

Local Community Fund Prospectus

Funding Criteria

The funding criteria are split into two sections, organisational criteria which relate to your organisation, its governance and management, and service criteria which relate to the project you are seeking funding for. The tables below set out the criteria, summarise the evidence we are looking for, whether the assessment will be based on documents you submit or specific questions on the Local Community Fund Bid Form, and state what percentage of the score for each section is allocated to each of the criteria.

The organisational criteria are assessed first. If you do not score at least 50% and pass the essential pass/fail questions, none of your projects will go forward to the next stage of assessment.

Organisational Criteria

All bids must meet the basic organisational criteria set out below at a level which is appropriate to their size. We do not expect small organisations to have sophisticated documentation or processes. However, you will need to be able to show that you have thought about all of the criteria and have something in place which is reasonable for your size and income.

For the purposes of the organisational criteria we are defining size by annual expenditure (by which we normally mean as set out in your last approved accounts), as follows:

Large	over £100,000
Medium	over £10,000 up to and including £100,000
Small	up to and including £10,000

New organisations should use their proposed annual expenditure, including the total LCF applied for.

Some organisational criteria are scored '**Pass/Fail**'. Those in bold are essential and your bid will not go forward if the assessment is 'Fail' on 'Governance', 'Financial Management' or 'Equalities'.

Some organisational criteria are scored with the maximum number of available marks indicated in the 'Max Score' column. The total is 100 overall. Your assessment needs to score more than 50/100 for your bids to go forward to the second stage to assessment.

If you fail in the organisational criteria assessment on 'Managing People', 'Safeguarding' or 'Insurance' your bid may still be assessed. However, if your organisation is offered funding it will have to reach the pass standard on all three before any funding contracts can be signed.

Criteria	Evidence	Assessment	Scoring guidance	Max Score
How you are governed and led	You must have a constitution or other governing document to demonstrate that your organisation is properly established and not for profit.	Submit document	Constitution or other governing document with details of, <ol style="list-style-type: none"> 1. Membership, 2. Committee structure 3. Not for profit 4. Dissolution clause 	Pass/ Fail
	You will also need to be able to show that: <ol style="list-style-type: none"> 1. You have a committee which meets regularly; 2. When you had your last annual general meeting, and 3. If you are a larger organisation, whether you have sub committees to deal with particular areas such as finance or personnel. 	Questions xx	Regular management committee meetings List of management committee/Board members (this may be included in annual report and/or accounts) AGM date within past two years Sub Committees (large only)	

Criteria	Evidence	Assessment	Scoring guidance	Max Score
Business planning	<p>Do you have a business plan or strategic plan for your organisation or can you show that you can develop a plan if asked?</p> <p>It does not need to be very sophisticated if you are a small organisation, but enough to show you have thought about and planned how you will provide your services.</p>	Question xx and/or submit documents	<p>All large organisations will be expected to have submitted a document describing itself as the organisation's business plan. They may vary and some may have separate strategic plans which the business plan complements.</p> <p>Small organisations or medium size organisations where the funding bid is for the principal or sole service may provide sufficient information through the bid form without the need for a separate business plan. This may be taken into consideration in the assessment</p> <p>MET (40) Large organisation – full three to five year plan which includes:</p> <ul style="list-style-type: none"> • Organisational purpose, aims & objectives; • Client need; • Strategic context, i.e policy environment, issues affecting clients, how needs may change over time (could be PEST analysis) • Assessment of organisational capacity (i. SWOT analysis) 	40

Criteria	Evidence	Assessment	Scoring guidance	Max Score
			<ul style="list-style-type: none"> • Plans for next 3-5 years (yr 1 in detail) • Resources required to fulfil plans • Risk assessment and contingency planning <p>Medium or small organisation – a document which demonstrates the organisation has considered the seven key issues in detail. Level of detail will be proportionate to the size of the organisation.</p> <p>For a small organisation or a medium size organisation where the funding bid is for the principal service, the information contained in the bid may be sufficient.</p> <p>PART (20) Large organisations – Business plan which covers</p> <ol style="list-style-type: none"> a) some but not all of the key issues, or b) all the issues but not in detail <p>Medium and small organisations – Document which demonstrates the organisation has considered</p>	

Criteria	Evidence	Assessment	Scoring guidance	Max Score
			<p>a) some but not all of the key issues, or b) all the issues but not in detail</p> <p>FAIL (0) Large Organisations – no business plan or business plan which does not cover any or only one of the key issues. Medium and small organisations – no indication either through a separate business plan or through the funding bid that the organisation has considered any or only one of the key issues.</p>	
Managing people	<p>If you employ staff, your management must include:</p> <ol style="list-style-type: none"> 1. An effective and fair way of recruiting staff using a job description and person specification; 2. Written contracts of employment, which meet legal requirements; 3. Clear written discipline and grievance procedures in line with ACAS codes of practice; and 4. Adequate training for the duties they have to 	Questions xx and/or submit documents	<p>MET All YES FAIL Any NO</p>	Pass/ Fail

