



## A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

### Youth Offer Grant Programme 2014 - 2017



# Isle of Wight Council, Early Help Service: Youth Offer Grant Programme 2014-2017

## Commissioning Prospectus

### I. Introduction

This Prospectus is part of a grant-making programme supported by the Isle of Wight Council and Community Action Isle of Wight.. This Prospectus will be administered by the Community Action Isle of Wight on behalf of the Isle of Wight Council.

The Prospectus programme provides fair and transparent access to grant funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to provide services and projects which will deliver youth opportunities and positive activities within an environment where young people can engage in a safe, social setting. The provision will be targeted towards young people aged between 11-19 (up to 25 with specified additional needs) by supporting individuals and groups directly.

The funding to support this Prospectus is provided by the Isle of Wight Council. The Early Help Service, which forms part Children's Services, will be responsible for quality assuring provision and for performance management across the youth offer.

A key driver for the transformation of the youth offer on the Isle of Wight is the localism agenda. The council is seeking to engage with local providers within the voluntary and community sector, supporting capacity building and increasing the links with town and parish councils. Through the prospectus approach we aim to deliver access to the youth offer in local areas, including reaching out to rural areas. We are keen to see bids that support the employment of local people and engage and support volunteers from the Island's communities.

**We are seeking a mix of smaller locally based youth provision and one or two larger island wide initiatives through this prospectus. It is expected that providers of the island wide youth provision interact and support the delivery of the locally based youth provision. Where match funding, whether in cash or kind, can be provided, whether for all or part of the delivery period, that would of course be viewed favourably.**

## **What is a Prospectus?**

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the use of the Prospectus grant funding process. The Prospectus approach recognises and encourages the diversity of the possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

This Prospectus is open to new and existing organisations as well as small enterprises of any type. As with all public funding, successful bidders will help to deliver a number of outcomes in return for any grants made.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our Island communities. Partnership approaches are welcomed both from the point of view of delivering better services to young people and because there is a limited amount of funding available and delivering a value for money service with is key.

This is a competitive process and grant funding decisions will be based on the information supplied within the application. Bidders should use the application form to tell the funders how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the funders will know how well the service is working. The Prospectus process allows flexibility, creativity and innovation providing the outcomes are being delivered. There will be opportunities to negotiate with successful bidders before and after a funding agreement is made to shape proposals to make sure the required outcomes can be delivered.

## **Why do we want partnership with the voluntary and community sector?**

We believe that involving civil sector groups and organisations in planning and delivering local services and activities, promotes stronger and more active communities as well as value for money. Funding public services in this way is shown to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative small businesses and a thriving and independent community sector can also be an important voice, helping funders to arrange and support more responsive services that are based on the in-depth knowledge and experience of local communities.

Successful organisations will be supported in their delivery by two officers;

- Community 'Youth Offer' Development Officer – managed by Community Action Isle of Wight. This role will provide capacity building and will support grant funded organisations to promote and develop good quality youth provision across the island.

- Youth Offer quality assurance and performance management officer- a Local Authority role, responsible for monitoring quality and performance of providers-providing support and challenge.

## 2. Priorities for this Prospectus

The Isle of Wight Children's Trust, a strategic partnership of statutory and non-statutory organisations working with children, young people and families on the Isle of Wight, has developed a three year plan. It identifies the following priorities;

- Securing children and young people's emotional, mental and physical health
- Helping children and young people to be safe and feel safe
- Improving education to provide all children and young people with outstanding learning opportunities
- Inspiring and providing equal opportunities for all children and young people to achieve their goals and dreams
- Addressing the incidence and reducing the impact of poverty on the achievement and life chances of children and young people

Prospectuses aim to support delivery of the main themes and priorities for the public service organisations on the Isle of Wight. The Isle of Wight Council, as part of the Children's Trust, is seeking bids through the prospectus approach that propose innovative approaches to the youth offer and support the Children's Trust priorities.

Whilst provision of the youth offer is required to be **universal** (i.e. open access) we are seeking bids that will support the engagement of more vulnerable or targeted groups (see list below- -although this list is not exhaustive). Providers will be supported in enhancing their engagement with these groups by the Community 'Youth Offer' Development Officer.

