



**Bristol Impact Fund 3:
One City, Many Communities**



**Medium and Large Grants
Application Guidance Notes**

**Deadline for applications:
12:00 noon Tuesday 10 June 2025**

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The Bristol Impact Fund: One City, Many Communities

The Bristol Impact Fund is Bristol City Council's (BCC's) strategic investment in the voluntary and community sector, with its main aim being to **'grow the power of communities experiencing the greatest inequity.'** We recommend you read the **Bristol Impact Fund 3: Overview** to fully understand what the priorities and strategic framework are for the third Bristol Impact Fund. This is available on the Bristol City Council website: [The Bristol Impact Fund](#)

The Bristol Impact Fund will have a budget of £8.8m over 4 years, running from April 2026 to March 2030. The total amount of funding available for medium and large grants will be £6,730,000.

These guidance notes will help you to apply for the Bristol Impact Fund 3 Medium and Large grants.

Eligibility Criteria

Organisation structure

The Bristol Impact Fund is open to applications from the Voluntary and Community sector and Social Enterprise organisations that have one or more of the following structures or forms. Before you start to complete the application you should use this checklist to ensure that at least one of the structures below applies to your organisation.

The organisation is:	Yes
A registered charity	
A Community Interest Company (CIC) limited by guarantee	
A Community Interest Company limited by share (Schedule 2 with 100% asset lock only)	
A company limited by guarantee	
A community benefit company registered as an Industrial and Provident Society	
A Charitable Incorporated Organisation	

An unincorporated organisation - We will accept applications from unincorporated organisations. Any organisation that is awarded a Bristol Impact Fund grant and is not incorporated will be encouraged and signposted to support to become incorporated to protect the management committee members.	
CASC (Community amateur sports club)	

Eligibility checklist

The Bristol Impact Fund is open to applications from voluntary, community and social enterprise (VCSE) organisations which meet the specified criteria below.

Before you start to complete the application you should use this checklist to ensure that **all** the statements below apply to your organisation. If you are unable to answer "Yes" to **all** the statements below, your organisation is unfortunately ineligible for a medium/large grant from the Bristol Impact Fund. The exception to this is if an organisation is applying as part of a partnership with a Lead Partner (see page 9 for more information). In this case, you must be willing to work towards meeting the eligibility criteria within 6 months of the start of the grant.

	Yes	No
Your organisation is non-governmental.		
Your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people).		
Your organisation is constituted (it has a governing document – a set of rules - either constitution or a Memorandum and Articles of Association).		
Your organisation has a set of objectives that allows it to undertake the activities you are proposing. (The constitution must allow your organisation to undertake the activities you are requesting funding for).		
Your organisation is value driven, for the social good.		
Your organisation is non-party political.		

Your organisation has at least three trustees or directors or management committee members (who are not related to each other and are not paid shareholders).		
Your organisation reinvests any financial surpluses to further objectives that bring a significant community benefit to Bristol.		
Your organisation is 'not for profit': it does not distribute any of its surpluses or assets through share dividends to individuals or shareholders.		
Your organisation has a bank account in its own name, with two signatories who are not relatives and do not live together.		
Cheques and other payments (of over £100) have to be authorised by two signatories who are not related and do not live together.		

Baseline Standards

These are the governance standards which the council requires all grant-funded VCSE organisations to meet. These are available on the BCC website: <https://www.bristol.gov.uk/files/documents/9022-baseline-standards-revised-april-18/file>. We understand that some groups may not yet meet all these standards. In these cases we will consider applications where the applicant commits to meet all Baseline Standards by the time their grant starts in April 2026. We will consider extending this to 6 months after the start of their grant for organisations 'of' their community (see page 19 for more information), where there is a clear and viable application.

Please note, the council's baseline standards are currently being updated. Successful organisations will need to meet the *updated* standards as part of the conditions of their grant agreement.

If your organisation does not have a full set of baseline standards or meet all the criteria needed to be eligible to apply for a grant, you may be able to get support from Black South West Network (if you are a Black or ethnic minoritised-led group) or Voscur to enable you to develop these. Please find their contact details below.

Local Priority

We will prioritise local organisations (by which we mean that their main headquarters are in Bristol and have at least 3 trustees who are residents of the Bristol area.) However, we will consider applications from non-local organisations which meet the eligibility criteria and which bring specialist expertise to the city, which is not otherwise available locally.

What type of activity will the Bristol Impact Fund support?

BIF funding is not prescriptive. Communities are best placed to identify their own priorities and find solutions to their own challenges. Funding applications must demonstrate how the proposed activities respond to priorities identified by communities themselves. It is expected that these priorities may evolve over the four years of the grant. The grant will fund both new and continuing activities, and applications can include a contribution to core costs.

