

This document is designed to give you detailed information about local management requirements of the Noel Park Big Local area and invites you to respond.

Please note that Big Local is unable to fund any costs whatsoever incurred in the preparation of this tender

About Big Local

Big Local is a ten-year programme that will achieve lasting change in 150 areas around England. It will enable local people to build on local talents and aspirations and identify and act on their own needs to make their areas better places to live, now and in the future. Big Local is a programme funded by the Big Lottery Fund for residents to each use at least £1m towards making a positive difference to their communities.

The money is available through the Local Trust, an independent charitable trust that the Big Lottery Fund endowed with £200 million. Big Local is not just a grants programme; local areas can also use the funds to make social investments such as personal loans, micro finance, small business and civil society loans or the commissioning of services.

Big Local is being run by Local Trust and a range of partners providing advice and support for residents. The aim of the programme is that:

- Communities will be better able to identify local needs and take action in response to them
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

Funded through an expendable endowment from the Big Lottery Fund, Local Trust will provide a mixture of funding, finance and support. This will enable people who live and work in the area to build on local talents and aspirations, and to identify and act on their own needs to make their areas even better places to live, now and in the future.

Big Local is resident driven. Local Trust (the organisation overseeing the delivery of Big Local across the country) will support, challenge, and encourage people to develop and take ownership of Big Local in their local areas.

You can access more information on Big Local at www.localtrust.org.uk/biglocal

Specification and Invitation to Provide a Quotation Noel Park Big Local Local Trusted Organisation (LTO)

Closing Date: 22nd
May 2015, 5pm

Noel Park

Local Trusted Organisation

Noel Park Big Local Partnership is the Local partnership for the Noel Park Big Local defined area of the London Borough of Haringey. Noel Park Big Local has undertaken research to build a clear picture of the aspirations and challenges locally; agreed a vision for the area ***'In ten years time we would like Noel Park to be a great place to live, where everyone comes together, and feels proud to belong here'*** and they have prepared and submitted a Big Local Plan for 2015-2017. This plan is currently in the process of being endorsed by the Local Trust and Noel Park Big Local are now keen to ensure that everything is in place to deliver the plan once the endorsement is complete. The plan is available at <http://www.noelparkbiglocal.co.uk/plan>

From the engagement and consultation within the Noel Park Big Local area key themes / issues have been identified to be addressed. These include:

- Community Hubs and Activities (for all age groups)
- Children and Young People (including the 19 to 25 year olds who are often not included)
- Older people (including intergenerational activity)
- Improving the Local Environment
- Creating opportunities for local people

Noel Park Big Local now wish to progress along the Big Local Pathway and are seeking a Local Trusted Organisation (LTO) to provide financial management, *coordination*, and project management support to ensure the effective implementation of the Big Local Plan objectives.

Key Terms:

The LTO will be selected by the Noel Park Big Local Partnership. Due diligence checks will then be undertaken by the Local Trust.

The contractual relationship (grant agreement) will be between Local Trust and the selected Local Trusted Organisation.

The principle working relationship at the local level will be between the LTO and the Noel Park Big Local Partnership. The LTO will report regularly to the Noel Park Big Local partnership on outputs and outcomes achieved. A local

agreement will be in place to govern this relationship.

Local Trust will transfer Noel Park Big Local monies to the selected LTO, as agreed, and the LTO will use those funds to commission or otherwise pay for agreed project delivery expenses. It should be noted that in some instances Local Trust will contract direct with project deliverers, and those funds will be outside of the LTO contractual arrangement.

A management fee will be payable to the LTO to the value of 5% of monies passing through the LTO's hands. This is a standard rate paid by Local Trust to LTO's and is in addition to the £1 million allocation to the Big Local area. The anticipated level of such expenditure in the period 2015 – 2016 is estimated at £129K and therefore the total management fee for the year is likely to be in the region of £6,450.

The Role of the LTO

Because the ethos of Big Local is that it will be led by local people in partnership with key organisations and agencies, a local trusted organisation is required to receive and hold funding on behalf of the local programme (known as the LTO).

The primary role of the LTO is to hold the Big Local funding on behalf of the local partnership, work with local residents and organisations and meet the funding body's grant criteria including monitoring and evaluation.

