

# Change Can Happen – guidance notes

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## Who can apply?

Organisations will need to meet the following criteria to apply to our programme:

- be a member of [Community Works](#) operating in Brighton and/or Hove
- have an annual income of less than £500,000
- have identified areas within their organisation that could be developed within a maximum grant of £5,000
- Have read and feel you connect to [Here](#)'s purpose of "Care unbound. To create more possibilities for care in every moment." Read about Here's purpose for this fund on page 4. Organisations do not have to have a health focus to apply to this fund.

## How much can you ask for?

Up to £5,000 is available to help your organisation to be innovative in addressing organisational sustainability and resilience. There is £35,000 in total available. All grants will be awarded within the 2017-18 financial year but related activities can happen up to one year from the award date.

## What is it all about?

We are in increasingly challenging times. In these times people and in particular those most at risk of marginalisation need a strong voluntary and community sector from which to draw support and advocate for their needs. This requires voluntary and community organisations to be resilient and sustainable in the face of reducing public funding and increasing demand for services.

The Change Can Happen fund seeks to help organisations achieve this goal by providing funds that enable them to understand and develop their organisational assets and capabilities. The fund sets out to encourage a different organisational cultural perspective - one that can be innovative in seeking new opportunities and models of working towards resilience and sustainability.

## What are we looking for?

The following describe the organisational changes we want to see as a result of this programme:

- a) stronger leadership that is creative, innovative and outward-looking and possesses a clear sense of purpose in achieving and/or developing a change in organisational approach to sustainability
- b) improved understanding of organisational financial picture including assets, income needs and

financial projections thereby facilitating a more proactive approach in seizing opportunities that would support a more diverse income portfolio

- c) effective organisational plans that are dynamic and responsive to the external environment and clearly link activities with the objectives of resilience and sustainability

## What can you apply for? What kind of activities will be funded?

In line with the outcomes for the programme, the following provides examples of activities that would be relevant to this fund (NB the list is not exhaustive):

a) Stronger leadership	Review of board/committee policy and practice, Trustee training, change management, social entrepreneurship, collaboration with others, partnership development
b) Improved understanding of organisational financial picture	Financial controls, human resources, management of volunteers, risk management, monitoring frameworks, impact assessment
c) Effective organisational plans	Business planning, fundraising strategies, income generation, policy and procedure reviews, development of marketing and communications plan, service reviews, succession planning

## Monitoring Impact

Organisations will be expected to report back on the impact of taking part in this programme, particularly sharing any learning around how your project has helped your organisation to take innovative steps towards resilience and sustainability.

This will take the form of a face to face end of project meeting between Here, Community Works and the funded organisation. You will be asked to take part in a discussion to share your insights about how this type of investment has helped the organisation, what the challenges have been and what the impact will be on the community served by your organisation. Guidance will be provided in advance of the meeting to help you prepare for this. The discussion will be recorded and used to create a blog post or podcast highlighting the insights shared and stories told. The timing of this is dependent on your project timeframes.

## Working with Here – pro bono support

Here want to respond to what matters to people and communities and through this fund they want to learn about what can really make a difference to the future of your organisation. They are keen that this fund becomes a learning process for them and for recipients by creating mutual learning spaces; Here will offer support relevant to your organisation and in return your organisation will influence how Here continue with their mission of responding to what matters to people and communities. The form that

this space takes is flexible and will be discussed with you at the point of offer of grant. Community Works will work with you to identify where this support could help and broker this from Here.

## What would make a good application?

We particularly welcome applications from organisations run by and for those supporting: LGBT people, BAME people, disabled people, people of faith, children and young people and those at chronic risk of exclusion. We will assess all applications against the following criteria:

- The extent of the challenge that your organisation is facing
- The clarity of understanding around what your organisation needs to do to become more resilient and sustainable
- How clearly the funded activities will help your organisation be more sustainable and resilient
- How effective the funded activities will be in helping your organisation address those areas identified for development
- The extent to which your organisation has the resources to successfully deliver on the project

## How to apply:

- 1) Read these guidance notes all of the way to the end to make sure you are aware of all of the commitments
- 2) Contact the fund coordinator to discuss your ideas and make sure you understand the aims of the fund. The contact is Lisa Mytton on [lisa@bhcommunityworks.org.uk](mailto:lisa@bhcommunityworks.org.uk) or 01273 234031
- 3) Read the [sample application form](#) to see what questions you will be asked in advance then draft your application. Note, this version of the application form is for your REFERENCE ONLY, you need to submit your application via our online form
- 4) Complete your application via our [survey monkey form](#) by 5pm on **Wednesday 10 January 2018**
- 5) Print and sign the [declaration form](#) and return it to us. We require two signatures for us to be able to accept your application - one by the person making this application and one by the chair (or another trustee) of your organisation
- 6) Post or email the signed declaration form. We can only accept applications where the date of sending is shown as **Wednesday 10 January 2018** or earlier. Post to: Change Can Happen Fund, Community Works, Community Base, 113 Queens Rd, Brighton, BN1 3XG. Alternatively, you can scan and email it to: [info@bhcommunityworks.org.uk](mailto:info@bhcommunityworks.org.uk). Your application will not be considered if this form is not received. We recommend taking a photocopy for your records. You will be reminded to do this at the end of your survey monkey application.

Applications will be assessed by a decision-making panel. The panel will be comprised of individuals from Community Works and HERE as well as 'independent' individuals drawn from the voluntary and community, public and/or business sectors.

## Help with your application

Community Works are available to provide advice and guidance on your application. The contact is Lisa Mytton on [lisa@bhcommunityworks.org.uk](mailto:lisa@bhcommunityworks.org.uk) or 01273 234031.

## What will happen when?

Key programme dates are as follows:

- Fund launch – 10 October 2017
- Deadline for applications – Wednesday 10 January 2018
- Decision-making Panel – w/c 22 January 2018
- Grant offer letters sent – w/c 12 February 2018
- Set-up phone call with coordinator – between 19 Feb and 2 March 2018
- Grant offer signed and returned – by Friday 9 March 2018
- 3 month check-in with coordinator (by phone/email) – by Friday 29 June 2018s
- Project activities to be completed – by Friday 29 March 2019

### About Here

[Here](#) help people to live well by asking what matters. In terms of caring for individuals, they ask “what matters to you?” In terms of what matters to the communities in which they serve and those in which they support others to serve, they ask what matters in the wider picture to help people to live better lives. This extends beyond health care because they realise that they’re part of a wider social system.

Through partnerships with primary care and providers in health and social care, they create health services and solutions which are shaped around the needs of the whole person within the context of their lives rather than as a patient within a care setting.

Here’s purpose is “Care unbound. To create more possibilities for care in every moment” and they see that care takes many forms, which is why it is crucial to continue to create new ways of responding to what matters to people and to communities. They realise that this involves creating and nurturing strong partnerships with others, in order to maintain and grow sustainable organisational structure with good social purpose.