

AGENDA ITEM NUMBER 10

BRISTOL CITY COUNCIL

Neighbourhoods Scrutiny Commission

Monday 11th January 2016

Report of: Di Robinson, Service Director, Neighbourhoods & Communities

Title: Consulting about a new approach to grant funding - the VCS Grants Prospectus

Ward: n/a

Officer Presenting Report: Di Robinson, Service Director,
Neighbourhoods & Communities

Contact Telephone Number: 0117 352 1036

RECOMMENDATION

Recommendation(s) / steer sought:

1. To note our current consultation about our proposed new approach to voluntary and community sector grant funding;
2. To comment and feedback on our proposals for a voluntary and community sector grants prospectus.

Summary

This report outlines our proposals for a new approach to voluntary and community sector (VCS) grant funding, co-designed with colleagues from the VCS. We have called this new approach a grants 'prospectus' because it will bring the council's grant funds together in one place and people will be able to see what grant is available and what we want to achieve with the investment. Our proposals include our vision and values for the prospectus, an outline of the key issues we want this grant money to address and information about the grants process.

We are consulting for 13 weeks with our main stakeholders, the city's VCS organisations. We have therefore asked Voscur (a local VCS support, development and representation organisation) to lead the consultation with us.

The significant issues in the report are:

- The proposed prospectus approach (Appendix A)
- The prospectus 'Key Challenges' document which gives examples of disadvantage faced by Bristol's residents (Appendix B)
- The outline grants processes for small, medium and large grants and options for grant terms (Appendix C)

Key background information:

1. The council does not currently have a common strategic approach to grant funding. There is no single strategic document to inform the allocation of grant funding and to ensure that the best use is made of these grant monies in order to benefit the people in most need and optimise impacts.
2. Currently our grant investment is managed locally within a number of different departments of the council, with many different application, monitoring and performance processes. There is also currently no single place where all the information comes together to inform our strategic investment moving forward.
3. The council needs to ensure that all of our investment to benefit citizens is focussed on the right priorities and delivers the best possible outcomes for citizens. The current situation does not allow us to do this effectively.
4. The voluntary community sector itself has fed back to the council that there is a need for a more strategic and transparent grants process and a citywide approach to public sector grants funding, and that this would benefit their organisations and their long term planning of resources.
5. In December 2014 Cabinet gave its agreement to the development of a strategic, cross-council model of revenue grant funding with clear priorities for the council's grant investment in order to tackle the city's key challenges.
6. Our belief, which strongly underpins the development of this proposed new approach, is that we can significantly increase the positive impact of our investment if we have a shared focus and ensure all our efforts are aligned towards the same intent. This does not mean we are seeking to only fund one kind of activity - indeed, the opposite. It is about working with the VCS in order to benefit from their creativity, innovation and most importantly their local and real community knowledge to maximise the impact and change we can deliver together.
7. The impact of our investment in the VCS will be enhanced by a clearer

strategic focus and we are committed to build a stronger strategic picture about what we need to do with this funding as a city. The purpose of the Prospectus is to be a clear statement of our intent, a guide to understanding what the City Council wants to achieve with its' amalgamated grant funding.

8. A co-design approach

It was key to delivering a new approach to this investment funding, that we developed a different kind of working relationship with the sector. We have been very fortunate to have drawn together a key group of VCS stakeholders who have agreed to work with us, using co-design principles, to produce an approach which resonates for the sector and meets the needs of the city as the VCS sector understands it, as well as from the council's perspective. This approach has enabled open and honest discussions and has created a very creative, confident and challenging environment which goes beyond the "funder" and "funded" traditional relationship. The content of this paper is the result of this collaboration and presents a common view that the investment from the council needs to be focussed on addressing the key challenges for the city and our citizens, specifically issues of disadvantage and inequality in Bristol.

9. We have established a VCS Grants Prospectus Working Group with members from the VCS and the council and together we have developed a set of principles for the way we want this co-designed Prospectus to lead the council's grant investment and these are summarised below:

- Using a balance of evidence-based and user views to understand local need and shape our grant priorities.
- Building on what works as well as enabling creative and innovative approaches which contribute to improving people's lives.
- Developing and demonstrating ways that the council and the VCS can work together.
- Bringing about positive community outcomes, focusing on the most disadvantaged people in our city.
- Encouraging strategic alliances (or links) and shared learning as part of the grant's added value.
- Using and contributing to (grants) best practice.
- Leaving a legacy of sustainability (positive change for individuals, communities, organisations and the city that can continue even if the grant reduces or stops).

10. The Prospectus will focus on reducing disadvantage

In 4 years' time we want to see that this co-designed approach to VCS grant funding is resulting in less disadvantage and inequality experienced by Bristol's residents and for those who are experiencing disadvantage being more able to cope or manage, not just day-to-day but for the longer term. We want to achieve this vision by working in ways that will bring sustainable

change and we have agreed a set of values and approaches that will underpin all prospectus-funded activities. In summary these are:

- Make a real difference
- Support the most disadvantaged
- Offer early help
- Build on existing strengths of people, organisations and communities
- Connect people
- Link with the wider city

Grant funded organisations will be expected to work in ways that contribute to our values and to provide some evidence of this.

11. What we mean by disadvantage

The focus of the Prospectus is on Bristol's most disadvantaged citizens. By disadvantaged people we mean those people and communities who lack or are denied resources, rights, goods and services, and who cannot be part of the usual connections, activities and opportunities¹, available to the majority of people in Bristol. We have clear evidence of who is disadvantaged in our city, and where they are, and the story of Bristol's disadvantage (see Appendix B) helps to illustrate what we are trying to address.

Through the VCS grants Prospectus we want to take a preventative approach to help disadvantaged people who are unable to withstand the effects of pressures and stresses and those who are likely to reach a point where they can no longer withstand them, with the aim of building resilience for individuals, families, neighbourhoods and communities of interest

12. There are many pressures faced by disadvantaged people in our city. We need to be clear about our priorities, recognising that though (up to) £5 million is a significant fund, it is clearly not of a scale to tackle all the factors shaping disadvantage in Bristol. We are therefore proposing eight different factors that contribute to disadvantage, on which we want to focus the grants activity, and for each of these we tell a Bristol story, backed up by data. We are calling these our Key Challenges:

- Poverty (financial poverty, food poverty, fuel poverty)
- Unemployment and underemployment
- Physical and emotional ill health
- Lifestyle deprivation (not being able to access universal/common services and leisure experiences)
- Low engagement (not participating in the community)
- Physical and social isolation or exclusion

¹ This is based on a definition taken from: Levitas, R., Pantazis, C., Fahmy, E., Gordon, D., Lloyd, E. and Patsios, D. (2007) The Multi-Dimensional Analysis of Social Exclusion. Department of Sociology and School for Social Policy, Townsend Centre for the International Study of Poverty and Bristol Institute for Public Affairs, University of Bristol (page 9)

- Individual and structural discrimination
- Crime and violence

- A fuller explanation of these is included at Appendix B.

13. We recognise that this list may not cover all types of disadvantage. We also recognise that people in our communities often face a combination of factors that limit their ability to participate in services and wider opportunities as much as they would wish. We want to support projects to provide the material and emotional framework for individuals and groups to feel fully part of our communities.

14. How the Prospectus will work

The Prospectus will change the way the council grant fund VCS organisations in the city and will change the way they are expected to work. It will ask VCS organisations to propose how they can use their skills, local knowledge and expertise to support disadvantaged people in the city (individuals as well as geographic communities and communities of interest) who are affected by one or more of the city's key challenges. They will be expected to work in ways that contribute to our Prospectus values or aspirations with the resulting impact being a reduction in disadvantage or inequality and (disadvantaged) people being more able to cope. The concept is summarised visually in a one-side diagram (Appendix A, page 9).

15. We have set out what council grant monies will be within the scope of the prospectus and what will not (Appendix A page 4). The prospectus will not necessarily include grants that the council may administer on behalf of other bodies.

16. To successfully implement the Prospectus for VCS grants we need an effective application process. It is our intention that this will be proportionate and inclusive so that no VCS organisations are excluded from or disadvantaged by the process. It must allow organisations to describe their proposals and the way they will work so that applications can be fairly considered and appraised. Our co-design of the application process for the VCS Grants Prospectus will implement our shared values and commitments, as described in the Bristol Compact.

17. We are co-designing three proportionate application processes for small, medium and large grants and our proposals for these, including the draft application questions, are set out in Appendix C and are available for consultation with the sector.

18. We are proposing grants of two and four years, with funding reductions in years 3 and 4, to enable response to changing need, strategic re-focusing of grant priorities and for savings to be realised as necessary. Our considered options are shown in Appendix C.

1	<i>Not all VCS organisations engage with the consultation and/or smaller organisations (e.g. equalities organisations) do not believe they have enough access to the consultation.</i>	<i>H</i>	<i>M</i>	<i>We are working with Voscur to jointly plan and manage the consultation, with the aim of maximising VCS engagement. Our approach will be proactive, facilitating round-table discussions. We will have specific opportunities for VCS equalities orgs to talk to us.</i>	<i>L</i>	<i>L</i>	<i>Di Robinson</i>
2	<i>The proposals are not understood and as a result VCS organisations do not prepare adequately for change.</i>	<i>M</i>	<i>H</i>	<i>We have 'tested' our vision and principles with the sector at the VCS Assembly and with BEING and made changes as a result.</i>	<i>M</i>	<i>L</i>	<i>Di Robinson</i>

21. Public sector equality duties:

We have completed an equality impact assessment of the VCS Grants prospectus proposal, available as a background document, and believe that it will significantly contribute to the Public Sector Equality Duty. We are focusing in disadvantage and we know that discrimination is a factor contributing to disadvantage and this is one of the 8 key factors we have prioritised in the prospectus. People who experience discrimination (because they have one or more protected characteristics) are more likely to experience other factors contributing to disadvantage, thus compounding their experience.

