



CONTINGENCY SUPPORT PROGRAMME INFORMATION SHEET

Contingency Support Service Aims	<p>The Contingency Support Programme aims to provide Power to Change grantees with short-term, intensive external support in the spirit of operating on a 'Funder Plus' model and in recognition that community businesses often operate in areas of existing market failure. It aims to</p> <ol style="list-style-type: none">1. Enable community businesses to manage a crisis effectively, remain viable, whilst protecting Power to Change's investment.2. Strengthen the provision of contingency support services including specialist advice services, to improve the resilience of community businesses.3. Facilitate and encourage shared evaluation and learning to strengthen the community business sector.
Eligibility Criteria:	<p>ESSENTIAL</p> <ul style="list-style-type: none">• Open to community businesses who are receiving or have received PTC support/funding.• There is an urgent need for support - the community business is experiencing an organisational crisis or are faced with making a significant, rapid change to their business that is threatening both its survival, but also is likely to impact on PTC's investment and planned impact.• The community business is likely to be within 3 to 12 months of technical insolvency. Or, there is a threat to its reputation or ongoing activity. What is the potential impact on the community if this business fails?• The needs as presented cannot be addressed within a current programme's resources (e.g. monitoring visit) or require an objective view (e.g. linked to a request for a grant variation)• The community business must agree to engage with the support programme, cooperate in sharing relevant data and information and be willing to consider the recommendations carefully and to take difficult decisions when needed. <p><i>NB if there is a concern about a potential breach of grant terms & conditions or any fraud then use the Investigations Policy, not Contingency Support.</i></p>
What this will fund:	<ul style="list-style-type: none">• Immediate, practical turnaround support and crisis management to identify how best stabilise the situation provided by specialist advisors (often approx. 2-3 days).• Production of a Contingency Support Report outlining recommendations.• Recommendations are reviewed by PTC and additional support made be provided e.g. professional fees where there is a clear need for specialist advice.• A grant variation– if linked to the request for support, may be reviewed.• Rarely, an additional grant or repayable funds from Power to Change if the situation is critical, but recoverable and where the case links to our strategic priorities.
Referral Process:	<ol style="list-style-type: none">a) Referring PM (usually PM responsible for the programme that original grant awarded under) completes referral form. Notification should ideally come as early as possible – likely to be via a delivery partner, peer broker, Catalyst etc.b) Referral form is reviewed/ approved by a 'Head of' within Programmes team.c) PM for Contingency Support triggers advisor support (from Locality or Eastside Primetimers).d) Advisory completes an initial visit and assessment produces recommendation on immediate risks and issues plus support on a case by case basis.
Programme Management:	<p>The Support service is provided by specialist providers from the Contingency Support Framework Agreement (current providers are Locality and Eastside Primetimers)</p> <p>PTC Programme Manager for Contingency Support Service: Naomi Sampson Naomi.sampson@powertochange.org.uk Tel: 0114 312 2260</p> <p>Referral form available from S:/Programmes/Funds/Contingency Support</p>