- Disabled young people
- Teenage parents
- Ethnic groups
- Travellers
- Young carers
- Children in care
- Care leavers
- Young offenders
- Young people not in employment, education or training (NEET)
- Young people in households with domestic abuse
- Homeless young people
- Young people who abuse alcohol, drugs etc

- Young people who are sexually exploited
- LGBT (lesbian, gay, bisexual, transgender)

### **Commissioning outcomes you can help us to achieve**

Applications are invited from voluntary and community organisations, other *enterprises* that will meet the following outcomes:

- Increase young people's awareness of the youth offer and activities that are available locally and across the island
- Increase the percentage of disadvantaged young people who participate and engage in the youth offer
- Increase the number of young people accessing targeted early help support
- Contribute to improving young people's educational/training/employment outcomes
- Improve young people's confidence and self esteem,
- Increase young people's participation in service design, delivery and governance
- Improve health and wellbeing and feeling and being safe
- Improve young people's knowledge in relation to sexual health and relationships education, healthy eating, physical exercise, substance misuse, crime prevention, mental health, smoking cessation, life skills, equality and diversity, anti-bullying work, volunteering, housing support.

All bids will be expected to contribute to:

- Delivering safe and secure places for young people to go
- Delivering an innovative and varied youth offer
- Provision of good quality impartial information and guidance, on issues relevant to young people including; sexual health and relationships education, healthy eating, physical exercise, substance misuse, crime prevention mental health, smoking cessation, engaging in education, life skills, equality and diversity, anti-bullying work, volunteering, housing support.

In addition larger bids will be expected to contribute to

- Delivering a lead professional role for young people, when appropriate, and use the Common Assessment framework (CAF) process to assess needs, plan actions and improve outcomes.
- Attend Team Around the Family (TAF) meetings and plans.
- Early help partnership working with other agencies and partners (including adult services) to improve outcomes for more vulnerable young people, including; Choices, Targeted Youth Support, Strengthening Families programme, Parenting and Family Support Services

Organisation's need to be able to:

- Take a child centered and children's rights approach, based on listening to and respecting the young people's own views.

- Provide a safe Youth Offer that complies with the 4LSCB policies and procedures.
- Ensure that staff and volunteers are DBS checked and are recruited through safer recruitment procedures.
- Demonstrate that staff and volunteers have the appropriate training in working with young people and safeguarding (level 2).
- Provide an impartial and culturally sensitive service that meets the diverse needs of the Isle of Wight (in line with the Equalities Act 2012).
- Remove barriers preventing young people from accessing services and activities and improve that access
- Provide the Family Information Zone (FIZ) with up to date information on what is on offer to raise awareness and increase young people's engagement in the youth offer.
- Participate in workforce development opportunities-with a focus on safeguarding and working with young people
- Work in partnership with the Isle of Wight Children's Trust and respective partners from both the statutory, voluntary and community sectors, Isle of Wight Council, NHS Trust.
- Deliver the programme throughout the period October 2014 – March 2017.

Particular value will be placed on innovation, and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new services.

Applicants may wish to refer to the following consultations and information that may help the development of their proposals.

- Child Well Being report [https://www.childrensociety.org.uk/sites/default/files/tcs/isle\\_of\\_wight\\_report\\_2012\\_final.pdf](https://www.childrensociety.org.uk/sites/default/files/tcs/isle_of_wight_report_2012_final.pdf)
- Youth Offer Consultation report <http://www.iwight.com/Meetings/committees/Executive/8-4-14/PAPER%20E%20-%20APPENDIX%201.pdf>
- Data on the Isle of Wight's population <http://www.iwight.com/council/OtherServices/Isle-of-Wight-Facts-and-Figures/Information-Factsheets-and-Figuresheets>

Bids that will also attract funding and utilize resources from other sources will be particularly welcomed, as will bids that increase opportunities for the involvement of volunteers in this new commissioning partnership.

