

CHANGEUP/DEFRA INFRASTRUCTURE PROGRAMME IN THE SOUTH EAST

Local Infrastructure Development Capital Programme Guidelines

PROGRAMME SUMMARY

This programme provides some £1.3m of additional Home Office funding to assist implementation of capital projects identified in individual Local Infrastructure Development Plans, in combinations of Plans, or more widely on a regional basis. Unlike some other ChangeUp programmes there is no allocation to individual local consortia as some consortia may not identify capital expenditure as a priority whilst others may concentrate on capital schemes. As it is a competitive scheme initial expressions of interest are welcomed early in the life of the programme as are full applications. But, to ensure all consortia have more of an equal opportunity to access the programme, no decisions will be made by the Regional Consortium until mid September 2005. This is the first of two bidding rounds. Both rounds will distribute approximately 50% of the total fund. Draw down of grant can be made upon receipt of invoice. All grant must be claimed by the end of February 2006.

PURPOSE OF FUND

The purpose of the capital fund is to assist implementation of projects identified in one or more infrastructure development plans – particularly where capital will make a significant difference to support for a wide range of frontline organisations and where this funding does not overlap with that of FutureBuilders.

AMOUNT AVAILABLE

The Regional Consortium has agreed a capital fund of £1,327,000 from its total resource. This may be increased marginally at the absolute discretion of the Regional Consortium to ensure that the region's total grant funds are fully spent by the end of March 2006. The capital fund will be allocated in two rounds of approximately equal amounts – some £663,500 per round.

DEADLINES

For the Regional Consortium meeting on 16 September 2005 the **deadline for submission of full applications is 15 August** and for the meeting on 16 November **the deadline is 24 October 2005**. The deadline on each day is 12 noon - either by post or by email.

It would greatly assist the Regional Consortium if **all capital projects were submitted by 30 August 2005 even just as expressions of interest** as this will provide the Regional Consortium with an approximate total picture of demand at its September meeting when the first round of decisions will be made. **Any expressions of interest not submitted by 30 August should be submitted by the final deadline of 30 September** and followed by a full application by 24 October. The deadline on each day is 12 noon - either by post or by email.

An assessment panel will make recommendations to the Regional Consortium. To meet scheduled meetings full applications need to be made as far in advance as possible and no later than the dates set out above to allow sufficient time for assessment of the application and possible dialogue between GOSE and the applicant body.

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EXPRESSIONS OF INTEREST

Expressions of interest are welcomed at any stage to 30 September 2005 to help clarify that projects fall within the remit of the capital programme and within one or more local infrastructure development plans. An expression of interest form is not a prerequisite to a full application. An expression of interest form is attached to these guidelines. Preferably this should be sent electronically, and as early as possible, to your local GOSE ChangeUp Co-ordinator with a copy to cdavies.gose@go-regions.gov.uk. Forms may also be sent by post to the address shown in the last section of these guidelines. All expressions of interest will be acknowledged.

APPLICATIONS

Consortia may submit more than one application. Applications consist of a simple application form, a business plan for the project and other appropriate information, to be determined through dialogue, according to the type of project. An application form is attached to these guidelines. There is no standard format for the business plan. These requirements are designed to make the process as simple as possible for the applicant body but will, inevitably, lead to the need for dialogue between GOSE and the applicant body during the assessment stage and, perhaps, the need for additional information to be submitted that is not included in the business plan. Electronic applications are preferred but applications may also be sent by post to the address shown in the last section of these guidelines. All applications will be acknowledged.

PROJECT ELIGIBILITY

To be eligible proposals must fulfil all the following criteria:

- Provide infrastructure/second tier support and development services to frontline VCS organisations, their workers and/or trustees. Schemes providing direct services to members of the public are not eligible.
- Be submitted by constituted bodies that are either a charity, a voluntary or community organisation, or a social enterprise. Applicant bodies must clearly be constituted for public or community benefit, are not able to dispose of their assets for private gain and must have some unpaid members on their board/management committee (unpaid for their role on the board/committee).
- Demonstrate partnership working but there must be a single lead applicant body and fund holder.
- Be submitted by organisations that have, normally, been in existence for at least 2 years and have audited accounts for a minimum of one year or, in the case of start up, be able to clearly demonstrate that key personnel have significant relevant prior experience.
- Demonstrate that the project is in line with one or more emerging Infrastructure Development Plans in the region.
- Demonstrate that the project has the support of the relevant local consortium or consortia.
- Match funding is highly desirable but not essential.

PROJECT CRITERIA

Priority will be given to projects that demonstrate all, or some, of the following factors:

- **Needs led** by linking the proposal to clear evidence of need.
- **Accountability** by demonstrating the proposal has been formulated by consulting appropriate frontline organisations, other infrastructure providers, funders/potential funders and other relevant stakeholders – and has their support.
- **Collaboration** by facilitating and promoting collaborative relationships between the VCS, government and other key stakeholders.
- **Outcome focused** by achieving demonstrable and measurable outcomes.