What we won't fund

BIF3 will not fund:

- Applications that will not contribute to the overall goal of the Bristol Impact Fund to grow the power of communities experiencing the greatest inequality
- applications that do not embed the BIF Ways of Working (as outlined in the Bristol Impact Fund: Overview)
- applications targeted at children (where children aged under 16 are the primary or sole participants) *See exception for Hate Crime support below
- capital costs (for example, the costs of equipment, vehicles, land, buildings, building refurbishment, repairs or maintenance or landscaping)
- political or religious activities
- projects or activities held in inaccessible venues. It is essential that disabled people can participate in activities funded by the Bristol Impact Fund.
- projects or activities that the state or a statutory body has a legal obligation to provide
- any costs incurred when putting together your grant application
- projects or activities that happens or start before the start date of the grant and the council's funding agreement
- endowments (to provide an income)
- loans or interest payments

***Note about children’s services/activities**

The Bristol Impact Fund will only fund work with adults and young people (aged 16+). The funding which forms the Impact Fund as a pooled budget is from adult-focused budgets. The primary grant investment for young people by BCC is through the Youth and Play grant fund. See the Bristol Impact Fund: Overview Appendix for more information on how to access this funding.

The only exception to this is for applications to deliver Hate Crime and Discrimination prevention and support. Bristol Impact Fund will fund work with all age groups around Hate Crime and Discrimination prevention and support.

What funding is available?

Medium and Large Grants

Name of grant	Amount per year	Grant Term
Medium Grant	£11,000 - £55,000	4 years
Large Grant	£56,000 - £110,000	4 years
Partnership Grant	Up to £220,000 per partnership	4 years
Hate crime and discrimination support and prevention	Up to £351,500 per partnership	4 years

Average and maximum grant sizes

The average grant to a single organisation is expected to be around **£55,000**.

There is a maximum amount of grant, or ‘upper limit’, of £110,000 per year per organisation.

We will take account of all the applications an organisation may be part of (the total requested from any solo application and partnership applications combined). We will not knowingly exceed this amount. The exception to this is for organisations which are part of Hate Crime Support collaborative applications and which are exempt from this upper limit.

Exceptional applications of over £110,000 (per organisation) will need to be high quality, demonstrating very strong community building principles and be very well placed to make a significant impact.

There is an upper limit of £220,000 per partnership application per year.

There is an upper limit of £351,500 per year for partnerships to tackle hate crime and discrimination.

Small Grants

We will run two rounds of small grants, and grants will last two years. The aim is for the first round of new small grants to start on 1 July 2026. Individual small grants will range between £2,500 and £11,000 per year. More information will be available later in 2025.

Timeline for Medium and Large grants

Activity	Timeframe
Applications open	18th March 2025
Workshops and information sessions	April/May 2025
Applications close	10 th June 2025 12 noon
Application assessments	July/August 2025
Committee decision on grant awards	November 2025
Grants decision communicated to applicants	December 2025
Funding agreements set up	Jan/Feb 2026
Commencement of new period of grant funding	1 st April 2026

Application options

Collaborative working

We expect **all** applications to the Bristol Impact Fund to demonstrate informal collaborative working in the way they deliver their work, regardless of the size of grant they are seeking or whether they are pursuing a solo grant or a more formal Partnership grant. This approach reflects the Relational/ Relationship-oriented way of working which underpins the Fund.

Solo Grants

Solo applications are those made by individual organisations. **Organisations can only make one solo application.**

Partnership Grants

A Partnership application is from a partnership or collaboration of two or more organisations intending to work together to achieve their community's priorities and contribute to the Bristol Impact Fund's overall goal. We are open and interested to receive Partnership applications of any size (medium or large) from organisations where working together in a formal partnership will result in improved impact for local people.

Organisations can be part of Partnership applications as well as submitting an application for a Solo grant. See maximum grant upper limits per organisation above.

Partnership applications can be either Lead Partner collaborations or Partnership collaborations without a lead partner.

Partnership Applications (with a Lead Partner)

Only the Lead Partner will have a grant agreement with the council. The other parties will have agreements with the Lead Partner, which are the responsibility of the Lead Partner.

Only the Lead Partner will complete the application form. However, each party must complete, sign and submit a Memorandum of Understanding, which the Lead Partner will upload as part of Section Two of the application form. This must cover that all organisations involved in the partnership either meet the eligibility criteria specified above or are willing to work towards meeting the eligibility criteria within 6 months of the start of the grant. A template is available on the [Bristol Impact Fund webpage](#). This will help partners to develop and describe their ways of working together. It aims to

prevent the situation where either an organisation is not aware that it has been included in a collaborative application or where an organisation has been involved in the development of the partnership application but does then not receive any of the allocation.

In the first 6 months of the funding, we would expect to see a plan for how you will work as a partnership.

Partnership Applications (no lead partner)

Each partner will have a grant agreement with the council.

Each partner must complete a separate application form.

Many of the questions in Sections 3, 4, 5, 6 and 7 require responses that fit together to show how you will work collaboratively. In these cases you can provide the same response.

The council will want one organisation to act as the point of co-ordination for the application and for communication over the course of the grant, once awarded. This is for administrative purposes only and all members of the partnership are equally responsible for delivery of their funding agreement. It's important to ensure that the grant budget provides for the additional work and cost of this administration role over the lifetime of the grants.

Organisations previously funded by Bristol City Council

Bristol Impact Fund 3 will accept applications from organisations which received funding from the first or second Bristol Impact Funds. This could be to build on work funded in the first or second rounds or to deliver different work.

If an organisation funded in Bristol Impact Fund (BIF) 1 or 2 is applying to continue the work funded by previous rounds, we want to understand:

- If and how your proposed work builds on activity in the first or second round of BIF
- What you've learnt from delivery of BIF funded work. We'll look for this information to be included in the answers to questions 2i and 5b of the application form.
- What progress has been made towards greater financial sustainability (this progress should be explained in question 7c.)