### **3. Making an Application**

#### **Funding and resources that will be made available**

The total expected funding available through this Prospectus is £1 000 000, over 2.5 years, so around £400k per full year and applicants should note this total budget figure when considering the scale of proposal they are intending to submit, given the desire to support a mix of local and Island wide provision. This funding is to be used to deliver the Isle of Wight Council's commissioning outcomes for young people for the period from October 2014- end of March 2017.

As stated previously, we are seeking a mix of smaller locally based youth provision and larger island wide youth provision through this prospectus. It is expected that providers of any island wide youth provision interact and support the delivery of the locally based youth provision. Where match funding, whether in cash or kind, can be provided, whether for all or part of the delivery period, that would of course be viewed favorably.

#### **Points to note**

- If the new service to be provided is fundamentally the same as that currently provided by the IWC youth service, please be aware that TUPE is likely to apply and you will need to seek independent legal advice on the implications of this.
- One of the assets available to providers is a youth bus. If you would be interested in utilising this resource please indicate this on your application-the council will be establishing a lease arrangement.
- A range of additional resources will be available when the Isle of Wight council youth provision ceases. A process for successful bidders to apply for loan or transfer of these resources will be established.
- The council will work with local partners, as part of the commissioning process, to explore preferred sites for youth work in each area. The aim is for a sustainable community-based youth offer to be made available in the most appropriate venue. If you are interested in utilising an existing council owned youth club building for delivery of your project/service please make this clear in

your application-please note that the community asset transfer is not an automatic part of the commissioning process. The council will be able to explore community asset transfers with your organisation.

### **How to apply**

Contact the Sara Ellis, Development Officer/Michael Bulpitt Chief Executive at Community Action Isle of Wight on 01983 524058 or by e mail [sellis@actioniw.org.uk](mailto:sellis@actioniw.org.uk) to discuss your ideas. This is the only way to secure an approved application form. Potential bidders must contact us to discuss a bid before applying. This provides an opportunity to discuss ideas and the CAIW can advise on what information it would be helpful to build into a bid. The approved form will give you the opportunity to explain your ideas and how you propose to deliver the commissioning outcomes set out above.

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. They should provide evidence of:

- Public liability insurance (minimum £5 million).
- Evidence that they are able to manage grant funding effectively and efficiently.
- Evidence that they qualify for funding as an organisation - grants can only be made available to properly constituted trading enterprises, voluntary and community groups.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children (compliance with 4LSCB policies and procedures), data protection and freedom of information. This will need to be demonstrated by providing copies of relevant organisational policies.
- Agreement to the use of the Isle of Wight Council logo and web address on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

If you can't show that you can meet these requirements, you may still be able to deliver a service by working in partnership with a more established organisation. You may wish to discuss this possibility with Sara Ellis [sellis@actioniw.org.uk](mailto:sellis@actioniw.org.uk) 01983 539378

Applicants are strongly advised to take advice on their proposal, initially through a discussion with Sara Ellis or Michael Bulpitt. In addition a CAIW Volunteer Support Team member may be available to support with/advise on the actual bid writing if this is needed. These volunteers will have relevant bid writing skills but it should be noted they do not offer specialist knowledge in services for Children and Young People. The capacity of the team to provide this support will be dependent on demand. For further information please visit <http://www.communityactionisleofwight.org.uk/what-we-do/projects/voluntary-support-team/>

## **How bids will be evaluated**

A panel will meet in July 2014 to consider applications on the basis of:

Perceived impact and value for money against the published outcomes in this prospectus –

- the number of young people benefitting from the service,
- the extent to which the young people benefit,
- the extent to which more vulnerable young people are likely to benefit from the provision of the service,
- the level of match funding in cash or in kind helping to increase the size, reach, quality of the service.

When assessing the strength of a bid and the proposed service, the evidence of the involvement of young people to evidence demand for the service proposed and their influence on the content of the bid will be viewed favorably.

The panel will comprise of commissioners from the Isle of Wight Council, young people, Community Action Isle of Wight and a representative from the Local Safeguarding Children Board.

As part of this assessment process applicants will be required to provide a short presentation outlining their proposal.

## **4. Information for successful bidders**

Successful bidder(s) for grant funding will be offered a funding agreement with the local authority, with identified conditions. The agreement will include arrangements that will be put in place to monitor how the outcomes are being delivered and a schedule of grant installment payments.

