



U K COMMUNITY
FOUNDATIONS

GIVING FOR LOCAL GOOD

TRANSFORMATION & GROWTH PROGRAMME

GUIDANCE NOTES FOR APPLICANTS



TRANSFORMATION & GROWTH FUND GUIDANCE

In this guidance document you will find the following information:

- 1. Overview of the Fund**
- 2. Criteria**
- 3. Application**
- 4. Key dates and deadlines**
- 5. Equal opportunities**
- 6. Use of personal data**
- 7. Annex 1 – priority organisations**

OVERVIEW OF THE FUND

AIMS OF THE FUND

The aim of the Transformation & Growth Fund is to support grassroots organisations addressing local housing and homelessness issues by providing organisational development grants¹ to build sustainability, develop ideas and deploy innovative solutions; forming a more sustainable local sector with greater capacity to support people in vulnerable housing situations.

ACHIEVING THE AIM

Your proposal for an organisational development grant needs to clearly explain how it will enable **significant change and improvements to the capacity** of your organisation. This change must result in **demonstrated benefits** being **delivered** by your organisation (directly or indirectly) to the individuals or communities you support.

CRITERIA

YOUR ORGANISATION

Funded organisations will be serving those experiencing, or at risk of, homelessness which may include migrants, offenders, people with mental health needs, women, young people etc.

Organisations should be addressing at least one of these three priority themes (see annex 1 for a more detailed summary of priority themes):

1. Increasing economic well-being
2. Improving the supply of low-income housing and housing opportunity
3. Preventing homelessness

THE GRANTS

Grants between £10,000 - £25,000 are available for a duration of up to 12 months. We would expect to see clear impact in at least one of these areas:

- An enhancement in skills or knowledge within your organisation
- An expanded and/or more efficient and effective service offer
- More robust organisational structures and processes
- Strengthened connections and/or a greater perception of your organisation locally

¹ A useful definition of organisational development or 'capacity building' comes from the American National Council of Non-profits [language adapted to reflect UK circumstances]:

"Capacity building is whatever is needed to bring a voluntary or community group to the next level of operational, programmatic, financial, or organisational maturity, so it may more effectively and efficiently advance its mission into the future. Capacity building is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy towards the creation of a sustainable and effective organisation."

EXAMPLES OF ORGANISATIONAL DEVELOPMENT GRANTS

Below are a few examples of the type of organisational development work we would expect to support, this list is not exhaustive, you may decide to apply for one or more elements of support:

TYPE OF ORGANISATIONAL DEVELOPMENT	SPECIFIC EXAMPLES	WHAT THE GRANT MIGHT PAY FOR
An enhancement in skills or knowledge within your organisation	Upskill staff and/or volunteers	Enrol existing staff and/or volunteers in training, education, coaching or peer exchange opportunities
An expanded and/or more efficient and effective service offer	Produce plan to reshape and remodel existing services	Backfill existing senior staff time to allow them to dedicate time to strategic planning
	Carry out research, community consultation or internal skills audit to identify gaps in service	Commission a partner to carry out research/consultancy and use findings create plan to respond to need
	Pilot new approaches to delivering services	Backfill senior staff time or engage expertise to implement new services based on evidence of need/effective practice (i.e. community consultation, replication models etc.)
More robust organisational structures and processes	Strengthen organisation's policies and procedures	Engage consultant to review and update policies and procedures and train existing staff to understand and adhere to these
	Implement digital platforms to improve systems and processes e.g. cloud-based CRM	Engage consultant to review organisational needs, develop and roll out digital platform and train staff in how to use it
Strengthened connections and/or a greater perception of your organisation locally	Improve external communications to enhance visibility / better demonstrate impact / increase opportunities for funding	Engage communications and marketing expertise to work with senior staff to produce communications plan and/or develop/update website
	Improve impact measurement systems	Engage monitoring and evaluation expertise to work with senior staff and develop and implement new measurement framework and methods for collecting evidence
	Develop strategic local partnerships to deliver more effective, collaborative services	Backfill existing senior staff time to allow them to dedicate time to building relationships with other local organisations, pooling resources, creating collaborative local service offers or funding proposals

ELIGIBILITY

The fund is available in: **Edinburgh and Glasgow**. If your organisation operates in a wider or different geographical area, you must demonstrate clearly how the grant will be used only to support work in one of these target areas.

Applicants must be a registered UK charity, a Charitable Incorporated Organisation (CIO), Company Limited by Guarantee, not-for-private profit Community Interest Company. You must also have a minimum of three unrelated Board/Committee members and a registered bank account.

The fund is looking to support organisations that have enough existing capacity to be able to develop sustainably, therefore funding will only be offered to organisations with at least one member of paid staff.