Where organisations have been previously funded by Bristol City Council, either through a previous round of the Bristol Impact Fund or through one of the council's other grant programmes (for example, the Community Resilience Fund) it is important to note that their track record in terms of monitoring and grant management will be taken into account as part of decision making for this round of the Bristol Impact Fund.

How to submit your application

The Council is using the Find a Grant platform to manage this Bristol Impact Fund grants round. Find a Grant is a grant management function that is managed the Government. This service allows you to apply for BIF online by creating a profile and saving your application as you go.

[Home - Find a grant: https://www.find-government-grants.service.gov.uk/](https://www.find-government-grants.service.gov.uk/)

You must register your organisation on Find a Grant if you wish to apply for a Medium or Large grant.

Here is a video with instructions on how to register on the Find a Grant service:
[Introducing Find a Grant for grant applicants](#)

Where a file upload is requested for some of the answers, you can submit this in Word, Excel or PDF format. You must make sure that any electronic supporting documents clearly show the organisation's name in the file name.

It is the applicant's responsibility to return completed documentation via the Find a Grant Platform.

The completed application, all supporting documents and disclosures must be submitted through Find a Grant before the deadline: 12:00 noon on Tuesday 10 June 2025.

Please note: It will not be possible to complete your application responses or submit supporting documents on Find a Grant after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received after the deadline will not be considered.

Support and Advice

Information sessions

To find out more about applying for a Bristol Impact Fund grant, you can attend an online information session, run by the council's Community Resources team. These sessions will give you more information on the priorities of the fund, the application process and how to put together an application.

For the dates of these sessions, and to sign up, please go to: <https://www.eventbrite.co.uk/e/1260978082389?aff=oddtcreator>

Asking questions

All queries, questions and requests for information regarding this grant funding application process should be made in writing to the BCC Community Resources team at investmentandgrants@bristol.gov.uk. We will not provide advice on the telephone or face-to-face.

Any questions should be submitted no later than **4pm on Friday 31 May 2025**. Please note, we want to make sure that every organisation gets the same information and advice so when we respond to questions or requests, we will communicate the answers to all other applicants via the [Bristol Impact Fund webpage](#). The identity of the organisation asking such questions will remain confidential.

During the grant process, any communication between applicants and the Council should be in writing via email. After the closing date for receipt of applications, the council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the grant application responses
- To clarify anything relating to documentation
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision
- To agree the funding commencement date

Support from Voscur

Voscur can provide you with support around reviewing and submitting your application. If you are a local VCSE sector organisation or group, you will be able to receive at least 45 minutes of free support and advice. To access this, please contact info@voscur.org or call 0117 909 9949.

Voscur will also be holding Q&A sessions in May to support organisations with their applications. Please go to their website – www.voscur.org - for details of these events.

Support from Black South West Network

Black South West Network can also provide their members with support around reviewing and submitting their applications. To access this, please contact admin@bswn.org.uk or call 07495 329990.

Asset-based community building workshops

The Bristol Impact Fund is rooted in an asset-based community building approach. To find out more about asset-based community building you can attend one of the workshops that will be delivered by the BCC Community Development team.

This 1.5 hour workshop will explore the strengths, barriers and dilemmas in supporting residents to be in control and, using the principles and practices of Asset-Based Community Development, co-create with participants practical pathways towards more collective citizen-led change and power. The workshops will be interactive and practical.

These workshops are intended to offer an opportunity for reflection and learning. They will not be attended by council staff working on the Bristol Impact Fund and do not form any part of the application assessment process.

Choose from one of two workshop dates and sign up on Eventbrite using the links below:

Thursday 3 April - 11:00 to 12:30

<https://www.eventbrite.co.uk/e/1246182979839?aff=oddtcreator>

Tuesday 6 May - 10:30 to 12:00

<https://www.eventbrite.co.uk/e/1246201675759?aff=oddtcreator>

Developing your grant application

We encourage applicants to take a 'story of change' approach to develop their grant application. A story of change is a shared, logical plan of the

change that will happen as a result of the funding – a chain of events including **who, how, what** and **why**. It helps to focus on making a difference, inform planning and allocation of resources, decide what evidence to collect, reveal and test assumptions, and support co-production or at least ensure all interested parties are involved.

A good story of change can be used to plan delivery as well as evaluation. For more information on creating a story of change, please read guidance from JEM Associates, an organisation that helps individuals and groups increase social impact. This is available on the [Bristol Impact Fund webpage](#)

Answering the questions

General notes

Please read each question and this Guidance fully and carefully. It is worth having this Guidance document open while you complete the application form so that you can ensure you answer all the questions effectively. It could also help to have a Word document open as well if you would like to take notes or draft answers.

Some questions have word limits as shown. You will not be able to submit any extra words over the limit. Bullet points are acceptable.

Your application is an online form. Answers will be formatted as either a text box, multiple choice or file upload. You can save and review your answers before submitting.

Eligibility Assessment

The following questions are part of the Find a Grant due diligence checks which need to be completed before continuing.

Eligibility

In this section, you will be asked if your organisation meets the eligibility criteria, as outlined on pages 4-6 of this document.

Your details

In this section, you will be asked for your name, organisation type, address, Charity Commission and/or Companies House numbers (if applicable).

