

**Bristol City Council**



**Bristol Impact Fund: Growing the Power  
of Communities  
Medium and Large Grants**

**Application Guidance Notes**

**ProContract Reference: DN522274**

**Deadline for applications:  
12:00 noon Monday 17<sup>th</sup> May 2021**

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# The Bristol Impact Fund: Growing the Power of Communities experiencing the greatest inequality

These guidance notes will help you to apply for the Bristol Impact Fund Medium and Large grants.

You **must read the Bristol Impact Fund: Overview** to fully understand what we want to fund with the second Bristol Impact Fund.

The Bristol Impact Fund will have an estimated budget of £1.45m in year 1 and then £1.65m for years 2, 3 and 4 each, totalling £6,400,000. The Fund will operate across the following years:

Year 1	Year 2	Year 3	Year 4
October 2021 – September 2022	October 2022 – September 2023	October 2023 – September 2024	October 2024 – September 2025

The Bristol Impact Fund: Overview is included in your application pack. If you need the document in plain text please contact the Investment and Grants Team:

[investmentandgrants@bristol.gov.uk](mailto:investmentandgrants@bristol.gov.uk)

Applications to the Impact Fund are submitted through the ProContract Portal. This is the Bristol City Council electronic procurement website.

<https://procontract.due-north.com/Login>

Applications consist of Part 1 and Part 2. Both Parts must be completed and submitted.

Part 1 consists of information about your organisation and will be assessed to ensure your organisation is eligible to apply to the Impact Fund. You must complete Part 1 online in the ProContract website. See pages 16-20 of this Guidance for information how to complete Part 1.

Part 2 consists of information about your proposed work and is assessed against the council's grant criteria. See pages 20-29 for information how to complete Part 2 and pages 29-36 of this Guidance for information about the assessment criteria the council is using.

## Eligibility Criteria Checklist

The Bristol Impact Fund is open to applications from voluntary and community sector and Social Enterprise organisations that have one or more

of the following structures or forms. Before you start to complete the application you should use this checklist to ensure that at least one of the structures below applies to your organisation.

The organisation is:	Yes
A registered charity	
A Community Interest Company limited by guarantee	
A Community Interest Company limited by share (Schedule 2 with 100% asset lock only)	
A company limited by guarantee	
A community benefit company registered as an Industrial and Provident Society	
A Charitable Incorporated Organisation	
An unincorporated organisation - We will accept applications from unincorporated organisations. Any organisation that is awarded a Bristol Impact Fund grant and is not incorporated will be encouraged and signposted to support to become incorporated in order to protect the management committee members.	

The Bristol Impact Fund is open to applications from voluntary, community and social enterprise (VCSE) organisations which meet the specified criteria. Before you start to complete the application you should use this checklist to ensure that **all** the statements below apply to your organisation.

	Yes	No
Your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people).		
Your organisation is non-governmental.		
Your organisation is constituted (it has a governing document – a set of rules - either constitution or a Memorandum and Articles of Association).		
Your organisation has a set of objectives that allows it to undertake the activities you are proposing. (The constitution must allow your organisation to undertake the activities you are requesting funding for).		
Your organisation is value driven, for the social good.		
Your organisation is non-party political.		
Your organisation has at least three trustees or directors or management committee members (who are not related to each other and are not paid shareholders).		

	Yes	No
Your organisation reinvests any financial surpluses to further objectives that bring a significant community benefit to Bristol.		
Your organisation is 'not for profit': it does not distribute any of its surpluses or assets through share dividends to individuals or shareholders.		
Your organisation has a bank account in its own name.		

If you are unable to answer “Yes” to **all** the above statements, your organisation is unfortunately ineligible for a grant from the Bristol Impact Fund.

### **Local Priority**

We will prioritise local organisations (organisations that are registered in Bristol – by which we mean that their main base or headquarters are in Bristol - and have at least 3 trustees who are residents of the Bristol area – see page 16) but we will consider applications from non-local organisations which meet the eligibility criteria and which bring specialist expertise to the city.

### **Eligibility Criteria Guidance Notes**

#### **Constituted**

Your organisation must have a constitution (a set of rules) or Memorandum and Articles of Association that allows it to undertake the activities in your application. If your constitution does not currently allow your organisation to undertake the activities you are proposing (or meet the needs of the participants you are proposing) then we will require a letter signed by your Chair setting out what changes to your constitution are proposed and when the amendments or new constitution will be adopted.

#### **Bank Account**

Your organisation must have a bank account in its name. You will see from the application questions in Part 1 that payments from this account should only be authorised by at least two signatories (who are not related or living at the same address).

### **What we won't fund**

Proposals that will not contribute to our four impacts

Proposals that will not address our community building priority, any of our five priorities or which cannot clearly evidence a community priority.

Proposals that do not embed the Ways of Working

Proposals targeted at children (where children aged under 16 are the primary or sole participants)\* SEE EXCEPTION FOR HATE CRIME SUPPORT below

Capital costs (for example, the costs of equipment, vehicles, land, buildings, building refurbishment, repairs or maintenance or landscaping)

Political or religious activities

Projects or activities held in inaccessible venues. It is essential that disabled people can participate in Bristol Impact funded activities.

Projects or activities that the state or a statutory body has a legal obligation to provide

Any costs incurred when putting together your grant application

Activities that happen or start before the start date of the grant and the council's funding agreement

Endowments (to provide an income)

Loans or interest payments

**\*Note about children's services/activities**

The Bristol Impact Fund will fund work with adults and young people (aged 16+). The funding which forms the Impact Fund as a pooled budget is from adult-focused budgets. The primary grant investment for young people by BCC is through the Youth sector support fund. See the BIF Overview (p21) for more information on how to access this funding

**The only exception to this is for applications to deliver Hate Crime Support. Bristol Impact Fund will fund work with all age groups around Hate Crime Support.**

We realise that many organisations work with families and their activities will impact on both adults and children. Organisations in this situation may want to tell us about the positive benefits (outcomes) for children in their response to the added value question in Part 2 of the application. This way they can still tell us about their 'whole' work in a way that represents their activities and services.

## Medium and Large Grants

Name of grant	Amount per year	Grant Term	Application Process
Medium Grant	£10,001 to £49,999	4 years	Online application through ProContract
Large Grant	£50,000 to £200,000*	4 years	Online application through ProContract
Partnership Grant	We are open and interested to receive Partnership applications of any size (medium or large) from organisations where working together in a formal partnership will result in improved impact(s) for local people.		

\* Or up to £355,000 per year for a collaborative application to support people and communities who experience hate crime and discrimination .

We have purposefully not set out proportions of the total fund to be applied to Medium and Large grants.

It should be noted ALL applications are expected to be collaborative in the way they work. Partnership applications are more formal arrangements.

## Small Grants

Please note: we will be inviting applications for Bristol Impact Fund Small Grants as follows:

- Two rounds of **Small Grants**, each with an 18-month duration and with £150,000 available in each round, making a total allocation of £300,000 to Small Grants across the the BIF programme
- Round 1 – grants for the period July 2022 – December 2023
- Round 2 – grants for the period January 2024 – June 2025
- Small grants will range between £2,500 and £10,000 per year

## Grant Maximum

There is a maximum amount of grant, or cap, of £200,000 per year and we will apply this in the following ways:

A cap of £100,000 per year per organisation: We will take account of all the applications an organisation may be part of (the total requested from any solo application and partnership applications combined). We will not knowingly exceed this amount. We have said that there is one exception to this guide cap: organisations which are part of Hate Crime Support collaborative applications are exempt from this cap.

A cap of £200,000 per year per application: - We will not fund any proposals over £200,000 per year, and will only fund Partnership applications between £100,000-£200,000 if they are assessed as delivering 'exceptional impacts'. To show exceptional impacts we would expect them to score over 90% in the Impact element of our appraisal. There is one exception to this guide cap: Hate Crime Support collaborative applications can receive up to £355,000 per year.

## Collaborative working

We expect **all** applications to the Bristol Impact Fund to demonstrate informal collaborative working in the way they deliver, regardless of the size of grant they are seeking or whether they are pursuing a solo grant or a more formal Partnership grant. This approach reflects the Relational/ Relationship-oriented way of working which underpins the Fund.

## Solo Grants

Solo applications are those made by individual organisations.

**Organisations can only make one solo application.**

This will be through the Pro-Contract process (completing Part 1 and Part 2 of the application) for Medium or Large grants.

