping is in place to meet the monitoring, evaluation and quality assurance needs of funders and stakeholders.
- To be responsible for the recruitment and management of staff.
- To ensure that the organisation's Equal Opportunities policies and procedures are adopted and promoted at all times.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the senior Management. The responsibility level of any other duties will not exceed those outlined above.**

# VCS GRANTS

## Communities of Identity Grant Funding



Nottingham  
City Council



### 1. INTRODUCTION

This document sets out the process and timeline for investment by Nottingham City Council in Nottingham communities through the Communities of Identity Grants Programme (COI) from April 2019 onwards.

Nottingham City Council is committed to supporting a thriving local Voluntary and Community Sector (VCS). The funding to deliver the outcomes identified in this document will be awarded to the VCS in the form of Grant Aid. The grant will be available for three years dependent on the available budget in subsequent years.

Communities of Identity Grants will be allocated to a Lead Organisation, which heads a partnership or consortium of locally based VCS organisations delivering services to key communities within Nottingham. Services currently delivered include information, advice and guidance, employment and skills support, ESOL and conversational English provision, empowerment of both individuals and communities and support for community groups focusing on specific communities. Communities of Identity Grant commenced in April 2014 with a grant offer of two years, with a further application round in 2016 for three years.

Through the funding the consortia or partnerships will:

- Work towards clear outcomes agreed with Nottingham City Council.
- Deliver activities that support the Nottingham Plan.
- Work with a range of organisations including Voluntary and Community Sector, statutory and non-statutory bodies.
- Be pro-active in drawing in further funding streams for the City.
- Be creative and innovative to meet the outcomes identified.
- Strengthen delivery through the VCS including arrangements to include small localised organisations.
- Demonstrate value for money.

Nottingham City Council has undertaken consultation with the VCS, partners and stakeholders to identify the broad priorities outlined within this document. This has developed the understanding that whilst many communities within the City face similar issues, these are shaped differently or independently in each group and need to be addressed as such.



## 2. ELIGIBILITY

Lead Organisations must be able to demonstrate their status, and that of their partners as a Voluntary or Community Sector organisation. Community Interest Companies are not eligible to apply as the Lead body. Organisations based outside of the City of Nottingham are not eligible to apply. Leads must have a strong and historical record of delivery and knowledge within the priority community for which they are applying. Other applicants will not be considered.

Lead Applicants **must** supply the following with their application:

1. **Governing document which should state:**
  - Organisation is not for profit, or has a clear clause ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or individuals.
  - Charitable aims that are suitable for work with communities in Nottingham
  - Dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure
2. **Most recent annual accounts that are:**
  - Audited or examined dependent on the requirements for your organisation
  - Have a sufficient level of detail to show restricted/unrestricted funding
3. **Policies to show how you work safely and supportively with vulnerable groups such as:**
  - Vulnerable adults - Guidance from the Nottingham City Safeguarding Adults Board can be found here. [Adult Safeguarding Board](#) and [Adult Safeguarding Procedures](#)
  - Children and young people – Guidance from the Nottingham City Safeguarding Children Board can be found here. [Safeguarding Children Board](#) and [Signs of Safety](#)
  - People from diverse backgrounds – Information about the statutory requirements that Nottingham City Council adheres to can be found here. <http://intranet.nottinghamcity.gov.uk/media/1928/equality-act-2010-what-do-i-need-to-know.pdf>

Organisations must hold a specific safeguarding policy, which has regard to Working Together 2015 and The Care Act 2015 and includes procedures for allegations or concerns about those who work in a position of trust. Each organisation will be required to have a named Lead for Safeguarding and demonstrate safe recruitment practices (DBS checks and reference requests) as well as a commitment to safeguarding training. (Details about Nottingham City Council training offer can be supplied on request). In the case of a safeguarding concern, staff working with children or vulnerable adults may be required to contribute to a multi-agency meeting in order to report or evidence concerns.

**ALL partners delivering services MUST conform to these requirements in able to receive funding.**

### Core Values

The applicant must ensure that both they, and all their partners;

1. Work in partnership and/or co-operation with appropriate agencies
2. Demonstrate Best Value / Value for Money.
3. Ensure the safeguarding of all children, employees and vulnerable adults and undertake relevant DBS checks with paid and voluntary employees.
4. Deliver their activities in accordance with Nottingham City Council's Equality and Diversity Policy.
5. Act in an anti-discriminatory manner, including (but not limited to) taking into account gender, race, age, culture, religion, belief, language spoken, sexual orientation and disability.
6. Deliver their activities in accordance with relevant legislation and best practice applicable to the client group, by suitably qualified and/or experienced staff where

detailed. (Applicants are encouraged to contact the NCVS if support is required in this area.)

