**Redcar and Cleveland VCSE Infrastructure Support Service**

**Application Form**

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| **Q1** | **Lead organisation name** | **Score weighting** |
|  | N/A |
| **Q2** | **Please explain how you will manage and deliver the services outlined in the grant specification.**  Recognising that the VCSE sector in Redcar and Cleveland is broad and diverse, it is not anticipated that this grant funding will deliver a full range of universal support. When designing the service, you should consider options for market segmentation in relation to universal and targeted support as part of the proposed delivery model. Please explain this in your approach information.  We ask that as a minimum you cover the following points in your response:   * Please attach an organisational structure of the posts to be funded for this service. This will not be included in the word count. * Please include in response below details of any posts to be funded by this grant, with summary job descriptions and number of hours to be worked per week. * If this a partnership or consortium bid you should include details of how you will manage those arrangements. * Please explain what activities will happen in the first 3 months mobilisation period and whether any service delivery would happen during this time. * Please explain how you will use the £15,000 start up funding to enable the mobilisation phase and ensure the organisation can meet the grant specification requirements. * Please ensure you describe how you will use technology to deliver elements of the service and encourage the VCSE sector to adopt digital transformation where appropriate.   ***Maximum word count 1500 words.*** | 20% |
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| **Q3** | **Please provide evidence of your financial competency to manage this grant.** For example, tell us about the skills, qualifications and experience of relevant people within your organisation. This should include how finances are scrutinised by the Board. Tell us about your track record in managing grants of this size.  **Please provide your budget for the grant for the 3 years 2025-26, 2026-27 and 2027-28.** You may provide this as an Excel attachment. The budget will not be included in the word count.  ***Maximum word count 800 words.*** | 10% |
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| **Q4** | **Please provide three case studies from the last year that demonstrate your ability and experience in providing the three key services outlined in the schedule;**   1. **Information and Advice** 2. **Training Programme** 3. **Strategic Working and Partnerships**   Please complete a form for each case study (please see attached case study form). | 10% in total for the 3 case studies |
| **Q5** | **Please tell us how you will promote the VCSE infrastructure support service to the VCSE sector, ensuring the service is accessible and available to all across Redcar and Cleveland.**  We ask that as a minimum you cover the following points in your response:   * Tell us about your marketing and communications plans and approach. * Tell us how you will know you have been effective in promoting the service and ensuring it is accessible; what methods will you use to measure your success?   ***Maximum word count 800 words.*** | 10% |
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| **Q6** | **Please tell us about your experience in measuring your impact and the approach you will bring to evaluating the difference you are making by delivering the VCSE infrastructure support service in Redcar and Cleveland.**  We ask that as a minimum you cover the following points in your response:   * Explain how and when you will check client satisfaction with your service. * Tell us how you will measure and demonstrate performance against output targets and outcomes. * Tell us how you will measure ongoing improvements in sector and individual orgs. * Explore how you might demonstrate and measure engagement in system change. * Explain your approach to evidencing the effectiveness of representation of the sector.   ***Maximum word count 1000 words.*** | 10% |
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| **Q7** | **Please tell us about your understanding and experience of Redcar and Cleveland, its challenges and opportunities, and about your proposed local delivery plan.** If you have not worked in Redcar and Cleveland please tell us about your experience of working in other areas and what learning you will bring to this area.  Please tell us about your proposed local delivery plan (in detail for year one and an outline of how it might change in year 2 and 3) and explain how it is responding to the challenges and opportunities you have outlined.  Please tell us how each of the three key services delivered by this grant funding, and the impact of each, will be visible to VCSE organisations and the wider system.  ***Maximum word count 1000 words.*** | 10% |
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| **Q8** | **This grant is initially for a three-year period. Please tell us how you might ensure the services can be sustainable and therefore likely to continue beyond this timeframe.**  We ask that as a minimum you cover the following points in your response:   * Tell us about your income generation plans to seek additional funding to enhance the service in the first 3 years and to extend it beyond 3 years. * Please explore ideas for how the services could become self-sustaining over time.   ***Maximum word count 800 words*** | 10% |
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| **Q9** | **A local infrastructure provider is expected to be a role model and exemplar for good governance. Please describe your approach to the good governance of your own organisation.**  We ask that as a minimum you cover the following points in your response:   * Tell us how you recruit and develop your trustees or other people with significant control. * Detail the quality assurance systems you have in place. * Tell us how you manage conflicts of interest (whether real or perceived) between your staff/trustees and the VCSE. * Tell us how you manage conflicts of interest (whether real or perceived) between your organisation’s delivery of other work and that of other VCSE organisations. * Describe your management structure and how the board is supported and managed.   ***Maximum word count 1000 words.*** | 10% |
|  | |
| **Q10** | **Tell us about the sector leadership style and organisational values you will bring to the delivery of this service.**  We ask that as a minimum you cover the following points in your response:   * Explore how you will build and maintain relationships across the system. * Explain the approach you will take to work with system partners to understand challenges and opportunities and develop appropriate responses. * Tell us how you will build trust with other VCSE sector leaders. * Talk us through how you would want your organisation to be perceived in a VCSE leadership role and how you might work towards achieving this.   ***Maximum word count 800 words.*** | 10% |
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**Application Checklist**

**Please check that the following documents have been included in your submission:**

* The completed and signed application form with all boxes completed.
* The completed and signed organisation information form with all boxes completed.
* The completed case study form with all boxes completed.
* Your organisation’s most recent annual accounts. If you are applying as a partnership or consortium please send this for all parties.
* Your organisation’s current management accounts and your three latest bank statements. If you are applying as a partnership or consortium this should be the lead members documents.
* Your organisation’s current constitution or governing document. If you are applying as a partnership or consortium please send this for all parties.

**Declaration**

Please sign the application form (an electronic copy of your signature is acceptable) in order to confirm that:

* you are authorised to make this application on behalf of your organisation.
* the information provided is accurate and true (if it is not it may result in the application being delayed or declined)
* your application has been authorised by the governing body of your organisation (the board or committee that runs your organisation). Please keep an email record or meeting minute that shows this approval was obtained.
* you will comply with our terms and conditions, which will include a requirement to report back to us on how the funds were used.
* you have included all supporting documents with your application.

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| **Title** |  |
| **Name** |  |
| **Job title/role/position** |  |
| **Signed** |  |
| **Date** |  |

**To apply please return your completed application, case study form, organisational** information form(s) and supporting documents to [info@woodsmithfoundation.org.uk](mailto:info@woodsmithfoundation.org.uk) by **5pm on Friday 14th February 2025.**

**Interview presentation and interview**

If you are invited for interview, you will be asked to deliver a presentation lasting no more than 15 minutes. In your presentation we would like you to summarise your delivery model for the VCSE Infrastructure support service and tell us about your approach to ensuring your delivery is successful.

After the presentation, the panel may ask some brief questions for clarification.

You will then be asked the following 3 questions below. There will be further questions asked at the interview that will not be released in advance.

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| **1** | Small voluntary and community sector organisations play a vital role in our borough, providing support and services that stretch deep into communities and often reaching residents that statutory services may find more difficult to reach.  Please tell us how you will engage effectively with smaller VCSE organisations, community groups and community leaders to help them to grow and flourish so they can support our local communities by meeting needs at the earliest opportunity to improve outcomes. |
| **2** | Please tell us about your approach to successful co-production and co-commissioning. If possible, please use a real and recent example. |
| **3** | Please tell us what you have identified as the main challenges that will face your organisation (or partnership or consortium) in delivering this service successfully. What support will you need and where will you get it from? |