## Partnership Grants

Organisations can also make Partnership applications or be part of Partnership applications (as well as submitting an application for a Solo grant). See Maximum Grant cap per organisation above.

A Partnership application is from a partnership or collaboration of two or more organisations intending to work together to achieve their community's priorities and contribute to the Bristol Impact Fund impacts.

We welcome Partnership applications. These can be from either Lead Partner collaborations or from Partnership collaborations.

### **Partnership Applications (Lead Partner)**

Only the Lead Partner will have a grant agreement with the council. The other parties will have agreements with the Lead Partner, which are the responsibility of the Lead Partner.

EACH partner must complete a Part 1. Only the Lead Partner should complete a Part 2.

Each party should also complete, sign and submit a **Memorandum of Understanding**. A template has been drafted by Voscur and is available to download with the application pack on ProContract. It will help partners to develop and describe their ways of working together. It aims to prevent a 'bid candy' situation where either an organisation is not aware that it has been included in a collaborative application or where an organisation has been involved in the development of the collaborative application but does then not receive any of the allocation.

Lead Partner collaborations will be required to develop a collaboration agreement in the first 9 months as a condition of grant.

### **Partnership Applications (no lead partner)**

Each partner will have a grant agreement with the council.

EACH partner must complete a Part 1 and a Part 2.

Questions in Part 2 of the application must be completed by all applicant organisations. However many of the questions require responses that fit together to show how you will work collaboratively. In these cases the guidance notes tell you that you should or can provide a single, shared response.

The council will want one organisation to act as the point of co-ordination for the application and for communication over the course of the grant, once awarded. This is for administrative purposes only and all members of the partnership are equally responsible for delivery of their funding agreement. It's important to ensure that the grant budget provides for the additional work and cost of this administration role over the lifetime of the grants.

Each party should also complete, sign and submit a **Memorandum of Understanding**. A template has been drafted by Voscur and is available to download with the application pack on ProContract. It will help partners to develop and describe their ways of working together. It aims to prevent a 'bid candy' situation where either an organisation is not aware that it has been included in a collaborative application or where an organisation has been involved in the development of the collaborative application but does then not receive any of the allocation.

## **Organisations previously funded in the first BIF**

The Bristol Impact Fund 2021-2025 will accept applications from organisations which received funding from the first Bristol Impact Fund, 2017-2021.

This could be to continue work funded in the first BIF or to deliver different work.

### **If an organisation funded in the first BIF is applying to continue the work funded by the first BIF we want to understand:**

- If and how your proposed work builds on activity in the first round of BIF
- What you've learnt from delivery of BIF funded work. We'll look for this information to be included in the answers to the questions in Part 2, Section C of the application form.
- What progress has been made towards greater financial sustainability (progress towards financial sustainability through support from other sources or from income generation should be reflected in your budget in Part 2, Section E of the application)

## **9 month development phase**

The second Bristol Impact Fund is offering the option of a **9-month development phase**.

This is in recognition that some organisations will need more time to fully develop collaborative ways of working, apply the community building ways of working and move from crisis response. Not all organisations will need this time but we expect it to be particularly helpful to smaller equalities-led organisations.

If you are applying for the **9-month development phase**, please complete the question Part 2, C.3 of the application form and include the following:

- the broad plan for your delivery over the 4 years
- details about what you will do in the first 9 months that will support delivery of your plan.
- the steps you will take to produce a detailed delivery plan to submit to us towards the end of the first 9 months (by Mid-May 2022 at the latest)

## How to submit your Application

The Council is using an electronic system to manage this Bristol Impact Fund grants round and to communicate with applicants. There will be no hard copy documents issued to applicants and all communications with the Council, including the submission of applications, will be conducted via the ProContract Portal. This is the Bristol City Council electronic procurement website.

<https://procontract.due-north.com/Login>.

You must register your organisation on ProContract if you wish to apply for a Medium or Large grant, under the category 'Other community, social and personal services'. You should also include whatever other codes are relevant for your organisation so that you can be made aware of other opportunities that may be of interest to you when they arise.

There are video tutorials on the ProContract 'Help Centre' website that you can use to help you use the system:

<https://supplierhelp.due-north.com/>

You can submit supporting documents in Word, Excel or PDF format. You must make sure that any electronic supporting documents clearly show the organisation's name.

Please allow sufficient time to upload documentation. **We recommend that you upload your application and supporting documents onto ProContract at least a day before the deadline because it can take time for documents to upload, especially at busy times.** Please do not risk leaving it until the last minute. If you experience any technical difficulties relating to the ProContract portal, please contact the ProContract helpdesk on 0330 005 0352 Monday to Friday 8.30 am to 17.30 pm or email [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com). within plenty of time before the submission deadline.

All queries, questions and requests for information regarding this grant funding application process should be made in writing via ProContract by using the 'View Messages' link.

These should be submitted no later than **4pm on Friday 30<sup>th</sup> April 2021**. Please note that when we respond to such questions or requests, we will communicate the answers to all other applicants via ProContract. The identity of the organisation making such requests will remain confidential.

It is the applicant's responsibility to return completed documentation via ProContract.

During the grant process, any communication between applicants and the Council should be in writing via ProContract. After the closing date for receipt of applications the Council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the grant application responses,
- To clarify anything relating to documentation,
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision,
- To agree the commencement date.

**The completed application, all supporting documents and enclosures must be submitted through ProContract before the deadline: 12.00 noon on Monday 17<sup>th</sup> May 2021**

Please note: It will not be possible to complete your application responses or submit supporting documents on ProContract after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received after the deadline will not be considered.

## **Answering the questions**

Please read each question and this Guidance fully and carefully. Some questions require additional detail for grant applications above £50,000 per year (Large Grants). We have added Help guides to help you understand what we are asking and why.

Some questions have word limits as shown. Please do not exceed the word limit given. (The word limit does not stop you being able to input text). Text exceeding the stated word limit will not be read or considered as part of your application. Bullet points are acceptable.

In the Word form used for Part 2 sections A-E you can check your own word count by highlighting the relevant text. In most Word versions your word count will be shown on the bottom left of the screen.

In some questions there are different word counts for Medium or Large grant applications. In these cases we have made it clear in the comments that different word counts apply.

### **Part 1**

Part 1 of your application is an online form. It asks questions about your organisation. It also asks you some key questions about your funding proposal. You can save and review your answers before submitting. You should only submit ONE Part 1.

### **Part 2**

Part two of your application is made up of a word document, and an optional excel form. Sections A-E are in a Word form for you to download, complete and then submit by attaching the form into ProContract. Section E is also available as an Excel spreadsheet with 7 questions.

You can either choose to complete section E in the word document, or if you have a more complex project and would find it helpful, you can use the excel sheet. **Please do not complete Section E in both word and excel.**

If you use the excel sheet, please make sure you use all the seven labelled tabs on the spreadsheet (the tabs are at the bottom left and they show the question numbers E.1- E.7) so that you answer all of the questions and include your organisation's name and the name of your proposal at E.1.

You should complete and submit a set of the Part 2 forms for each Medium and Large proposal you apply for. (See pages 6-9 of these notes for guidance about making multiple applications).

**Make sure you remember to submit the completed Part 2 forms.**

## **Support and Advice**

If you need any help or technical support with ProContract, then call 0330 005 0352 Monday to Friday 8.30 am to 17.30 pm or email: [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com).

If you have any questions about the application process, please ask us by using ProContract and click on the 'View Messages' link and type in your subject and question. We want to make sure that every organisation gets the same information and advice and so we will only answer queries through ProContract portal and we will publish our responses through the portal (so that they are available to everyone). The answers to questions will be available through the 'View Messages' link and will not identify the

organisations that asked the questions. We will not provide advice on the telephone or face-to-face.

If your organisation does not have a full set of baseline standards or meet all the criteria needed to be eligible to apply for a grant, you may be able to get support from Voscur to enable you to develop these.

Voscur Ltd  
Royal Oak House  
Royal Oak Avenue  
Bristol BS1 4GB

Tel. 0117 909 9949  
Email: [info@voscur.org](mailto:info@voscur.org)  
Website: <http://www.voscur.org/>

### **Asset-based community building workshops**

The new round of the Bristol Impact Fund is rooted in an asset-based community building approach. To find out more about asset-based community building you can attend one of the workshops that the council has organised with Cormac Russel from [Nurture Development](#).

This two-hour workshop will explore the strengths, barriers and dilemmas in supporting residents to be in control and, using the principles and practices of Asset-Based Community Development, co-create with participants practical pathways towards more collective citizen-led change and power. The workshops will be interactive and practical.