7. Promote and encourage the independence and wellbeing of the individual service user, taking account of his/her particular circumstances and chosen lifestyle.
8. Maintain the service users' right to privacy, dignity and confidentiality.
9. Ensure the health and safety of participants, staff and others and hold appropriate insurance policies related to this.
10. Ensure service users (especially young people) have the right to participate in decisions about the service provided to them and be regularly consulted about whether it meets their need.
11. Provide their activities reliably and consistently. In the event of a disruptive event affecting their ability to deliver, organisations shall take steps to ensure continuity of service delivery is achieved.

### **3. DELIVERY MODEL**

This Grant Aid will support Voluntary and Community Sector groups and organisations across Nottingham City to work together in consortia or partnerships to deliver the key outcomes identified in each priority through service delivery and activity.

#### **ONLY ORGANISATIONS WISHING TO BE LEAD ORGANISATIONS IN THEIR PRIORITY NEED TO APPLY FOR THIS FUNDING**

#### **DELIVERY ORGANISATIONS SHOULD CONSIDER THE PARTNERSHIP OR CONSORTIA THEY WISH TO JOIN AND MUST BE IDENTIFIED IN THE APPLICATION**

VCS organisations working in partnership will deliver the services and outcomes identified through a delivery model that is flexible to the needs of the local community. It is expected that one organisation in each of the three priority communities will take the lead and will work with specialist VCS organisations. It is essential that potential Lead Organisations recognise the importance of flexible and adaptable partnerships or consortia which enable very small voluntary and community groups to participate at every level. It is expected that consortia or partnerships work closely with appropriate stakeholders and create a programme that is also flexible to the changing needs of all communities across the identified priority. Lead Organisations across the Communities of Identity Programme must be willing and able to embrace opportunities to work in partnership to access resources and funding, and to better deliver both new and existing services where appropriate.

#### **Council representation**

In order to build stronger links between the VCS and Nottingham City Council, Partnerships are required to include representation from appropriate Council Officers and/or Councillors as well as the VCS Partnerships Manager. The Officers identified will depend on the services being delivered and will be identified to successful applicants once approved. Council representatives should be invited to all partnership meetings.

#### **Democratic decision making**

Applications must identify a democratic process of management involving all partners in decision making and the allocation of funds and resources. Quarterly meetings of the partnership are required as a minimum and all decisions regarding funding allocation, services delivered, future developments etc must be agreed here. In order to be quorate 50% of the partnership must be in attendance and 66% agreement of those attending is required for decision making to be ratified.

These meetings must be minuted and these minutes forwarded as part of performance management and monitoring process. The Lead Organisation is not permitted to make decisions alone as this does not demonstrate a true partnership of equals. All partners and Council representatives must be invited to these meetings with sufficient notice of the meeting given.

### **Finance and project management**

The purpose of the Lead Organisation is to act as an umbrella organisation that enables smaller VCS partners to deliver services using this funding. It is recognised that the management of the programme will generate a cost to Lead Organisations and as such, a management fee of 7% taken from the overall grant is permitted. It is also recognised that Lead Organisations are also delivering services to the communities identified, therefore a maximum of 10% of the grant can be given to the Lead Organisations for the purpose of service delivery.

In summary, Lead Organisations can retain a maximum of 17% of the grant, whilst the remaining 83% must be shared between other partners. The final sum this represents is identified within the Priorities Section of this document.

## **4. APPLICATION**

Successful applications will demonstrate a strong partnership of delivery organisations. Partnerships must be fully developed at application stage with activity and service delivery agreed and outcomes identified and specified within the submission. Applications that are unable to achieve this will not be successful. The outcomes framed within the application will go forward into the Service Level Agreement with Lead Organisations held to their delivery.

Applications should demonstrate outcomes and services that:

- Are delivered to the priority community that the Grant Aid has been allocated to.
- Are strongly based on knowledge of community need.
- Show consideration to the City's demographics.
- Show a range of experience of working with community groups and organisations.
- Are based on, and link to local partnerships.
- Show a strong understanding of governance structures operating in Nottingham.
- Have strong and stable existing networks with a full range (size and ethos) of Voluntary and Community Sector organisations, local groups, partnerships and statutory organisations operating in Nottingham City.
- Are preferably making some contribution towards the overall cost of a project from their resources or match funding, rather than being fully reliant on NCC Grant Aid funding.

Applications should be complete upon submission and include the documents that demonstrate eligibility as outlined above.

