

Our Place 2013-15

The logo for 'Our Place' is located in the top right corner. It consists of a purple square containing the words 'Our Place' in white, bold, sans-serif font. 'Our' is on the top line and 'Place' is on the bottom line.

Guidance notes for applicants

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Welcome

We hope that the following guidance will provide you with the relevant information you need to make a successful application to the Our Place programme. These notes should be read in conjunction with the [Starter Pack](#) available on the website.

Please note that this is a working document and will be updated as necessary with new or useful information and in light of the enquiries we receive via the advice line and the knowledge hub.

We are looking to support a range of different neighbourhoods from across the country and a diverse range of lead organisations, partnership approaches and project themes.

The first stage of the application process is to establish that your group is eligible for the programme. If you are an eligible group, you will then be asked to provide some contact details. **An application form will then be generated and you will receive this within 24 hours as a unique web link via email.**

We can only accept applications which have been completed using the online form.

About the programme

Programme support and grant funding

We have designed a flexible package of support and grant payments to help areas* achieve their vision and to deliver operational plans to DCLG by 31 March 2015. Broadly, your operational plan should set out your proposals for tackling the issues you have prioritized. It should demonstrate community involvement, governance arrangements for the service transformation and must present a strong business case, showing how any devolved or aligned budgets will be used. Your operational plan must include cost benefit analysis/es which capture any benefits and/or efficiency savings generated. See **diagram 1** for the building blocks for an Our Place approach and key ingredients for an operational plan. Further guidance on how to develop your operational plan will be available in May 2014.

The support package is described in greater detail in the Starter Pack. The purpose of the initial application is to access phase 1 of the support programme (Getting Ready). The development strategy that you submit at the end of the Getting Ready phase is the gateway to the subsequent phases of the programme. We expect that about 75% or more of the groups that are accepted at the Getting Ready phase will be able to progress to year 2 of the programme, i.e. the Getting Going and Going Further phase.

* Area: this refers to the combined partnership of the community, local authority and/or other service providers, and other partners who are jointly using the Our Place approach to tackle issues in a neighbourhood. See diagram 1 on page 12 for key elements of the Our Place approach.

Getting Ready

The Getting Ready round of funding will run from 20 January until the end of February 2014. The application process may be closed earlier if the demand from the programme is exceptionally high. We expect to be able to support about 160 groups in this phase. Funding and direct support, where it is allocated, must be used to complete and submit a development strategy by the deadline of 9 May 2014.

The development strategy marks the beginning of the development of your operational plan. See page 6 of the [Starter Pack](#) for what the development strategy should include. Your development strategy will be assessed by an expert panel from Locality, the LGA, our delivery associates and DCLG.

Through this assessment we will identify a core group of at least 120 areas (20 of which will seek to break new ground) who we will support through our Getting Going and Going Further grants, relationship managers and consultants to develop operational plans. The 20 proposals preparing to break new ground will be supported by a higher level Going Further grant.

If you are not successful at the development strategy stage we encourage you to remain part of the wider Our Place movement, so you can continue to benefit from our shared learning events and activities, and network with other areas and Our Place Champions. The Starter Pack gives you more detailed information about shared learning opportunities and the Our Place Champions Network.

Getting Going and Going Further

If your development strategy is accepted, you will automatically be registered onto year 2 of the Our Place programme and eligible for a Getting Going grant and direct support.

90% of your £10,000 Getting Going grant will be released to you in May/June 2014. You will also be allocated 4 days support from a relationship manager, plus 5 days consultancy support which will be tailored to meet your needs. We also have a legal advisor who will be able to offer limited additional legal advice, in particular for areas preparing to break new ground.

If you apply and are successful in securing the Going Further grant (between £5,000 and £7,500 for areas pushing the boundaries and £20,000 for those preparing to break new ground) 90% of your request will be released to you by September/October 2014. The additional grant will be released as soon as we receive a brief progress report from you. See the Starter Pack for a description of projects pushing the boundaries and those preparing to break new ground.

If you are identified as breaking new ground, you will be allocated a further 3.5 days consultancy support, making a total of 8.5 days consultancy support in year 2.

