

# VCSE Brokerage Framework APPLICATION FORM

## PART 2: Quality Assurance

### How to apply to join the BNSSG VCSE Brokerage Framework

*This is Part 2 of 2 of the application process. You will need to complete Part 1 and Part 2 before we can accept your application.*

*Please ensure you have completed Part 1 before starting this form*

*If you would like support to complete this form, or need it in a different format, please get in touch with us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org)*

*This application form includes the following sections:*

- 1. Quality assurance**
- 2. Your organisation's current work**
- 3. Keeping informed**
- 4. Consent**

*Most of the questions in this application form require tick box responses; some require a document to be submitted; others ask for some description about how your organisation does things.*

### Section 1: Your organisation's current work and income

*Our intention is to publish the following information in this section at a later date to demonstrate the range of organisations who are a part of the Brokerage framework. This does not include your organisation's current income and overview of sources of income.*

**Please provide a brief description of your organisation's purpose**

**Please describe how your organisation serves the community**

**Please tell us about up to three of your organisation's three main sources of income. A minimum of one source is required.**

- Source of income
- Type of income (e.g. grant, contract, donation, sales):
- Total value:
- Duration (please write N/A if not applicable):
- End date (please write N/A if not applicable):

## Section 2: Quality Assurance

*This section asks you to provide information about your organisation's policies and procedures. These requirements are proportionate to the size of your organisation.*

*Please note that some of the questions below will require you to submit a document. Other questions require yes/no answers for you to indicate what is in place in your organisation. If we ask for a document that your organisation is not yet in a position to share, but has got a version in progress, please select 'Not Yet' and we will discuss further with you upon submission of your application.*

### Section 2.1: Documents required from all VCSE organisations

*The following documents are required from all VCSE organisations joining the framework. If you cannot provide one or more of the following documents, or the document required is in progress, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.*

#### **Does your organisation have a governing document?**

*Examples: Constitution; Memorandum and Articles of Association.*

- Yes (you will need to upload a file)
- Not yet
- No

#### **Does your organisation have a recent annual report (including accounts/financial report)?**

- Yes (you will need to upload a file)
- Not yet (in progress)
- No

#### **Does your organisation have an Equality/Equity, Diversity & Inclusion (EDI) Policy?**

- Yes (you will need to upload a file)
- Not yet (in progress)
- No

#### **Does your organisation have a Safeguarding Policy?**

- Yes (you will need to upload a file)
- Not yet (in progress)
- No

#### **Does your organisation have a Complaints Procedure?**

- Yes (you will need to upload a file)
- Not yet (in progress)
- No

## Section 2.2: Quality assurance indicators required from all VCSE organisations

Confirmation of the following practices are required from all VCSE organisations joining the framework. If you cannot provide evidence of one or more of the following, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.

**Please confirm that, if requested, your organisation could provide a list of all current trustees / directors / committee members**

- Yes
- No

**Please confirm that your organisation has a bank account with at least three months of bank statements and could provide them if requested.**

- Yes
- No

**Please confirm that your organisation complies with Health & Safety legislation and regulations**

- Yes
- No

**Please confirm that your organisation has in place the relevant insurance policies**

*Examples: public liability insurance; employers' liability insurance; professional indemnity insurance.*

- Yes
- No

**Please confirm that your organisation has in place the relevant DBS (Disclosure and Barring Service) checks according to the requirements of your work**

- Yes
- No

**Please confirm that you could produce, if required, a reference from a previous funder and/ or organisation that you have worked in partnership with.**

- Yes
- No

## Section 2.3: Quality assurance indicators relating to size of organisations

The following indicators relate to the size of your organisation – the bandings for these are:

Organisation's annual income	Band
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Up to £100,000	A
£100,001 - £250,000	B
£250,001 - £500,000	C
£500,001 - £1,000,000	D
More than £1,000,000	E

**Which of these bands is suitable for your organisation (based on the annual income described in the latest annual report/accounts/financial report)?**

- Band A – turnover up to £100,000
- Band B – turnover between £100,001 and £250,000
- Band C – turnover between £250,001 and £500,000
- Band D – turnover between £500,001 and £1,000,000
- Band E – turnover more than £1,000,000

**If the banding selected above is different to the annual income described in your organisation's latest Annual Report, please tell us more**