Funding

In this section, you will be asked how much funding your organisation requires as a grant and where the funding will be spent. Please ensure you select 'South West England' for location.

Section One: Eligibility and organisation information

In this section, you will be asked for your contact details and website. You'll then be asked a series of questions which check your eligibility for the fund.

Bristol City Council is under a duty to protect the public funds and assets it administers. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with bodies responsible for auditing or administering public funds for these purposes.

- **Question 1d - Organisational Structure: This is a Pass/Fail question.** If your organisational structure does not fit within one of those in the list provided (as detailed on page 4 of this document), your application will not be taken forward.
- **1f - Baseline standards:** Please see page 5 of this document for more information about meeting the council's Baseline standards
- **1h and 1i - Safeguarding: This is a Pass/Fail question.** If you answer 'yes', that you will be working with children, young people and/or vulnerable adults then you must either confirm that you have appropriate safeguarding policies and procedures in place or that you commit to putting them in place before the start of any grant in April 2026. You will be asked to supply copies of all your policies if we offer you grant funding before the start of the grant as evidence of this.
- **1j - Insurance: This is a Pass/Fail question.** We will not consider your application further if you do not commit to obtaining Public Liability £5million and Employer's Liability £5million insurance before the start of any grant funding.
- **1k - State Subsidy rules:** This question is to help you as an organisation and the council identify if there is any potential risk that our grants may trigger State Subsidy considerations. It helps us identify where we need to make a State Subsidy risk assessment and, potentially, take any actions to manage risk of breaching the rules.
- **1l: Your organisation bank account: This is a Pass/Fail question.** We will only fund organisations that have a bank account in their name.

- **1m - Financial safeguards: This is a Pass/Fail question.** Tell us if your cheques and other payments (of over £100) have to be authorised by two signatories who are not related and do not live together? We will only fund organisations that have this financial safeguard in place.

You will then be asked to upload the following:

- **1n - A copy of your governing document: This is a Pass/Fail question.** Your governing document must demonstrate that it allows you to do the work you are proposing. This could be a Constitution or Memorandum and Articles of Association.
- **1o - A full list of current Trustees/Management Committee Members/Directors**, including names, addresses, roles and relationships to each other (if any): **This is a Pass/Fail question.** We will check that there are at least 3 trustees/directors, that they are not related or living together and are not paid shareholders. To be eligible for this fund, at least 3 of the organisation's trustees must be resident in the Bristol area and have an active role in the organisation.
- **1p - A copy of your most recent annual report and a full set of signed accounts.** These documents will be used to check that financial stability, financial governance and governance are satisfactory. If you do not have these documents (for example if your organisation is new or a CIC) please attach documents that we can use to check your organisation's financial stability, financial governance and governance (for example, bank statements).

Section Two: General Information

This section tells the council briefly about your organisation, your proposal, whether you are applying as a single organisation or as part of a Partnership application. If it's as a Partnership the council wants to know the other organisations you will work with. **This section is not scored** and is for information to get an overview of the types of applications being submitted.

- **2g - If you are making any grant applications as part of a Partnership, please tell us briefly about your organisation's role in the delivery of each application.**

In no more than 500 words, if you are making *any* grant applications as part of a Partnership, please tell us briefly about your organisation's role in the delivery of each application.

This, as well as the Memorandum of Understanding, will help us to check that Partnership applications are being made with the full knowledge, consent and engagement of all parties. If you are making any grant applications as part of a Partnership, please tell us briefly about your organisation's role in the delivery of the proposal.

Section Three - Who

This section asks you who are your community members, participants, decision makers and other interested parties. You will be asked whether there is a geographical focus of your work. It will also ask if your work is focused on any groups which experience structural inequity and if you are an organisation 'of' your community.

These are gateway questions. Your application is unlikely to be considered further if it doesn't either:

- a. **Focus on a place-based approach** working with participants living in the **20% most deprived neighbourhoods in the city's wards** or
- b. **Focus on an equalities approach** - working with participants from the named equalities groups or from groups which you've identified as experiencing structural inequity.

- **3a - Please tell us who you work with (500 words) Scored**

For example, who are your community members and/or project participants? How do they experience systemic inequity? Through this funding, do you intend to work with other groups that you don't work with at the moment?

Systemic inequity is the unfair distribution of resources, opportunities, and treatment that results from policies, standards, practices, attitudes, and prejudices that are institutionalized and even structural in the society.

- **3b - Is your application focused around a place or neighbourhood?**

Leave blank if this does not apply to your application. Please tick against the area or areas where people who will take part in your work live. These should be the areas your work will focus on and where you would expect to collaborate. Only pick more than one if you work in multiple wards in a certain area.

For applications which are focused on where people live, we will prioritise areas of greatest inequality. Our starting point will be areas in the top 20% most deprived, which include areas in the following wards: Ashley, Avonmouth and Lawrence Weston, Bishopworth, Brislington East, Brislington West, Central, Easton, Eastville, Filwood, Frome Vale, Hartcliffe and Withywood, Henbury and Brentry, Hengrove and Whitchurch Park, Hillfields, Horfield, Knowle, Lawrence Hill, Lockleaze, Southmead, Southville, Stoke Bishop, St George Central, St George West, Stockwood and Windmill Hill.

