



**Consortia Development  
Grants**

A Capacity builders grant programme

# Consortium Development Self-Assessment Toolkit 2009/10

**Capacitybuilders**  
77 Paradise Circus  
Birmingham B1 2DT

Switchboard: 0121 237 5100  
[www.capacitybuilders.org.uk](http://www.capacitybuilders.org.uk)  
[info@capacitybuilders.org.uk](mailto:info@capacitybuilders.org.uk)

---

## 1. Introduction & Guidance

Consortium Development Grant (CDG) is awarded to consortia for the period 2008-11 that have demonstrated fitness-for-purpose and builds on previous funding programmes for consortia. Consortia in receipt of CDG need to demonstrate that they are 'robust' and undertake an annual 'light touch' self assessment against fit-for-purpose criteria and these are set down in the guidance "**Strategic Change in Local and Regional Third Sector Support - Update for Consortia**", February 2008, and "**Consortium Development Grants: Guidance on planning and monitoring your grant**", issued in August 2008.

Some consortia wish to undertake a more detailed self-assessment than set out in the guidance and build on the Consortium Development Toolkit exercise undertaken by all consortia in 2007. Capacitybuilders has developed the **Consortium Development Self-Assessment Toolkit 2009/10** which –

- Updates the 2007 model to reflect the fit-for-purpose criteria applicable for CDG.
- adapts the assessment process to fit with the new workplan and monitoring arrangements for CDG.
- enables consortia to track development annually from 2007 to 2011

For those consortia who wish to use it, we suggest that this toolkit is used as a group workshop exercise with an experienced facilitator to guide the consortium members through the exercise. We anticipate that no more than ½ a day will be needed [less, if all members read and consider the toolkit before the meeting]. The payment for the facilitator would need to come from the Consortium Development Grant. An alternative would be to use someone with relevant experience from a member organisation, preferably not the consortium representative from that organisation. Please refer to your Regional Manager if you need any advice or support.

This **Consortium Development Self-Assessment Toolkit** is part of the process of achieving and demonstrating continuous improvement for consortia. In undertaking the Self-Assessment please pay particular attention to the priority outcomes related to improvement and sustainability that all consortia are expected to support, which were stated in the document issued in February 2008 and the CDG Guidance on planning and monitoring your grant. They are reproduced below:

- Specific improvements/development highlighted in the assessment of business and strategic plans.
- Improved links with subsectors and specialist infrastructure, including social enterprise.
- Integration and links between consortia plans and broader local partnerships and strategies, including links with Local Area Agreements.
- Increased skills among support providers in commissioning and evaluating impact, which will be important as many local funders move to more competitive funding regimes.

There is a general overview question at the end of the template where you can record any of this information which does not fit within the assessment table.

