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BIG LOTTERY FUND

Building Change Trust

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Deliver Change Phase 2 2010

Introduction

The Building Change Trust was established by the Big Lottery Fund with a National Lottery grant of £10 million as an investment for community capacity building and promotion of the voluntary and community sector in Northern Ireland.

With our resources and through our actions we will invest in Northern Ireland's community and voluntary organisations to achieve positive change.

We will invest our resources to

- Increase active citizenship and support community development
- Develop new ways of working and effective cooperation
- Enable the sector to develop and realise an inspiring future vision
- Help create a more independent, confident, risk taking and effective sector

The Deliver Change Programme

We are now seeking partners from the community and voluntary sector to join us to Deliver Change.

Our Deliver Change programme is open to charitable community and voluntary organisations working in Northern Ireland.

The programme will make 20 Building Change Awards in 3 phases during 2010 – 2013.

We anticipate awards up to a maximum of £50,000 per project although a limited number of larger awards may be considered.

Phase	Opening	Closing	Awards
1	May 2010	June 2010	5
2	May 2010	September 2010	5
3	April 2013	May 2013	10

The awards will enable organisations start to implement change for future sustainability in the context of making a contribution to one or more of the Building Change Trust proposed outcomes.

We anticipate resourcing more substantial projects where initial and exploratory work has been completed and where clear change actions have been identified and can be implemented.

Our funds are limited and given our focus on change, we will make awards to projects which do more than take an orthodox approach to problem solving.
We are particularly interested in

- innovative projects
- projects which have the potential for learning within the organisation and outside it
- projects which have the potential to be shared with and influence the wider sector and other stakeholders including the Trust itself.

Whilst the programme is open to a range of project ideas, we are interested in

- projects which explore new models of financing, structure and development within the sector,
- projects which explore different ways of doing things,
- projects which build on and take further previous work on considering and implementing change within the sector.

Of particular interest will be projects promoted by consortia of organisations within the sector and/or cross sectoral partnerships.

Projects can be proposed by individual organisations or groups of organisations although one must take the lead and be eligible for funding.

We expect to develop significant and mutually beneficial relationships with organisations in receipt of Deliver Change, Building Change Awards and will only fund projects where this can be demonstrated to be important and beneficial.

Those in receipt of awards will be expected and required to make a significant time commitment estimated at on average 10 days over the life of the award to working with us and our structures and participating in sharing and learning events.

Types of projects

We will not be proscriptive in terms of types of projects that might be funded.

We expect to fund a variety of projects reflecting the diversity of the sector and the wealth of skills, experience, ideas and opportunities within it.

A project could be for example

- Starting a social enterprise

- Enhancing volunteering
- Implementing organisational restructuring, new systems, processes and procedures , significant organisational changes to contribute to organisational efficiency and effectiveness
- Implementing an overall or key components of a new strategic/action plan
- Implementation of a training and skills development strategy on an individual organisation or group basis
- Implementing marketing, communication and engagement with a range of stakeholders
- Starting a new partnership or collaboration or working towards a different and new relationship with a partner such as a merger
- Action research in respect of an aspect of change within the sector
- Other change actions that can be shown to address one or more of the Building Change Trust aims

Application Criteria

Applicants must be a community/voluntary organisation operating in Northern Ireland with charitable recognition from HM Revenue and Customs

Applications can be made from individual organisations or on behalf of consortia or partnerships that could involve organisations from the private and public sector. The applicant must however be a charitable community or voluntary organisation.

Applicants must be in a position to complete their project within 24 months of receiving their Letter of Offer and produce a final report within 26 months of receiving their Letter of Offer

Applicants must be willing to participate in any added value work carried out by the Trust in support of the programme.

Through funding this programme we wish to consider the implications for our own future strategy and also enable lessons to be learned that have the potential to influence the rest of the community and voluntary sector into the future.

An organisation can be involved in more than one application but can be the lead partner in only one successful application.

An organisation can apply for and hold on an individual basis or as a lead partner an Exploring Change and a Deliver Change Award.

Assessment

Assessment will be carried out on our behalf through a 2 stage process.

Stage 1 will confirm eligibility.

Stage 2 will assess the application against the criteria with applications scored against a scoring matrix.

Assessment may involve a combination of desk and telephone assessment and if necessary an assessment visit and will be carried out by experienced grant assessors on behalf of the Trust.

- Evidence of need (15 marks)
- Innovation and potential to benefit sector (25 marks)
- Contribution to Building Change Trust proposed outcomes (20 marks)
- Budget, value for money and financial management (15 marks)
- Quality of project plan and monitoring arrangements (25 marks)

Decisions on awards will be made by the Directors of the Building Change Trust Ltd and grants will be awarded in score rank order, subject to the availability of funds.

Evaluation

Applications must demonstrate proportionate and robust monitoring and self evaluation arrangements which consider the outcomes sought.

We will put programme evaluation arrangements in place and applicants must agree to participate in these.

Added value

We wish to add value to the programme for both our and projects mutual benefit by for example enabling participation in our structures, bringing grantees together for specialist seminars and workshops, arranging visits and developing case studies.

Costs that can be met

We will not be proscriptive in terms of how an award can be spent to complete the project.

We expect applicant organisations to make a contribution to the project costs. This might be through meeting overhead or other costs associated with project delivery.

