



Department for Environment and Community Services

Application process for Three Year Grants, 2018/2021

For this grant award, a negotiated grants process will be employed in order that the Council's defined outcomes can be achieved through funded work delivered by the sector. This process will also give the Council flexibility to fund some projects for less than three years, and to then be able to award others later in the three-year cycle in order to meet changing needs and demands of our communities.

Registration

To safeguard the Council's investment and ensure that all South Gloucestershire Council funded organisations are well managed and provide good quality services, organisations are required to be registered to the Grants on-line system, with authorisation received, for the purpose of this opportunity.

If authorisation is not received by the final deadline date of 20 October 2017, due to actions remaining outstanding by the organisation following registration guidance from the Grants team, any submission to the Three Year Grant process will not be accepted.

The Grants on-line system can be accessed from the [Three Year Grants](#) webpage.

Expression of interest (EOI)

As services/activities will be delivered under negotiated terms, organisations must initially provide a brief description and price for their proposed services.

Initial proposals should be submitted to the Council no later than **12 noon, Monday 25 September 2017**.

A preliminary assessment will be undertaken by Council officers. Following this, organisations may be invited to meet with the officers to discuss service detail and price.

During this stage, the organisation may be requested to clarify, alter or provide further information in support of their offer. A more detailed budget based on full cost recovery principles may also be requested at this point.

It is therefore in the organisations' best interest to supply their initial submission as early as possible to give time to work up their final proposals. In essence, the earlier the submissions are received, more time can be given to negotiation.

The closing date for final submissions is **12 noon, Friday 20 October 2017**.

These final expressions of interest will be evaluated by Council officers who will then make a recommendation to the Executive Member for Tourism and Communities on **4th December 2017**.

Organisations will be notified of the outcome of the process during week commencing **18 December 2017**, though this may be subject to change. New services will commence on **1st April 2018**.

Key dates

Action	Date
Open to expressions of interest	w/c 21 August 2017
Briefings to interested organisations	View the Three Year Grants webpage for dates
Initial closing date for expressions of interest	25 September 2017
Negotiation period	4 weeks
Final deadline for expressions of interest	20 October
Recommendation report published	27 November 2017
Decision by executive member on preferred bidders	4 December 2017
10 day call in period expires	18 December 2017
Formal decision by executive member	19 December 2017
Applicants advised	During w/c 18 December 2017
New contracts commence	1 April 2018
Contracts end	31 March 2021

The initial expression of interest should be in the range of two sides of A4; there is no minimum length. Font style should be regular, size 12. It must state which work area the submission is for, provide a description of the service or activities with a cost, leverage of additional resources and the organisation's track record and experience. An EOI form has been produced to use as a guide and is available on request.

Any queries about the process should be submitted by e-mail only to grants@southglos.gov.uk

If any question or request for clarification is considered to be material, both the query and the response will be published in a suitably anonymous form on the [Three Year Grants](#) webpage. It is the organisation's sole responsibility to refer to this webpage for updates and information on this grant.

All submissions must be made electronically using the EOI form to grants@southglos.gov.uk in accordance with the given deadlines.

This should be read in conjunction with the document entitled EOI - Equality Support or Priority Neighbourhood or Voluntary Sector Infra Structure Support. All documents can be requested from the Grants Helpline 01454 865865 or via email grants@southglos.gov.uk