Please see this map for further information on priority areas that experience the greatest inequality in the city: [Ward Map](#)

- **3c - Is there a specific neighbourhood within a ward where your work is focused?**

Leave blank if this does not apply to your application. Use this if you would like to tell us more specifically which neighbourhood you work in within a ward. Eg. St Pauls in Ashley ward. You can also include the postcode.

- **3d – Will your work benefit specific groups that commonly or historically experience structural inequity?**

If the main focus of your proposal is working with a specific group, please tell us by ticking the relevant boxes. Do not tick all the groups who *might* participate in your services or activities, but rather those that will be a **main focus** of your work. For example, if your proposal is focused on Black & minoritised ethnic people, tick this box. We will expect that through your project monitoring it will show participation of Black & minoritised ethnic people who are young/old, LGBTQ+ and Disabled, but only tick the groups who will be the main focus of your work.

- **3e Is there a specific community that your organisation is dedicated to working with? This might be referenced in your governing documents, strategy or public facing materials.**

- **3f - Do the majority of key decision makers in your organisation identify as being from one of the following communities?**

We would like to understand more about the leadership of the organisations that we are supporting and if your organisation is 'of the community' that you work with.

By an organisation 'of' your community, we mean that the majority of the key decision makers in your organisation identify with a specific community (E.g. 75% or more of the Board of Trustees/Management Committee AND 50% or more of senior staff identify as being from a certain community or sharing a certain characteristic). If your organisation is not made up of key decision makers that are 'of' your community, please leave this question blank.

This is based on the framework developed by [The Diversity, Equity and Inclusion \(DEI\) Data Standard](#).

Section Four - Why

This section asks you about the difference you want to make with your community members, and how you will measure the change that's taken place.

In this section, you will be asked:

- **4a - What is the change you want to make? At the end of the four years of the grant, what difference will you have made for the people identified in Section 3? (300 words) Scored**

This is for a summary of the impact of your work. What is the difference that you want to make to your community? At the end of the four years what do you hope will be different as a result of your work?

- **4b - Please select the outcomes that you will work to deliver with your BIF3 grant over four years. Not scored**

This question will be used when assessing applications to ensure a good spread of outcomes are being delivered by the BIF3 cohort.

Please select the Outcomes that will describe the difference your work will make over four years.

- Choose one outcome from Impact 1
- Select up to five more outcomes from Impact 1, Impact 2, Impact 3 or Impact 4.
- We encourage you not to try to cover all four Impacts as this would stretch resources too thinly.
- We suggest you write down the ones you select as there is a follow up question.

Impact 1 (Community): More resilient, inclusive and connected communities

Outcomes:

1. People feel more connected to their community	
2. People participate more in community life	
3. More people take on leadership roles within their community	
4. People self-organise to take action on issues that are important to them	

Impact 2 (Individual): People are empowered to make decisions and take action

Outcomes:

1. People gain knowledge of their rights and the services available to them	
2. People have improved wellbeing	
3. People gain skills and build capacity	
4. People feel more confident to take action on things that matter to them	

Impact 3 (VCSE sector): Stronger, more resilient voluntary and community organisations

Outcomes:

1. My VCSE organisation becomes more representative of the community it serves	
2. New skills, knowledge and practice are embedded in my VCSE organisation, building its capacity	
3. VCSE organisations coordinate, collaborate and work in partnership better	
4. Community spaces and activities (physical and virtual) are more accessible and inclusive	

Impact 4 (Policy/decision-making): City decision making is influenced through community involvement

Outcomes:

1. People are better able to engage with decision makers in the city	
2. Underrepresented groups have a stronger voice in the city	
3. Local policy or strategic decisions are informed by diverse and marginalised views and experiences	
4. People feel that they can influence decisions that affect them or their community	

- **4c - For each outcome you have selected, please explain what this outcome looks like for your community. What does the change look like? (1,500 words) Scored.**

Outcomes are the key changes or differences your work will make.

It is advised to write the outcomes you have selected into the text box and explain what this change looks like for each one.

- **4d - How will you know you are being successful? What evidence will you draw on? (700 words) Scored**

You will need to show how you will evidence progress in your outcomes and what are you aiming for in terms of scale of participation/ change. Please consider using a mix of numerical evidence (quantitative) and stories of change (qualitative) to help yourself, your community and the council meaningfully understand what has happened and what is and isn't working.

- **4e - There is a list of indicators to help organisations show impact. Please look at this list, select up to 4 indicators and submit here. Not scored**

Indicators are the signs that change is happening and they help you to see if what you are doing is working. You can download this list as an Excel document from the [Bristol Impact Fund webpage](#). We want to see which ones resonate with you and get you thinking about how you will demonstrate your impact.

- **4f - How do you know that making these changes are a priority for your community? (500 words) Scored.**

How have you decided this is the priority at this time? If this is a logical next step for the communities you are part of, describe that journey and back it up with evidence. This is about telling us why you have decided this is the most important use of BIF resources for the community you are part of.

Tell us about any research, codesign or consultation you have carried out, or evidence that this is a priority for your community and that in turn your proposal will be welcomed by your communities.

Section Five - What

In this section, you will be asked about the activities you will deliver using this funding.

