

LOCALLY TRUSTED ORGANISATION BROAD GREEN BIG LOCAL: INVITATION TO TENDER

Big Local Broad Green are in the process of looking for a new Locally Trusted Organisation (LTO) This is a fantastic opportunity to partner with a resident and community led initiative funded by Local Trust. You can read all about the programme here: <https://localtrust.org.uk/big-local/about-big-local/>

Broad Green Big Local needs an LTO which is happy to take on the responsibilities outlined below or potentially two LTOs, one to administer the grant and one to take on the lease of our hub and provide asset support. If you are a local charity or not for private profit organization within South London and are interested or have queries about this ITT, please contact co-chair Bushra Ahmed at blbgcochair@gmail.com and the BGBL Local Trust Rep Lorraine Hart lorraine@communitylanduse.org as outlined in the instructions for submitting a tender below.

You can express an interest in being LTO for both the BL grant and the BLBG hub asset or for only one of these roles. A separate agreement will be required with Local Trust for both LTOs if the two LTO roles are held by different organizations.

Please note that organizations with potential conflicts of interest should not apply. By this we mean organizations who have individuals on their governing body or staff members who are related to BGBL Partnership members,

Locally Trusted Organizations

Locally Trusted Organisations (LTO's) are organizations chosen by the BLBG partnership to administer and account for the distribution of funds, employ staff on behalf of the Big Local partnership and hold any assets.

This is necessary because the Partnership doesn't exist as a legal entity and cannot receive, administer, and account for BL Grant funding. Therefore, Local Trust, the funder of Big Local Partnerships asks Partnerships to work with organisations which they trust and that have the appropriate skills and structures in place to undertake these activities on the Partnership's behalf.

In addition, some Big Locals have leased buildings that they may have secured through their work. LTO's in this case also take on the lease for such assets on behalf of the Big Local. This is the case in Broad Green which has a hub based at 38 Keely Road, Croydon CR0 1TF <https://biglocalbroadgreen.co.uk/the-hub/>

The lease for the hub is held currently by the current BGBL LTO, Asian Resource Centre Croydon (see <https://www.arccltd.com/>) and would be transferred to the new LTO, which would need to have charitable status to be appointed through this tendering process for the asset support role.

Ultimately, the Locally Trusted Organization is both legally and financially responsible for the grant funding and any assets. The Local Trust expects all locally trusted organisations to follow their own financial processes and controls and meet the requirements of the terms and conditions of funding as set out in their agreement with the Local Trust.

Locally Trusted Organizations who administer the Big Local grant, receive 5% of the spending of the Big Local Programme Grant (paid directly from Local Trust rather than the Big Local Grant itself).

For assets held by an LTO such as the BGBL Hub the BGBL Partnership will pay all the direct

running costs of the hub (insurance, building legal compliance checks, utilities, IT and so on) from its Big Local Grant.

If expressing an interest in the role of LTO for BL Grant administration or LTO for asset holding, please set out whether you will require additional funds to deliver it to Big Local Broad Green so that it can potentially be considered as a service level agreement to provide the additional services above and beyond administering and accounting for the Big Local Programme grant or the running costs of the hub.

Please read the guidance provided about Locally Trusted Organisations from Local Trust below. They will require that any LTO appointed in either role goes through a due diligence process before they can be appointed.

<https://localtrust.org.uk/big-local/programme-guidance/locally-trusted-organisations/>

As a minimum each locally trusted organisation must be able to:

- Receive and administer funding on behalf of the Big Local partnership, and in line with the Big Local plan and funding agreement
- Report on the use of Big Local Grant funding to the Partnership on a monthly basis and to the Local Trust on a six monthly basis
- Provide grant and partnership administration support
- Have a good working relationship with the Staff, the Partnership, the Local Trust, and with the Big Local Rep (Representative of the funder Local Trust)
- Pass due diligence checks which includes being suitably experienced, constituted and able to keep accurate financial records of how the money is being spent
- Agree and sign the Local Trust funding agreement.
- Agree and sign any service level agreement for services over and above those associated with grant administration

Additionally, the BLBG Locally Trusted Organisation must be able to:

- Employ staff (including agreeing a work plan with the Partnership Annually and reporting on progress and performance quarterly to the Steering Group. We anticipate having at least one staff member as we transition from our current LTO to a new one)
- Hold the lease and provide asset support for the BGBL Hub.

How to Submit your Tender

1. Please submit your tender making it clear whether you are proposing to be LTO for grant administration **or** asset support or both roles.
2. Ensure that you have clearly set out any annual costs for the role that you would expect to be paid by Broad Green Big Local via a Service Level Agreement with BGBL Partnership
3. Please include a Declaration of Interests for those on your governing body and staff members and a copy of your latest accounts

Please send your proposal to Bushra Ahmed and Lorraine Hart by Noon on Monday 2nd May 2022.

Before appointment members of the BGBL Partnership would like to hold interviews on 3rd May 2022 with a Trustee from your organization and a member of your organization who will be responsible for delivery of the role. Please indicate your availability on the date and times below:

Tuesday 3rd May 2022	Availability – please tick all that apply
10.00am – 11.00am	
11.30am to 12.30pm	
1.30pm to 2.30pm	
3.00pm to 4.00pm	