

# **Annandale and Nithsdale Community Benefit Company**

## **Fund Administrator brief**

Established in November 2014 to disburse Community Benefit Funds  
across Annandale and Nithsdale areas of Dumfries and Galloway

**December 2014**

## Requirements of the Administrators Role

The role will include the following:

- **Carry out the grant administration requirements of the board to include:**
  - Administration - to work with the prepared guidelines and fund documentation provided by the board and monitor the spend, reporting costs, complaints & closure in line with board instructions
  - Create and maintain an electronic database that will form the basis of reporting and records into the future
  - Advertising funding rounds
  - Deal with the distribution of all monies for grants under the agreed procedures
  
- **Carry out the secretariat role on behalf of the board including to include:**
  - meetings schedule
  - Agenda preparation
  - preparation of papers and distribution prior to and following meetings
  - Minute taking and writing up – please cost this separately
  - Maintain a register of all Company Members
  - Maintain a register of Board Members
  - Offer help & assistance to applicants in putting together their application
  - Liaise with company accountant to provide information for annual accounts
  - Create and maintain financial reports in line with board requirements
  - Assist the board in developing new procedures and in its professional development
  - Assist in first Annual Review and subsequent Evaluation processes
  
- **Receive and deal with applications to the Main Fund to include:**
  - Assessing the need or opportunity of the project to be funded
  - Project planning & viability
  - Constitutions & Examined Accounts inspected – technical compliance
  - Impact & Outcomes for community benefit
  - Providing experienced (independent) Assessors to:
    - Prepare an assessment of each application with recommendations for level of funding for minimum for impact for the board
    - Send information to board
  - Acceptance Form and Payment management
  - Provide constructive feedback to grant applicants who have been unsuccessful and advise applicants of other funders who may be able to help.
  - Provide Feedback from stage 1 applications and advice for stage 2 or development work

The fund administrator will work with the board to further develop processes and procedures that will allow the fund to be administered smoothly whilst allowing for information retention and organisational development.

## Costings

Costings should be developed with a variable of meeting attendance such as:

- 2 funding rounds per year plus 10 separate board meetings
- 4 funding rounds per year plus 8 separate board meetings
- 6 funding rounds per year with board meetings combined
- Monthly funding rounds with board meetings combined

## Role of Board Members

- Board members direct and manage the fund administrator
- The Board members consider all applications through the independent assessment reports of each individual application.
- Board members make decisions on whether they wish to fund or not.
- Board members may have local knowledge that will help the whole board in assessing applications.
- Board members will be asked to complete their own recommendations report (format to be agreed) which will then be collated by the fund administrator in advance of the funding meeting.

## Timescales

- This tender opportunity will be advertised and Invitation to tender (ITT) documents issued during week commencing 5<sup>th</sup> January 2015 with a closing date for responses at 12noon on Friday 16<sup>th</sup> January 2015.
- Shortlisted organisations will be invited for interview if necessary during week beginning 26<sup>th</sup> January 2015 and the successful organisation will be appointed by 31<sup>st</sup> January 2015.
- Fund Administrator start date 1<sup>st</sup> March 2015

## Team Structure

Organisations should specify the personnel to be involved and provide details of their level of involvement in the assignment, their expertise and track record.

## Fees

The maximum budget available for this annual contract is £15,000, inclusive of VAT and expenses. Organisations should confirm their required payment terms.

## Tender Returns

- Tender returns should confirm:
  - Proposed approach and methodology for the Assignment
  - Proposed fee for carrying out the Assignment.
- Tenders will be assessed on the basis of cost, experience and quality of approach.
- Tenders should be returned by Friday 16<sup>th</sup> January 2015 to

## Martin J Brown

### Chairman – AN CBC

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