Our values and approaches will require organisations to work in ways that increase the opportunities for people from different backgrounds and experiences to come together to increase understanding. We will also require them to work in ways that address inequality and discrimination, which will include running projects or activities in accessible venues.

22. Consultation and scrutiny input:

a. Internal consultation:

VCS Grants Prospectus Working Group (BCC members)
Neighbourhoods Scrutiny Commission (July 2015)
Executive member
Senior Leadership Executive Board (November 15)

b. External consultation:

VCS Grants Prospectus Working Group (VCS members)
Wendy Stephenson (Chief Executive, Voscur)

Policy

23. Not applicable

Legal and Resource Implications

24. Legal
Not applicable

22. Financial
(a) Revenue

It is the intention for the Grants Prospectus to inform the process for allocating approximately £5m of council revenue budgets to the VCS from April 2017. The report also sets out an intention to incorporate into the Grants Prospectus the means of reducing the revenue budget allocation to the VCS and different ways how this could work are set out in Appendix C. This report is not seeking a decision on the amount or timeframe of these reductions and this will need to be determined through future reporting and/or as part of the Council annual budget-setting.

Advice given by Robin Poole, Finance Business Partner

Date 23/09/15

(b) Capital
Not applicable

23. Land
Not applicable

24. Personnel
Not applicable

Appendices:

Appendix A – VCS Grants Prospectus – a proposal for a new approach to voluntary and community sector grants.

Appendix B - VCS Grants prospectus – the Key Challenges

Appendix C – VCS Grants Prospectus – the application process

Access to information (background papers):

[Draft VCS Grant Prospectus Vision, Values & Principles](#)

[Bristol City Council Grants 2014-15](#)

[Prospectus consultation events](#)

Agenda Item 10 Appendix A



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The VCS Grants Prospectus: a proposal for a new approach to voluntary and community sector grants

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What are we proposing?

People from the council and the voluntary and community sector (VCS) have worked together to design a new approach to grant funding and together we have agreed that we need to focus the council's grant investment on tackling disadvantage in the city.

We believe that by having a clear focus and by working better together, we can use this money more strategically, more powerfully and have a far bigger impact.

We are calling this new approach a 'prospectus' because we will have one document in which we tell people what council grant funding is available, what we want to achieve, what we expect from funded organisations and what the processes are for applying for and allocating the grants. It will ask VCS organisations to propose how they can use their skills, local knowledge and expertise to support disadvantaged people in the city (individuals as well as geographic communities and communities of interest). It will include a set of 'values' for funded organisations to sign up to. This prospectus will last for four years with the first grants in place in April 2017.

What do we want to achieve?

In 4 years' time we want to see that this co-designed approach to VCS grant funding is resulting in less disadvantage and inequality experienced by Bristol's residents and for those who are experiencing disadvantage being more able to cope or manage, not just day-to-day but for the longer term.

We want to make a real difference for disadvantaged people in the city and to do this we will support VCS organisations to address any number of the eight key factors of disadvantage that we have identified. These factors are:

- poverty (financial poverty, food poverty, fuel poverty)
- unemployment and underemployment
- physical and emotional ill health
- lifestyle deprivation (not being able to access services and opportunities in the city)
- low engagement (not participating in the community)
- physical, social and digital exclusion or isolation
- discrimination
- crime and violence

We have called these eight factors our 'key challenges' and we show some examples of how they impact on local people and how we will focus support through the prospectus in a draft document called 'VCS Grants Prospectus Key Challenges – a Bristol story'.

We know that disadvantaged people in our city face multiple, complex and often deep-seated issues and that disadvantage impacts on geographic communities and communities of interest. We need to be clear about our priorities, recognising that we cannot expect to 'fix' disadvantage with (up to) £5 million per year for four years. We have clear evidence of who is disadvantaged in our city, and where they are, and the story this tells helps to illustrate what we are trying to address.

We believe that we can only achieve real and lasting change for disadvantaged people if we are clear not just about our focus, but about the ways we expect organisations to work. We have developed a set of values that will underpin all prospectus-funded activities by calling for funded organisations to work in ways that:

- Make a real difference
- Support the most disadvantaged
- Offer early help
- Build on existing strengths of people, organisations and communities
- Connect people
- Link with the wider city

This will bring about a real change in the ways we work together, with an emphasis on building resilience, early intervention, collaboration and sharing resources, community cohesion and asset-based approaches (recognising and using the skills, strengths and resources within our communities). These are explained in the definition section on page 7.

For more detail about this please see the 'VCS Grants Prospectus vision, values and principles' document.

We will also want to demonstrate that the prospectus funding has made a difference and organisations receiving funding will need to provide us with data about the effectiveness of their activities, providing evidence of the impact in reducing disadvantage or inequality and (disadvantaged) people being more able to cope.

How will it work?

The concept of the prospectus is summarised visually in a one-side diagram (page 7).

To successfully implement the prospectus for VCS grants we need to have an effective application process. We want this to be proportionate and inclusive so that small VCS organisations are not excluded from or disadvantaged by the process. The process must allow organisations to describe their proposals and the way they will work so that all applications can be fairly and consistently considered and appraised. It must also implement our shared values and commitments, as described in the Bristol Compact.

We are designing three application processes for small, medium and large grants and our proposals for these, including the draft application questions, are set out for consultation in the draft VCS Grants Prospectus: application process.

We are proposing to offer a mix of four-year grants (with funding tapers built in at years 3 and 4) and two-year grants (see the 'VCS Grants Prospectus: application process' document, page 9). We think this will give funded organisations a stable funding base from which to lever in additional income and allow us the flexibility to meet changing need.

We need to maximise the proportion of grant investment, effort and resources used to

directly benefit disadvantaged people. In this spirit, the council is also interested in looking at how we can support organisations in ways other than through grant funding. In the future this could include support with finance, IT and human resources functions as well as supporting organisations with an interest in sharing premises to find suitable locations so that they can collaborate on a day to day basis and share costs.

What funding will come into the prospectus?

The council currently invests around £18m annually in supporting VCS organisations. Of this £1.5m is the notional value of annual concessionary rents or leases with local VCS organisations, £8.5m is through mandatory business rate relief to charities, £0.3m is through discretionary business rate relief, £0.4m in small grants and £7.3m through revenue grants.

These £7.3m of revenue grants are made by many different teams in the various council departments and have many different purposes. Our proposed new approach will align up to £5m of this revenue grant funding to make it work better for the people who need it most. The actual amount available for the prospectus will depend on the impact of the government's spending review on the council's budget.

Some grants will not be within the scope of the prospectus and there are a number of reasons for this:

- (i) The Care Act implementation will affect £0.5m grants which will become statutory provision for the council and therefore become commissioned contracts. Further grants of £0.3m may also be affected, pending a decision by the council's People directorate.
- (ii) £0.4m is the value of the grant for VCS infrastructure (VCS support, development and representation) currently provided through Voscur's Support Hub, which we are in the process of re-commissioning. This re-commissioning will be completed before the prospectus is launched so that the successful organisation will be in place to support organisations with the new grants process.
- (iii) We will use £0.7m to re-commission community advice provision in the city (new grant agreements to be in place by 2016) because of the strategic importance of having this in place at a time of major welfare reform.
- (iv) An element of the council's £0.9m Key Arts Provider (KAP) grants is focused on increasing participation for those who are often excluded from arts-related activity as a result of disadvantage. Many Key Arts Providers also receive funding from Arts Council England. We will work towards the KAP fund contributing to the prospectus vision to tackle disadvantage and at the same time contributing to Arts Council England's commitment to greater inclusion.

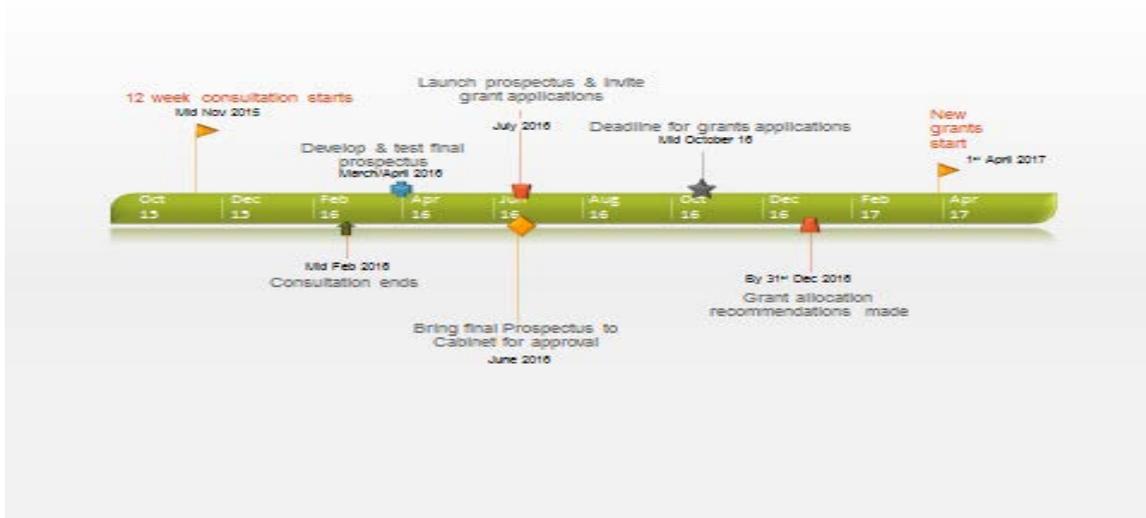
We expect the VCS infrastructure support and the community advice grants to come into the prospectus at a later date.