- **5a - What do you plan to do? (750 words) Scored in conjunction with 5b (if applicable)**

You will need to describe what activities you will deliver and how they will contribute to the changes described in Section 4. For example:

- What will you be doing? Is this a new project or an existing area of work?
- How does this work connect with other activities (delivered by you or others)?
- Who will you work with? What collaborations are you building? How will you work together to make change?

For Partnership applications - organisations should use this question to describe what the individual organisations will do and how they will work together. They can provide one shared response (each with the same text) if this is appropriate.

- **5b - If you were previously BIF2-funded, explain how this work will build on the BIF2 work. (Optional) (500 words) Scored in conjunction with 5a**

Explain how your application for BIF3 takes forward any work that has been funded by BIF2. Describe the link between what has been achieved and learnt from your BIF2 work and the work which is now being proposed. If your application is for new work, please explain how you've concluded the work funded by BIF2. For example, is it continuing but fully funded from other sources? Is it taking a different form, or is it stopping?

- **5c - How do you see the work developing over the four years of the grant? (750 words) Scored**

To answer this question, you may want to break it down year by year. Please describe how you will respond to and work alongside your communities and a changing context.

The outcomes listed above will not all occur at the same time. BIF funded organisations are encouraged to think about the links and dependencies between outcomes and the 'chain of events' that will lead towards the desired change for individuals.

Partnership applications can provide one shared response to this question, if this is appropriate.

Section Six - How

In this section, you will be asked:

- **6a - How will you grow the power of communities in the way you work? (750 words) Scored**

We want to fund organisations that can create the right conditions for citizens and communities to make positive change. Tell us how your organisation(s) will apply and develop the Ways of Working. These are: equitable; inclusive; asset-based; place-based; relationship-oriented; citizen-led and nurturing the community and voluntary sector ecosystem. More information about our Ways of Working is given in the Overview, available on the [Bristol Impact Fund webpage](#).

- **6b - What existing assets can you build on? (500 words) Scored**

We want to know what community assets already exist that you will build on – these could be skills, knowledge, motivation, time, buildings, networks, collaborations. They might be things that work well already or resources which are so far untapped. If you would like to learn more about asset-based community development, you can find details of the workshops on page 13.

Section Seven – Value

There are five questions on the Value spreadsheet, each separated by a tab. The spreadsheet is available to download from the Bristol Impact Fund [webpage](#). This is to be uploaded as the answer for Section 7 in the Find a Grant system.

7a - Please complete the budget template to show the budget for your work and how you will use the grant funds requested.

The budget will be assessed and scored for whether:

- I. The total amount of budget requested is reasonable for the magnitude of change/ benefit from the work (marked in conjunction with answers to section four 'why')
- II. The proposed budget including salary levels and posts, seem reasonable. Is the percentage of overheads acceptable, given the nature of the application? For organisations funded through Bristol Impact Fund 2 (if applying to support same/similar work): to what degree has progress towards greater financial sustainability been demonstrated?

7b - If the grant does not cover the total cost of the proposal, where is the other money coming from? (Not scored but may be used in the allocation process)

Please complete the table to show what funds you have already secured and how much is still to be secured. This will help us to understand the funding risks and the longer-term sustainability of your proposal.

7c - How will you manage if you do not succeed in raising the other funding outlined in 7b? (Not scored but may be used in the allocation process)

Please set out how you will deliver your proposed work if you do not achieve your funding target. Tell us if this will impact on your delivery of outcomes and how; tell us about adjustments to the work you want to deliver, in its scale, focus or nature.

7d - If this is a Lead Partner proposal, how will you split the grant across the organisations? Not scored

This question only applies to Lead Partner proposals. Please go to question 7e. if you are not a Lead Partner. Please complete the table to show how the grant will be split or paid across the various partner organisations. This will help us to understand and check the involvement of the partner organisations. If we decide to grant fund your Lead Partner proposal, this grant split will become a condition of your grant agreement with the council.

- **7e - You can use this space to explain your budget, providing any additional information, for example, about your salaries or costs that will help us understand the value of money for your application. Not scored**

You can tell us any relevant information that will help us to understand your budgeting and your costs. If your unit costs are particularly high compared to other similar services or activities, please explain why. We will use this information to clarify your budgets and costs and to help us appraise the value for money of your application. This question is optional.

Assessment Allocation and Scoring

Scoring

11 questions in the application will be scored using the following scale:

Score	1	2	3	4
Rationale	Unacceptable – The criteria have not been addressed or we have serious reservations.	The criteria have been addressed fully or partially but we have moderate/minor reservations	Acceptable – The criteria have been addressed satisfactorily	Excellent –The criteria have been addressed and exceeded
Additional information	If an application scores '1' for any of the appraised factors it will not be considered as fundable.			

The maximum total score available for an application is 44 points.

Applications must score at least 27 points to be considered fundable.

Applications from organisations 'of' their community must score 22 points to be considered fundable.

If an application scores 1 for any question it will not be considered fundable

Technical panels of council officers with appropriate experience, skills and knowledge of equalities, community building, public health, and other technical expertise will undertake the assessments.

Application Appraisal Summary

The table below outlines the sections of the application that will have a direct relevance to the appraisal considerations of the assessment panel. Please note that the panel members may also take account of information submitted in other parts of the application.

Partnership applications will be evaluated together, considering the application as a whole and the evidence that the collaboration will work effectively together.

