

TRANSFORMING LOCAL INFRASTRUCTURE PROGRAMME

X LOCAL AUTHORITY AREA

I write to advise that xxx has registered an interest to lead the above programme in XXX Area.

The programme guidelines state “OCS wants to make sure that the resources available are used effectively and efficiently to provide the best possible service to frontline organisations. Proposals must clearly show how they represent the best possible value for money, and have sought to reduce duplication and address fragmentation at local level. It is important that frontline groups are presented with integrated services with a clear route to the support they need.”

We are seeking clarification and additional information from other organisations who have registered for the programme in XXX, so that we can identify high quality partners who are best placed to collaborate with us in the development of a value for money proposal that meets the programme’s aim.

We would be grateful if you would complete the pro forma in full rather than referring to supporting documentation

Please complete and return the attached pro forma and provide supporting documents where requested by x August 2011.

Name of your organisation

Address of your organisation

Name of person completing
application and role:

BACKGROUND

What is the primary purpose of your organisation?

Please provide evidence that your main or only purpose is to support other groups in the VCF sector in accordance with your governing document or mission statement





In which geographical areas do you serve?

How long has your organisation been in existence?

ENLISTING LOCAL DELIVERY

Do you have an office based in X? Yes No

If yes, please give the address

If no, do you offer outreach services in X? Yes No

If yes, please indicate the address(es) from where you operate

Please describe the infrastructure service you currently provide in X area.

How long have you been providing these services ?

How did you establish the need for the service in X?

How do you deliver the services within X?

- e-bulletin
- face to face support
- local network meetings
- drop in surgeries
- training
- other - Please specify _____

Have you held any events, conferences or activities for groups within the last two years within X? Please list.





Please provide us with a profile of the infrastructure support provided /needs / gaps / current trends / themes relating to support services to the sector in X area

How many X based organisations are on your membership list?

Please let us have a copy of the of X based members

Please provide evidence that you have given direct support to at least 25/50? groups within this area of benefit in each of the previous two years e.g. Impact reports, evaluations etc

Please provide evidence of any customer satisfaction reports from the x area?

EXISTING STRATEGIC PARTNERS

Please indicate how you have worked with x CVS in the x area

Please indicate the X Local Authority departments you have worked with and contact person and examples of work you have undertaken in furtherance of supporting the sector.

Please provide evidence of your knowledge of the local community in this X local authority area.

Please provide evidence of your relationships with local NHS and the business sector in this local authority area.

Which other local partners do you work with to deliver your infrastructure support services within X area e.g. other VCF orgs?

HOW WILL YOU CONTRIBUTE TO EFFICIENCY AND EFFECTIVENESS

Sustainability and Risk Assessment

Please provide copies of the latest annual report





your last 2 years sets of accounts

a list of current infrastructure support contracts you hold with completion dates

How will your organisation contribute to:

1. Frontline civil society organisations can access a wider range of high quality support, networking and volunteering brokerage opportunities and value them more highly.
2. There is stronger local leadership for civil society organisations which contributes to better partnerships with local businesses and the local statutory sector
3. Partnerships with local businesses and the local statutory sector
4. Infrastructure organisations, including volunteering infrastructure, are transformed so that they are more efficient, effective and are able to learn and grow with less dependence on state funding.

Please relate the above answers to the X area

In relation to the programme aims in x area how can you demonstrate

1. Best Value
2. Reducing duplication of infrastructure support





3. Address fragmentation

How would you ensure that the TLI investment could be retained and sustained in X area?

Which Quality Marks for infrastructure organisations do you hold e.g. NAVCA, Volunteering England or others relating to infrastructure?

Thank you for taking the time to complete the pro forma. If you need further assistance please contact x

Please return to X by x at and we will contact you after reviewing all of the information returned.