We also expect commissioners to consider grants as an option alongside contracts (using the council's own funding decision tool) when beginning all future commissioning projects, even if these are not within the initial scope of the prospectus. All future grants will use the prospectus standardised approach and values.

What will happen next?

After the consultation period has ended the co-design group will use the feedback to guide our development of a final prospectus. We plan to 'test' the prospectus for equalities impacts with equalities voice and influence groups at this post-consultation stage.

We will have a completed prospectus to take to the council's Cabinet in June 2016. Once it is agreed by Cabinet, we will launch the prospectus in July 2016, with the first grants process running in the autumn of 2016 so that we can make funding recommendations by the end of December. We will then be able to comply with the Bristol Compact and give three-month's notice to end existing grants and three-month's notice for new grants to be in place from April 2017.



Other VCS grants prospectus consultation documents

VCS Grants Prospectus Key Challenges: a Bristol story

VCS Grants Prospectus: application process

The following background documents are also available from our [web page](#) (see below) or on [request](#):

VCS Grants Prospectus: vision, values and principles

VCS Grants Prospectus Equality Impact Assessment

Consultation survey

We have an [online survey](#) with questions relating to the three consultation documents and we would encourage you to complete it. Please contact the Investment & Grants Team and ask us to send you a copy if you would prefer not to complete it online.

Website and contact details

Email: investmentandgrants@bristol.gov.uk

Telephone: 0117 903 6437

Consultation Finder website: www.bristol.gov.uk/consultationfinder

VCS Grants

webpage: <https://www.bristol.gov.uk/people-communities/grants-for-voluntary-and-community-organisations>

Definitions

Here we explain some of the terms we have used in the context of this proposal and the prospectus consultation documents.

Asset-based approach

Asset based approaches provide a different way of thinking about the role of individuals, communities, associations and institutions in creating vibrant, prosperous and inclusive communities. There are three basic questions:

1. What is that communities can do best?
2. What do communities require help with?
3. What do communities need outside agencies to do for them?

If we can be clear about the answers to each of these questions, we can make better use of the resources we have or have access to and we can support one another to use them for the benefit of whole communities. We are emphasising that our focus is asset based to make clear our starting point that activities funded through the prospectus should not be about imposed solutions

Bristol Compact

The Bristol Compact is the agreement made between the public sector and the Voluntary and Community Sector (VCS) in the city. The Bristol Partnership has adopted the Bristol Compact on behalf of the city and promotes and encourages its use. The Compact recognises that positive working relationships are crucial to Bristol and it seeks to define and strengthen the links between the public sector and the VCS – for the benefit of Bristol, its people and communities.

Co-design

We have been very fortunate to have drawn together a group of people managing VCS organisations locally who have agreed to work with us, using co-design principles, to produce a new approach to meet the needs of the city as the VCS sector understands it, as well as from the council's perspective. Our co-design principles were established with support from academics from Bristol University and gave us a framework for working towards a common goal and achieving consensus. This approach has enabled open and honest discussions and a very creative, confident and challenging environment which goes beyond the "funder" and "funded" traditional relationship. The content of this consultation paper is the result of this and presents a common view that the investment from the council needs to be focused on addressing the key challenges for the city and our citizens, specifically issues of disadvantage and inequality in Bristol.

Collaboration

We use the term collaboration to mean three things. We want organisations funded through the prospectus to work together, either formally or informally, to enhance their impacts on geographic communities or communities of interest. We want organisations to come together to build solidarity and advocate change where this is needed to tackle disadvantage. We also want organisations to share their learning for the benefit of the city.

Community cohesion

By community cohesion we mean understanding, tolerance and good relations between people from different communities so that there is a sense of belonging for all communities and the diversity of people's different backgrounds and circumstances is appreciated and positively valued. Community cohesion cannot be forcibly imposed by external agencies but

has to be achieved through community members working together for the benefit of all. Tackling equalities issues, ensuring those from different backgrounds have similar life opportunities and ending discrimination are fundamental to creating cohesive communities.

Communities of interest

Communities of interest or identify are terms used to describes people who share particular characteristics, usually the 'protected characteristics' in the Equality Act 2010 (such as age, race, religion and belief, gender, sexual orientation and disability). For example we might refer to Somali women or Disabled young people as communities of interest.

Disadvantage

The focus of the prospectus is on Bristol's most disadvantaged citizens. By 'disadvantaged' we mean those people and communities who lack or are denied resources, rights, goods and services, and who cannot be part of the usual connections, activities and opportunities¹, available to the majority of people in Bristol.

Early intervention

Early intervention is acting to prevent problems occurring and supporting people to reduce the impact of problems and stop escalation when they arise. It involves working together across agencies and with communities in Bristol to provide the right support at the right time.

Geographic communities

By geographic communities we mean places or neighbourhoods in Bristol. We know that some neighbourhoods are very deprived and that some are affluent. Our focus for the prospectus will be on the most deprived areas of Bristol.

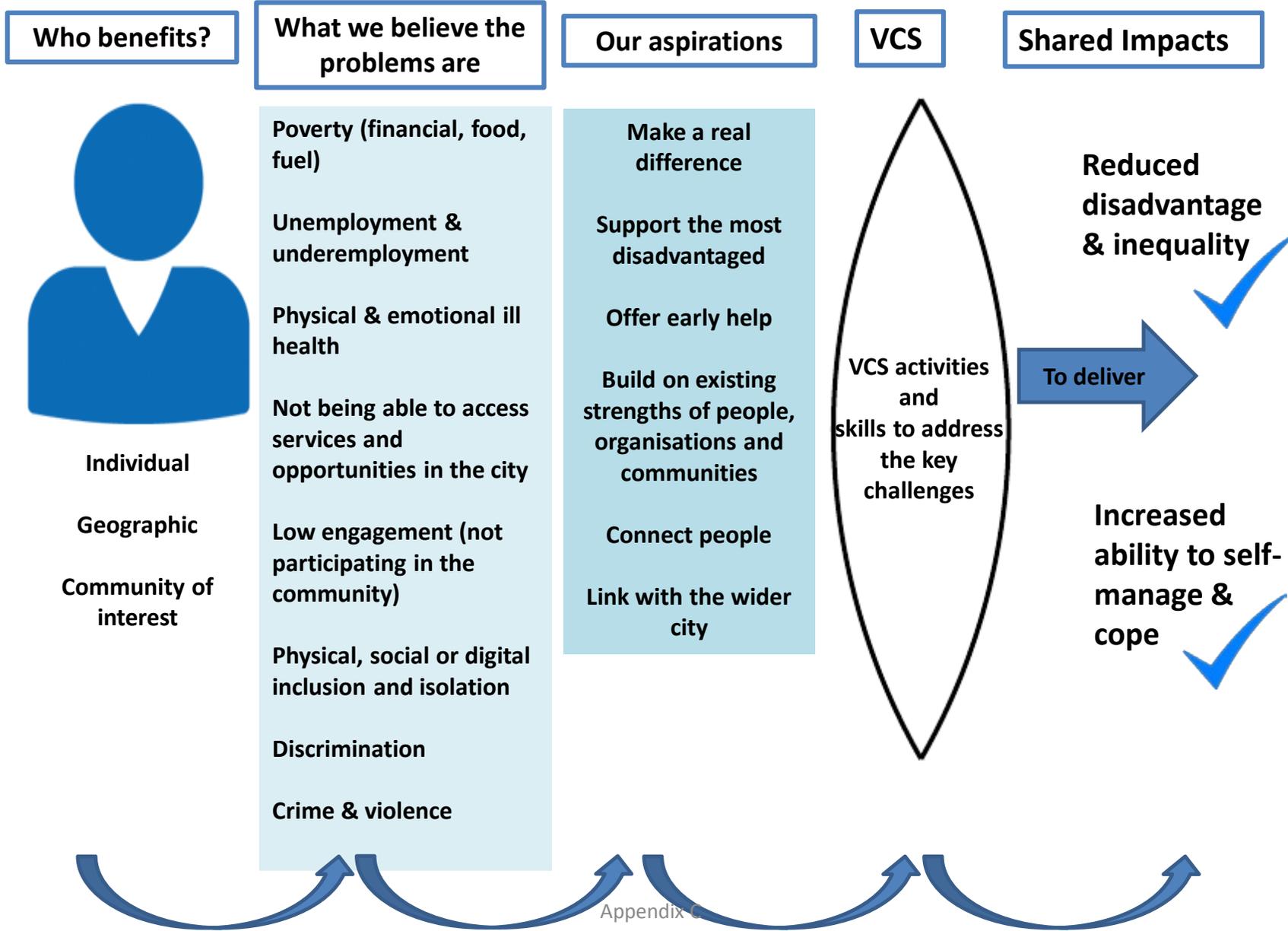
Resilience

The term resilience is commonly used in science to describe the ability of materials to withstand large forces, shocks or stresses. In the prospectus we use resilience to mean the ability of individuals or communities to cope with difficult times or situations. Resilient communities are ones that can use local resources and expertise to help themselves. Some people and organisations use the term 'readiness' instead of resilience. The prospectus will fund organisations that enable communities to be stronger and to respond flexibly to change.