These workshops are intended to offer an opportunity for reflection and learning. They will not be attended by council staff working on the Bristol Impact Fund and do not form any part of the application assessment process.

### **Choose from one of three Workshop Dates:**

**Wednesday 10<sup>th</sup> March 11:00-13:00**

<https://www.eventbrite.co.uk/e/community-building-an-introduction-to-asset-based-community-development-tickets-143756604875>

**Wednesday 17<sup>th</sup> March – 15:00-17:00**

<https://www.eventbrite.co.uk/e/community-building-an-introduction-to-asset-based-community-development-tickets-143763196591>

**Monday 29<sup>th</sup> March – 11:00-13:00**

<https://www.eventbrite.co.uk/e/community-building-an-introduction-to-asset-based-community-development-tickets-143767112303>

## **Support from Voscur**

Voscur will be delivering a programme of support for organisations to apply to Bristol Impact Fund (by telephone or over Zoom). Support will include:

- online briefings
- training courses on topics matched to the Bristol City Council baseline standards for funding
- [collaboration support](#)
- one-to-one advice surgeries
- [mailing list](#) for programme updates.

Please note due to expected levels of demand the levels of support that organisations can access is tailored.

**To find out more and book please contact [Voscur Events and Training | Voscur](#)**

## **Investment & Grants Team Contact Details**

Investment & Grants Team

Tel: 0117 352 5640

Email:

[investmentandgrants@bristol.gov.uk](mailto:investmentandgrants@bristol.gov.uk)

## **How to complete the application**

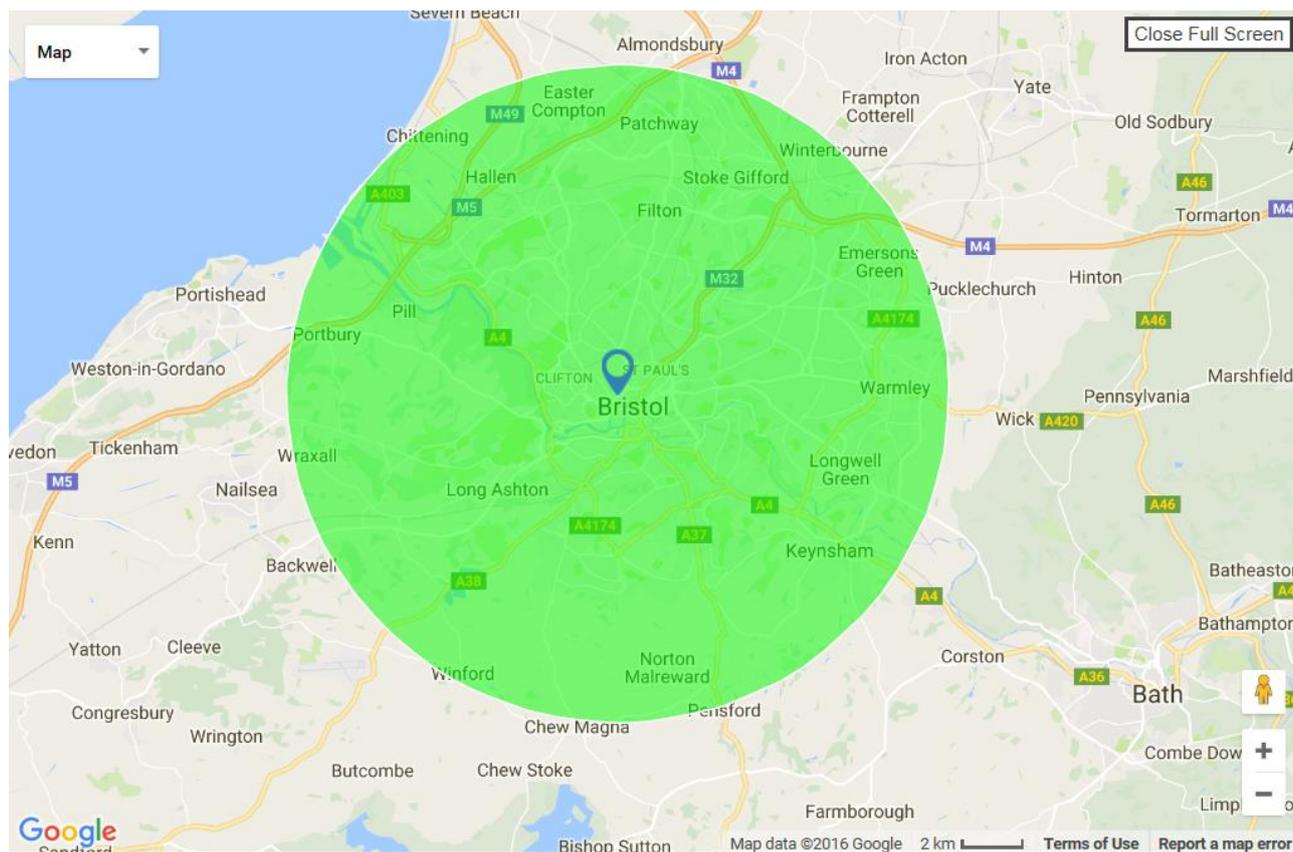
### **Part 1**

#### **Section 1: About the Organisation:**

This section asks for details about your organisation, your name, website address, organisation address, main contact people, contact details; your organisation's legal structure and overall purpose; and any conflicts of interest which arise from this application.

**Question 1.3:** We will prioritise local organisations (organisations that are registered in Bristol – by which we mean that their main office or headquarters are in Bristol - and have at least 3 trustees who are residents of the Bristol area) but we will consider applications from non-local organisations which meet our eligibility criteria and which bring specialist expertise to the city.

The map below illustrates what we mean by ‘trustees who are residents of the Bristol area’



**Question 1.8 Organisational Structure: This is a Pass/Fail question.** If your organisational structure does not fit within one of those in our **Eligibility Criteria Checklist** your application will not be taken forward.

## Section 2: Baseline Standards:

These are the governance standards which the council requires all grant-funded VCSE organisations to meet. We understand that some groups who can deliver work which Bristol Impact Fund would want to support may not yet meet all these standards. In these cases we will consider applications where the applicant commits to meet all Baseline Standards within a given time after the start of their grant. This is 6 months. We will consider extending this to 12 months for ‘organisations of’ their community<sup>1</sup>, where there is a clear and viable application.

<sup>1</sup> By organisations ‘of’ communities of identity or experience, we mean organisations are led and controlled by a majority of people who have directly relevant lived experience in the context of the proposal, and so reflect and are ‘of’ the communities that organisation works with. These organisations have a majority of people with lived experience at all levels of their organisation including trustees, senior management, staff and volunteers. Simply engaging with a beneficiary group doesn’t mean an organisation is led by people with lived experience. (Definition is based on the definition developed by Association of Charitable foundations:

[https://www.acf.org.uk/downloads/Covid-19\\_good\\_practice\\_recommendations.pdf](https://www.acf.org.uk/downloads/Covid-19_good_practice_recommendations.pdf)

**Question 2.1:** Your governing document: **This is a Pass/Fail question.** Your governing document must demonstrate that it allows you to do the work you are proposing and that your organisation meets the **Eligibility Criteria Checklist**

**Question 2.2:** Provide a list of your current Trustees, their names, addresses, roles in your organisation and relationships to each other. **This is a Pass/Fail question.** We will check that there are at least 3 trustees/directors, that they are not related or living together, are not paid shareholders and if any are residents of the Bristol.

**Questions 2.3 & 2.4:** Do you currently meet all Baseline Standards? **This is a Pass/Fail question.** To pass organisations applying for a Large grant of £50,000 or more MUST meet all Baseline Standards. You will be asked to supply copies of all your policies if we offer you grant funding before the start of the grant as evidence of this.

If you are applying for a Medium Grant (less than £50,000) you must confirm either that you do meet all Baseline Standards or that you commit to meeting them within 6 months or, in by agreement 12 months (for 'organisations of their community), to be considered for funding.

**Questions 2.5 & 2.6:** Data Protection and General Data Protection Regulations (GDPR): **This is a Pass/Fail question.** In order to process personal data your organisation must be registered with the Information Commissioner's Office (ICO) or be exempt. If your answer to Question 2.5 is 'no' you must either confirm at Question 2.6 that you are exempt or that you will register with the ICO before the start of the grant. For information see <https://ico.org.uk/for-organisations/guide-to-data-protection/> and <https://ico.org.uk/for-organisations/register/>

**Question 2.7:** Accessible venues: **This is a Pass/Fail question** We will only fund work that uses fully accessible premises or venues.

