

Terms of Reference

"Capacity Building for Philanthropy Accelerator Programme Delivery"

January 2020

1.0 Background to the Community Foundation for Northern Ireland

1.1 Vision

The Community Foundation for Northern Ireland connects people who care to causes that matter. For over 40 years the Community Foundation has been a trusted, secure means through which donors choose how, when and where they give, by helping them to set up funds, supporting them to make grants and to see the impact of their donations on local communities in greatest need.

1.2 Values

We work together and with others in line with our values - generous, thriving and together.

Generosity:

We encourage generosity in everything we do; we look out for each other; we deal with everyone with compassion, empathy and understanding. We are flexible in how we work with staff, donors and grantees.

Thriving:

We see the potential within both our staff and the communities we work in and are committed to help both reach their full potential.

Together:

We will only make the change we want to see together. We value participation, working with others and bringing people together.

2 The Role

- **2.1 Role Name:** Accelerator Programme Delivery
- **2.2 Context and Purpose:** As part of a wider philanthropy capacity building programme the Community Foundation is requesting tenders for a partner to deliver an accelerator programme for the VCSE sector in NI. Funded by DfC, the programme should prepare and provide the VCSE sector with learning opportunities around the themes of diversifying income, tendering, writing applications, impact measurement and business planning.

Alongside funding opportunities, access to the accelerator programme will be available to VCSE's in 2020/21. The key role of the delivery partner will be to organise, promote, manage, deliver and report outcomes from a series of workshop/learning opportunities

Output	Deadline	Outcome	Target Audience
200 VCS organisations benefit from an Accelerator Programme	March 20 - Feb 21	A supported and more prepared VCS Sector	Open to all VCSE organisations
Capacity building support Income Generation Trading Pitching/story telling Investment readiness Impact measurement Bid Writing/ Assessment of need Business planning		6 workshops / training events	

3 Capacity Building Support

Key themes identified for capacity building under the programme are

Assessment of need and bid writing

Demonstrating effectively, assessment of need and compelling narratives for funders. How funders work and make decisions / how they think / which trusts might fund particular work and how to find them. Current trends - Language to use - Developing a 'Theory of Change'

Impact Measurement - How to measure impact, success and provide evidence of what works. Story telling. Quantitative and qualitative. Theory of change

Good governance. Risk management and leadership. Funder confidence.

Beyond Grant Funding - Corporate Support & Community Fundraising - Support beyond cash and benefiting from wider corporate and community engagement - Becoming less reliant on grant funding. Unrestricted V's restricted and capital V's revenue income. Costs to deliver. Digital and crowd-fundraising methods

Big Gift Fundraising

Securing major gifts. Securing gifts from high net worth individuals. Tax incentives and implications. Involving the public.

Trading and Selling

Encouraging and supporting trading ideas. From 'idea' to 'business' - what to consider. Marketing a service or product. Commercial Business Plans. Cashflow, profitability, margins and sustainability.

Alternative Sources of Finance

Access to new and diverse sources of capital enabling VCSE organisations to operate on a more sustainable footing. Investment readiness. Social impact measurement - social finance

The maximum budget available for this tender is £30,000 incl VAT.

4. Requirements

 Managing all aspects of delivery successfully including securing relevant and expert speakers and trainers, promotion, hiring venues, delegates and evaluation 2. Reporting back to the Community Foundation on learning and outcomes

5. Delivery Timetable

March 2020 to February 2021.

6 Scoring Criteria

The successful applicant will be selected for their ability to demonstrate their experience in organising capacity building learning opportunities to VCSE organisations within the areas of the programme.

You should provide in your tender response evidence of dates and levels of experience, and of whom you have provided this support to.

We will assess your tender response on the following

- Previous experience (15%)
- Approach and delivery (35%)
- Learnings expected and evaluation (35%)
- Value for money please include your budget and a breakdown of your costs (15%)

Examples within the last 2 years should be drawn upon and please also confirm capacity to deliver the work over the specified timeframe.

7 Making a Response and closing date

You should respond to the invitation by supplying a maximum 3 page proposal, via one electronic copy, sent to pgourley@communityfoundationni.org before 5pm on 12 February 2020

Please note the maximum budget available for this work is £30,000.

The Budget also includes writing up of any supporting documentation for the Foundation

8 Further Information

Contact: Siofra Healy, Director of Philanthropy Email: shealy@communityfoundationni.org