Voluntary and community sector

For this grants prospectus, by voluntary and community sector we mean non-governmental, community-based organisations which are value-driven (their values arise from the community) and which reinvest their surpluses to further social, environmental or cultural objectives for the community. The sector includes voluntary and community organisations, charities, Community Interest Companies, co-operatives and mutuals. They range from small volunteer/single worker organisations and local community groups to large established organisations. Information about which VCS organisations will be eligible to apply for grants is included in the VCS Grants Prospectus Vision, Values and Principles document.

¹ This is based on a definition taken from: Levitas, R., Pantazis, C., Fahmy, E., Gordon, D., Lloyd, E. and Patsios, D. (2007) The Multi-Dimensional Analysis of Social Exclusion. Department of Sociology and School for Social Policy, Townsend Centre for the International Study of Poverty and Bristol Institute for Public Affairs, University of Bristol (page 9)



Agenda Item 10 Appendix B

VCS Grants Prospectus Key Challenges: a Bristol story

This document should be read alongside 'The VCS Grants Prospectus: a proposed new approach to voluntary and community sector grants' and the 'VCS Grants prospectus: application process'.

Introduction

In economic terms, Bristol is a prosperous city nationally and internationally. Bristol's prosperity is built on a wide and varied industrial base and it is a beautiful and vibrant city with an international reputation as a good place to live and do business, a thriving arts scene and a modern city centre. In 2013 Bristol won top spot in the new Quality of Living Index for the UK's largest cities. Yet, Bristol still faces a number of significant challenges. Bristol's prosperity is not shared by all its citizens: many people face multiple disadvantage. Within the city some of the most prosperous areas in the UK sit side by side with some of the most deprived. The English Indices of Deprivation 2015 again confirms this pattern:

- 16% of Bristol's residents (69,000 people) live in the most deprived areas in England. This figure includes 17,800 children and 10,500 older people.
- In Bristol as a whole, 17% of people are income deprived, 24% of children live in income deprived families, 20% of older people are income deprived and 13% of working age people are employment deprived.
- Bristol has over 40 small neighbourhoods in the most deprived 10% in England for Multiple Deprivation. Of these 26 are in the most deprived 5% in England.

The Bristol neighbourhoods which suffer from high levels of deprivation are the same now as they were in 1999 and the deprivation is persistent.

However deprivation and disadvantage are not just spatial issues concentrated in particular areas of the city. Some people and communities, such as Disabled people, Black and minority ethnic people, lesbian, gay and bisexual people, transgender people, young people, older people, refugees, are more likely to be disadvantaged than others.

Who do we mean by 'disadvantaged people'?

By disadvantaged people we mean those people and communities who lack or are denied resources, rights, goods and services, and who cannot be part of the usual connections, activities and opportunities¹, available to the majority of people in Bristol. We have identified eight factors or challenges that contribute to disadvantage:

- poverty (financial poverty, food poverty, fuel poverty)

¹ This is based on a definition taken from: Levitas, R., Pantazis, C., Fahmy, E., Gordon, D., Lloyd, E. and Patsios, D. (2007) The Multi-Dimensional Analysis of Social Exclusion. Department of Sociology and School for Social Policy, Townsend Centre for the International Study of Poverty and Bristol Institute for Public Affairs, University of Bristol (page 9)

- unemployment and underemployment
- physical and emotional ill health
- lifestyle deprivation (not being able to access services and opportunities in the city)
- low engagement (not participating in the community)
- physical, social and digital exclusion or isolation
- discrimination
- crime and violence

We recognise that this list may not cover everything. We also recognise that people in our communities often face a combination of factors that limit their ability to have the quality of life they would wish for.

The Grants Prospectus vision

Through the VCS grants prospectus we want to take a preventative approach to support disadvantaged people, both those who are unable to withstand the effects of pressures and stresses and those who are likely to reach a point where they can no longer withstand them. Our aim is to build resilience for individuals, families, neighbourhoods and communities of interest.

We want to build on the strengths in the city and to support projects to provide the material and emotional framework for individuals and groups to feel fully part of our communities.

This document expresses the challenges faced by disadvantaged people in the city. We know that this disadvantage impacts on spatial communities and communities of interest who may face multiple, complex and often deep-seated issues. We recognise that these cannot be resolved by this prospectus alone. However the prospectus is a 'call to action' across the city for us to work together for a more equitable city.

Under each of the following 8 Key Challenge headings we show some of the issues faced by the city's disadvantaged residents, as identified by colleagues in the VCS through their day-to-day work and a number of local data sources. These are the things we want to change through Prospectus grant funding. These are given scale by facts and figures taken from recent evidence bases and are further illustrated by examples, based on real life in Bristol.

Challenge: poverty (financial, food & fuel)

Over a quarter of children grow up in poverty in the city. The actual number of children in poverty in Bristol has increased because of the rapidly increasing overall child population. Child poverty is a central determinant of life chances, and impacts on health and wellbeing in multiple ways. We cannot expect to end poverty through the work generated by the prospectus but we do want to support people to be able to make the most of the resources they have.

- Some people are living daily in survival mode and suffer its negative effects – they are unable to plan or therefore change circumstances
- Lack of disposable income results in increased social isolation and decreased health and well-being - 'sitting the kids in front of the TV is free'
- Families regularly have to choose one necessity over another, i.e. food over fuel, transport over service, a bill rather than play etc.
- Families do not know how to feed their families affordable healthy and nutritious meals and some people are not able to provide food for all family members every day of the week
- People in rented accommodation often have higher fuel bills due to poor accommodation or key meter arrangements

Key facts:

- More than 1 in 5 of Bristol's older people (over 60) live in income-deprived households. Across the city this mirrors the pattern of deprivation in general. Impacts may include older people in these areas being unable to heat their home (fuel poverty) or unable to afford appropriate food (malnutrition).
- Almost 6,000 people over 65 could be malnourished or at risk. Individuals who are malnourished experience increased: ill health, hospital admissions, risk of infection, longer recovery times.
- In Bristol there are more children under 16 (25.3%) living in families in receipt of means tested benefits and/or having a low income than the England average (20.6%, 2011).
- 16,900 children & young people in Bristol live in families receiving either Income Support or Job Seekers Allowance (77% of all 0-19 year olds living in poverty).
- One quarter of Bristol's children are growing up in households unable to afford, or have access to, food to make up a healthy diet.
- Half of people in the city eat at least 5 portions of fruit & veg a day. This rate of about 1 in 2 has been broadly consistent for a few years. However, within Bristol this ranges from 39% (Lawrence Hill) to 68% (Clifton).
- In the 2014 Quality of Life survey 13% of respondents said they were finding it difficult to manage financially.

Challenge: unemployment and underemployment

Mapping Bristol neighbourhoods experiencing persistent concentrations of worklessness indicates that it has a spatial dimension. It is clear that there is significant correlation between these neighbourhoods and similar maps of low skills and poor health, although it can be challenging to draw causal links in either direction. Through the prospectus we want to start to tackle some of the complex issues that lead to unemployment and underemployment.

- The unpredictable income and working hours of zero-hour contracts create poverty and isolation
- Some people face language and cultural barriers.
- People live in permanent fear of welfare sanctions and changes and this results in people feeling less able to secure unpaid work-related experience
- Volunteering is increasingly important for people to gain skills and confidence but some people need support to volunteer.
- Some young people continue to leave school with few qualifications, no experience, low aspirations and no access to the networks that would enable them to find work.

Key facts:

- Long-term unemployment in Bristol is significantly worse than the national average, at 10.6 per 1,000 populations (2013)
- Over a quarter of young people are not in education, employment or training (Bristol Economic Briefing, 2013)
- The number of Bristol residents that have been unemployed for more than two years has been growing continually for the last two years.
- Economic Inactivity for White British is 35% with unemployment rate at 4%, only Indian and White Other are more economically active than White British; some BME groups have over double rates of unemployment to White British and Chinese rate of economic inactivity is highest at 56%; for some BME women economic inactivity is well over 50%.

Challenge: physical and emotional ill health

For Bristol overall, health and wellbeing has gradually improved. However, the main story is in the differences within Bristol. The majority of people in Bristol consider themselves in good or very good health but within Bristol “good” health ranges from only 76% in Hartcliffe & Filwood to 91% in Clifton East & Cotham. The impact and interplay of the other 7 factors of disadvantage on health are clear, and through the prospectus we want to focus support on healthy living and improving mental wellbeing.

- The number of people, especially men, living in the city suffering from mental distress is growing
- Some people are not able to improve their well-being through healthy eating
- Increasing numbers of homeless people are presenting with mental health problems
- Some children and young people are not able to be physically active or play outside

Key facts:

- Only 1 in 3 people in Bristol take regular exercise. Adult obesity is rising, and around half are overweight or obese with over 60% of people overweight in South Bristol.
- The Joint Strategic Needs Assessment (2014) highlights the persistent inequality in life expectancy, being 8.2 years lower for men and 6.1 years lower for women in the most deprived 10% areas of Bristol compared to those in the least deprived 10%; a problem appears to be worsening for women due to economic gender inequality impacts.
- Adults and children in “North & West (outer)” and South Bristol consistently have poorer health outcomes than all other parts of Bristol.
- The last decade has seen unprecedented population growth in Bristol, from 386,500 to 432,500; a rise

of 11.8%, compared to 7.7% across England and Wales (Bristol City Council, 2014). This results in more people living, working, playing and socialising in the same space which has a knock on effect on health and wellbeing.