All funded activity should be used to support the preparation of the operational plan, with a draft of this submitted by 25 November for peer review and the final version completed by 20 February for adoption by 10 March 2015 or the end of March 2015, the final date to submit your operational plan. We will release the remaining 10% of the total grant allocation for year 2 when you submit your operational plan on 10 March 2015.

Applying to the programme

Contacting Locality

If you have any questions about how to complete your application, send an enquiry by using the 'get advice' button on the [My Community Rights website](#). Alternatively, please call the My Community Rights advice line on **0845 345 4564**, open from 9.30am - 12.30pm from Monday to Friday.

Who is eligible to apply?

The first stage of the application process is to establish that your group is eligible for the programme. If you are an eligible group, you will then be asked to provide some contact details. **An application form will then be generated and you will receive this overnight as a unique web link via email.**

We can only accept applications which have been completed using the online form. To be eligible you must be in England and your organisation must be an incorporated body with charitable, benevolent or philanthropic purposes, local authority, parish/town council, or public service provider.

An incorporated body means you must be a corporate body, with a constitution, a principal office and must have more than one member (these members may or may not be liable to contributing a monetary amount if the organisation is ever wound up).

The programme online eligibility form can be found [here](#).

How to apply

If eligible you will be given a link to the online application form (with guidance on how to apply) and will have 30 days to complete and submit online.

As we expect a surge in applications, we encourage everyone to complete and submit their applications as soon as possible. There is a tight timeframe for completing development strategies and operational plans so the earlier you can apply, the more likely you are to be successful.

You should not undertake any activity which is dependent on funding from this programme until you have received confirmation that your application is successful, and returned signed copies of the grant agreement and any other documentation required. We are also unable to fund any activity which took place prior to the date of the grant agreement.

Before you start

Applications are assessed on how well they meet the fund criteria and it is important that you do not rush your application. Make sure that you focus on the content of what you write. And although each application will be looked at on a first come first served basis, it is the quality of an application that will determine whether or not it will be recommended for funding and/or direct support.

There is various information that you need to provide us with, and you may find it useful to gather this before you start to complete the application form. This section describes the information you need to provide in your application.

Once you have started to complete your application you can leave it at any time and it will automatically save the information you have entered for up to 30 days. Once you have pressed the 'submit' button on the final page you will not be able to make any further changes, although you will still be able to access a copy of your application.

Please provide as much information as you think we need. We will reject applications which lack detail and you will have to reapply.

Consider carefully whether you want to apply for direct support (relationship management or consultancy support) or a grant or both. At the Getting Ready stage, up to 50 areas can apply for 1.5 days support from an experienced relationship manager (a relationship manager will act as your critical friend and provide you with general advice and support on completing your development strategy) and 40 can access 1 day of expert consultancy support at the Getting Ready phase. You can use your consultancy day for support in one of the following: service design, collaborative working, cost benefit analysis, business case development, partnership development, community co-design, transformational change, community engagement, leadership and governance, aligning/devolving budgets.

The grant can be used for a wide range of expenditure, including items that might also be provided as direct support, for example, to engage the community, whether hiring a hall, or employing a facilitator.

Completing the application form

Some of the questions on the application form are required fields and some are optional. If you leave a required field blank, you will not be able to continue to the next section of the application form until you have completed it. We provide you with text boxes to add any details that you think are relevant. Some of these text boxes must be completed - mandatory fields are indicated with a red asterisk.

The information that you need to provide in your application will include the following:

For all applicants:

The main contact for the group - this should be someone from the lead organisation for the application and proposed project. They should be contactable by email and should also provide a daytime telephone number in case we need to contact you. The lead organisation must be prepared to be accountable for any grant which is awarded and ensure the delivery of the development strategy and the preparation of an operational plan according to the Our Place timetable, see page 14.

Geographical location - this is information about your project area including a brief area description, a postcode location central to the area (for example a well-recognised community hub, area office or GP practice), and information about the area's population and size, which local authority area you are in and whether your area is self-defined or covers specific electoral wards or other geography (i.e. please describe your boundary).

Project details - a project summary outlining your project, its ambitions and the aims and priorities you want to address - there is a choice of 'themes' - you can choose as many or as few as you want, and if you are just starting out, you can select the response 'not yet known'.