## **5. CRITERIA**

The following section set out the priorities for each community and service upon which potential Lead Organisations should focus their partnerships and application. Consultation has taken place with organisations from the Voluntary and Community Sector at both a city wide and local level, key stakeholders, Portfolio Holders and City Council Departments and Services.

**All activity identified within applications should work with existing services funded or delivered by other bodies or organisations (including Nottingham City Council) to**

**ensure there is no duplication and to offer a wide range of activities at different locations and times to a different cohort of individuals.**

All priorities are expected to deliver a small grants programme to support grass roots groups. This will be negotiated as part of the SLA but Lead Organisations should set aside a reasonable amount to support this activity as part of their application. This must be delivered by a recognised and suitably experienced organisation from, or active in the City. This can be purchased from outside the partnership if the necessary specialist knowledge and skills to provide a quality service does not exist within the partnership.

**9.1 Gender and Sexual Orientation Communities Priorities**

- Support for isolated individuals -  
To provide support, advice, information and guidance for people identifying as LGBT. Supporting existing work to promote healthy relationships.
- Provision of safe spaces for these communities -  
To support the provision of 'safe' space across the communities identified within this priority, whether this be dedicated, physical or virtual.
- Empowerment of organisations and individuals within these communities -  
To give these communities a strong voice within mainstream services, partners and organisations. To offer support in times of crisis, hardship and poverty. To deliver a forum where organisations representing these communities can share information, knowledge and best practice.
- Support for women's voices -  
Enabling women to challenge cultural stereotypes, championing Nottingham as a zero tolerance city for misogyny and female genital mutilation.
- VCS groups for women -  
Support for the development of more diverse groups for women across the City.
- Support for specialist VCS -  
To offer advice and support to smaller VCS organisations and groups to enable them to maintain a robust organisation, develop and offer a good quality service and / or activities to citizens. This may include activity such as developmental support as well as small group support (such as well as basic management advice, funding support in completing forms etc).  
This must be delivered by a recognised and suitably experienced organisation from the City. This can be purchased from outside the partnership if the necessary specialist knowledge and skills to provide a quality service does not exist within the partnership.

**9.2 New and Emerging Communities**

- Building Skills and Confidence -  
Organisations working with these communities to be self-sufficient, enabling them to support individuals to feel more in control of their lives and more informed. Communities are able to access appropriate opportunities through signposting to relevant services, and have an increased sense of choice and self-determination. Activities that work to break down barriers between new arrivals and existing communities, enabling marginalised communities to interact with other groups within their area.
- Financial advice including debt management and welfare advice -  
Specifically focused services for members of these communities delivered by professional and qualified organisations.
- ESOL and Conversational English -  
To provide ESOL support for members of these communities, especially new arrivals to enable them to integrate into their wider community and access local services. To provide conversational English classes for those individuals not ready for ESOL.

- Support for vulnerable or at risk communities with multiple needs who do not qualify for refugee or asylum services eg. Roma, Eastern European communities.
- Support for Young People -  
To develop stronger understanding of effective parenting and to support the transition from child to adult.
- Support for specialist VCS -  
To offer advice and support to smaller VCS organisations and groups to enable them to maintain a robust organisation, develop and offer a good quality service and / or activities to citizens. This may include activity such as developmental support as well as small group support (such as well as basic management advice, funding support in completing forms etc).  
This must be delivered by a recognised and suitably experienced organisation from the City. This can be purchased from outside the partnership if the necessary specialist knowledge and skills to provide a quality service does not exist within the partnership.
- Volunteering projects -  
To increase capacity in these communities enabling peer support activity and leadership skills to be developed and increasing the services that are on offer.

### **9.3 Refugee and Asylum Seeker Communities Priorities**

- Information, Advice and Guidance -  
Providing a one stop wrap around service providing support to refugees, asylum seekers and people who have indefinite leave to remain.
- Building Skills and Confidence -  
Supporting and developing communities to be self-sufficient, feel more in control of their lives and more informed. Members of the communities are able to access appropriate opportunities, and have an increased sense of choice and self-determination.
- ESOL and Conversational English -  
To provide ESOL support for members of these communities, especially new arrivals to enable them to integrate into their wider community and access local services. To provide conversational English classes for those individuals not ready for ESOL.
- Support for people from traumatic backgrounds  
In particular young people fleeing conflict to enable them to become active Nottingham citizens.
- Support for Young People -  
To develop stronger understanding of effective parenting and to support the transition from child to adult.
- Support for basic needs -  
Providing support, information and guidance for individuals basic needs, enabling them to access basic levels of support from local providers and providing a base upon which further priorities identified within this criteria can be built.
- Support for specialist VCS –  
To offer advice and support to smaller VCS organisations and groups to enable them to maintain a robust organisation, develop and offer a good quality service and / or activities to citizens. This may include activity such as developmental support as well as small group support (such as well as basic management advice, funding support in completing forms etc).  
This must be delivered by a recognised and suitably experienced organisation from the City. This can be purchased from outside the partnership if the necessary specialist knowledge and skills to provide a quality service does not exist within the partnership.
- Volunteering projects -  
To increase capacity in these communities enabling peer support activity and leadership skills to be developed and increasing the services that are on offer.