- Bristol's Community Mental Health Profile (2013) reports that Bristol sits within the worst 25% percentile of adults (18+) experiencing mental distress in the UK.
- Certain BME groups are 40% more likely to be referred to mental health services through the criminal justice system with the same groups having lower than average of referrals from primary care (GPs and community mental health teams).

Challenge: not being able to access services and opportunities in the city

Bristol is a city with a rich and diverse cultural landscape. With theatre, live art, galleries, festivals and events, museums, attractions, sport events and facilities, Bristol can be a vibrant and creative city to live in. However participation levels vary widely across communities. Through the prospectus we want to improve access to these opportunities for disadvantaged communities. We also want to support disadvantaged people to access the services that are there to help them.

- Some people are unable to afford activities outside their immediate neighbourhood (much of the city's cultural offer is city-centre based and therefore not accessible).
- Some people's circumstances prevent them in engaging in fun or social activities
- Some services are not seen as accessible by some groups because of perceived cultural barriers
- Some people lack the confidence and self-esteem needed to enable them to interact and participate in opportunities.
- Some people do not know what services are available, what help is out there or what support they are entitled to.
- There is a lack of understanding, on behalf of the general public, of the barriers a person with a learning disability faces when travelling alone on public transport. Some people can be impatient and rude (Brandon Trust 100 Voices Conference)

Key facts:

- Transport issues are commonly cited as a barrier for people to engage with the wider community in Bristol. It is a particularly significant issue for older people and disabled people but has also been noted as an issue among young people.
- Research shows that people who live in neighbourhoods where they can walk to local services tend to have better social networks and have more social contacts than those who live in areas dependent on high car usage. Those in walkable neighbourhoods are more likely to know their neighbours, participate politically, trust others and be socially engaged.
- The Make Sundays Special evaluation in 2014 showed that very few people attended the events from the most the city's most deprived wards and that only 3% of survey respondents were BME.

Challenge: low engagement (not participating in the community)

National research that included a study in South Bristol showed that feeling part of something matters – and so does having a voice. People need to have someone locally that they can go to for advice and information. It concluded that everything is linked – neighbourhood satisfaction, health satisfaction, social support. There seems to be a link between people's satisfaction with their neighbourhood and their satisfaction with other areas of their lives, such as their health. Through the prospectus we want to support holistic approaches to wellbeing, community engagement and social life.

- Areas of low engagement offer fewer and fewer options for engagement and this then further depresses the opportunities for all
- A lack of natural support networks and positive social contact means that people have no support to fall back on if they need it
- Engagement opportunities are often targeted at those already equipped with the skills, confidence, mobility or experience to actively engage in their communities.
- Communities are becoming more segregated by race and ethnicity as they become settled
- Recent migrant communities can also experience low engagement, both individually and collectively, due to language difficulties or lack of social support networks, or even just due to lack of knowledge about what support is available.

Key facts:

- In 2014, only 25% of Bristol residents felt influential in their neighbourhood.
- More people are getting involved in voluntary work for a charity or community organisation (29% in 2014).
- Over the last decade, the population of Bristol has become increasingly diverse and some local communities have changed significantly. The proportion of the population who are black minority ethnic (BME) has increased from 12% to 22% of the total population. There are now at least 45 religions, at least 50 countries of birth represented and at least 91 main languages spoken by people living in Bristol.
- In July 2014 the University and College Union (UCU) conducted a survey of young people aged 16-24 not in education, employment or training and found 40% feel they are not part of society, 36% believe they will never have a chance of getting a job. The number of Bristol residents that have been unemployed for more than two years has been growing continually for the last two years. If a third of those claiming JSA for more than six months never left the house, as per the UCU survey, that would equate to some 1,752 people in the city.
- The percentage of people who felt that they belonged to their neighbourhood fell last year to 56% in 2014, but the 5 year trend showed no change (57% in 2009).

Challenge: physical, social and digital exclusion and isolation

Recent local research tells us that some people in Bristol are more likely to be isolated and excluded. Social isolation can have physically and emotionally damaging effects resulting in depression, poor nutrition, decreased immunity, anxiety, fatigue, and social stigma. Weak social connections carry a health risk that is more harmful than not exercising, twice as harmful as obesity, and is comparable to smoking 15 cigarettes a day or being an alcoholic.

Through the prospectus we want to support groups affected by exclusion and isolation by developing or building on existing local social networks within individual communities. This includes ensuring that the people affected have a major role in developing the solutions, rather than have interventions imposed upon them.

- Social isolation does not discriminate - there are people living in every neighbourhood and from every walk of life that experience regular isolation
- Older people, people with a limiting health condition and disabled people are particularly vulnerable to social isolation.
- People with learning disabilities are disproportionately affected by social isolation. For example young adults with an autism spectrum condition (ASC) are more likely to never see friends, never get called by friends, never be invited to activities and be socially isolated.
- LGBT young people often feel isolation and emotional distress following rejection by family or friends.
- More and more services are being pushed to online access only and some people do not have access to the internet or the skills to access digital services (such as online shopping and banking).

Key facts:

- Many people and communities who already experience economic, social and health inequalities also face digital exclusion. In Bristol, older people, disabled people, less well-off families and social housing tenants are amongst the most likely to be digitally excluded. When asked „do you regularly use the internet at home“ in the Quality of Life survey, 73% said they did (in 2012), and 15% did not have access to the internet. Figures show a decline in internet usage by age.
- Social isolation is a growing issue which impacts on people’s health & wellbeing. It is estimated that there could be 20,000 people (18-64) experiencing social isolation in the city as well as between 6,300 and 11,400 over 65. (Social Isolation in Bristol 2013, Initial Report).
- Research has noted that some 31% of adults with learning disabilities had no contact with friends, compared to only 3% of adults without learning disabilities.
- Data from the census of 2011 revealed that there are around 40,000 Bristol residents providing unpaid care for others, over 16,000 men and over 23,000 women. When caregiving becomes a full-time activity, the relative or partner’s opportunities for social contact also become severely restricted.
- It is estimated that there are some 26,060 Bristol residents who are lesbian, gay, bisexual, or transgender (LGBT) - approximately 6% of the total population of the city. Evidence from the Bristol Youth Links Needs Analysis of 2012 indicates that LGBT young people often feel isolation and emotional distress following rejection by family or friends and can suffer from mental health problems linked to difficulties coming to terms with sexual orientation or gender identity.

Challenge: discrimination

In 2013 two undercover BBC reporters showed that Muslims looking for jobs in Bristol faced possible discrimination. In 2015 we know that people still face barriers to employment and services in the city because of direct or indirect discrimination, for example older people are less likely to have access to a computer but more and more information about services is only available online. Through the prospectus we want to support people to understand their rights and be treated fairly. We want to support communities of interest working together to raise awareness of their needs and to challenge inequality.

- Understanding and tolerance of people from different ethnic backgrounds, races and religions is far from where it should be in a progressive, creative and multi-cultural city like Bristol
- The stigma of mental ill health still affects people and means that they are less likely to tell employers if they are stressed or anxious.
- More people in Bristol seek support because they are discriminated against at work or when accessing goods or services on the grounds of race or disability than any other protected characteristic.
- Carers are not valued by society for their contribution to their communities

Key facts:

- Experiencing racism has shown to triple the likelihood of developing depression and psychosis, experiencing racism from an employer increases risk of depression by 60%.
- Data from annual health checks for 1,400 people with learning difficulties in Bristol showed that they have poorer health outcomes (than people without learning difficulties) and that this is related to the (lack of) support to manage their health.
- There are more complaints of discrimination from BS5 residents than any other area in the city (47% of all complaints in Oct-14 to March-15).
- Black people in Bristol are 4 times more likely to be stopped under stop and search powers than white people.
- 1 in 5 black men in Bristol between the ages of 16-24 are unemployed compared to 1 in 10 white young men.

Challenge: crime and violence

Fear of crime and vulnerability may limit how residents interact in their community and venture out from their homes during the day or night. In 2014 15% of respondents reported that fear of crime affected their day-to-day life compared to 20% in 2012. Whilst this has fallen overall, we know that fear of crime will be greater for some people in our communities, because they may be targeted on the basis of their race, faith, impairment, age, sexual orientation or gender (and gender reassignment).

Through the prospectus we want to support victims or potential victims of targeted and exploitative crime (such as hate crime, domestic abuse and child sexual exploitation) and to support disadvantaged victims of crime to access criminal justice or restorative approaches.

- There is an increase in domestic violence and abuse
- People report feeling unsafe in their community on a regular basis
- There is an increasing awareness of Sexual Exploitation and the needs of young people (aged 18-25)
- Some victims of crime do not feel they have access to criminal justice or restorative approaches.

Key facts:

- In Bristol recorded Sexual Offences have increased by 36%. Crime rates in the five wards with the highest rates have all experienced a decline in rates across the past three years. This suggests there has been an overall decline in crime across Bristol, rather than falls being driven by larger falls in

certain areas.