<b>NAME OF CONSORTIUM</b>	<b>DATE OF SELF-ASSESSMENT</b>
<b>FACILITATOR</b>	

<b>Programme Outcome</b>		<b>By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally</b>			
<b>2008-11 Indicator / Minimum Expectations</b>	<b>Equivalent 2007-08 self assessment module rating [R,A,G]</b>	<b>2008-11 activities</b>	<b>2009-10 assessment rating</b> • Red • Amber • Green	<b>2009-10 Progress</b> • Improved • Same • Declined	<b>Actions for improvement</b>
<b>Informed:</b>	<b>Up-to-date intelligence on third sector needs, and support services, including evaluation and progress of relevant projects.</b>				
<ul style="list-style-type: none"> <li>Maintain up-to-date intelligence on sector support needs</li> <li>Monitor progress of business plan</li> <li>Engage in regional co-ordination</li> </ul>	Skills and knowledge [relating to context of the geographical area]  2007-8 rating	<ul style="list-style-type: none"> <li>Update evidence and monitor progress of Business plan regularly</li> <li>Regular stakeholder analysis (consultation, workshops, reference groups)</li> <li>Specific attention to needs of marginalised communities</li> <li>Share intelligence across the region</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Engaged:</b>		<b>Strategy for communication and engagement of members and stakeholders, and maintain page on Capacitybuilders national website.</b>			
<ul style="list-style-type: none"> <li>• Clear strategy for engagement with: <ul style="list-style-type: none"> <li>- Frontline organisations</li> <li>- Sector support services</li> <li>- Public sector</li> </ul> </li> <li>• Maintain page on new communications website</li> </ul>	Stakeholder engagement 2007-08 rating	<ul style="list-style-type: none"> <li>• Informal and formal ways to engage with frontline organisations</li> <li>• Informal and formal ways to engage with Public sector (GO, RDA, LSC)</li> <li>• Specialist sub-sector orgs engaged with consortium</li> <li>• Formal and accountable representation on some major partnerships ?</li> <li>• Two way communication strategy for frontline and public sector stakeholders</li> <li>• Maintain page on NCC website</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Inclusive:</b>		<b>Evidence of embedding equalities and diversity in consortium's work</b>			
<ul style="list-style-type: none"> <li>• Consultation and engagement with marginalised communities</li> <li>• Monitoring of impact of support services and projects</li> <li>• Links with Improving Reach projects</li> <li>• Improved links with specialist and subsector services</li> </ul>	Mainstreaming equalities  2007-08 rating	<ul style="list-style-type: none"> <li>• Equality and diversity is specifically included in strategy and business plan, and supported by action plan / milestones</li> <li>• Consultation and/or engagement with marginalised communities</li> <li>• E&amp;D monitoring and impact reports of support services and projects presented to Consortium</li> <li>• Links with specialist and subsector services – inc Improving Reach projects</li> <li>• Engagement with regional/sub-regional support services for marginalised communities</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Robust:</b>	<b>Annual 'light-touch' self-assessment against 'fit-for-purpose' criteria</b>				
<ul style="list-style-type: none"> <li>Ensure clear procedures for decision-making, financial allocation, commissioning, dealing with conflicts of interest, accountable bodies and financial reporting.</li> <li>Annual self-assessment</li> </ul>	Consortium team 2007-08 rating  Skills and knowledge [relating to members] 2007-08 rating	<ul style="list-style-type: none"> <li>Clear ToR / procedures are now in place or have been reviewed / revised</li> <li>Annual self assessment of consortium development undertaken, identifying areas for further improvement</li> <li>Annual review / update of Business Plan informed by regular monitoring</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Learning:</b>		<ul style="list-style-type: none"> <li>Monitor and review progress, and contribute to evaluation programme</li> </ul>			
<ul style="list-style-type: none"> <li>Monitoring and evaluation continues to inform business plan development, and is shared locally, regionally and through the website</li> <li>Participation on ChangeUp evaluation</li> <li>Establish appropriate links with national support services</li> </ul>	Performance management 2007-08 rating	<ul style="list-style-type: none"> <li>Consortium strategic activity is monitored and evaluated</li> <li>Strengths and weaknesses are identified and built on or addressed. Continuous improvement is built into review process</li> <li>Evidence of impact is collected and shared with Cb [inc E&amp;D]</li> <li>Links with other support providers (inc NSS) are assessed and extended [as appropriate]</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Delivering:</b>	<b>Meet grant requirements including financial returns to Capacitybuilders</b>				
Meet and report on grant conditions, including financial monitoring		<ul style="list-style-type: none"> <li>• Project reports are presented to consortium , discussed and improvements suggested</li> <li>• Financial reports are presented regularly by accountable body to consortium and submitted to Capacitybuilders on time</li> </ul>	•	•	•

Programme Outcome		By 2011, consortia are strategic, credible and influential partnerships able to strengthen the third sector locally and regionally			
2008-11 Indicator / Minimum Expectations	Equivalent 2007-08 self assessment module rating [R,A,G]	2008-11 activities	2009-10 assessment rating • Red • Amber • Green	2009-10 Progress • Improved • Same • Declined	Actions for improvement
<b>Regional coordination</b>	Applies to <b>VCS Steering Group</b> ?(or equivalent) and Regional Lead Body				
<ul style="list-style-type: none"> <li>• Communication</li> <li>• Advice and sector ownership</li> <li>• Co-ordination and development, including linkages across consortia and relevant thematic groups</li> <li>• Strategic engagement of the public sector</li> </ul>		<ul style="list-style-type: none"> <li>• Elements of consortia plans a referenced / integrated into public sector plans</li> <li>• Links made to other funders of support services</li> <li>• Effective and consistent involvement off consortia across the region</li> <li>• Identify key strategic issues and feed into strategic partnerships</li> </ul>	•	•	•

---

**OVERVIEW**

*Have you achieved what you set out to achieve?*

*What are/were the significant barriers to those areas where you have not achieved what you set out to do?*

*How will you address these? [to be integrated into following year workplan]*

*Can you identify any outcomes or outputs achieved that are not specified in your plan? Can you explain why these came about?*

**SIGNED: CHAIR OF CONSORTIUM**

**DATE**