Criteria	Evidence	Assessment	Scoring guidance	Max Score
	<p>perform.</p> <p>If you use volunteers, your management should include:</p> <ol style="list-style-type: none"> 1. A recruitment process to ensure volunteers are appropriately placed; 2. A clear description of volunteers' roles, and 3. Adequate training for the duties they have to perform. 4. Clear procedures for reimbursing volunteer expenses 			
Financial management	<ol style="list-style-type: none"> 1. You must keep to all financial and accounting requirements of charity and company law, if appropriate. 2. You must follow good practice in relation to the business' financial controls. 3. You must be able to provide accounts appropriate to the size of your organisation. 	<p>Questions xx</p> <p>Submit document</p>	<p>MET</p> <ol style="list-style-type: none"> 1. Financial returns filed within six months of due date 2. Accounts meet charity commission or other regulator's standards 3. Yes to 50%+ questions on 'Finances' 4. Income and expenditure budget for the organisation <p>NB New organisations will not have accounts. Assessment should therefore exclude reference to accounts but include all other points.</p>	<p>Pass/ Fail</p>

Criteria	Evidence	Assessment	Scoring guidance	Max Score
Managing the organisation	You must be able to show that you have processes in place to deliver services effectively and that your organisation's resources are managed efficiently.	Questions xx and/or submit documents	<p>MET (40) 'Yes' to</p> <ol style="list-style-type: none"> 1. written procedures, and either 2. recognised quality mark, or 3. capacity building programme. <p>PART (20) 'Yes' to one of the three questions</p> <p>FAIL (0) 'No' to all</p> <p>NB Quality marks should be relevant to the service. National quality marks from umbrella bodies are acceptable if national body is recognised regulatory body, eg. Advice Services Alliance, Sport England, NCVO</p> <p>Policies and procedures should comply with current legislation and should be dated and regularly reviewed</p> <p>Essential policies and procedures are set out in the funding agreement and must be in place before the agreement is signed.</p>	40

Criteria	Evidence	Assessment	Scoring guidance	Max Score
Financial viability	Have you set out the financial need clearly in your budget and are your costings realistic? Do you have money set aside in reserves which you can use?	Submit budget document for organisation	<p>Clear Income and Expenditure budget which covers all of the points set out in the form</p> <p>Reserves policy that is regularly reviewed</p> <p>MET (10) Large organisations should provide full budget for the service and cover all of the issues set out in the requirements</p> <p>Medium & small organisations should cover the issues set out in the budget requirements but proportionate to amount requested.</p> <p>PART (5) Clear Income and Expenditure budget but not all other issues covered</p> <p>FAIL (0) No budget or expenditure only budget (unless stated that only income will be funding requested)</p>	10
Equal opportunities	You must have an equal opportunities or equalities and diversity policy and be able to show that you actively use it.	Submit document	All organisations must have an equal opportunities or equalities and diversity statement or policy in place.	Pass/ Fail

Criteria	Evidence	Assessment	Scoring guidance	Max Score
	<ul style="list-style-type: none"> In recruitment (to board and team) In planning and provision of services In the management of your organisation 		Adequacy of policy will be assessed at contract mobilisation stage if bids successful and funding will only be paid when adequate policy is in place or agreed action plan to revise policy.	
Safeguarding vulnerable people	Do you have policies on protecting children and vulnerable adults which are appropriate to the service? Are your staff and volunteers appropriately trained?	Submit document	<p>All organisations must have safeguarding policies in place appropriate to their activities.</p> <p>Adequacy of policies will be assessed at contract mobilisation stage if bids successful and funding will only be paid when adequate policies in place.</p>	Pass/ Fail
Insurance	<p>You must be able to show that your organisation has enough insurance cover for your activities, events, staff, premises, equipment and vehicles, including:</p> <ol style="list-style-type: none"> Public liability (£5m); Employer's liability cover if you employ staff (£10m); Property and equipment insurance against fire, theft, loss and damage; Vehicle and driver insurance if vehicles are owned or driven; and Professional indemnity if you give advice to members of the public. 	Submit document	<p>Documents should be current and for appropriate amounts.</p> <p>Not all insurance will be required for all activities.</p> <p>New organisations will not have insurance in place but must demonstrate that they have adequate cover in mobilisation phase.</p>	Pass/ Fail
Other	Will our support help you to get other	Question xx	MET (10)	10

Criteria	Evidence	Assessment	Scoring guidance	Max Score
resources	resources such as volunteers or funding from other sources?		YES plus evidence of other funding/resources from accounts/annual report PART (5) YES with little evidence FAIL (0) NO	

Service Delivery Criteria

We will judge service delivery on the level of funding you are bidding for and the size of your organisation. If you are a small organisation, you will not have to provide as much evidence as larger organisations, but you must be able to show that you understand, and are working towards meeting, each of the criteria.

The Council will not consider funding any project which scores less than half the available score in any section.

Scoring is on a sliding scale from 'excellent' to 'fail' graduated from five to zero. The scores will then be 'weighted' according to the maximum score for the section. For example, the 'five to zero' score for 'Outcomes' would be weighted x3 to achieve a score out of a maximum of 15 for the section.

