

## PROGRAMME GUIDANCE

# Starting the programme: The Getting Going phase

### Starting the process

Fristly, we'll invite areas to take part in Invest Local by explaining the programme to groups, organisations and individuals in the community, both informally and at formal meetings.

This process will be led by our Invest Local Officers. Each area will have a named Invest Local Officer, who will support the community, plus a named BCT board member who can provide a link to the BCT Board of Trustees.

The programme is divided into two phases: Getting Going and Driving Change. The £1million funding for each community covers both phases.

### The Getting Going phase

If your community decides to join the programme, we will support you to start the Getting Going phase.

This will involve:

- Helping a large number of people to express their view and preferences for the programme in the area
- Developing a plan of how to use the Invest Local funding to develop your area
- Helping community members work together to oversee the delivery of your plan

### The Getting Going grant

A Getting Going grant will be available to each community, which can be used to:

- Pay for events to promote the programme and consult with different people in the community
- Pay for publicity materials (additional to those produced by BCT)

- Fund small-scale projects which encourage people to get involved and express their views

Decisions on the awarding of grants will be made by BCT. We will assess applications on the basis of how well they promote the programme across the community and help people to get involved. Communities will be able to apply for supplementary grants if you and your Invest Local Officer agree it is necessary. Normally, if the local body leading community decision making (see below) agrees a bid and it meets the core requirements to support people to get involved, BCT will approve a bid within 4 weeks.

Some communities may want to identify an organisation to help with this stage of the programme. This is called a Getting Going Fundholder.

## Choosing a Getting Going Fundholder

The Getting Going Fundholder should be an organisation chosen by each community with support from its Invest Local Officer. The organisation must:

- Be located in or associated with the community
- Be run or supported by community members
- Have usually existed for more than three years
- Have a bank account with two signatories and can show annual accounts which are independently audited
- Be selected by the community

## The role of the Getting Going Fundholder

The Getting Going Fundholder will work with us to:

- Publicise the Invest Local programme to reach as many people as possible in that area
- Bring the community together, running planning meetings and community events
- Help the community to develop ideas, plans and local structures for the future
- Help as many community members as possible to take part and express their views.

Once a Getting Going Fundholder has been identified, the local Invest Local Officer will help them to develop a bid for the grant, which can include some funding for the time of their staff.

If no Getting Going Fundholder is identified, the Invest Local Officer will help community members to identify what activities should take place, then submit a bid to BCT to fund those activities

## Support from the Invest Local Officer

Your Invest Local Officer will also be able to support the *Getting Going* work by attending consultation events, helping to develop plans, and giving advice and support on local communications, including digital communications.

## Additional support

It is possible that additional local support may be required – for example, to engage with young people – and some of the £1million can be used to fund this extra support during this stage of the programme.

## Getting as many people as possible involved

During the Getting Going phase, we would like as many people as possible from the community to get involved and share their opinions and ideas about the local area. We will work with you and your Getting Going Fundholder to develop a community profile, to find out who lives in your community, identify those find it difficult to participate, and support those people to get involved.

## Community decision making

Decisions about priorities for your local area and how the Invest Local money will be used must be made by the community. This will probably involve developing a partnership or forum, and we can help you to set this up.

We are flexible about what format this group takes, but it is essential that the decision-making process is totally inclusive and:

- Brings together different views within each community
- Ensures that Invest Local is resident-led and that everyone from the community has a genuine and continuing opportunity to be involved

Once the decision-making group is established, its role will be to:

- Make the overall decisions about how Invest Local will work in your area and how to use your £1m
- Work with other local organisations to ensure the community plan is carried out
- Regularly review the plan
- Connect with local organisations, businesses, public agencies, councillors and others who can deliver activities and help make Invest Local a success