



## **MYPLACE BUSINESS BROKERING TRIAL PROGRAMME**

### **GUIDANCE INFORMATION FOR APPLICANTS**

**OCTOBER 2014**

## **Background**

1. The Myplace programme is a Government capital investment programme to create world class places for young people which offer positive activities and access to a range of services.
2. The programme was launched in 2008. The outcomes of the programme were to:
  - Provide attractive and safe places for young people, parents and communities;
  - Increase young people's participation in leisure activities which support their development;
  - Provide access to information, advice and guidance, and;
  - Develop stronger partnership working to operate sustainable facilities.
3. In total, 63 Myplace centres were built in England; of these, 34 centres are operated by local authorities and the remainder by voluntary, community or social enterprise organisations.
4. Total investment in the programme was approximately £240 million, with individual grants ranging from £1million to £5 million.

## **Support to Myplace centres**

5. Cabinet Office has been working with Myplace centres to identify any areas where support may be required.
6. Cabinet Office has committed to explore ways to support centres to develop their own partnerships with local businesses and organisations to enable centre's to maximise funding and sponsorship opportunities, as well as support improvements in the quality of services that centre's provide.

## **Call for business brokering organisations**

7. Cabinet Office is inviting voluntary, community or social enterprise organisations to apply to undertake a business brokering trial programme which will match the requirements of six Myplace centres with local businesses/organisations.
8. Funding for this programme is £12,000 and will be awarded as a grant. Cabinet Office is looking to grant fund a single organisation who can work across a number of different geographical regions to provide this support.

## **Overview of requirements**

9. The Cabinet Office is in the process of pre-identifying six Myplace centers that have requested specific support from local businesses. Location details of the Myplace centres will be shared with the successful bidder, once the centre's have been selected.

10. The Myplace centres involved in the trial will be located in different parts of England. Therefore the organisation will need to demonstrate their ability to engage with businesses across more than one geographical region.
11. The successful organisation will be required to deliver the programme by the end of March 2015 and provide a summary of interim findings at the end of January 2015.
12. The organisation will also be required to provide a case study for each of the six Myplace centre initiatives and a covering report. These will be disseminated to the wider Myplace network so that effective practice can be replicated more widely.
13. The successful organisation would be required to work in collaboration with the Myplace Support Network, which supports centre's by helping them to share their knowledge and experience.
14. Bidding organisations should complete the accompanying application form to apply to undertake this business brokering trial programme. For the purpose of this trial, business brokering is expected to include different support requirements for the six centre's. The successful organisation would provide diagnostic support and a tailored approach to meet the needs of each centre. Requirements may include:
  - Skills sharing – securing skills that centre's may be looking to enhance;
  - Sponsorship – securing sponsorship from business to support specific Myplace projects, campaigns or services;
  - Volunteering – matching the centre with businesses looking to offer staff time to support programmes and campaigns.

### **Application process and further information**

15. This information document and application form was published on 24 October 2014.
16. The deadline for applications is 7 November 2014.
17. Applications should be sent electronically to [youthpolicy@cabinet-office.gsi.gov.uk](mailto:youthpolicy@cabinet-office.gsi.gov.uk) with the subject heading **BUSINESS BROKERING APPLICATION**. Bids will not be opened until the deadline has passed.
18. If you have any questions relating to this application process please email [youthpolicy@cabinet-office.gsi.gov.uk](mailto:youthpolicy@cabinet-office.gsi.gov.uk) with the subject **BUSINESS BROKERING QUESTION**. Where appropriate answers will be published on [www.gov.uk](http://www.gov.uk).
19. Your application should consist of answers to all the questions in the application form along with:
  - 2 year's worth of the most recent financial accounts (please provide electronic copies of the documents or links to where they can be accessed) or equivalent documents. If an organisation is new, one year's annual accounts should be provided. If you are unable to provide these because the organisation has only recently set up, a bank statement (not more than three months old) should be provided.

- A completed charity commission internal financial controls checklist (this is for charities only to complete) please mark sections 'Not applicable' if they do not apply to you.

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities-checklist-cc8/>

- The names, contact details (including email address) of 3 references (preferably previous funders). We will only contact the successful organisations referees.

20. Bidders will not be entitled to claim from the Cabinet Office any costs or expenses which may be incurred in applying for this grant opportunity.
21. All information supplied by you to the Cabinet Office will be treated in confidence except where we are obliged to meet our responsibilities under the Freedom of Information Act 2000. All information submitted may need to be disclosed if a request is made under the Act.
22. The Cabinet Office reserves the right not to award a grant following this process.
23. Written feedback will be provided upon request.

### Evaluation of bids

24. Once the deadline has passed the Cabinet Office will assess all applications. Applications will be scored based on the responses to the scored questions 7 to 14 with the following weightings:

Area of questioning	Relevant Questions	Weighting
APPROACH	Q7 & Q8	4
EXPERIENCE	Q9 & 10	5
LEARNING	Q11	3
EVALUATION	Q12	2
BUDGET	Q13 & 14	1

25. Each section will be given a score out of 5 (then multiplied by the weighting – so the maximum score will be 75)

1	The proposal significantly fails to meet the requirements set out – overall it is not possible from the information provided to gain any assurance on the plans
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2	Mostly fails to meet the requirements although meets in parts
3	Mostly meets the requirements but fails in parts
4	Almost meets the requirements in full
5	Completely meets the requirements as set out with robust supporting evidence

26. Under each section we are looking to fund a proposal that meets the following requirements:

#### APPROACH – Q7 & Q8

We are looking for a proposal that demonstrates:

- a clear process for working with the relevant Myplace centres to fully understand their support needs;
- an understanding that the needs of centre's will be varied and a different approach may be required for each one;
- a basic outline of the steps that will be required to deliver the programme, including key milestones and arrangements for working with the Myplace Support Network.

#### EXPERIENCE – Q9 & Q10

We are looking for a proposal that demonstrates:

- a strong partnership approach that includes examples of collaborative working with multiple businesses and organisations;
- relevant experience of working with local businesses and organisations to secure pro bono work;
- experience of working with local businesses and organisations based in different geographical regions;
- a clear understanding of the Myplace programme and how the business brokering programme is intended to support centre's.

## LEARNING – Q11

We are looking for a proposal that demonstrates:

- an approach to accurately capture both the processes followed for each project and the learning outcomes;
- a clear understanding of the importance of sharing the learning with other Myplace centres to enable them to consider a similar approach.

## EVALUATION – Q12

We are looking for a proposal that demonstrates:

- a clear process for measuring the impact of the project;
- the use of appropriate impact measurement tools and frameworks.

## BUDGET– Q13 & 14

We are looking to fund a proposal that demonstrates:

- transparency around the costs to deliver this programme;
- key activities and milestones.