In addition, the Noel Park Big Local Partnership is looking to the LTO to support activities in terms of taking on some organisational and administrative functions. This will include:

- Grant giving. The administration; distribution and monitoring of a small grants fund of £5K in year one and £10k in year two;
- Commission and monitor Services on behalf of a resident led community partnership including work toward the following priorities:
 - Community Hubs and Activities (for all age groups)
 - Children and Young People (including the 19 to 25 year olds who are often not included)
 - Older people (including intergenerational activity)
 - Improving the Local Environment

- Creating **opportunities** for local people
 - Employing a Coordinator and Outreach worker (both four day a week posts) on behalf of the Noel Park Partnership
 - Administrative and project management Support
 - Holding the rental agreement for a office / hub base in the Noel Park area for Noel Park Big Local
 - Support communications and publicity
 - Support the strengthening of Partnership Structure / Governance
 - Provision of monthly financial reports to the partnership and attendance at partnership meetings
 - Provision of a small petty cash float held by the Noel Park Big Local partnership to ensure that small items can be purchased easily or expenses can be reimbursed etc.
- Children and Young People (including the 19 to 25 year olds who are often not included)
 - Older people (including intergenerational activity)
 - Improving the Local Environment
 - Creating **opportunities** for local people
 - Employing a Coordinator and Outreach worker (both four day a week posts) on behalf of the Noel Park Partnership
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The ethos of the Big Local programme is to build capacity so that local people can run the programme themselves though as capacity in the programme is still limited, additional co-ordination support is required.

The Selection Process

Noel Park Big Local is keen to ensure that its dealings with partner organisations follow open and transparent procedures.

This being the case the opportunity will be advertised openly through local and borough networks with the explicit intention of ensuring an open and transparent process where organisations who feel they have the experience for this role can put themselves forward.

All tenders will be appraised against the following criteria:

- a) Experience of working in the Noel Park, Haringey or similar community and ability to demonstrate understanding of issues facing local people
- b) Evidence of previous experience of carrying out similar roles including:
 - Grant giving. The administration; distribution and monitoring of a small grants fund of £5K in year one and £10k in year two;
 - Commission and monitor Services on behalf of a resident led community partnership including work toward the following priorities:
 - Community Hubs and Activities (for all age groups)

c) Ability to demonstrate understanding of the Big Local ethos, with specific reference to its application to the Noel Park area and what this will mean in practice.

d) Capacity to deliver the support required for the year one plan, including any additional costs, above the 5% management fee

e) Added value from you as a LTO e.g. what other expertise you bring and what will be included in the offer. Please ensure that you highlight any costs of anything else included in your offer or if this would be a core element at no additional charge then please state this clearly.

f) Your financial procedures and information on how invoices will be paid and how long your turn around period is from request to payment.

Required Tasks and Responsibilities

The primary role of the LTO will be to hold the Big Local funding on behalf of the local partnership, work with local residents and organisations to establish and deliver the Noel Park Big Local Plan, and meet Local Trust's grant criteria including monitoring and evaluation.

The selected LTO will need to provide the following information prior to the confirmation of a contract:

1. Copy of most recent audited accounts

2. Estimated cash flow (monthly) showing anticipated income and expenditure for 2015-16
3. Copies of the organisation's constitution, Terms of Reference, Memorandum and articles of Incorporation, Deed of Trust, or similar document

Application Process

Organisations wishing to submit a tender are requested to provide a short and succinct summary evidencing how they are able to meet the criteria outlined at a) to f) above (maximum 4 pages of A4). Please also attach your constitution and most recent audited accounts.

Organisations are also asked to indicate what additional support they could offer to the Big Local programme in addition to the holding of finance and meeting monitoring and evaluation requirements.

Applications should be sent as an attachment via email to wendy@wsacommunity.co.uk to arrive no later than 5pm on Monday 1st June 2015.

All applications will be acknowledged

Further Information

The partnership is being supported and advised through this process by Wendy Sugarman who is working closely with the Noel Park Big Local Partnership and the Big Local Rep. For further information about this process please contact Wendy. Please make all enquiries by the 22nd of May.

wendy@wsacommunity.co.uk
07932 730477

Monday 1 st June 2015	Deadline for applications
Thursday 11 th June 2015	Potential provider interviews
Mid June	Due Diligence Checks with Local Trust
By the end of June	Confirmation of contract & start date for contract

Budget

A maximum management fee of 5% of turnover will be made for the core work. Additional delivery costs all need to be specified in the tender submission. Value for money will form a clear part of the evaluation process of proposals from potential LTO's.

Useful Definitions

Local Trust: an independent charitable trust that manages the Big Local Programme on behalf of the Big Lottery Fund.

Local Trusted Organisation: An organisation that works with the local partnership to hold the funding for plan implementation on their behalf. LTO is responsible for the grant agreement with Local Trust on behalf of the area.

Noel Park Big Local Partnership: A partnership primarily of residents with agencies supporting to decide on the overall strategy of Big Local, the development of the local plan and oversee and review implementation.

Big Local Pathway: The journey a Big Local area goes through to get people involved, set a vision, set up a partnership and deliver / evaluate their programme.

Grant Agreement: The standard grant agreement issued by the Local Trust to the LTO setting out reporting and monitoring requirements.

Local Agreement: An agreement at a local level between the Noel Park Big Local Partnership and the LTO setting out agreed methods and protocols to work together.

Management Fee: A standard 5% fee paid to the LTO of money held on behalf of the Big Local area. This is additional and does not come out of the areas £1 million allocation.

Big Local Rep: A representative of the Local Trust assigned to each local area to offer support and input.