Awards could cover the following types of costs

- Internal actual costs associated with a staff member(s) carrying out the project
- Recruitment of short term staff or internships to complete the project
- Venue hire and catering as required delivering the piece of work
- Transport costs required to complete the project
- Marketing and publicity costs associated with getting engagement in respect of the project and/or disseminating costs
- Costs associated with training
- External consultancy costs. This might be for technical /legal advice, strategy development or facilitation
- Other costs for items directly required for project delivery
- Up to a maximum of 10% of the Building Change Award on capital works and equipment where this is an essential project requirement

Costs that will not be met

- Costs associated with ongoing and existing organisation service delivery

We will fund discrete and specific projects where match funding is not required or is already in place.

Applications for part funding of a larger project where a discrete project is not readily identifiable and where other funding is not already in place will be rejected.

How to apply

The application form is available to download from our website.

The form can be completed and submitted electronically or in typed hard copy.

To be eligible each application must be accompanied by

- Confirmation of charitable recognition by HM Revenue and Customs
- Copy of governing document
- Names and addresses of committee members
- Copy of latest accounts

- A job description and personnel specification including salary scale details where costs are sought for a contribution to existing or new staff posts of any sort

For partnerships

- Where the project is proposed on behalf of a partnership, a partnership agreement which sets out the roles and responsibilities of each partner, details how the partnership will be managed and how the grant will be spent in respect of each partner. Please note grant expenditure can only be incurred by the applicant who must also be the lead partner.

Other information

If you have a current strategic plan and/or copies of relevant project and/or organisation reviews and evaluations it would be useful to include such with your application.

Closing date and timescales

We reserve the right to request further documentation and information in respect of any application submitted.

Closing date for receipt of completed applications for Phase 2 is Friday 17 September at 4.30pm.

We hope to make decisions and let applicants know the outcome to enable project commencement during the first week of January 2011.

Late or incomplete applications will not be considered.

Our decision will be final in respect of applications. There is no mechanism to appeal.

We reserve the right to identify and explore opportunities for collaboration where similar project proposals are received.

Payment arrangements

Once approved, the Trust will pay up to 60% of the Building Change Award directly into the organisation bank account, a further 35% once the 6 month reports have been received with the final 5% being paid once the final reports have been received.

Project non financial Monitoring

Grantees will be required to produce a simple standard report on their project on a 6 monthly basis and produce a final report on the project within 2 months of the project being completed. This final report will be made available in edited form on the Building Change Trust website

Project financial monitoring

Grantees will be required to produce a simple standard financial report on expenditure on a 6 monthly basis and a final financial report on the project detailing how the award was spent.

For further information

Visit our website on www.buildingchangetrust.org or

contact the Trust Administrator on info@buildingchangetrust.org

Complaints

Our complaints handling policy is available on our website.

Completing the application form.

The application form is a word document. It can be downloaded from the Building Change Trust website and saved to your own computer.

The application form must be typed. Please use Arial font size 12.

Please do not change the formatting of the form. The boxes on the form for the answers are limited in size and each box has been set with a character/word limit. You must only use the space provided for the answer.

Please do not continue answers to questions on additional sheets as these will not be considered.

To answer a question click your cursor in the field at the start of the box and type or paste in the answer.

Please try to answer the questions honestly, simply, clearly and concisely.

More text doesn't necessarily mean a better answer and you may not need to use all the space available just for the sake of filling it.

You might not want to sit down and try to answer each question in order. It is generally better to plan out your project first and once you have a clear plan perhaps with tasks and activities, milestones and indicators of success in place only then work on completing the application form.

Completing the budget section

When completing the budget please check your calculations carefully. You must detail your total project cost and then explain which items of expenditure you are requesting grant aid for. This might be for 100% of the total project cost or less as you may be making a contribution or have income from other sources.

Please complete the budget section on an actual cost basis by breaking down your project into for example:

Staffing costs

Such as salary, employer's national insurance and pension contributions, costs of recruitment such as advertising, and travel expenses.

Overhead costs

Such as rent/rates, heat/light, insurance and so forth. A contribution to these costs might be sought on an appropriate apportioned basis.

Direct project costs

Such as consultancy, venue hire, transport, catering, marketing, printing and so on.

Procurement

Please be aware that if an award is made goods and services to be purchased for delivery of the project must be sourced in accordance with the procurement guidance set out below

Value	**Procedure**
Up to £1,500	**2/3 oral Quotations (fax or email confirmation should be obtained)**
>£1,500 <£10,000	**4 Selected Tenders/quotes**
>£10,000 < £25,000	**5 Selected Tenders/quotes**
>£25,000	**Publicly advertised tender competition attributing source of funds**

Submitting the application

The application form can be printed, signed and submitted in hard copy along with the accompanying information. Alternatively the completed application form can be submitted electronically to info@buildingchangetrust.org. If you submit in this way and your application is successful you will be asked to sign a hard copy of your application at a later stage.

Don't forget to save and print off and retain a copy of any application you submit.

Finally don't forget the checklist at the end. Please remember to enclose the additional information required with your application. Please ensure your organisation name is on any additional documentation submitted. Additional information can be submitted in hard copy and/or electronically.

Questions and queries

If you have any queries in respect of your project or organisation eligibility and any questions in respect of completing and submitting the application form please contact the Trust Administrator by e-mail on info@buildingchangetrust.org or telephone on 90408726.