- Of respondents to the Quality of Life Survey, fear of crime is greater amongst Muslim, LGBT, BME and disabled respondents as well as those living within priority neighbourhoods.
- In 2013/14 in Bristol, 750 crime incidents recorded by police contained at least one hate crime marker. This is a 13 per cent increase on the previous year.
- Around 7,000 domestic violence and abuse incidents were reported to the police in 2013/14. Of these 3,200 were categorised as a crime – representing around a six per cent increase compared against the previous year.
- Recent estimates suggest around 14,000 women and girls in Bristol have been a victim of domestic abuse in the past year.
- It has been estimated in Bristol over 200 young people are at high risk of Child Sexual Exploitation (CSE) victimisation and over 80 young people experiencing or having recently been victims of CSE.

Real Life Examples

We intend to have four real-life examples from Bristol to show the impact of a combination of some of these 8 factors on people's lives. These will be inserted here into the final Key Challenges document post consultation.

How voluntary and community sector organisations can use the Key Challenges

We want VCS organisations to tell us how they can use this grant funding to support disadvantaged people and communities to:

- Manage well and have the resources to make the most of money, food & fuel
- Be in work, education or volunteering that is viable and fulfilling
- Improve physical and emotional well being
- Access services and opportunities in the city
- Build supportive networks and be part of the community
- Be physically, socially and digitally included in the life of the city
- Be valued, be treated fairly and have their human rights protected
- Feel safer and have better recourse to criminal and restorative justice

We have clear evidence of who is disadvantaged in our city and where they are. We will expect VCS organisations to tell us in their grant applications what evidence of need their proposals are based on.

Source Documents for these key challenges:

Annual Population Survey West of England 2014

Bristol City Council (2013) *Bristol: State of the City 2013, Mayoral Priorities*

Bristol City Council (2014) Joint Strategic Needs Assessment*

Bristol Mental Health Needs Assessment 2010

Chan, S. (2014) *Bristol Quality of Life Survey 2014, Briefing Note* (Bristol City Council)

Clarke, D. (2013) *Social Isolation in Bristol, 2013* (Bristol City Council)

Kinghorn, D. (June 2014) *Bristol – Ambitious About Fairness. A report from the Bristol Fairness Commission* (Bristol City Council).

Mills, J. (October 2015) *Deprivation in Bristol 2015, Briefing Note* (Bristol City Council)

RSA (2014) *Social Connections and Wellbeing: why we look at people's networks* <http://kwmc.org.uk/wp-content/uploads/2013/07/Knowle-West-Findings-Summary-for-public-use.pdf>

Safer Bristol Partnership (January 2015) *Bristol Crime and Disorder Strategic Assessment*
<http://www.stop-watch.org/your-area/area/avon-somerset>

*This will be updated with the JSNA 2015 when it becomes available, post consultation.

Consultation survey

We have an [online survey](#) with questions relating to the three consultation documents and we encourage you to complete it. Please contact the Investment & Grants Team and ask us to send you a copy if you would prefer not to complete it online.

Email: investmentandgrants@bristol.gov.uk

Telephone: 0117 9717918

Agenda Item 10 Appendix C

VCS Grants Prospectus – the application process

This document should be read alongside 'The VCS Grants Prospectus: a proposed new approach to voluntary and community sector grants' and the 'VCS Grants Prospectus Key Challenges: a Bristol story' consultation documents.

1. Summary

To successfully implement the Prospectus for voluntary and community sector (VCS) grants we need an effective application process. It is our intention that this will be proportionate and inclusive so that no VCS organisations are excluded from or disadvantaged by the process. The process must be fair, reasonable and consistent. It must allow a wide range of organisations to describe their proposals and the way they will work so that applications can be considered and appraised fairly.

Our co-design of the application process for the VCS Grants Prospectus will implement our shared values and commitments, as described in the Bristol Compact. The Bristol Compact is the agreement made between the public sector and the Voluntary and Community Sector (VCS) in the city. It recognises that positive working relationships are crucial to Bristol and it seeks to define and strengthen the links between the public sector and the VCS for the benefit of Bristol, its people and communities.

In co-designing the application process, we have reviewed other processes (for example, Community Investment Grants; Big Lottery's Awards for All; Quartet's Small Grants) and taken into account feedback from the VCS about their experiences of grants and commissioning processes.

2. Application process

2.1. E-procurement

The application process will be managed through the council's e-procurement system. VCS organisations will need to make sure their registration on the system is up to date before the grant process starts. Sector support will be available for small organisations to access the council's e-portal. More information: <http://www.bristol.gov.uk/page/business-bristol/tenders-and-contracts-council>

2.2. Grant amounts

VCS organisations will be invited to apply for grants of different sizes, as follows.

- Small: up to £10,000 per annum; (up to a total of £40,000 over 4 years)
- Medium: between £10,000 and £60,000 per annum; (between a total of £40,000 and £240,000 over 4 years)
- Large: over £60,000 per annum; (total over £240,000 over 4 years).

2.3. Proportionate application forms

We do not want to exclude any VCS organisations (e.g. small organisations or equalities-led organisations) and so we are designing proportionate application forms. We are trying to achieve proportionality through the number of questions, the use of self-declarations, and requirements of policies at application or on award.

Applicants will have to complete two parts of the application form:

- Part 1 About the organisation – will test applicants' eligibility and financial risk
- Part 2 About the proposal – will test applicants' ideas/proposals to address our key challenges and values.

We are designing separate application forms for small, medium and large grants. Each will have similar questions and requirements. For small grants, applicants will be asked to provide minimal information during application and some further information after award; for larger grants, more information will be required at application stage.

2.4. Application form questions (Part 1)

Part 1 - About the organisation

No.	Question	Small	Med	Large	Comment
	ABOUT THE ORGANISATION				
1	Name of your organisation	Y	Y	Y	
2	Year of formation	Y	Y	Y	
3	Registered address	Y	Y	Y	
4	Email address	Y	Y	Y	
5	Website address	Y	Y	Y	
6	Contact details of person making this application (name, title, surname, position in organisation, date of birth, contact address, telephone numbers (landline, mobile), email address, communication needs.	Y	Y	Y	
7	Senior contact (Chair, Treasurer or other member of governing body), tile, forename, surname, position in organisation, date of birth, home address, telephone number (landline, mobile), email address, communication needs.	Y	Y	Y	
8	Organisation type	Y	Y	Y	Tick box list.
9	Conflict of interest declaration	Y	Y	Y	Declaration Y/N
10	Describe your organisation, your core purpose and the activities you currently provide.	Y	Y	Y	
	BASELINE STANDARDS				
11	Copy of your Constitution or Memorandum and Articles of Association	Y	Y	Y	Applicant to provide copy of document
12	Proof of registration as a charity and/or company with charitable status or Community Interest Company (as relevant)	Y	Y	Y	Applicant to provide copy of document
13	Full list of Trustees/Management Committee Members with full names and addresses and showing their roles.	Y	Y	Y	Ask as a condition of funding (on award)
14	Copy of your Equality & Diversity Policy	N	Y	Y	Ask as a condition of funding (on award)
15	Copy of your Complaints Procedures.	N	N	Y	Ask as a condition of funding (on award)

16	Copy of your Information Sharing and Confidentiality Policy	N	N	Y	Ask as a condition of funding (on award)
17	Copy of your Health & Safety and Wellbeing Policy	N	Y	Y	Ask as a condition of funding (on award)
18	Copy of your Safeguarding Policy and Procedures	N	Y	Y	Ask as a condition of funding (on award)
19	Baseline standards self-declaration	ALL	Some	N/A	Applicant to declare that they already meet them or that they will put in place a plan to meet them within 9 months of funding
20	Information about quality models or performance improvement used (or if achieved VISIBLE then this is a proxy to show org. has passed BLS).	N	Y	Y	NB - if applicant has achieved VISIBLE - this can be a proxy for BLS and they do not have to show policies.
21	Declaration that you will only use fully accessible premises/venues to deliver your proposed activities	Y	Y	Y	Declaration.
22	Working with children, young people or vulnerable adults declaration	Y	Y	Y	Use Big Lottery (Q.18) declaration - worded for Bristol
23	Declaration that you agree to support the council's environmental sustainability aims.	Y	Y	Y	Declaration.
24	Insurances (Public liability, employers liability, other (e.g. professional indemnity) declaration	Y	Y	Y	Declaration that applicant will have appropriate insurances in place (& provide copy of insurance certificate with acceptable BLS liability levels) before funding starts
SERVICE USERS & VOLUNTEERS					
25	Provide your service user equality monitoring form	N	N	Y	Applicant to provide scanned form
26	Give us your service user equalities information for the year 2015/16	Y	Y	Y	Table to complete to show monitoring data for 12 month period
27	Give us your volunteer equalities information for the year 2015/16	N	Y	Y	Table to complete to show monitoring data for 12 month period
FINANCIAL INFORMATION					
28	State Aid statement/declaration	N	Y	Y	Declaration (Y/N)
29	Own bank account and signatory declaration	Y	Y	Y	Declaration (Y/N)