**Questions 2.8 & 2.9:** Safeguarding. **This is a Pass/Fail question.** If you answer 'yes', that you will be working with children, young people and/or vulnerable adults then you must either confirm that you have appropriate safeguarding policies and procedures in place or that you commit to putting them in place before the start of any grant. You will be asked to supply copies of all your policies if we offer you grant funding before the start of the grant as evidence of this.

**Question 2.10:** Insurances. **This is a Pass/Fail question.** We will not consider your application further if you do not commit to obtaining Public

Liability £5million and Employer's Liability £5million insurances before the start of any grant funding.

### **Section 3: Equalities:**

**Question 3.1:** Equalities monitoring form. **This is a Pass/Fail question** - If your organisation is applying for £50,000 or more, you must provide a copy of the equality monitoring form that your organisation uses with participants in your work. We will use this to assess what monitoring information you currently ask for. We expect to see equality monitoring in place across all protected characteristics. If your organisation is applying for less than £50,000, please upload a copy if you have one. If you don't have an equality monitoring form we will require your organisation to provide us with a copy of one you will use before the grant agreement begins. We use the term 'participants' to mean everyone participating in your work.

**Question 3.2:** Equalities monitoring information for 2020/21 (for applications over £50,000 per year) **This is a Pass/Fail question** You must upload a summary of your equalities monitoring for 2020/21 if you are applying for over £50,000 per year.

**Question 3.3:** If your organisation is applying for more than £50,000 per year in total (across all applications your organisation is part of), please attach a summary of your equalities monitoring information for your staff, trustees and volunteers/members.

### **Section 4: Financial Information**

**Question 4.1:** State Subsidy rules: This question is to help you as an organisation and the council identify if there is any potential risk that our grants may trigger State Subsidy considerations. It helps us identify where we need to make a State Subsidy risk assessment and, potentially, take any actions to manage risk of breaching the rules.

**Question 4.2:** Your organisation bank account: **This is a Pass/Fail question.** We will only fund organisations that have a bank account in their name.

**Question 4.3:** Financial safeguards: **This is a Pass/Fail question.** Tell us if your cheques and other payments (of over £100) have to be authorised by two signatories who are not related and do not live together? We will only fund organisations that have this financial safeguard in place.

**Question 4.4:** Your most recent annual report and signed accounts: You must attach copies of your most recent annual report AND a full set of signed

accounts. These documents will be used to check that financial stability, financial governance and governance are satisfactory.

If you do not have these documents (for example if your organisation is new) please tell us why you do not have them and attach documents that we can use to check your organisation's financial stability, financial governance and governance.

**Question 4.5:** Financial forecast for current year. Please complete and attach a summary forecast for your organisation for the current year 2021/22 using the template provided (see the question attachment). This information will be used by us for the financial appraisal of your organisation.

**Question 4.6:** Changes to your grant/income streams: Tell us if any grant / income streams are due to end or at risk before or during the grant award period? If yes, please tell us what impact this will have on your organisation. This information will be used by us for the financial appraisal of your organisation.

**Question 4.7:** Your Financial Procedures: **For organisations applying for more than £50,000 per year in total:** Please attach a copy of your Financial Procedures. We are asking for your financial procedures document (or perhaps you may call this financial control or financial regulations). This information will be used to understand the financial governance and to inform the financial risk assessment of grant funding your organisation.

**Question 4.8:** Additional information about your organisation's finances: This is an optional question, which we will use to further understand the financial governance and to inform our financial risk assessment of grant funding your organisation.

## **Section 5: Project Summary**

**Question 5.1:** In the template provided (see question attachment) please give us information about all the proposals (grant applications) that your organisation is part of.

This information will help us to match your Part 1 and Part 2 applications and to see how and if organisations are part of multiple proposals. It will also help us to check that Partnership applications are being made with the full knowledge, consent and engagement of all the parties.

It is important that the proposal name(s) you use in this template are exactly the same as the proposal name(s) you use in Part 2 of your application.

If you are applying as part of a Partnership please make sure that all the partners use exactly the same proposal name so that we can correctly pull the partners' application details together.

## **Section 6: For Partnership Applications Only**

Question 6.1: In no more than 500 words, if you are making any grant applications as part of a Partnership, please tell us briefly about your organisation's role in the delivery of each proposal.

This, as well as the Memorandum of Understanding, will help us to check that Partnership applications are being made with the full knowledge, consent and engagement of all parties.

## **Part 2 - Sections A-E**

### **Section A: General Information**

This section tells the council briefly about your organisation, your proposal, whether you are applying as a single organisation or as part of a Partnership application. If it's as a Partnership the council wants to know the other organisations you will work with. This section is not scored and is for information to get an overview of the types of applications being submitted. You should upload your Memorandum of Understanding if you are part of a Partnership.

### **Section B: Your Proposal**

This section provides basic information about your proposal: how much you're applying for; if you're applying for the 9-month development phase or not; some information on whether your organisation received grant funding as part of the first Bristol Impact Fund and how that work relates to this application; What the geographical focus of your work is in Bristol; if your work is focused with any equalities groups or other groups which experience systemic inequality; if you are an Equalities-led organisation or an 'organisation of' your community.

**Question B1:** Are you applying for a Medium or a Large Bristol Impact Fund grant? Tell us what size of grant you are applying for: Medium (Less than £50k per year) or Large (more than £50k per year). Please see above for information about the grant amounts and the grant maximum amounts.

**Question B2:** Are you applying for a 9-month development phase as part of the grant? Tell us if your organisation is applying for a 9-month development phase as part of the grant, to either develop collaborative working or more

formal Partnership working or to transition from crisis support to a community building focus.

**Question B3:** Did you receive a grant from the 2017-21 round of Bristol Impact Fund? We want to know what size of grant you received – Small or Medium/Large. **If your answer is ‘no’ skip to Question B5; if yes, go to Question B4**

**Question B4:** Does the work you are applying to fund from BIF2 build on the work that was funded through BIF 1?

Explain briefly how your application for the second round of BIF takes forward any work that has been funded by the first Bristol Impact Fund. If your application is for new work please explain how you’ve concluded the work funded by BIF 1 e.g. is it continuing but fully funded from other sources?; is it taking a different form?; is it ceasing?

**Note:**

**Questions B5; B6; B7 & B8** taken together form a **gateway**. Your organisation’s application is unlikely to be considered further it doesn’t:

Either

- a. Focus on a place-based approach working with participants living in the 20% most deprived neighbourhoods in the city’s wards (set out in bold)

Or

- b. Focus on an equalities approach - working with participants from the named equalities groups or from groups which you’ve identified as experiencing a systemic inequality. Please described the systemic nature of the inequality to us in Question B8.

Your focus may be on both.

**Question B5:** Is your proposal focused around a place or neighbourhood?

For applications which are focused on where people live we will prioritise areas of greatest inequality – we are open to evidence but our starting point will be areas in the **top 20% most deprived**, which include areas in the following wards: Ashley, Avonmouth and Lawrence Weston, Bishopworth, Brislington East, Brislington West, Central, Easton, Eastville, Filwood, Frome Vale, Hartcliffe and Withywood, Henbury and Brentry, Hengrove and Whitchurch Park, Hillfields, Horfield, Knowle, Lawrence Hill, Lockleaze, Southmead, Southville, Stoke Bishop, St George Central, St George West, Stockwood and Windmill Hill.

Please see this map for further information on priority areas that experience the greatest inequality in the city:

[2019+IMD+map+with+ward+and+area+committee+boundaries](https://www.bristol.gov.uk/2019+IMD+map+with+ward+and+area+committee+boundaries)  
([bristol.gov.uk](https://www.bristol.gov.uk))

**Question B6:** If you are working in a specific part of a ward or neighbourhood: Please state the specific neighbourhood or area your organisation will be working in if relevant. For example, if you have selected Ashley ward, but will be specifically working in St Pauls, please write St Pauls in the box

**Question B7:** If the main focus of your proposal is working with equalities communities please tell us by ticking the relevant boxes. Do not tick all the groups who **might participate in** your services or activities, but rather those that will be **a main focus** of your work. For example, if your proposal is focused on BME communities tick this box. (We will expect that through your project monitoring it will show participation of BME people who are part of other equalities communities, such as young/old, LGBTQ and Disabled). You should select all that apply.