Work to date and plans for future work:

- Consultation with the local community and key outcomes from this - e.g. if 50% of the community has been consulted and they have identified a service to be transformed, you may choose 'in progress' from the themes provided, as well as

‘project arose from local consultation’, or select one or more (whichever is most relevant).

- Intended outcomes - e.g. if the intended outcome is to increase the number of young people between 16 and 24 in employment within the neighbourhood by 70% you may choose ‘some scoping completed’ or ‘clearly identified’, or select one or more (whichever is most relevant).
- Project efficiencies and benefits - e.g. if the project efficiencies and benefits are to use a devolved health budget to develop satellite health initiatives run by well-trained health champions from the local community, resulting in increased awareness of the causes of heart diseases, leading to a 45% reduction in the number of people who develop heart conditions in their 40s by 2017 and a reduced burden on health service resources you may choose ‘substantial financial savings’ or select more from the list provided.
- Any innovation that you plan to achieve e.g. if you are looking to develop a rubbish collection service run by a business set up and owned solely by local people, one which has been tried and tested by another neighbourhood, you may choose ‘replicating a tried and tested model’ from the list.

Applicants may be at any stage of progress in each of these areas but we would expect you to have well developed evidence or plans in at least one of these areas.

The questions here are pick lists together with a text box for you to provide further information. Please keep your answers short. If you have additional information that you think we might want to see, please say this and we can contact you if we want more detail. You must provide information about community consultation, intended outcomes and project efficiencies and benefits in order to progress to the next section of the application. This could be what you have done so far, or what you are planning to do.

The next question also asks you to describe who the project is intended to benefit.

Project timeline - the stage your project has reached and planned dates for the completion of the development strategy and draft operational plan and, if known, when you plan to implement your operational plan. Included in this section is a question about risk assessments. Risk assessments help you to identify challenges, barriers and difficulties either existing or likely, and which could affect the success of your project. It helps you to implement solutions to minimise or prevent the risk. For example you may identify the use

of volunteers only in your project as a risk and a solution may be a secondment from one of the partner organisations.

About your partnership - list all your partners and provide some details about up to 6 of the main ones. We want to know how long you have been working together as a partnership, what actions you are taking to strengthen the partnership, and to identify how committed each partner is to the Our Place project. If you have people from the community (for example an unincorporated community group or an emerging group of local residents, parents, young people etc) they can be included as one of the partners - just select the option 'unincorporated community group' and include details in the text box.

Funding and support received - include the funding and support you have received to date, plus any other resources or funding you can bring to the Our Place process. This could include funding, volunteer hours, or in-kind support such as pro bono services or free use of meeting space. However, this is not a requirement and your application will not be rejected if you are not able to identify additional support.

Support needed - you will be asked to tell us what support you are applying for. This could be a grant of £3,000, or direct support, or both.

If you are applying for direct support, identify any barriers that you are facing in getting started and set out the tasks that you think you want support with. We are able to provide a relationship manager for 1.5 days to about 50 groups and 1 day of targeted consultancy support to 40 groups depending on need.

How much grant can you apply for and what can the grant money be spent on?

Areas can apply for a grant of £3,000 in the Getting Ready phase. We would expect groups to apply for the full amount; however you do not have to.

The money can be spent on costs associated with scoping your plans and completing the development strategy, such as:

- Community engagement and consultation in the Our Place area, this might include engaging an external facilitator for community consultation and/or workshops
- Training sessions or facilitated workshops for members of the project team

- Help with putting together a project plan, options appraisal or financial analysis
- Help with developing the evidence base and analysing it to identify issues and aims for your project
- Undertaking a household survey
- Venue hire, publicity materials, printing and other costs associated with public engagement and consulting on the emerging proposals.

If one of the partners is seconding a member of staff to work on the Our Place project, or you propose to appoint a project manager, the grant can be used towards the costs of this post.

The funding can be used as a contribution to a larger project budget, although we do ask you to identify one or more specific items that the grant will be used to fund, and that you can readily provide evidence of the spend as part of the monitoring.

You will need to tell us the day rate that you propose to pay for any consultants who are working with you. Remember to include VAT if your organisation is not able to recover it.