Section	Description	Questions	Appraisal considerations	Scored
Section One	Eligibility and organisation information	Question 1a – 1p	Section Summary The information you provide in section 1 of the application is used to assess your organisation's eligibility for the grant and your financial governance and sustainability.	Gateway question - If you are unable to answer "Yes" to all the statements in this section your organisation is unfortunately not eligible for a medium/large grant from the Bristol Impact Fund.
Section Two	General information	Question 2a- 2i	Section Summary Basic details of about your organisation what you are applying for e.g. medium or large grant, summary of work, etc	This section is not scored.
Section Three	Who?	3a – 3g	Section Summary Who are the community members/ participants? Who are the decision makers? Are you an organisation 'of' your community?	
		3a	Please tell us who you work with. How well does the organisation know it's community members and the challenges they	Scored 1 - 4, see table above

			face. Does any work to engage new communities feel realistic, relevant or plausible.	
		Questions 3a, 3b, 3c, 3d	<p>Questions 3a, 3b, 3c, 3d taken together form a gateway question.</p> <p>To determine if your application is either:</p> <p>a. Focused on a place-based approach mainly on working with participants living in the 20% most deprived neighbourhoods in the city's wards (set out in bold)</p> <p>Or</p> <p>b. Focus an equalities approach - mainly on working with participants from the named equalities groups or from groups which you've identified as experiencing a systemic inequality.</p>	<p>Gateway question Your application is unlikely to be considered further if you're application is not:</p> <p>a) Place based-specifically communities in top 20% of most deprived neighbourhoods OR</p> <p>b) Focus on an equalities approach</p> <p>This information will be used for our allocations mapping so that we can ensure a fair spread of funding across communities.</p>
		3e,3f & 3g	<p>These questions taken together with answer to 3b, 3 are used to assess if you are an organisation that is:</p> <ul style="list-style-type: none"> - An organisation 'of their community' - Neither but with but with a clear explanation of how community is involved. 	<p>Gateway question not scored but if you are determined to be an organisation 'of' your community, we will take this into account when scoring the rest of the application to ensure we are taking positive action towards such organisations.</p>
				<p>Max points available for Section Three Who= 4 points</p>
Section Four	Why?	4a-4f	Section Summary	

			This section asks you about the difference you want to make with your community members, and how you will measure the change that's taken place What change will happen/difference will you make? Which BIF outcomes will you aim towards?	
		4a	<p>What is the change you want to make? At the end of the four years of the grant, What difference will you have made for the people identified in section 3?</p> <p>How significant is the overall change they want to make? Does the difference they are proposing to make feel realistic/relevant? How well does it contribute to the overall aim of the fund?</p>	Scored 1 - 4, see table above
		4b	<p>All BIF 3 grants must contribute to their chosen BIF3 four programme impacts, as listed below, through a set of outcomes.</p>	This question is not scored but will be used when assessing applications to ensure a good spread of outcomes are being delivered by the BIF3 cohort.
		4c	<p>For each outcome you have selected, please explain what this outcome looks like for your community. What does the change look like?</p> <p>Does the explanation describe meaningful positive changes? How significant is the proposed change for the community How well does the outcome picked reflect the change described? fit with the outcomes chosen?</p>	Scored 1 - 4, see table above

			Does level of change feel realistic/achievable Does it feel relevant to the community?	
		4d	How will you know you are being successful? What evidence will you draw on? Do they have a clear idea of what success looks like. What is the strength, range and relevance of the evidence that they will draw on? Have they used qualitative and quantitative evidence sources? How well does it demonstrate whether they are being successful and what is isn't working	Scored 1 - 4, see table above
		4e	There is a selection of indicators to help organisations show impact. Please look at this list, select up to 4 indicators and submit here.	Not scored
		4f	How do you know that making these changes are a priority for your community? To what extent does the evidence provided shows that the changes proposed are important to the participant communities, either as aspirations or improvements which they support? How well evidenced is the answer? How involved have the community been?	Scored 1 - 4, see table above
				Max points available for section four Why= 16 points
Section Five	What? - What do you plan to do? How will the work	5a- 5c	Section Summary Plausibility of how they will deliver work to impact on identified priorities and community building priorities selected. How clear are their plans? To what extent have they worked with communities to develop this application? Are collaborative relationships being	

	evolve over time?		grown? For organisations funded by BIF 2 seeking funding to continue similar work: how clear is the link between what has been achieved and learnt from BIF 2 to what work is being proposed?	
		5a and 5b	<p>5a What do you plan to do? How well does the work they describe contribute to the change they want to see? How well does it connect with other activities in the city? Does it duplicate other work happening in the city?</p> <p>How plausible is the work they plan to do? How clear are their plans? To what extent have they work with communities to develop this application?</p> <p>5b If you were previously BIF2-funded, explain how this work will build on the BIF2 work. If they were previously BIF 2 funded how does this work relate to learning from BIF 2 (where applicable) does it show that they are building on learning from BIF2? Does it feel relevant to continue the work?</p>	<p>5a and 5b if applicable will be scored together</p> <p>Scored 1 - 4, see table above</p>
		5c	<p>How do you see the work developing over the four years of the grant</p> <p>Is there clarity about the broad plan for the work they are looking to deliver over the four years? How strong is the 'chain of events' proposed. What is strength of evidence that it will effect change?</p>	Scored 1 - 4, see table above