**Question B8:** Do the participants in your work share a particular lived experience that results in them experiencing systemic inequality? Tell us if your participants are part any other group of people experiencing systemic inequality that are not covered by an equalities group or a neighbourhood area.

**Question B9:** Equalities-led organisations: Tell us if more than 50% of your organisation's trustees, staff and members are from an equalities group (such as Black, Asian and minority ethnic people; LGBT+ people; Disabled people; Young People and any other (please specify)

**Question B10:** Are you an organisation 'of' your community?: 'By organisations 'of' communities of identity or experience, we mean organisations are led and controlled by a majority of people who have directly relevant lived experience in the context of the proposal, and so reflect and are 'of' the communities that organisation works with. These organisations have a majority of people with lived experience at all levels of their organisation including trustees, senior management, staff and volunteers. Simply engaging with a beneficiary group doesn't mean an organisation is led by people with lived experience.'

(Definition is based on the definition developed by Association of Charitable Foundations: [https://www.acf.org.uk/downloads/Covid-19\\_good\\_practice\\_recommendations.pdf](https://www.acf.org.uk/downloads/Covid-19_good_practice_recommendations.pdf))

**Question B11:** Please explain how your organisation is an organisation ‘of’ your community? See the definition above

**Question B12:** If funded, which key priorities will your work address? Please enter ‘yes’ against the key Priorities that your activities or services will address. You **MUST** select Priority 1 and at least one from the other priorities, but you may select more if this is appropriate for your proposal

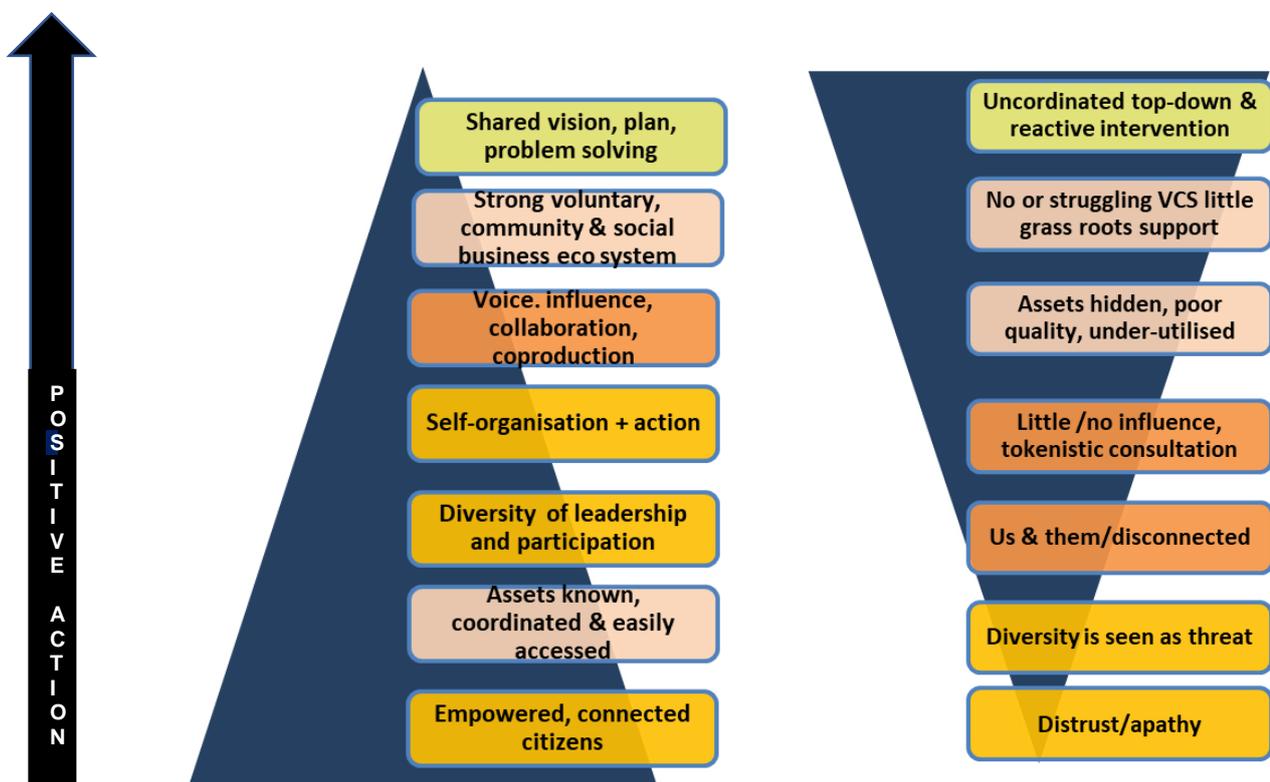
**Question B13:** Which programme impacts will your work contribute to? Please enter ‘yes’ against the programme impacts in the table supplied your work will contribute to.

### Section C: Impact

This section is the heart of the application. The questions take you through the Making an Impact model (see the Overview, page 12) for your proposal. This section is scored in our appraisal process.

The goal of this second Bristol Impact Fund is to grow the power of those communities in the city which experience the greatest inequality.

The diagrams below set out two contrasted illustrations of some of the characteristics of, on the one hand, a more active powerful community rooted in a strong foundation of community action and getting things done with the support of local agencies (diagram a); on the other, where local people are disconnected from top down decision making (diagram b). The left diagram (a) shows characteristics of community life where power is shared with many more people rather than the few.



This second Bristol Impact Fund is looking to support Community and Voluntary organisations, rooted in communities, to work in ways which intentionally support their communities to develop towards the state shown in diagram a.

The diagram below illustrates the direction of travel which the second Bristol impact Fund is looking to support:



Bristol Impact Fund aims to support work which builds relationships based on the ‘with the people’ and ‘by the people’ approaches, rather than ‘to the people’ and ‘for the people’ approaches in order to strengthen the base of empowered, connected citizens within our communities.

All the questions in Section C have a ‘help’ section which guides you how to set out your response. You should also refer to the Application Appraisal Summary section of this Guidance. It tells you how our appraisal process will be assessing your answers and how your responses will be scored.

**Question C1:** What are the priorities that you will focus on, and how do you know they are the priorities of the community? Tell us about your priority or priorities: How have you decided this is the priority at this time? If this is a logical next step for the communities you are part of, describe that journey and back it up with evidence. This is about telling us why you have decided this is the most important use of BIF resources for the community you are part of. Your priorities should include the mandatory priority to “strengthen the capacity of equalities-led groups, neighbourhood communities and people

experiencing the greatest inequality”. Briefly describe the inequality that impacts on your community.

Tell us about any research, codesign or consultation you have carried out, or evidence that this is a priority for your community and that in turn your proposal will be welcomed by your communities.

For Large Grant applications you should refer to relevant statistical evidence from sources such as those listed in on the [Statistics and census information webpage](#) on the BCC website, or other relevant sources such as the VCSE research, “Designing a New Social Reality”<sup>2</sup>. We will also be looking at whether your proposal fits with wider priorities, such as the One City plan.

**For Partnership proposals:** organisations will need to ensure that their responses fit together. They should provide one shared response (each with the same text) if this is appropriate

**Question C2:** What existing assets will you build on? Tell us about the existing assets you will build on: these could be skills, knowledge, motivation, time, buildings, networks, collaborations. They might be things that work well already or resources which so far untapped.

Please note your organisational assets/resources are covered in Question D.1 – here we want to understand the community assets and those of the participants in your work.

**For Partnership proposals:** organisations will need to ensure that their responses fit together. They should provide one shared response (each with the same text) if this is appropriate

**Question C3:** What will you do and how will you work to have an impact on your chosen priorities? Tell us about the work your organisation will deliver: We want to understand what you will be doing and who you will work with; how you plan to deliver work to make an impact on the priorities you’ve identified and how you will deliver in ways which encourages connections and active community building at its heart. Tell us about any ways you’ve worked with your community to shape your proposal and how you’ll include them in delivering it and shaping it going forward. You can include diagrams and visuals to communicate your work.

You could use some of the questions below to help guide your response:

o How will you build on the community assets you identified in question 2 with your own expertise and skills to address this priority?

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<sup>2</sup> This report will be published in mid-March 2021. Information about the research can be found at <https://www.blacksouthwestnetwork.org/vcse-research> and the report will be available to download from: <https://www.blacksouthwestnetwork.org/reports/research-reports>

- o How will you make sure that the people you work with are active participants in the work you do?
- o How have you worked with communities to develop this proposal?
- o What collaborations are you building / how are you connecting what you're proposing to do with other activities? How you will work together to make change?