Funding is not available for:

- Organisations which have significant financial reserves
- Costs which have already been incurred prior to/during an application
- Political or religious activities

These grants will not provide funding for direct delivery of services or core funding except where it covers a relevant member of staff's time to engage in organisational development activities.

PRIORITIES

We will prioritise applications from:

- Small – medium sized local organisations as defined in the National Council for Voluntary Organisations' UK Civil Society Almanac - i.e. **those with annual incomes of up to £1million maximum**
- Organisations that are embedded in the communities they serve
- Organisations that involve people with lived experience in delivery

APPLICATION

ORGANISATIONAL STRENGTH CHECKER

We want to give applicants the opportunity to analyse organisational strengths and weaknesses in a structured and consistent format, therefore, we require all applicants to complete an [organisational strength checker](#) which will be submitted alongside your application.

The organisational strength checker will allow you to review the areas you could most benefit from support as well as being able to evidence this more coherently to us. We suggest that the organisational strength checker is completed in advance of the application so that the results can guide your proposal.

DEMONSTRATING CHANGE

Successful applicants to the Transformation and Growth Fund will be able to demonstrate the thinking behind the proposal, the changes you are seeking to make, how the changes will be delivered, how reputable expertise have been identified and how your organisation will be different as a result of the grant.

You will also be able to articulate what results these changes will have for the individuals or communities you support – directly or indirectly - and, how you will measure the anticipated results at the end of the grant period.

SUPPORTING DOCUMENTS

We will ask for the following supporting documents to be uploaded with your application:

- A copy of the results of your VCSE Strength Checker diagnostic assessment
- A copy of your organisation's Governing document
- A copy of your most recent annual accounts or management accounts if these are unavailable
- A photocopy of a bank statement no more than 3 months old that clearly details the organisation details and the bank account and sort code. The bank account must be in the name of the organisation applying and have two unrelated signatories
- Copies of your equal opportunities policy and/or safeguarding policy if you are working with children or vulnerable people
- Names and addresses of your management committee (template provided please use) and an overview of your organisation's structure. You need a minimum of three unrelated committee members to be eligible for the grant
- Business / strategic plans relevant to your proposal

KEY DATES AND DEADLINES

<p>Local round table events</p>	<p>May 2019</p> <p>Community Foundations will be running Round Table events for potential applicants and representatives from local housing and homeless organisations to support relationship building and a broader understanding of how this funding could help your organisation to grow.</p> <p>To register an interest in attending these meetings please contact your local Community Foundation.</p>
<p>Applications:</p>	<p>Open for submission: 6th May 2019</p> <p>Last date for submission: Monday 1st July 2019 (8 weeks)</p> <p>A link to the application form will be available on your local Community Foundation's website.</p> <p>Staff from your local Community Foundation will be on hand to provide advice and support throughout the application period.</p> <p>Once your application form has been received, you will receive an email acknowledging receipt of your application.</p>

Assessment of applications	<p>Applications will be considered by a Panel from the local Community Foundation.</p> <p>Your application will be assessed against the Transformation & Growth Fund funding criteria. Where appropriate, your local Community Foundation will contact you to obtain any further information required or arrange a site visit.</p>
Awards	<p>Notification of awards in September 2019</p> <p>Your local Community Foundation will notify you about the outcome of your application by the end of September/early October at latest.</p>
Activity monitoring	<p>Outputs, outcomes and evaluation.</p> <p>We will seek to capture light touch learning and monitoring throughout the grant period. Grantees will be required to complete interim and final monitoring forms.</p>

EQUAL OPPORTUNITIES

We are committed to equality of opportunities in relation to funding and feel that a diverse portfolio of grants allows for more learning and in turn, improvement of practice. We are committed to promoting equal opportunities, to valuing diversity regardless of age, gender, race, ethnic origin, nationality, religion/belief, culture, language, disability, learning difficulty, sexual orientation, marital status, economic status, health status, or any other discriminatory grounds.

USE OF PERSONAL DATA

By completing this application form, UK Community Foundations and its network partners will use the personal data about you and other individuals named in your application to assess and administer a grant application for the Transformation and Growth programme. Personal data about your Trustees or management committee may also be used for identification. To support with this, searches (e.g. to verify identities) may be made with third parties, including publicly available sources. If your application is successful, your details may also be used to contact you to gain your thoughts on the effectiveness and impact of the programme.

When necessary, personal data collected through the application process will be shared with UK Community Foundations and its network partners, Oak Foundation (the funder), Rocket Science (the evaluating partners) and with other third parties where the law permits or requires it.

Any photographs and commentary provided to support your application may include personal data relating to individuals supported by your organisation. These photos, logos and details may be used in promotional material created in relation to your application and will be shared with UK Community Foundations, its network partners' and the Oak Foundation and may appear on their websites and literature.

We will only use your information where we have a legal basis to do so, for example, to carry out our legitimate business interests to manage and promote our grants or to meet our legal or contractual



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