

Community Opportunities Provider Event Useful Information 2019

HCC - Key tips when bidding for contract opportunities

Do:

- ✓ Ensure you fully understand the Council's requirements and the evaluation methodology (i.e. service specification, evaluation criteria and weight allocations); this should influence time and effort in preparation of your responses
- ✓ Make sure you answer the questions asked and match your responses to the requirements of the service specification and pre-determined criteria – do not cross refer to other answers
- ✓ Be clear, compliant and concise throughout your proposal; clearly communicate how you will meet the requirements of the services specification and perform the contract – The Council can only evaluate the response given to the question posed
- ✓ Proposed methodology: clearly show who (e.g. brief CVs) does what, why, when, how and benefits from the Council's perspective – illustrate with diagrams where appropriate
- ✓ Offer innovation and demonstrate added value - (e.g. identify and demonstrate clearly your capability and the innovation of your offer (USP))
- ✓ Have someone else review your proposal before you submit (to make sure it makes sense to them) – always have a non bias proof reader to read your response before submission
- ✓ Provide robust evidence to substantiate any claims made within a response – always provide evidence upfront where possible
- ✓ Allow plenty of time to upload your proposal – avoid last minute submissions always leave at least 48hrs to upload your response

Don't:

- X Fail to provide the requisite information or to follow the instructions
- X Fail to answer the question asked, whereby a poorly constructed or generic response fails to address the specification and relative award criteria
- X Understate your unique or key selling points (even if we are aware of what you do) – avoid complacency
- X Be inward focused (know your market - form partnerships or consortia where appropriate)
- X Make assumptions, or promises/claims that you can't deliver
- X Exceed page/word limits, or submit in alternative formats - be compliant!

Training Opportunities:

Watford & 3 Rivers Community Trust Building Sustainability: Understanding Outcomes

Who the course is for:

If you are responsible for securing funding, reporting to funders or managing a project or service, and want to understand about what outcomes are, how to define them and track them, then this course is for you.

Course Content:

This 3.5 hour course consists of trainer input, group discussions and exercises and covers:

- What are outcomes
- Defining the different terms and different outcomes for projects
- Why outcomes are important
- How to identify outcomes
- How to track outcomes
- Sources of further help

Learning Outcomes:

Participants completing this course will be able to:

- Explain the difference between inputs, outputs, outcomes and impact
- Understand the different outcomes that can be used for projects
- Learn how to identify and track outcomes
- Find sources of help and information

About the Trainer:

Jacque Hime was the Director of North Herts CVS for 15 years. She has recently set up her own business writing funding applications for clients and providing training on a range of topics. She has a wealth of experience of supporting VCS member organisations and successfully applying for grants and contracts for a wide range of projects.

Cost:

£25 VCS - CVS member

£35 VCS - non members

£70 private/statutory

How to Book:

Please [click here](#) to book your place.

Booking Contact:

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01923 216961

Other Grant Opportunities

Workforce Development Grants 2019.20 Programme

Organisations can apply for grants of up to £2,000 to fund learning and development activities for their workforce. These grants are funded by Hertfordshire County Council Adult Care Services and are available for voluntary and community organisations providing adult social care in Hertfordshire. From 1st May the 2019-20 grant programme will be open for organisations who did not receive a grant in 2018-19. Potential applicants will initially undertake an organisational needs analysis (ONA) with one of HCF's advisors who will also support your grant application. Click [here](#) for more information and to download the enquiry form.

Provider Support

Hertfordshire Community Catalysts – for micro providers

Community Catalysts is a social enterprise working across the UK to try to make sure that people who need care and support to live their lives can get that help in ways, times and places that suit them, with real choice of attractive local options. We help people across the UK use their energies and talents to set up what we call 'community enterprises'. Community enterprises are really small businesses or ventures or groups that offer help with care or health or wellbeing to local people in their area. Community Catalysts has lots of experience and expertise and can offer people who want to set up a new care enterprise specialist advice and guidance, so they can do this safely and well.



Hertfordshire
Community Catalysts:



Hertfordshire
Community Micro-er