**For organisations funded by the first round of BIF seeking funding to continue similar work:** describe the link between what has been achieved and learnt from your BIF 1 work to the work which is now being proposed

**For Partnership proposals** - organisations should use this question to describe what the individual organisations will do and how they will work together. They should provide one shared response (each with the same text) if this is appropriate.

**For organisations applying for the 9-month development phase:** We recognise that for some organisations they may need to develop their collaborative relationships or move from crisis mode arising from the COVID-19 emergency. In this case please describe the clear overall goal and plan for your work over the four years of the fund, using the guidance set out above; and set out details about what you will do in the first 9 months that will support delivery of your plan and the steps you will take to produce a detailed delivery plan for the remaining years of the BIF grant, to submit to the council towards the end of the first 9 months (by mid-May 2022 at the latest).

**Question C4:** How will you grow the power of communities in the way you work? **This section has double the weighting of other sections.** We want to fund organisations that can create the right conditions for citizens and communities to make positive change. Tell us how your organisation(s) will apply and develop the Ways of Working. These are: equitable; inclusive; asset-based; place-based; relationship-oriented; citizen-led and nurturing the community and voluntary sector eco-system.

More information about our Ways of Working is given in the Overview, Seven Ways of Working, page 7.

We acknowledge this is a direction of travel for many groups. Here you can include things you want to try out or explore, or information on how you will develop your practice. The response you have given in C.3 will also be taken into account in terms of how you are applying the Ways of Working.

**For Partnership proposals** - organisations will need to ensure that their responses fit together. They should provide one shared response (each with the same text) if this is appropriate

**Question C5:** Why do you think your work will create change? We want to use our grant funding to make the best possible impact and so it is important that you tell us why you think your proposal will work to grow the power of your community address the priorities you have described above.

You should refer to evidence that makes you think it will work and will be an effective way of having an impact on the chosen priorities. For example, this evidence could be learning from your own work, learning from similar projects delivered by other organisations, results of consultation with stakeholders or experts, evaluation of an existing service or of an activity, or it could be a combination of qualitative and quantitative data from your community. We will look at the strength of evidence that your proposal effects or will effect change.

**For Partnership proposals** - organisations will need to ensure that their responses fit together. They should provide one shared response (each with the same text) if this is appropriate

**Question C6:** What outcomes will you expect to see if your work is successful? The key changes or differences your proposal will make are your outcomes. We want you to tell us the key outcomes in the table provided. We have given an example of an outcome. For each outcome tell us who will benefit from the change. Make sure your outcomes fit with what you have told us in questions C.1, C.2, C.3 and C.4. If relevant, please set out if any outcomes are explicitly for the 9-month development phase.

Heritage Lottery describes outcomes in the following way:

- The output of cooking dinner is a plate of food. The outcome is a full and satisfied person.
- The output of a teacher is a certain number of lessons delivered in a year. The outcome is happier, wiser students who are more able to succeed.

You must propose at least one outcome for your chosen priority and a maximum of three. Design outcomes which describe positive changes or improvements and which are meaningful to your community and your organisation.

Community Building core outcomes: in addition you must chose at least one of the two core Community Building outcomes.

**For Partnership proposals** - each partner needs to complete the tables for C.6 and C.7 and tell us the outcomes and measures that could be included in

their grant agreement. They can provide one shared response for C.6 and C.7 (each with the same text) if this is appropriate.

**Question C7:** How will you evidence progress in your outcomes and what are you aiming for in terms of scale of participation/ change? Indicators are the signs that change is happening and they help you to see if what you are doing is working. Some people call them measures. Please list between 1 and 3 indicators for each of your outcomes. Make sure that the outcomes in the table provided are the same as outcomes for question C.5.

For each indicator or measure, show the level of change you expect to see and when you expect to see that change or benefit. The level of expected change may alter over the life of your proposal and it is useful to tell us if this is the case.

Please consider using a mix of numerical evidence (quantitative) and stories of change (qualitative) to help yourself, your community and the council us meaningfully understand what has happened and what is and isn't working.

Set at least one indicator and a maximum of three for each outcome.

You **must** choose at least one of the core indicators for the Community Building outcome(s) you have chosen.

**For Partnership proposals** - each partner needs to complete the tables for C.6 and C.7 and tell us the outcomes and measures that could be included in their grant agreement. They can provide one shared response for C.6 and C.7 (each with the same text) if this is appropriate.

**Question C8:** How have you have arrived at your indicators? (e.g. the number of participants or the scale of change). Tell us why you have set the indicators and targets that you have proposed. We want to understand what the numbers are based on and if they are realistic

**For Partnership proposals** -organisations will need to ensure that their responses fit together. They can provide one shared response (each with the same text) if this is appropriate.

**Question C9:** Is there anything else you would like to add about the nature or scale of the change you expect to see? This is your opportunity to articulate anything else about the kind of change you hope to see (whether that is quality or quantity) or how it fits with a wider ambition or goals for the community. This question will be assessed alongside your answer to C.8 to the extent and plausibility of the expected change.

**For Partnership proposals** -organisations will need to ensure that their responses fit together. They can provide one shared response (each with the same text) if this is appropriate.

**C.10** Please tell us if this work will be solely funded from this grant or if other funding streams will contribute?

If you will be using other grants or funding streams to fund this work and will be reporting the same numbers or stories of change to those funders please tell us. You will have the opportunity to give us more detail about the other funds in Section E.

**For Partnership proposals** -organisations will need to ensure that their responses fit together. They can provide one shared response (each with the same text) if this is appropriate.

## **Section D: Quality**

This section is an opportunity to tell us about how your organisation has the skills, knowledge, processes and expertise to deliver your proposed work programme and make progress in delivering equity and inclusion.

**Question D1:** What resources (things like skills, experience, knowledge, quality assurance processes and networks) will your organisation(s) use to successfully deliver your proposal? This is your chance to tell us why and how your organisation(s) would be well placed to deliver the work you have described. We want to know about your ability to deliver this proposal successfully. Tell us about the experience, expert knowledge and skills you will use to make sure your activities or services are successful. How will you combine these with the existing assets in the community that you outlined in C.2.

Tell us how you will ensure that your work is of a high quality and what networks you will use to make sure that your activities or services are effective. Tell us about the support you will need from other organisations or partners and how you will collaborate to achieve impact.

**For Partnership proposals** - organisations will need to ensure that their responses fit together. They should provide one shared response (each with the same text) if this is appropriate.

**Question D2:** Briefly describe the practical measures and positive action you will take to achieve greater equity. We want to understand what you will be doing through this proposal to address the impact of past injustice, remove barriers to influence and participation, challenge stereotypes and change the balance of power. Briefly describe what actions you will take in the first year

of your proposed work which will deliver positive improvements within your community in any of the following areas:

- Equity: any actions likely to reduce discrimination or victimisation
- Inclusion: any actions likely to remove barriers and enable increased participation
- Community cohesion: any actions likely to bring people together from different groups in ways that reduce prejudice and increase good relations.

This section is about how your organisation contribute to the Public Sector Equality duties within your specific area of action and influence.

The Public Sector Equality Duty applies to Bristol City Council (and other public bodies such as The Police), who carry out a public function. We will require all grant funded organisations to have regard to our need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not (including tackling prejudice and promoting understanding between people from different groups)

General Equality Act guidance is available from the following source:

[https://www.bristol.gov.uk/documents/20182/32815/Equality%20Act%202010\\_0.pdf/d6c660e1-c19d-4ef1-a06f-344a0ddc880d](https://www.bristol.gov.uk/documents/20182/32815/Equality%20Act%202010_0.pdf/d6c660e1-c19d-4ef1-a06f-344a0ddc880d)

**For Partnership proposals** – Organisations should provide up to 500 words about their individual organisation and about how the organisations will work together. The text about how they will work together should be a shared response (each organisation should submit the same text).

**Question D3:** If you are proposing new posts as part of this work, who is under- represented in your workforce and what positive action will you take to address this? Tell us how you are carrying through the ways of working in how you think about your workforce and are working to make your organisation reflect the wider population of Bristol; we want to know what specific actions you will take if you are funded by us to employ people from under-represented communities and why you think your actions are likely to be effective. This will be scored alongside D2.

## **Section E: Value for Money**

You can complete this section EITHER in the Word document OR in the Excel version which is provided. **You don't need to do both.**

**Question E1:** What additional value or benefits will your organisation(s) aim to achieve through the delivery of your proposal? Tell us about the additional benefits and value you will bring, over and above those which are funded by the Bristol Impact Grant. We understand that when we grant fund an organisation they often deliver far more benefits to their community and the city as a whole than those directly funded by the grant. We want to understand how you see these added benefits 'above and beyond'. We are assessing that these benefits are plausible ones to claim.

