

# London Borough of Richmond upon Thames

## Voluntary Sector Commissioning – Transitional Funding

### Guidance Notes

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#### 1. Introduction

The Council has set aside Transitional Funding available for organisations affected by the move from the Council's Grants Programme to service led commissioning frameworks. This includes all service areas that were previously part of the corporate Grants Programme.

The Council wants to be flexible in how this funding can be used, but it could include help with securing new funding, re-shaping existing services, establishing partnerships or seeking professional advice e.g. to respond to commissioning.

#### 2. Eligibility

Only voluntary organisations affected by the move from grants to commissioning may apply.

#### 3. At what point in the commissioning process can organisations apply?

Transitional funding is largely aimed at organisations where the outcome of a commissioning round is known, for example where an organisation has not been successful in a bidding process or has not been able to bid for a service and their grant funding has ended.

However, some organisations may be seeking to develop their organisation and/or work programme prior to a commissioning process commencing. This could be to enable them to develop more sustainable service models that respond to the needs of local people, or establish partnerships with other organisations to deliver services.

In the first instance organisations are invited to approach Richmond CVS for capacity building support and advice including fundraising support, business planning and managing change. Contact details can be found here [www.richmondcvvs.org.uk](http://www.richmondcvvs.org.uk) .

If organisations need additional support to help them plan for change, which is beyond that available from Richmond CVS, the proposal may be considered for transitional funding.

#### **4. What is the criteria for awarding transitional funding?**

In considering applications the Council will consider the following:

- Support for clients
  - ✓ To provide short term funding to enable organisations to assist clients who may need support adapting to a new service.
- Related to the move to commissioning
  - ✓ Transitional funding is intended for programmes of work which are directly related to the move from the corporate grants scheme to commissioning.
- Service and organisational development
  - ✓ To support organisations to manage service change and/ or develop their organisation in response to the needs of clients.
- Sustainability
  - ✓ To support an organisation gain greater sustainability in their service, which relates to new commissioning intentions. For example in exploring new service models organisation may be seeking support in selling their services to individuals who are self funders or are in receipt of a personal budget.
- Time-limited
  - ✓ Transitional funding is intended for programmes of work which are time-limited and enable an organisation to achieve its business outcomes. For example to provide additional support to clients in transition to a new service.

#### **5. How much can organisations apply for?**

The Council is unlikely to award funding that exceeds the amount that an organisation was previously grant funded in a financial year.

#### **6. How do organisations apply?**

In the first instance applicants are invited to discuss their outline proposal with Melissa Watson, Voluntary Sector Partnership Manager (t: 020 8487 5225, e: [melissa.watson@richmond.gov.uk](mailto:melissa.watson@richmond.gov.uk)). Applicants will then be invited to contact

the lead commissioner for their service area, to discuss their proposal in more detail.

Applicants will be invited to submit an application of a maximum of two sides of A4 describing their proposal which addresses the criteria outlined above, and include a budget.

Applications should be emailed to [Melissa.watson@richmond.gov.uk](mailto:Melissa.watson@richmond.gov.uk).