Grants will usually be made in a number of payments to a previously agreed schedule, on proof that outcomes are being delivered. However, there may be some flexibility; for example, an initial start up payment can be claimed if needed. The funding agreement will also set out how part or all of the funding may be reclaimed if the project is not delivered as agreed.

Any funding provided through a prospectus can only be used for the purposes set out in any funding agreement with the Isle of Wight Council, and cannot be used to subsidise other activities. Use of funding for purposes other than those agreed will lead to funding being withheld or reclaimed. The IW Council and the NHS have an agreement with the local community sector, called the Local Compact. This sets out standards for business relationships. The Compact will be applied if any changes to grant funding have to be considered.

Successful bidders will be expected to attend training on monitoring and evaluation of services, prior to the start of project delivery. This is likely to take place in Sept 2014.

## **5. How will we know that our outcomes are being achieved?**

The Isle of Wight Council will require evidence of the impact and the outcomes it has set. Monitoring will therefore look for a combination of information about how much activity has been delivered and how effective it has been. All successful bodies will be required to adopt a shared approach to monitoring the impact of the work being delivered.

Organisations will be asked to demonstrate the impact of their programmes through:

- Meeting with the Youth Offer Quality and Performance Officer during the course of programme delivery to discuss progress in delivering agreed outcomes.
- Producing quarterly monitoring reports for Isle of Wight Council
- Producing an annual 'impact' report for the Isle of Wight Council
- Organisations will also be expected to provide financial reports to demonstrate how funding has been used to benefit young people.
- A draft performance management template has been developed (see below).

<p><b>Quantity</b></p> <p>No. of young people registered  No. of sessions directly delivered  No. of young people who have accessed session/activity.  No. of young people supported to access other youth offer activities (i.e. not directly delivered)  No. of volunteers engaged in programme  No. of contacts with young people (e.g. tel. calls, texts, emails, web based).  No. of young people involved in decision making within the programme.</p>	<p><b>Quality</b></p> <p>% of young people registered with programme who attend sessions  % of young people reporting satisfaction with activities directly provided  % of young people registered receiving targeted early help support  % of young people reporting satisfaction with support provided to access other opportunities.  % of volunteers receiving recognised training  % of young people reporting satisfaction with advice, support and information provided  % of young people reporting satisfaction with participation levels of young people in decision making.</p>
<p><b>Commissioned providers will need to demonstrate how they have contributed to the following outcomes:</b></p> <ul style="list-style-type: none"> <li>• Increase young people’s awareness of the youth offer and activities that are available locally and across the island</li> <li>• Increase the percentage of disadvantaged young people who participate and engage in the youth offer</li> <li>• Increase the number of young people accessing targeted early help support</li> <li>• Contribute to improving young people’s educational/training/employment outcomes</li> <li>• Improve young people’s confidence and self esteem</li> <li>• Increase young people’s participation in service design, delivery and governance</li> <li>• Improve health and wellbeing and feeling and being safe</li> <li>• Improve young people’s knowledge in relation to sexual health and relationships education, healthy eating, physical exercise, substance misuse, crime prevention, mental health, smoking cessation, life skills, equality and diversity, anti-bullying work, volunteering, housing support.</li> </ul>	

**Submitting your application**

Completed applications should be sent to: Michael Bulpitt, CEO, Community Action Isle of Wight, The Riverside Centre, The Quay, Newport IW PO30 2QR or [mbulpitt@actioniw.org.uk](mailto:mbulpitt@actioniw.org.uk)

**to arrive no later than 5pm on 30 June 2014.** Bids can be accepted by post, hand or email. Applications received after the closing date will not be considered.

### **Time line for the prospectus**

This Prospectus has been issued on Tuesday 7 May 2014

The closing date for applications is Monday 30 June 2014

The Appraisal Panel will meet on or about: 15 July 2014 and organisations contacted thereafter

Evaluation training will take place during September 2014. Attendance at one of these sessions will be mandatory for successful bidders

Successful programmes should begin on or about 1st October 2014 and be completed by March 2017