

**EAST AYRSHIRE COUNCIL
KILMARNOCK CENTRAL LOCAL COMMITTEE: 23 JANUARY 2001**

EXTERNAL FUNDING SUPPORT OFFICER

Report by Head of Corporate Development and Communication

1 Purpose of Report

- 1.1 To outline the roles and responsibilities and initial workplan of the council's External Funding Support Officer.

2 Background

- 2.1 The External Funding Support Officer was appointed on 3 October 2000, and works within the Corporate Development and Communication section of the Corporate Resources Department.
- 2.2 The Kilmarnock Central Local Committee of 5 September 2000 requested that a report be submitted to a future meeting detailing the role and responsibilities to be undertaken by the postholder.

3 Purpose of Post

- 3.1 The External Funding Support Officer's role is to complement the council's existing network of officers and resources to increase the capacity of external funding awards to assist in the delivery of the council's objectives, as well as see an increase in the level of external funding in the East Ayrshire area.
- 3.2 This will be achieved by:
- promoting external funding opportunities by the distribution of information on a regular basis;
 - promoting appropriate partnerships between potential applicants who share common aspirations for projects, thereby strengthening their position;
 - promoting quality applications to funding bodies through consolidating best practice of funding applications and practice, from the experience of both council departments and the voluntary sector, and organising individual and general training events, and
 - maximising the funding opportunities available to the communities of East Ayrshire by identifying obstacles and proposing solutions.

4 Distributing Funding Information

- 4.1 As new funds become available, or existing funds present changes in policy or practice, the External Funding Support Officer will disseminate this information regularly to:
- Officers within the council who have formed a funding expertise network
 - Members of the Council
 - The Council for Voluntary Organisations
- 4.2 The EFSO will maintain a database of funding opportunities for access by potential applicants.
- 4.3 Information from external funders will be complemented by the wealth of experience that exists in the Council and in the voluntary sector, in both extensive local knowledge and technical expertise. The External Funding Support Officer will help in linking potential applicants with these officers and groups.

5 Progressing Funding Applications

- 5.1 Voluntary sector organisations are encouraged to discuss any proposed projects with the External Funding Support Officer, particularly, at the initial stages. This approach will ensure that the following outcomes are achieved:
- the opportunity is created for collaboration with other projects with similar objectives;
 - complementary sources of match funding can be identified if appropriate;
 - assistance with the application can be provided by the External Funding Officer or other council officers as appropriate;
 - The project's progress can be reported through the application process, and
 - An opportunity to learn from both successful and unsuccessful applications
- 5.2 The responsibility for the physical completion and research of applications will remain with the group.
- 5.3 In general, the External Funding Officer will, maintain and develop the relationship between funding bodies and the Council, and promote the funding bodies information and application procedures to appropriate potential applicants both internally and externally.

6 SUMMARY OF KEY TASKS AND PROGRAMME

Objective	Date
Awareness of East Ayrshire Council policies and priorities	
Liase with key officers, establish history of previous bids	Dec 00
Research and collate key information on East Ayrshire – demographics and economics and relationship to Europe	Dec 00
Gain knowledge of voluntary sector operations in East Ayrshire	
Liase with local association of voluntary organisations	Feb 01
Establish contact with voluntary sector organisations, advise of job function and offer assistance	Feb 01
Collate database of funding opportunities	
Establish library of funding information and applications	Ongoing
Establish priorities as part of a service development plan	
Establish informal officer networking group	Jan 01
Identify consortium bids, prepare timetables, roles, funding opportunities	Apr 01
Establish timetable for major bids 2001 to 2003	May 01
Maximise leverage funding opportunities	
Proactively encourage and bring together consortia	Ongoing
Establish relationships with contacts from external funding bodies	
Research and attend information seminars and events and maintain current knowledge of external funding opportunities	Ongoing
Empower Bidders within Council and Voluntary Sector	
Provide assistance on individual projects	Ongoing
Organise training in constitutions, financial management, business plans and other key elements of successful bids	Mar 01
Organise bi-annual conference and information sessions, in liaison with key funders if appropriate	Ongoing
Determine frequency and means for producing East Ayrshire Funding Digest	Jan 01
Review of External Funding Support Officer Priorities and Objectives	
Report on external funding gains to Policy and Resources Committee	Sep 01
Internal and external customer questionnaire	Oct 01
Report on changes in legislation, government priorities, funders priorities, or any new developments locally or nationally in voluntary sector capacity building which determine strategic review of this action plan.	Nov 01

7 Financial/Legal/Policy Implications

7.1 There are no financial, legal or policy implications arising from this report.

8 Recommendations

8.1 The Local Committee are asked;

(a) to note the contents of this report,

(b) to note that an update report on funding gains within East Ayrshire will be provided to the Local Committee on an annual basis.

Douglas Campbell

Head of Corporate Development and Communication

8 January 2001

IMPLEMENTATION OFFICER: MELVIN GRIFFIN

LIST OF BACKGROUND PAPERS - Nil

For further information on this report, please contact Melvin Griffin, External Funding Support Officer.

AGENDA