See the Starter Pack for further information about the next phase, Getting Going and Going Further and for details of how areas will be selected into this phase. The guidance for applicants will be updated at the end of February 2015, with further information and expectations for this phase of the programme.

What can't the grant money be spent on?

The money cannot be spent on:

- Paying for volunteer time, however reimbursement of reasonable out of pocket expenses is eligible
- Reimbursing expenditure which has already been incurred
- Capital items - generally this means that a purchase results in owning a lasting asset such as computers, photocopiers or digital projectors
- Any other activity which is not directly associated with developing the Our Place project.

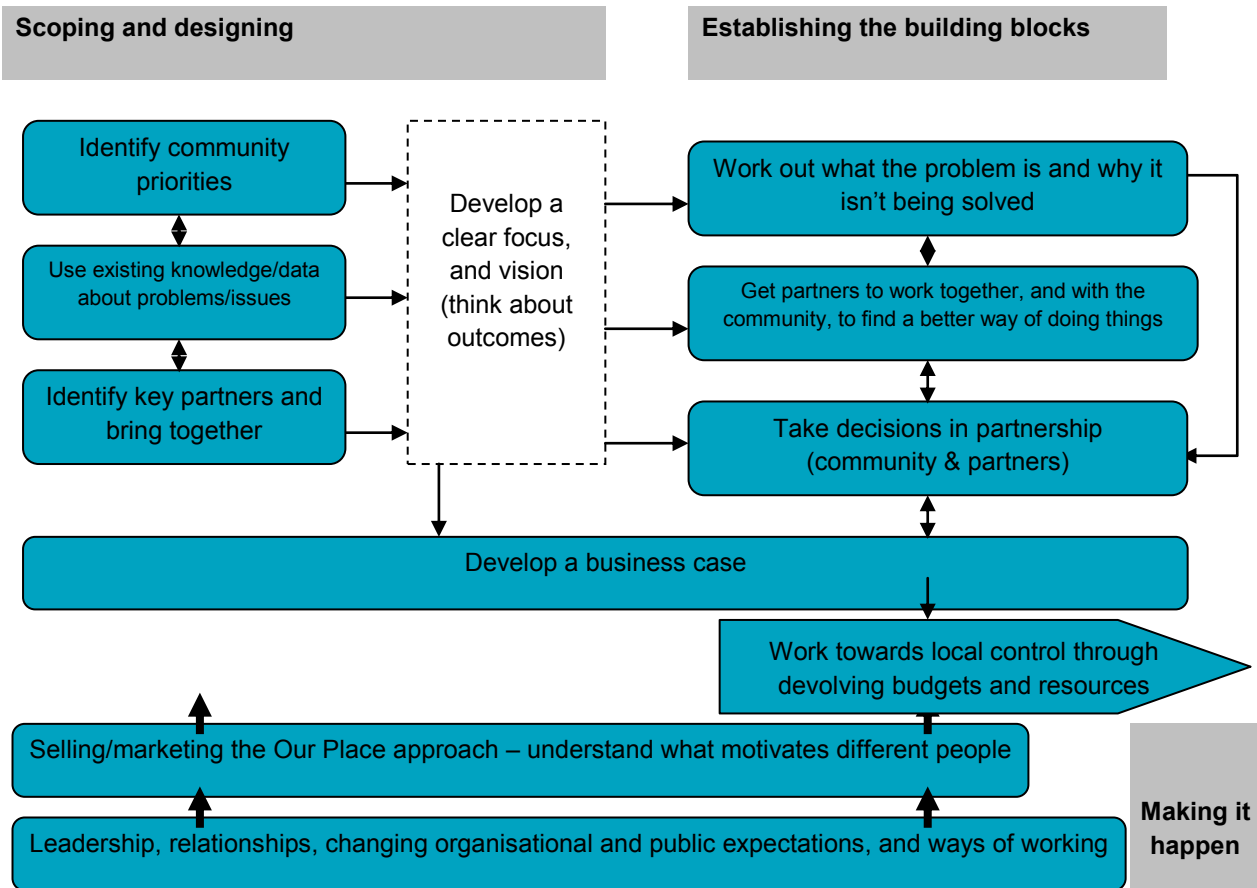
Going faster

A very small number of areas will be able to progress faster through the programme if they want to. These are areas which are significantly advanced in their journey, with a strong partnership, good leadership and governance for the service transformation and will have covered a number of the building blocks for Our Place. **Diagram 1** below sets out the key elements needed/building blocks for an Our Place approach in any one single neighbourhood. Fast trackers will be looking for support from the programme to address few barriers or gaps in their approach.