*For example, if an organisation holds funds on behalf of a smaller community group and those funds 'pass through', this may affect the organisation's annual income that would be used to serve the community.*

**You have chosen 'Band B – turnover between £100,001 and £250,000' Please confirm that your organisation has the following in place.**

*Please note that we may ask you to submit evidence of these documents at a later date. If you cannot provide evidence of one or more of the following, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.*

- Statement of Financial Activities
- I cannot currently provide one or more of the requirements listed above

**You have chosen 'Band C – turnover between £250,001 and £500,000' Please confirm that your organisation has the following in place.**

*Please note that we may ask you to submit evidence of these documents at a later date. If you cannot provide evidence of one or more of the following, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.*

- Independently examined accounts
- Equity/Equality, Diversity and Inclusion data analysis
- Evidence of public / patient / community involvement in planning and activities
- Monitoring, evaluation and learning policy
- Evidence of public / patient / community involvement in planning and activities
- I cannot currently provide one or more of the requirements listed above

**You have chosen 'Band D – turnover between £500,001 and £1,000,000'. Please confirm that your organisation has the following in place.**

*Please note that we may ask you to submit evidence of these documents at a later date. If you cannot provide evidence of one or more of the following, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.*

- Full audited accounts
- Equity/Equality, Diversity and Inclusion data analysis and action plan
- Evidence of public / patient / community involvement in planning and activities
- Monitoring, evaluation and learning policy
- Demonstrable improvement from monitoring evaluation data and learning
- Social value policy or statement
- Evidence of track record of collaboration from case studies
- I cannot currently provide one or more of the requirements listed above

**You have chosen ‘Band E – turnover more than £1,000,000’. Please confirm that your organisation has the following in place.**

*Please note that we may ask you to submit evidence of these documents at a later date. If you cannot provide evidence of one or more of the following, then you can contact us at [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org) to discuss your application.*

- Full audited accounts
- Projected budget
- Equity/Equality, Diversity and Inclusion data analysis and action plan
- Evidence of public / patient / community involvement in planning and activities
- Monitoring, evaluation and learning policy
- Demonstrable improvement from monitoring evaluation data and learning
- Social value policy or statement
- Demonstrable commitment to local supply chain
- Evidence of collaboration via a partnership agreement, terms of reference, MoU or other documentation that can demonstrate a piece of collaborative work
- References from previous partners/ sub-grantees/ sub-contractors
- I cannot currently provide one or more of the requirements listed above

### **Section 3 : Keeping informed**

*This section asks you to provide information so that your organisation can keep informed about VCSE Brokerage Framework and the BNSSG VCSE Alliance. By providing information, you are giving consent for us to keep you informed and stay in touch.*

**Please provide contact details for your organisation’s lead on this application**

- Contact person’s name
- Role in organisation
- Email address
- Phone number

**Would you like stay informed about the BNSSG VCSE Brokerage Framework?**

*Most communication will be via email.*

- Yes
- No

**Would you like for your organisation's details (name, purpose, how your organisation serves the community, contact details) to be shared with others to support and facilitate collaboration?**

- Yes
- No

**Would you like to receive information about other VCSE organisations on the BNSSG VCSE Brokerage Framework for collaboration and support purposes?**

- Yes
- No

**Is your organisation signed up to the BNSSG VCSE Alliance?**

- Yes
- No

**If no, would you like to sign up to the BNSSG VCSE Alliance?**

*We will pass on your contact details to the Alliance.*

- Yes
- No

## **Section 4: Consent**

**I give consent for all of the information I have provided as part of my application to be shared with Integrated Case System (ICS) partners in relation to my application to the Brokerage Framework and to any future applications I make towards opportunities as part of the Brokerage Framework.**

*Your data will be held by Voscur in line with their Privacy Policy. Voscur is the host organisation for the BNSSG VCSE Alliance and the Brokerage Model. To read the privacy policy, please visit the Voscur website: <https://www.voscur.org/privacy-policy>*

*Thank you for your application. It will now be reviewed by the Brokerage Team and the assurance panel. We will endeavour to let you know the outcome of your application as soon as possible. If you have any questions about the application process, then please email: [contact@bnssgvcsealliance.org](mailto:contact@bnssgvcsealliance.org)*