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- **Sustainability** by demonstrating how long term sustainability can be achieved through, for example, economies of scale, efficiency savings, levering in additional and sustainable funding, or by income generation. Applications seeking a grant of £100,000 or more will need to demonstrate a robust business case – particularly a suitable and sustainable revenue plan.
- **Subsidiarity** by delivering activities as close to the point of need as is economically viable and consistent with achieving quality.
- **Diversity** by either benefiting the diversity of individuals, communities and organisations and reflecting different needs in different parts of the operational area or by addressing inequalities of current provision and targeting the needs of small and marginalised groups.
- **A focus on social inclusion** by building the capacity of frontline organisations to improve the quality of life of the socially excluded.
- **Excellence** by encouraging and delivering excellence in infrastructure and capacity building support.
- **Efficiency** by encouraging and enabling greater efficiency in infrastructure and by building the capacity of frontline organisations to become more efficient.
- **Learning** by sharing learning and contributing to evaluation.

WHAT IS CAPITAL?

Capital is defined as being an essential part of, and directly related to, the acquisition of an asset that will give benefits over a period of time. Capital assets can be either tangible or intangible.

Tangible assets are physical and will be used for a minimum of one year. They include land, buildings, equipment and vehicles. Refurbishment costs can also be counted as capital spend where they extend the life of an existing asset rather than merely maintaining it at current standards. Intangible assets do not have a physical presence but are controlled by custody or legal rights and have a positive market value. Examples include copyright and intellectual property rights.

Examples of capital expenditure include:

- Purchase of buildings and set up costs for the co-location of organisations. Associated fees for the purchase can be included as capital – such as lawyers, architects and surveyors fees.
- Purchase or refurbishment of an asset.
- New ICT or upgrading existing ICT systems. Installation of hardware and associated software (both operating systems and applications), the initial purchases of licences and purchases of databases are defined as capital.
- The initial purchase of a vehicle and its “kiting out” costs are capital expenditure.

Excluded from capital expenditure:

- Development and feasibility work on a building, project management and windup of existing leases are treated as revenue expenditure.
- Mergers of organisations do not necessarily lead to acquisition of capital assets. Feasibility studies and legal costs associated with mergers are revenue expenditure.
- Training of staff and training manuals for new ICT are defined as revenue.
- Staff costs.
- Vehicle depreciation/replacement costs, insurance and driver accreditation/training are revenue costs.

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Please ask your local ChangeUp Co-ordinator for further advice (contact details in penultimate section of these guidelines).

DECISION MAKING PROCESS

Upon receipt of a full application there will be an initial completeness check before an acknowledgement is given. The application will then be subject to a technical assessment within GOSE that is likely to include dialogue with the applicant body, project partners, stakeholders and the local consortium or consortia. This dialogue will, in turn, be part of the material submitted to the assessment panel that includes members of the Regional Consortium. The assessment panel will make recommendations to the Regional Consortium.

DEADLINE FOR AND PROOF OF SPEND

The actual spend by GOSE must be before the end of March 2006. All claims by projects must, therefore, be made by the end of February 2006. Payment of grant claims can be made against receipt of supplier's invoices. These invoices need not be paid at the time of grant claim. GOSE is not normally permitted to forward fund capital projects. But GOSE has the discretion to make pre payments for actual capital expenditure between the beginning of March and the end of June 2006 if the applicant body can provide sufficient evidence of commitment to GOSE. This may be, for example, an official order.

MONITORING THE SPEND AND THE PROJECT

Quarterly returns on both the activity and financial progress of the project will be required up to the end of June 2006. Thereafter a short evaluation on project outcomes will be required in February 2007.

DIALOGUE WITH GOSE

Early dialogue is encouraged with your local GOSE ChangeUp Co-ordinator – even before submission of an expression of interest. Contact details can be found in the section below.

FURTHER DETAILS

Further details of the capital scheme may be obtained from your local GOSE ChangeUp Co-ordinator who is:

Hampshire sub region – David Atwell 07985 950390 david.atwell@gose.gsi.gov.uk

Kent and Surrey sub region – Crispin Davies 07812 581850 crispin.davies@gose.gsi.gov.uk

Sussex sub region – Paul Jarvis 07889 046106 paul.jarvis@gose.gsi.gov.uk

Thames Valley sub region – Glyn Evans 07870 405241 glyn.evans@gose.gsi.gov.uk

SUBMISSION OF WRITTEN MATERIAL and FULL APPLICATIONS

Submission of written material **and of ALL FULL APPLICATIONS** should be made to: Crispin Davies, c/o Social and Community Team, Strategy Directorate, GOSE, Bridge House, 1 Walnut Tree Close, Guildford, Surrey GU1 4GA.