Criteria	Evidence	Assessment Questions	Scoring Guidance	Max Score
Ability to deliver	Your bid must show that the arrangements you are proposing can deliver the service effectively. You will need to provide:	Question xx	Project description (10 points max) <ul style="list-style-type: none"> • Clear description of activities • Geographical area and rationale 	25

Criteria	Evidence	Assessment Questions	Scoring Guidance	Max Score
	<ul style="list-style-type: none"> • A description of the project, including: <ul style="list-style-type: none"> ○ What the activities/services are; ○ Plans for delivery – where, how, how frequently, numbers of beneficiaries (these may be used to set your key performance indicators (KPIs) if your bid is successful); ○ How you will reach your target beneficiaries; ○ Geographic area targeted; • Details of any partnership arrangements. These may be informal links to other services or more formal consortium arrangements; • Details of why you think your project is needed such as local research and user feedback • Details of how your proposal will help achieve the service priority set out in the prospectus 		<ul style="list-style-type: none"> • Target service users and rationale • Delivery plan clarifying when, where and how activities/services will be provided • Clear proposals for KPIs that the project will deliver (may be set out in outcomes section) <p>Partnership arrangements (5 points max)</p> <ul style="list-style-type: none"> • If there is a formal partnership or consortium, a clear outline of who will deliver the project (including details of partnership working if appropriate) • Evidence of informal partnership links • Added value of partnership arrangements articulated <p>Demonstration of need (5 points max)</p> <ul style="list-style-type: none"> • Local research/user feedback • Local published data (Census, JSNA etc) • National data <p>Link to LCF priority (5 points max)</p> <ul style="list-style-type: none"> • Clear link between activity and priority 	

Criteria	Evidence	Assessment Questions	Scoring Guidance	Max Score
Track record	You must be able to show that your organisation has a track record of delivering service effectively in the type of service you want us to fund. If your organisation is new, you must be able to show that the individuals involved in it have a successful track record in other organisations	Question xx	<ul style="list-style-type: none"> • Experience (with examples as evidence) should include: <ul style="list-style-type: none"> • Delivering projects similar to proposal <ul style="list-style-type: none"> ○ Activity ○ Complexity ○ Size, and ○ Value • Meeting monitoring and reporting requirements • Achievement of outcomes or evidence of impact of previous work 	5
Outcomes	There must be evidence in your bid that you will be able to demonstrate change using outcomes and indicators which are SMART – specific, measurable, achievable, realistic and time-related. (Guidance)	Question xx	<p>Outcomes must be:</p> <ul style="list-style-type: none"> • Relevant to the specification • Achievable from the proposed activities • Have relevant indicators and measures • SMART 	15
Quality assurance	You must show that you have achieved a recognised quality assurance standard or some other evidence which shows your organisation actively tries to improve quality.	Question xx	<p>Appropriate QA accreditation must be in place for 'excellent' score with evidence of action to maintain standards.</p> <p>If no QA accreditation in place, must show evidence of working towards QA and/or evidence that a quality standard</p>	10

Criteria	Evidence	Assessment Questions	Scoring Guidance	Max Score
			framework/process is in place.	
Service Co-design	How will your proposal include further co-design with service users? We expect organisations to work with service users and other stakeholders towards improving the service over the period of funding. This may include revising the outcomes to be achieved and changing the way the service is delivered. You will need to describe how you will engage with service users and other stakeholders to co-design improvements to your service. (Guidance)	Question xx	To be developed	10
Local knowledge	How will your proposal demonstrate local value? You will need to show that your organisation has a good understanding of the needs of Tower Hamlets' people and local priorities. (Guidance)	Question xx	To be developed	15
Equalities	You will need to be able to show how your service promotes equalities and how it affects people who have protected equalities characteristics. If your project is specifically targeting people with one or more protected equalities characteristics, you should explain why there is a particular need to do this. (Guidance)	Question xx	Evidence of consultation with people with protected equalities characteristics Proposals to minimise barriers to potential service users Proposals to monitor equalities impact If appropriate, sufficient information to justify or explain why the project will be	5

Criteria	Evidence	Assessment Questions	Scoring Guidance	Max Score
			targeting specific groups/sections of the local community	
Community cohesion and reducing poverty	How will your project contribute towards community cohesion and reducing poverty? You will need to show how your proposed service will help people from different backgrounds get on well together in the local area and meet some or all of the borough's community cohesion outcomes (link)	Question xx	At least one outcome which links to the borough's community cohesion outcomes Clear evidence that proposal will help reduce poverty in target groups	5
Value for money	How do you know that the service you are proposing offers good value for money? Have you compared it with other, similar services? Does your service bring something extra which other services would not be able to provide?	Question xx	<ul style="list-style-type: none"> • Realistic costs <ul style="list-style-type: none"> ○ Adequate funding for proposed activity ○ Cost comparisons • Clear explanation of the basis on which costs have been assessed • Leverage of other resources such as volunteers and in kind support 	10