Areas who wish to be fast tracked can access the Getting Going grants and direct support sooner. In order to be considered for this, you will need to be able to complete and submit your development strategy by 10 March 2014. You will also need to commit to completing your draft operational plan for peer review by 10 October and completing your final plan for sign off by DCLG by 21 December 2014. Further information about the fast track option is included in the [FAQ section](#) of the website.

Decisions about whether you are accepted as a fast track area will be made by the end of March and support and funding will be available from April.

Diagram 1 (shows the key elements of an Our Place approach)



How are the applications assessed?

We will acknowledge all applications we receive. Your application will be assessed by a well-trained and expert panel from Locality and the LGA. All our recommendations will be shared with DCLG.

Your application will be assessed on the basis the information provided on the form and the assessor will make a recommendation about whether your group should be awarded a grant and/or direct support at the Getting Ready phase. They will use the assessment criteria below.

Once the assessor has decided whether to recommend that your group receives direct support and has developed a support package, this decision will be submitted for approval to DCLG and we will then make an offer to you.

Applications for a grant will be checked to ensure that all the proposed expenditure is eligible. We will reduce the total amount of grant awarded for any items of ineligible expenditure. The assessment will be based on the information provided in the application form and against the following criteria:

1. Is there a tangible commitment to develop an Our Place operational plan?
2. Is there evidence of how the planned activities will progress a plan for their area?
3. What is the level of leadership by/engagement of the community? Projects which have a higher level of community leadership will score higher
4. Is the project realistic and achievable? Can the activities be delivered in the timetable given?
5. Are the project costs reasonable and do they add up, including any in kind support?

If you are applying for a relationship manager and/or consultancy support we will also assess the:

1. Level of ambition and/or complexity outlined within the application
2. Nature of the proposed area - for example, proposals from neighbourhoods which are more highly deprived should be given higher priority
3. Existing progress/capacity to progress - taking account of progress already made towards elements that will form their development strategy, other resources committed by partners, commitment from senior leadership within key partners, leverage of additional funding.

Who makes the final decision?

Once your application has been assessed, it will be considered at a panel. Each assessment will be reviewed and recommendations agreed at the panel will be submitted for sign-off on a weekly basis by DCLG.

Letting you know the outcome of your application

We will tell you by email whether you have been successful or not. We aim to complete the assessment within 10 working days and notify you of the outcome soon after. This may take longer if further information is requested by the panel.

We expect the packages of support to be approved from early February 2014.

All applicants who are not accepted onto the programme will be notified and will have the option to stay in touch with the programme. We will send you our regular newsletter and provide you with further information about our shared learning activities.

What happens if you are successful in being offered a grant?

You will receive an email from our grant management partner, the Community Development Foundation (CDF). They will email you offering you a grant, setting out the detailed terms and conditions and requesting copies of any further documentation required, such as bank details.

Local authorities and other statutory service providers have separate agreements with central government on receiving grants and will not have terms and conditions. However, in addition to receiving DCLG approval, payments made to public sector organisations under this programme are subject to Ministerial and Treasury approval. CDF will not be able to release payment until this approval is received. They will email the grant offer and request bank information in readiness for when payment approval is given.

Once you have accepted the terms of the grant and CDF have satisfactory details about where to pay the grant, CDF will pay you the full amount awarded.

If your area progresses to the Getting Going and Going Further phase of the programme, 90% of the grant will be paid to you with the final 10% being payable at the end of the grant term and after you have provided us with an end of grant report.

Successful applicants will be asked to provide a financial and activity monitoring report on completion of the planned activity when you submit your development strategy. Full details of reporting requirements will be provided with terms and conditions but you will need to provide copies of invoices and receipts for any items of £1,000 or more. Any unspent funds will need to be returned to us.