Examples of added value could be:

- The value of all the volunteering time your organisation harnesses – at present we've used £14.43 per hour (Office of National Statistics) as a standard way of expressing a financial value for volunteering
- Additional funding which you either have or will seek to add to Bristol Impact Funding. We are assessing if your responses are **plausible** so if you are suggesting you might access funds in the future please tell us why you think you might reasonably expect to be successful
- Any 'support in kind' you attract – for example, local business support with donated or 'at cost' help
- Any additional impacts which you work is expected to generate. An example might be impacts on children or on the wider community from your work, outside of the funded participants in your proposal. Again, you need to tell us why you have reason to think these benefits will be delivered, based on some evidence.
- We've set out the 10 key social value objectives which Bristol City Council is looking to deliver. Consider if the way you deliver your project will contribute to those.

**For Partnership proposals** -organisations will need to ensure that their responses work together. They should provide one shared response (each with the same text) if this is appropriate.

**Note:**

**Questions E2; E3; E4; E5** will be assessed together

**Questions E2 and E3:** Please tell us about the salary costs of all the people who will be employed to deliver the proposed work. & Please complete the template provide to show the budget for your proposal and how you will use the grant funds requested.

Tell us about the salary costs and set out the budgets for your proposal across the four years (2021/22; 2022/23; 2023/24; and 2024/25). We are not setting a limit on the overhead costs you can request from the Bristol Impact Fund, but we will consider if the percentage of overhead costs is acceptable

for this grant, in the context of your organisation and what you are looking to achieve.

**Please note:** we have less funding available in Year 1 (85% of the amount available in years 2, 3, and 4). When setting out the budget, applicants need to reflect that there is less money available in Year 1 than in Years 2-4. We will ensure that our grant allocations for Year 1 fit within our available funds.

**For Partnership proposals** each partner should complete the table to show the posts and salary costs for their own organisation.

**For Lead Partner proposals** the lead partner should complete one table to show salary costs for the whole proposal. You may add more rows if needed.

**Questions E4 & E5:** If the grant does not cover the total cost of the proposal, where is the other money coming from? Please complete the table to show what funds you have already secured and how much is still to be secured.

This will help us to understand the funding risks and the longer-term sustainability of your proposal.

How will you manage if you do not succeed in raising the other funding outlined in E.4? Please set out how you will deliver your proposed work if you do not achieve your funding target in E4, above. Tell us if this will impact on your delivery of outcomes and how; tell us about adjustments to the work you want to deliver, in its scale, focus or nature.

**For Partnership proposals** each partner should complete a table for their organisation.

**For Lead Partner proposals** the Lead Partner should complete one table to show where other money is coming from for the whole proposal.

**Question E6:** If this is a Lead Partner proposal how will you split the grant across the organisations? This question only applies to Lead Partner proposals. Please go to question E.7 if you are not a Lead Partner. Please complete the table to show how the grant will be split or paid across the various partner organisations. This will help us to understand and check the involvement of the partner organisations. If we decide to grant fund your Lead Partner proposal, this grant split will become a condition of your grant agreement with the council. This is not scored at appraisal.

**Question E7:** Please tell us any additional and relevant information about your salaries, your budget and about your costs (and unit costs) that will help us understand and appraise the value for money of your proposal. You can

tell us any relevant information that will help us to understand your budgeting and your costs. If your unit costs are particularly high compared to other similar services or activities please explain why. We will use this information to clarify your budgets and costs and to help us appraise the value for money of your proposal.

**For Partnership proposals** -organisations will need to ensure that their responses work together. They can provide one shared response (each with the same text) if this is preferred.

## Application Appraisal Summary

### Part 1

The information you provide in Part 1 of the application is used to assess your organisation’s eligibility for the grant and your financial governance and sustainability. It also provides background information for your proposals. This information is mostly used for our allocations mapping. We will also take into account whether organisations fit our definition of being an ‘organisation of’ when scoring the rest of the proposal to ensure we are taking positive action towards such organisations. We are aware that these organisations may not be as well-resourced in terms of bid-writing expertise.

The financial assessments are ‘scored’ on a risk basis (high risk 1, medium risk 2, and low risk 3).

Answers to some of the questions will result in an automatic fail. We have explained this in the help notes in the online form. Please read each question carefully before you respond.

### Part 2

The table below shows what we will consider when we appraise the applications and the scoring awarded for each.

Appraisal Consideration (factors)	Questions	Score
<b>Section A: General Information</b>		
None. This information is used to match applications.	A1 – A7	n/a
<b>Section B: Your Proposal</b>		
This section tells us basic information about your proposal.  Questions B5; B6; B7 & B8 taken together form a gateway. Your proposal is unlikely to be considered further if you don’t: Either	B5; B6; B7 & B8	Gateway

Appraisal Consideration (factors)	Questions	Score
<p>a. Focus on a place-based approach mainly on working with participants living in the 20% most deprived neighbourhoods in the city's wards (set out in bold)</p> <p>Or</p> <p>b. Focus an equalities approach - mainly on working with participants from the named equalities groups or from groups which you've identified as experiencing a systemic inequality.</p>		
<p><b>Section C - Impact questions</b></p> <p><b>62% of the total score</b></p>		
<p>Are priorities clearly set out? Are they clearly VCSE strategy priorities or community-derived priorities? To what extent is evidence provided that they are important to the participant communities, either as aspirations or improvements which they support? How well evidenced? – where relevant, is it linked to evidence set out in city assessments? Do their priorities include the community building work? Are the priorities proposed plausibly contributing to one of the Fund impacts?</p>	C1	1/2/3/4
<p>How clear is the context and the awareness of what's happening in their communities? Are they able to identify the assets of citizens and the wider community? Are they identifying opportunities to build on and strengthen what exists; identifying where they are already collaborating and can develop collaborative working; and demonstrating ways of working; Will the proposed activities complement community activity and existing or commissioned provision? Does the proposed approach duplicate or undermine community activity or other existing provision?</p>	C2	1/2/3/4
<p><b>EITHER (for 4 year delivery proposals)</b> Plausibility of how they will deliver work to impact on identified priorities and community building priorities selected. How clear are their plans? To what extent have they work with communities to develop this proposal? Are collaborative relationships being grown? For organisations funded by BIF 1 seeking funding to continue similar work: how clear is the link between what has been achieved and learnt from BIF 1 to what work is being proposed?</p>	C3	1/2/3/4
<p><b>OR (for 9 month development and 3.25 delivery proposals):</b> Is there clarity about the broad plan for the work they are looking to deliver over the four years of the BIF 2 programme? Is there sufficient</p>	C3	1/2/3/4

Appraisal Consideration (factors)	Questions	Score
<p>detail about what they will do to in the first 9 months that will support delivery of their plan? Are the steps they will take to produce a detailed delivery plan to submit towards the end of the first 9 months (by Mid-May at the latest) set out? What is strength of evidence that the proposed delivery plans will effect change? What is the plausibility of how they will deliver work to impact on identified priorities AND community building priorities selected? Are collaborative relationships are being grown?</p>		
<p>What is the evidence that the proposal embeds the ways of working clearly and concrete proposals are put forward which will plausibly build people-to-people and people to power connections?</p>	C3 & C4	2/4/6/8 (additional weighting)
<p>What is the strength, range and analysis of evidence of what works/doesn't work in the proposal and that it is likely to effect positive change both around community building and strengthening capacity as well as impact on the thematic priorities identified? For organisations funded by BIF 1 seeking funding to continue similar work: how clear is the link between what has been achieved and learnt from the first BIF to what work is being proposed?</p>	C5	1/2/3/4
<p>Has applicant selected at least one of the core community building outcomes? Do the outcomes proposed describe meaningful positive changes or benefits (even if the applicant has not proposed a realistic measure)? How well do the proposed indicators communicate impact? The information about activities and participants will also be used to appraise Value For Money.</p>	C6 & C7	1/2/3/4
<p>What is the extent and plausibility of the expected change (number of people, quality and duration of change?) NB. The information about activities and participants will also be used to appraise Value For Money.</p>	C7; C8 & C9	1/2/3/4
<p><b>Section D - Quality questions</b></p> <p><b>15% of the total score</b></p>		
<p>What level and range of resources does/do the organisation(s) demonstrate they can access in order to deliver the proposal successfully?</p>	D1	1/2/3/4
<p>To what extent has the organisation identified practical actions it will take to make active contributions to progressing equity in their community?</p>	D2 & D3	1/2/3/4
<p>Could the funding plausibly increase employment for under-represented groups?</p>		