30	Organisation name on bank statements or pass book	Y	Y	Y	
31	Is this the same name as on your governing document?	Y	Y	Y	Y/N answer
32	Account details (Bank or building society name, address)	Y	Y	Y	
33	Have you attached a copy of your most recent annual report containing a report on the AGM and accounts?	N	Y	Y	Applicant to provide scanned copies
34	Summary of latest accounts (Account year ending date, total income for the year, total expenditure for the year, surplus or deficit for the year, total savings or reserves at the year-end).	Y	Y	Y	Applicant to provide scanned copies
35	Have the accounts been independently audited or verified?	Y	Y	Y	Y/N answer
36	Are any income streams due to end before or during the grant? If so, please tell us what impact this will have?	Y	Y	Y	
37	How does the organisation manage its finances?	N	Y	Y	
38	Is there anything else you want to tell us about your finance?	Y	Y	Y	
PROJECT SUMMARY					
39	Please give us a brief summary for the project(s) you are applying for.	Y	Y	Y	Table with (i) Name of Project/Activity (ii) Amount of grant requested (iii) Summary description (iv) Collaborative application (Y/N)
FOR COLLABORATIVE APPLICATIONS ONLY					
40	If you are making a collaborative grant application with other organisations please tell us about it below	N	Y	Y	Table(s) with name of collaborative project/activity and names of all 'partner' organisations involved.
41	Tell us about your organisation's role in the delivery of the project or activity (what will your organisation be doing?).	N	Y	Y	
42	What is the nature (or model) of the collaboration and how do you expect this will work?	N	Y	Y	
43	Do you have a memorandum of Understanding in place for this collaborative grant and on what date was this agreed by your organisation's governing body?	N	Y	Y	Standard MoU template to be developed by Voscur & Council which would have to be signed by all

					'partner' organisations and attached (scanned) to application.
44	If this collaborative grant application is successful, how much of the grant will go to your organisation?	N	Y	Y	Amount £

2.5 Submission of baseline standards information

All required baseline standards (BLS) documents will have to be submitted either at the application stage or as a condition of funding (on award). The current baseline standards will be updated and will include the Prevent duty. We aim to enable 'passporting' of baseline standards documents for organisations that have achieved VISIBLE accreditation and for organisations that have passed the council's BLS checks within a given time. We will develop a policy and process to enable this.

2.6 Application questions (Part 2)

Part 2 - About the proposal

No	Question	Small	Med	Large	Comment
	What is the name of the project you are applying for?	Y	Y	Y	We are asking this because an organisation may apply for more than one grant.
1	Describe your project.	Y	Y	Y	
2	How will your organisation's skills, experience and local networks enable you to deliver this project?	Y	Y	Y	
3	Which of the 8 factors of disadvantage will your project address?	Y	Y	Y	Tick box matrix showing the 8 factors of disadvantage. Applicants will need to tick at least one.
4	Where in Bristol will your project be delivered?	Y	Y	Y	Use tick box/matrix with Bristol areas
5	Who will benefit from your project? (Supporting the most disadvantaged)	Y	Y	Y	Use tick box/matrix with need groups
6	How have you consulted with the people who will benefit from the project and what did you find out about why it is needed and how they want it run?	Y	Y	Y	
7	What will change as a result of your project (what differences will it make to people and how will you know if it has been successful)?	Y	Y	Y	Develop 3 proportionate templates to enable applicants to explain their impact. For largest grant applicants this will include: (i) who will benefit (ii) the problem/issue they want to address (iii) their evidence of need (iv) their proposed

					activities (v) how the activities will change things for the beneficiaries (vi) how they know this will work (vii) their proposed measure/indicator for reducing disadvantage (ix) their expected beneficiary numbers (x) how they will monitor this.
7a	How have you have arrived at your figures for beneficiary numbers?	Y	Y	Y	
8	How will you ensure that your project is accessible and used by everyone who needs it and that no service users or employees are discriminated against.	N	Y	Y	Equalities implementation question to be asked of applicants >£10K
9	How will your project build on the existing strengths of people, community organisations and local communities?	Y	Y	Y	
10	How will your project connect people with their communities better so that they are more able to weather changing and difficult times?	Y	Y	Y	
11	How will you work together with others to connect, share, draw in and/or pool resources?		Y	Y	
12	What other added value will your project offer (e.g. leverage of other funds, use of volunteers, reduced food miles, reduced environmental impact)?	N	Y	Y	
	FINANCE				
13	What is the total cost of your project?	Y	Y	Y	
14	How much grant are you asking for?	Y	Y	Y	
15	If the grant does not cover the total cost of the project, where is the other money coming from? What funds have you already secured and what are your plans to achieve your funding target?	Y	Y	Y	Table asking for information about other funding (source, amount, if already secured, if match funding)
16	Please complete the table to show your salary costs (direct costs and indirect/management costs) for your project or activity.	N	Y	Y	Table to complete to show staffing: posts to be funded, hours to be worked, salary and add-on costs.
17	Please complete the budget template for your project or activity, to show the expected costs and how you would use this grant.	Y	Y	Y	Budget template to complete showing general expenditure areas for direct and indirect costs.
18	Please tell us any additional and relevant information about your salaries, budget and costs that will help us understand and appraise your application.	Y	Y	Y	

19	Are you applying for grant for 2 or 4 years?	Y	Y	Y	Question built around scenario 4 below
20	If you are applying for grant for 4 years, what are your proposals and plans to reduce the grant in years 3 and 4?	Y	Y	Y	Question built around scenario 4 below
COLLABORATIVE BIDS					
21	If this is a collaborative grant application, what organisations are involved as 'partners'?	N	Y	Y	Table showing 'partner' organisations
22	If this collaborative grant application is successful, how will the project or activity costs and grant be split across the organisations?	N	Y	Y	Table to be completed showing project costs, grant amount and how these are split across the organisations.
23	Have all the named organisations understood and agreed to be part of this collaborative grant application? (Is there a memorandum of understanding in place, signed by all the organisations involved?)	N	Y	Y	Y/N Declaration

2.7 Collaborative bids

Connectivity and working together are important prospectus values. We have built the possibility of organisations applying together (collaboratively) into the application process as follows:

- Specific questions about the partners in the proposal, including how activity will be split between them and how the collaboration will work.
- Requirement for a signed agreement to be provided at application stage (Part 2)
- Provision of a template 'Memorandum of Understanding' so that collaborations can meet the requirements
- Support and advice about collaborating through Voscur's Support Hub

2.8 Guidance

We will provide guidance notes for each of the questions. These will include an eligibility checklist so that organisations can quickly see if they are eligible to apply for a grant and information about where they can get more information or support. They will also include advice about evidence and data sources so that VCS organisations can use these to prepare their proposals. We will also offer opportunities to discuss applications at an early stage for small and new organisations.

2.9 Application periods

Application periods will be between 6 and 8 weeks between the launch of the grants round and the deadline.

2.10 Assessment of applications

Part 1 (About the organisation) will be assessed by council officers to determine the organisation's eligibility and to consider the risk of grant funding the organisation.

Part 2 (About the proposal) will be appraised by a panel of officers from across the council

to test if the organisation's proposal could contribute the prospectus vision and values and if it appears to offer value for money.

2.11 Recommendations for funding

Most of the questions in Part 2 will be scored and this is a competitive process. However recommendations about funding will not be made on scores alone. The prospectus is about getting a balance and spread of provision across the city in several ways: geographically, in terms of beneficiary groups, by key issue. This means that a higher scoring proposal may not be funded because in order to get this balance we will fund a lower scoring proposal. We will use an impact assessment to help us achieve this balance.

2.12 Agreements and grant management (monitoring and reporting)

Our aim is to have proportionate grant agreements and grant management processes. Details of these will be released when the grant application process starts. All grant-funded projects will be monitored against agreed impact measures.

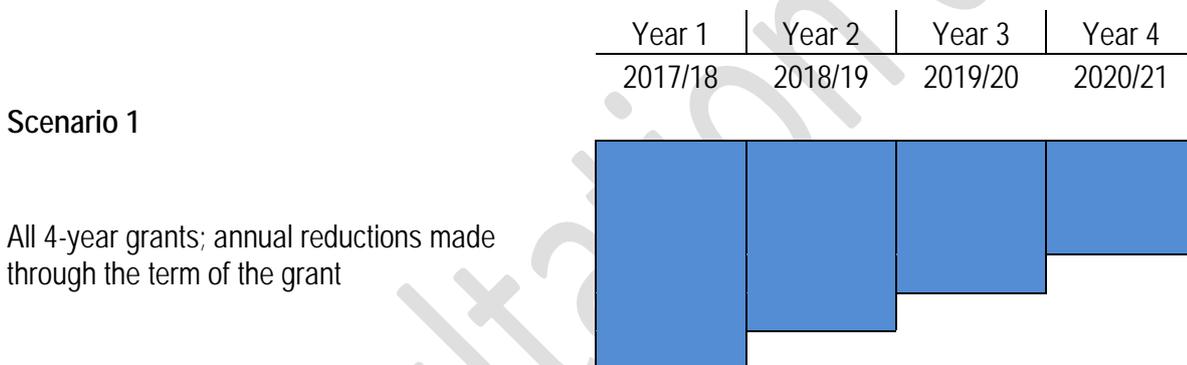
3. Implementing potential reductions in funding

The VCS grants prospectus will have a life of 4 years. It is being developed in the context of the local authority's budget, Mayoral priorities, Corporate Plan and central government's comprehensive spending review (expected mid-November). While a significant fund has been earmarked for the VCS Grants Prospectus, some reduction in the fund is expected/likely during the prospectus' 4-year duration. However we do not know, at this point, what the scale and timescale of this reduction might be.