## 6. PERFORMANCE MANAGEMENT AND MONITORING

The Lead Organisation will be responsible for collation and coordination of monitoring from partners. Performance management and monitoring will be set alongside the outputs and outcomes agreed within the Service Level Agreement (SLA).

### Delivery Plan

In the first year of delivery, outputs and outcomes will be taken directly from the information contained within the application. This underlines the importance that applicants have taken the time to formulate a strong partnership and included detailed delivery plans and targets. In the second and third years of delivery, plans must be SMART and will form the basis of any revisions to the SLA. Lead Organisations must discuss any changes with partners and submit any revisions in the form of a delivery plan by mid-March in years two and three.

### Annual Report

The Lead is required to compile an annual report with partners to document progress and services delivered. Partners should be able to evidence a strong record of delivery and achievement and identify additional resources or funding sourced by the partnership that will support delivery of the priorities.

The report should highlight any differences between outputs and outcomes agreed within the SLA and those achieved through the course of the year (both positive and negative). It must also include the total payment to each organisation for the year and an overview of what they have delivered, this also includes any management fee utilised by the Lead Organisation. Annual reports must be received mid-May.

### Quarterly Monitoring

Quarterly monitoring is required to demonstrate performance against targets and forms the basis of all performance management and monitoring. It will be used to trigger the release of grant payments and will be based against the SLA. A monitoring form will be provided for Lead Organisations to complete. Quarterly monitoring must be received one month after the end of the quarter that is being monitored.

## 7. FINANCE

Indicative budgets are identified below, however applicants should be aware that budgets for 2019-20 will not be finalised by Nottingham City Council until **March 2019**. Any changes/reductions in available funding will be discussed with successful applicants and will be reflected in expected outcomes by an equivalent reduction in outcomes.

Priority	Management fee £	Lead Delivery £	Indicative TOTAL Budget £
Gender and Sexual Orientation	12,180	17,400	174,000
New and Emerging Communities	8,890	12,700	127,000
Refugee and Asylum seekers	13,860	19,800	198,000

### Management fee

As previously outlined, the Lead Organisation will be permitted to take a 7% management fee to enable it to deliver the programme of activity and outcomes.

In order to ensure that funding is distributed amongst the wider VCS, Lead organisations will be permitted to receive a further 10% of the funding available for delivery.

The total budget available per priority contains no ring-fencing of funding for any individual or specific priorities. Applications must identify within their application how much will be spent on each priority based on an understanding of the needs of each community.

## **8. TIMELINES**

Organisations who wish to be considered as a Lead once they have discussed this criteria with partners should request an application form by emailing;  
[louise.graham@nottinghamcity.gov.uk](mailto:louise.graham@nottinghamcity.gov.uk)

**SUPPORTING DOCUMENTATION MUST BE RECEIVED ELECTRONICALLY BY EMAIL TO THE ABOVE ADDRESS AT THE POINT AN APPLICATION FORM IS REQUESTED**

**APPLICATIONS MUST BE RECEIVED ELECTRONICALLY BY EMAIL TO THE ABOVE ADDRESS BY 10AM ON MONDAY 4<sup>TH</sup> MARCH**

Applications will be reviewed and scored and then presented to a Grants Panel for a final recommendation. Successful applicants will be asked to agree (in partnership with Nottingham City Council) a Service Level Agreement which will set out the required outcomes and services to be delivered during the timespan of the grant. Delivery will commence on 1<sup>st</sup> April 2019.

Funding will be made available in advance on a quarterly basis. After the initial grant payment, subsequent payments will be made dependent on satisfactory monitoring.

## **9. ADVERTISING AND PROMOTION**

Lead Organisations will be required to promote activities delivered by their partnership and share publicity with NCC departments (for example youth activities delivered by COI partners must be included within NCC activity timetables). Lead Organisations will also be required to publicise NCC activities and services to their partners and wider communities.

All publicity of activity and services supported by the grant must acknowledge the support of Nottingham City Council. Logo's will be provided.