Appraisal Consideration (factors)	Questions	Score
<b>Section E - Value for Money questions</b>		
<b>23% of the total score</b>		
With regard to the total amount of funding requested, what level of additional value or wider benefits will this proposal plausibly bring to the local community and city? How plausible is the proposed additional value. How proportionate to the size of grant requested and size of organisation?	E1	1/2/3/4
How reasonable is the proposed budget, including salary levels and posts, for the expected magnitude of change/benefit? (Consider responses to Section C). Is the percentage of overheads acceptable, given the nature of the proposal? For organisations funded through the first Bristol Impact Fund (if applying to support same/similar work): to what degree has progress towards greater financial sustainability been demonstrated?	E2 & E3	2/4/6/8  (E2, E3, E4 and E5 will be assessed together and given a combined score)
What is the level of risk of achieving the funding target?	E4	
Are the adjustments they will make to manage risks realistic and plausible? What impact will this make on the effectiveness of their proposal?	E5	
Do Lead Partner funding splits across parties meet the expectations of those parties (compare with their Part 1 submissions).	E6	Y/N Not scored
Additional information to explain the context of the proposed budget	E7	For information

The section numbers relate to the questions within that section of the application that will have a direct relevance to the appraisal considerations (or factors). Please note that the panel members may also take account of information submitted in other parts of the application.

Partnership applications will be evaluated together, considering the proposal as a whole and the evidence that the collaboration will work effectively together.

Technical panels of council officers with appropriate experience, skills and knowledge of equalities, community building, public health, and other technical expertise will undertake the appraisals.

## Scoring

Score	1/2	2/4	3/6	4/8
Rationale	Unacceptable – our factors have not been addressed or we have serious reservations.	Our factors have been addressed fully or partially but we have moderate/minor reservations	Acceptable – our factors have been addressed satisfactorily	Excellent – our factors have been addressed and exceeded
Additional information	If a proposal scores '1/2' for any of the appraised factors it will not be considered as fundable.			

The maximum total score available is 52

The maximum **Impact** score is 32 – 62% of the total score.

Proposals must achieve an Impact score of at least 24 to pass.

Proposals from 'organisations of' must achieve an Impact score of at least 21 to pass

The maximum **Quality** score is 8 – 15% of the total score

Proposals must achieve a Quality score of at least 6 to pass.

Proposals from 'organisations of' must achieve a Quality score of at least 5 to pass

The maximum **Value for Money** score is 12 – 23% of the total score

Proposals must achieve a Value for Money score of at least 9 to pass.

Proposals from 'organisations of' must achieve an Value for Money score of at least 8 to pass

If a proposal scores '1' for any of the appraised factors it will not be considered as fundable.

**Proposals must pass each of the Impact, Quality and Value for Money appraisals to be considered as fundable and passed to the Allocations panel.**

## Allocations decisions

The Bristol Impact Fund is about providing resources to enable communities experiencing the greatest inequality to make effective, real change in their neighbourhoods or communities of interest. To do this we will make the decision about how we allocate grants across the city by considering the spread and best fit in three ways:

- Balance of work against priorities
- Applicants from and impacting on equalities communities and from organisations 'of' communities of identity or experience
- Geographic spread
- Budgets and what can be funded

We will use impact assessments relating to all three factors to help us test and find this balance as outlined in the Allocations Table below.

All applications that have passed the appraisal will be considered for allocations. From this point the appraisal scores become irrelevant. We are selecting an Allocations Panel (which will be made up of council officers and people who are independent of the council) to consider all the fundable applications, aiming to select a mix of proposals to give a spread and balance of provision across the city

### Allocations Table

	<b>Purpose of consideration</b>	<b>Specific considerations</b>
Identified priorities and community-identified priorities	To ensure that we have a reasonable spread of proposals across the named priorities and community-identified priorities which (i) avoids duplication; (ii) avoids 'silos'; (iii) link across to enhance each other; (iv) recognises that some communities have multiple interests and aspirations and support needs	We cross-check proposals with our council and One City priorities and contribution to Bristol Impact Fund Impacts
Participant groups	To ensure that there is a reasonable spread of proposals to strengthen the capacities of the widest range of communities in the city	We must ensure that our focus is on those communities which experience the greatest

	<b>Purpose of consideration</b>	<b>Specific considerations</b>
	<p>experiencing the greatest inequality. To ensure that 'organisations of' are well represented in the BIF programme</p> <p>We will be looking for organisations that reflect the diversity of the communities in the city</p>	<p>inequality to take their rightful place at the heart of city life</p>
Geographic spread	To ensure that we have a reasonable spread of proposals across those parts of the city experiencing the greatest inequality	We must ensure that people living in the neighbourhoods which experience the greatest inequality have the resources they need to pursue their priorities and develop better ways of doing things
<p>The council reserves the right to make information we hold about any funding relationships between the council and applicant organisations available to the Allocations Panel to assist them.</p>		

If we are unable to agree grant funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted grant applicants to meet with officers or the panel to clarify any queries.

## **Subsidy control**

The purpose of subsidy control is to prevent public subsidies from having actual or potential harmful effects on competition in the UK internal market as well as between the UK and the EU. Following the UK's departure from the EU the rules governing state aid between the UK and EU member states were replaced on 31 December 2020 by "subsidy control measures". A number of principles have been agreed with the EU under the Trade and Cooperation Agreement ("TCA") but the UK government is currently consulting on the statutory regime which will replace the state aid rules. We will update our position on subsidy control once the details of the new regime are known, but for now the following applies:

Whenever the Council gives a grant or concession (money or assets) to an organisation, it needs to be considered whether this may be a subsidy. Subsidies are only lawful if they fall within the principles agreed under the TCA. There is no general exemption from the rules for VCS organisations. However there are a number of exemptions available for projects that benefit

the public. There is also an exemption (known as “de minimis”) where the total amount of subsidy received by an organisation from a public body or bodies is less than €380,000 (around £350,000) over any rolling 3 year period.

Both the council and funded organisations have responsibility to ensure that they comply with the subsidy control principles (and the UK domestic legislation once it is introduced). This will mean that the total amount of grant (including de minimis considerations), the purpose of the grant and the likelihood of a challenge will need to be considered, and the reasons for the award of any grant will need to be recorded.

## **Transfer of Undertakings (Protection of Employment) Regulations (TUPE)**

Work of a similar nature is currently undertaken by an independent external organisation, funded by Bristol City Council: The Council does not know and has no view as to whether TUPE may apply between that organisation and any other person the Council may fund to deliver those activities. It will be up to each grant funding applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present grant funding agreement and make appropriate allowances for this in any grant application submission.

## **Bristol Impact Fund Timetable and Process**

Application and guidance notes published on ProContract	Noon Tuesday 9/03/2021
<b>Closing date for applications</b>	<b>Noon Monday 17/05/2021</b>
Funding recommendations taken for devolved decision making	July 2021
Applicants informed of recommendation	31/07/21
End of grant impact assessment undertaken as appropriate	From 01/07/21 to 30/09/21
Negotiation of Bristol Impact Fund Grant Funding Agreement(s).	From 01/08/21 to 30/09/21
Bristol Impact Fund Grant Funding Agreements commence for successful applicants	01/10/21

## Supporting Documents

The following supporting documents are included in the application pack to help you put together your application:

- Bristol Impact Fund Overview
- Memorandum of Understanding (for Lead Partner & Partnership applications)
- Baseline Standards

## Checklist

This checklist is to help you keep track of all the application documents needed and to note that they are submitted through the ProContract.

Section	Documents Required	Submitted
Part 1	Copy of your Governing Document (Constitution or Memorandum and Articles of Association)	
	Full list of your organisation's Trustees/Directors showing their addresses, roles and relationships (if any).	
	Copy of your most recent annual report	
	Copy of your most recent signed accounts	
	A copy of your current equality monitoring form (mandatory for applications of over £50,000)	
	A copy of your Financial Procedures (mandatory for applications of over £50,000)	
Part 2 (for each proposal)	Completed Part 2 Sections A-E (Word form)	
	Completed Part 2 Section E (Excel sheet) <b>if used</b>	
	Memorandum of Understanding (for Lead Partner partnership applications and Partnership applications)	