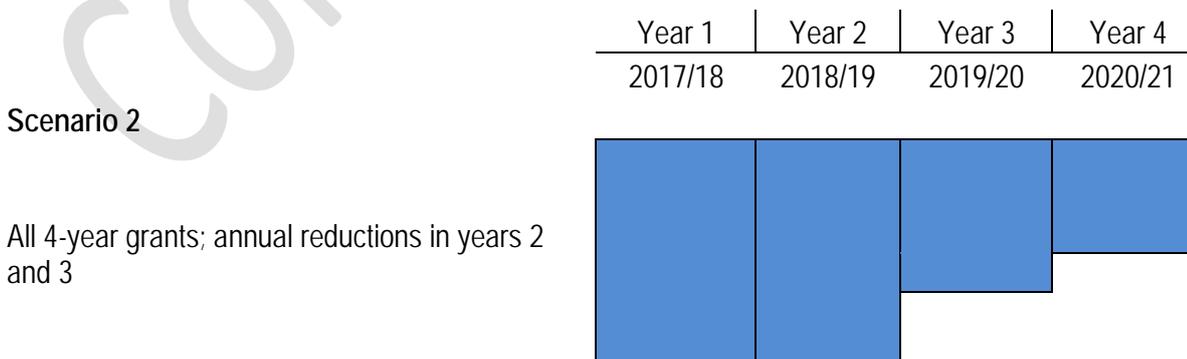
3.1. Scenarios and options

The following possible scenarios have been identified so that the prospectus can be effectively implemented and incorporate potential reductions during the four years.

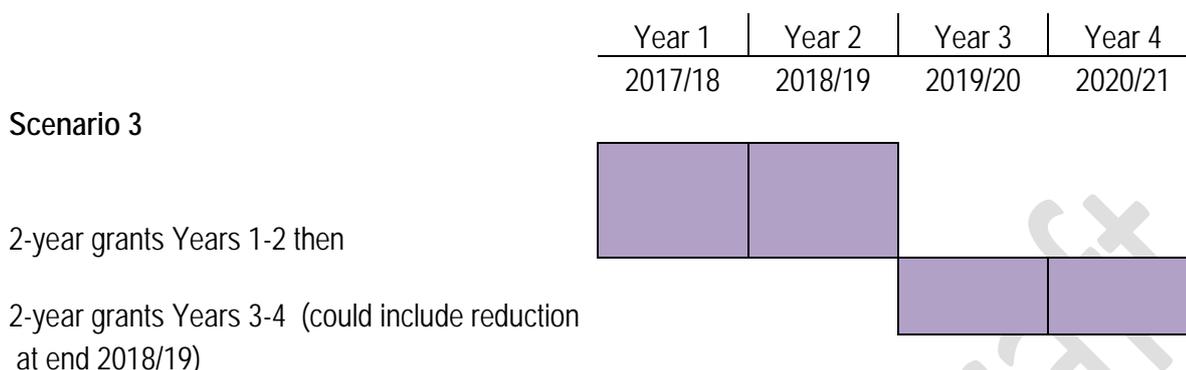
Scenario 1: All grants will be for 4 years. They will reduce every year at a percentage to be determined;



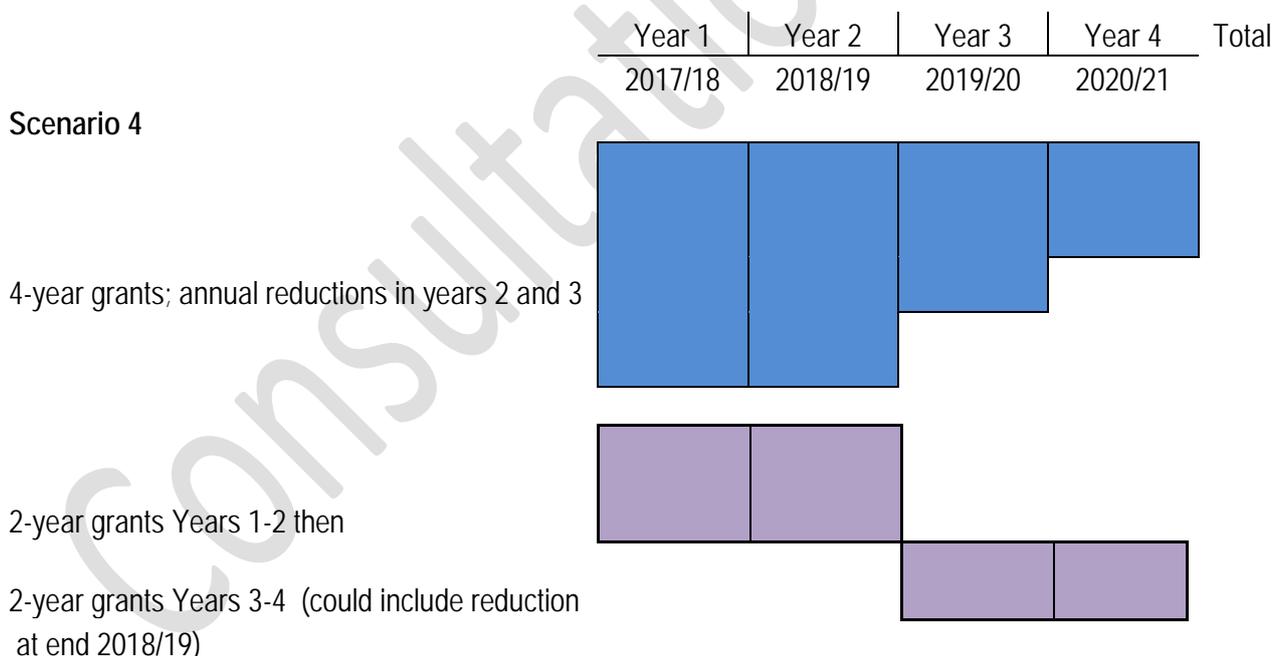
Scenario 2: All grants will be for four years. They will be for a fixed amount for the first two years and then have reductions for years 3 and 4 at a percentage to be determined;



Scenario 3: All grants will be for two years. Grants for years 1 and 2 will be for a fixed amount. Organisations will be able to apply or re-apply for a fixed two year grant for years 3 and 4. The total available grant will be reduced.



Scenario 4: There will be a combination of four year grants and two year grants available. The four year grants will be fixed for years 1 and 2 and then will reduce for years 3 and 4 (as in scenario 2). The two year grants will be for a fixed amount. Organisations will be able to apply or reapply for a two year grant for years 3 and 4. However the total available grant for these years will be reduced.



3.2. Preferred option

Scenario 4 is our preferred option because it gives the flexibility of offering 2 year and 4 year grants. Organisations applying for 4 year grants would be asked to tell us how they plan to reduce grant in years 3 and 4. This gives organisations a two-year 'platform'

during which they can work to secure other income streams or introduce ways of working to reduce costs. Reductions will be agreed at the start of the grant term and the council will see if there are ways to help VCS organisations make efficiency savings through sharing centralised services (such as HR, finance and IT). 2-year grants are also available, meaning that we are better able to support changing need. This option means that if necessary we can realise savings in years 3 and 4 or we can strategically re-invest 'released' funds to increase grant support.

4. Consultation questions

The sector regularly tells us that the way we use applications is heavy handed. We want to design a good and balanced application process. To help us do this we would like you to tell us what you think of our proposals. We have an [online survey](#) with questions relating to the three consultation documents and we would encourage you to complete it. Please contact the Investment & Grants Team and ask us to send you a copy if you would prefer not to complete it online.

Email: investmentandgrants@bristol.gov.uk

Telephone: 0117 9717918

Background: Compact commitments

In particular, the VCS Grants Prospectus is implementing the following Compact commitments in **Theme 1 Allocating resources efficiently and effectively**.

- Work together to design funding/investment/commissioning opportunities so that resources are used effectively and value for money is achieved [commitment 1.3]
- Apply full cost recovery...by including relevant overhead and management costs and holding reserves [commitment 1.4]
- Put in place multi-year funding arrangements aiming for three-year arrangements as standard [commitment 1.6]
- Follow realistic time-tables to ensure that financial arrangements allow for the distribution of information [commitment 1.7]
- Choose the most appropriate mechanism (for example, innovation grants, competitive grants, contracts) [commitment 1.8]
- Coordinate funding streams and monitoring processes through joint commissioning and lead funder arrangements [commitment 1.9]
- Balance the needs for accountability and value for money with a commitment to proportionate and effective processes that monitor and evaluate outcomes [commitment 1.10]
- Publish in advance information about financial arrangements and opportunities [commitment 1.11]
- Recognise that payment in advance of expenditure enables more VCS organisations to engage in financial arrangements and opportunities and sustainable service delivery [commitment 1.12]
- Consider the size and diversity of the local provider market in designing [commitment 1.14]
- Assess the implications for the VCS of new policies, legislation and guidance, and aim

to reduce the bureaucratic burden, particularly on small organisations [commitment 1.15]

In **Theme 3 Consulting with and involving the VCS, service users and governance bodies**, the following commitments are being implemented.

- Clearly explain the purpose of each consultation exercise, describing who to talk to and why and ensure appropriate and accessible communication with the target group [commitment 3.1]
- Be clear about what can and cannot change in each consultation process (for example, policy, service or outcome) [commitment 3.2]
- Allow sufficient time (12 weeks) for responses to written consultations and avoid holding consultations over extended holiday periods [commitment 3.3]
- Use a variety of quality and accessible approaches (for example, events, written communications, online) depending on the consultation target group and understandings of how best to engage with them [commitment 3.5]
- Publish feedback after consultations to describe views and themes and actions arising from them (for example, on Bristol City Council's Consultation Finder) [commitment 3.6].