				Max points available for section five What= 8 points
Section Six	How? - How will you grow the power of community? How will you use existing assets?		<u>Section Summary</u> This section asks you about how you work. How will you demonstrate the 7 ways of working	
		6a	How will you grow the power of communities in the way you work? Will the way they work build the power of communities? Is the community involved in the work? Do they have a say in how the work develops? Are all 7 ways of working being applied and demonstrated in the answer? These are: equitable; inclusive; asset-based; place-based; relationship-oriented; citizen-led and nurturing the community and voluntary sector eco-system.	Scored 1 - 4, see table above
		6b	What existing assets can you build on?	Scored 1 - 4, see table above

			How clear is the context and the awareness of what's happening in their communities? Are they able to identify the assets of citizens and the wider community? Are they identifying opportunities to build on and strengthen what exists; identifying where they are already collaborating and can develop collaborative working; Will the proposed activities complement community activity and existing or commissioned provision? Does the proposed approach duplicate or undermine community activity or other existing provision?	
				Max points available for section six How= 8 points
Section Seven	Value		<u>Section Summary</u>	
		7a i	Please complete the template to show the budget for your work and how you will use the grant funds requested. Is the total amount of budget requested reasonable for the magnitude of change/ benefit from the work (consider responses to the 'why' – section four	Scored 1 - 4, see table above
		7a ii	Does the proposed budget including salary levels and posts, seem reasonable. Is the percentage of overheads acceptable, given the nature of the application? For organisations funded through Bristol Impact Fund 2 (if applying to support same/similar work): to what	Scored 1 - 4, see table above

			degree has progress towards greater financial sustainability been demonstrated?	
		7b and & 7c	<p>If the grant does not cover the total cost of the work, where is the other money coming from? How will you manage if you do not succeed in raising the other funding outlined in 7b?</p> <p>What is the level of risk of achieving the funding target? Are the adjustments they will make to manage risks realistic and plausible? Would a reduced budget make the work feasible? What impact will this make on the effectiveness of their work? Will it impact on the level of change that they hope to see?</p>	Not scored but may form part of the allocation decision.
		7d	If this is a Lead Partner application, how will you split the grant across the organisations	Not scored but we will assess whether the allocation is proportional to work and outcomes.
		7e	You can use this space to explain your budget, providing any additional information, for example, about your salaries or costs that will help us understand the value of money for your application.	Not scored
				Max points available for section seven Value= 8points
				Total points available :44

Allocations decisions

The Bristol Impact Fund is about providing resources to enable communities experiencing the greatest inequality to make effective, real change in their neighbourhoods or communities of interest. To do this we will make the decision about how we allocate grants across the city by considering the spread and best fit in three ways:

- Balance of work against Impacts
- Applicants from and impacting on equalities communities and from organisations 'of' communities of identity or experience
- Geographic spread
- Budgets and what can be funded

We will use impact assessments relating to all three factors to help us test and find this balance as outlined in the Allocations Table below.

All applications that have passed the appraisal will be considered for allocations. From this point the appraisal scores become irrelevant. We are selecting an Allocations Panel (to consider all the fundable applications, aiming to select a mix of applications to give a spread and balance of provision across the city

Allocations Table

	Purpose of consideration	Specific considerations
Identified Impacts and outcomes es	To ensure that we have a reasonable spread of applications across the Impacts and outcomes priorities which (i) avoids duplication; (ii) avoids 'silos'; (iii) link across to enhance each other; (iv) recognises that some communities have multiple interests and aspirations and support needs	We cross-check applications with our council and One City priorities and contribution to Bristol Impact Fund Impacts
Participant groups	To ensure that there is a reasonable spread of applications to strengthen the capacities of the widest range of communities in	We must ensure that our focus is on those communities which experience the greatest inequity to take

	the city experiencing the greatest inequity. To ensure that 'organisations of' are well represented in the BIF programme We will be looking for organisations that reflect the diversity of the communities in the city	their rightful place at the heart of city life
Geographic spread	To ensure that we have a reasonable spread of applications across those parts of the city experiencing the greatest inequity	We must ensure that people living in the neighbourhoods which experience the greatest inequity have the resources they need to pursue their priorities and develop better ways of doing things
The council reserves the right to make information we hold about any funding relationships between the council and applicant organisations available to the Allocations Panel to assist them.		

If we are unable to agree grant funding recommendations based on the information and applications in the applications, we reserve the right to invite shortlisted grant applicants to meet with officers or the panel to clarify any queries.

Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

Work of a similar nature is currently undertaken by an independent external organisation, funded by Bristol City Council: The Council does not know and has no view as to whether TUPE may apply between that organisation and any other person the Council may fund to deliver those activities. It will be up to each grant funding applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present grant funding agreement and make appropriate allowances for this in any grant application submission.

Checklist

This checklist is to help you keep track of all the application documents needed to be uploaded through the Find a Grant system. The questions will guide you to where you need to upload them.

Question	Documents Required	Submitted
1n.	Copy of your Governing Document (Constitution or Memorandum and Articles of Association)	
1o.	Full list of your organisation's Trustees/Directors showing their addresses, roles and relationships (if any)	
1p.	Copy of your most recent annual report	
2h.	Memorandum of Understanding (for Lead Partner partnership applications and Partnership applications)	
7a-e.	Section 7 Value spreadsheet	