You should not undertake any activity which is dependent on funding from this programme until you have received confirmation that your application is successful, and returned signed copies of the grant agreement and any other documentation required. We are also unable to fund any activity which took place prior to the date of the grant agreement.

What is the timeline for the grant fund?

Activity	Dates
Our Place Open to applications	20 January 2014
Application process ends when sufficient numbers have been accepted onto the programme	
Getting Ready grants for areas	Feb/March 2014
Relationship management (RM)/ consultancy support if allocated	Feb/March 2014
Interim progress report re direct support (and invoicing)	By 31 March 2014
Submission of development strategy from areas	By 9 May 2014
Development strategy assessments completed by	30 May 2014
Pro Bono identifies areas to support (both fast track and main programme)	During assessments
Getting Going grants payments	June 2104
Draw down Going Further grant (and Breaking New Ground grant if awarded)	Sep/Oct 2014
Submission of draft operational plan for peer review	25 November 2014
Peer review ends	12 January 2015
Submission of final operational plans to Locality	20 February 2015
Submission of final grant monitoring (to trigger payment of 10%)	20 Feb 2015
Submission of final operational plans to DCLG	10 March 2015
Final date for sign off of operational plans by DCLG	31 March 2015

Fast Trackers

Activity	Dates
Our Place Open to applications for Fast Trackers	20 January 2014
Fast Trackers receive Getting Ready grants	Feb/March 2014
RM support if allocated (no consultancy support)	Feb/March 2014
Fast Trackers submit development strategies (includes proposal for going further)	14 March 2014

Fast Trackers assessment complete	25 March 2014
Pro Bono identifies areas to support	During assessment
Fast Trackers receive Getting Going grant if accepted onto year 2	From 1 April 2014
Fast Trackers draw down Going Further grant	July - Sept 2014
Decisions re 'Breaking New Ground'	May, June 2014
Submit draft operational plans	1 October 2014
Peer review ends	November 2014
Final operational plans submitted to DCLG for sign off	21 December 2014
Submission of final grant monitoring (to trigger payment of 10%)	21 December 2014

NB no 'fast track' for Breaking New Ground (the £20k + additional consultancy option)/

A detailed timetable for all learning, peer and networking events will be published on the My Community Rights website, the knowledge hub and in our monthly newsletter which will be circulated at the end of each month.

The Champions Network

We want to create the possibility that, by 2020, Our Place will be commonplace rather than exceptional. We will therefore develop an Our Place Champions Network, an inspirational national network of talented, passionate and committed individuals and organisations who will use their expertise and experience to help others to develop sustainable models for influencing, shaping and designing local public services now and in the future.

Champions will take part in some of our learning and networking events and they may choose to have a role in mentoring, coaching and guiding other areas.

We expect all areas to have at least one champion by the end of the programme. Further information about the Champions Network will be available in February 2014.

The Champions Network will be launched on 10 March 2014.

Important notes

Data Protection Act

By submitting information via the application form you agree that Locality and our partners in the Our Place programme may use the data you have provided. Wherever your personal information may be held by us, we will take reasonable and appropriate steps to ensure the information you share with us is protected from unauthorised access or disclosure.

If you are a member of Locality we may pass your details to selected third party organisations who we believe you will be interested in hearing from. These third parties are obliged to keep your details securely, will use them only to fulfil the request and will dispose of the details when the request is complete.

If you would like to discuss how your information is stored and used by Locality and our partners in the Our Place programme please contact communications@locality.org.uk.

Equalities Duty

Our Place groups should seek to involve people from all sections of the community in developing the project, and we may periodically check that the profile of people who are engaging with the project are representative of the profile of your local community.

Advice on good practice for involving harder to reach groups is available from a range of sources including the [Quick Start Guide to the Public Sector Equality Duty](#)

All public sector bodies need to pay due regard to the [public sector equality duty](#), and understand the impact of their policies on those who use their services. An equality analysis should be considered from the beginning of the Our Place programme when developing policies and designing services. The work should also be continually reviewed for its impact on groups that represent those with protected characteristics as defined by the [Equality Act 2010](#).

The statutory requirements to assess the impact of the programmes, projects and policies on equality also apply to partnership and contractual relationships.