

# Pockets & Prospects

## Frequently Asked Questions

### What is Pockets and Prospects Glasgow Project?

Senscot and GSEN are delighted to announce that, following the extremely successful Pockets and Prospect Glasgow project delivered in 2018, this project will be funded again for a further year!

This programme, funded by Scottish Community Alliance, will again continue to look at developing collaborative approaches to tackling loneliness and social isolation and aims to mitigate against the effects of welfare reform.

The programme has had a few tweaks in response to feedback but the fundamental premise has not changed. Six community based organisations will have the ability to choose from a programme of activities. Members of both Senscot and GSEN have been invited to offer activities/services to be included in this programme of activities. This will be a 'pick and mix' programme offering a diverse range of activities such as language classes, physical activity, befriending etc, with a set upper limit of £350 per session. Each community-based organisation will have an allocated spend of £2000, for the period of May to October, to purchase from the menu.

If you would like more information or have any questions that aren't answered below please contact Elizabeth Docherty [elizabeth.docherty@gsen.org.uk](mailto:elizabeth.docherty@gsen.org.uk) or Mary Sinclair [mary@senscot.net](mailto:mary@senscot.net).

We look forward to working with you on this project this year!

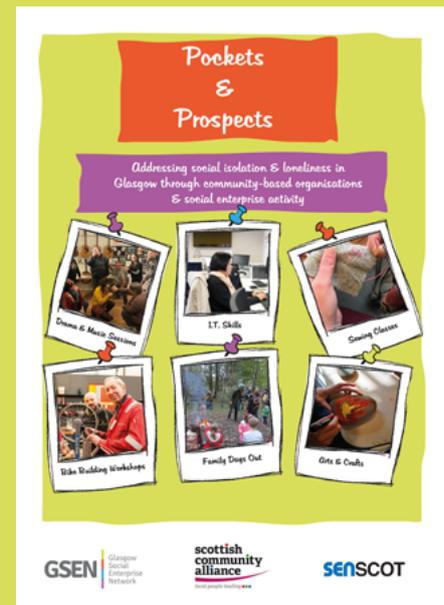
## Who is participating in the project?

### Community Anchor Orgs

1. Ardenglen H.A.
2. Cranhill Development Trust
3. GAMH
4. MsMissMrs
5. The Seniors Centre
6. The Women's Centre

### Social Enterprise Suppliers

1. Bike for Good
2. Common Wheel
3. Glasgow Association for Mental Health (GAMH)
4. Glasgow Connected Arts Network
5. Govanhill Baths Community Trust/Rags to Riches
6. The Indigo Childcare Group
7. Jangling Space
8. Lingo Flamingo
9. Make Do and Grow
10. Maryhill Burgh Halls Trust
11. Mrs Magooty CIC
12. The Piano Project CIC
13. Project Ability
14. Rosemount Lifelong Learning
15. Theatre Nemo
16. Thriving Survivors
17. Urban Roots
18. Weekday Wow Factor
19. Whiteinch Centre
20. The Women's Centre
21. Won Connect



[View and download order menu](#)

## How does Pockets and Prospects work?

With the aim of the project in mind:

A range of Glasgow-based social enterprise suppliers have submitted a variety of activities and services that have been collated into a Pockets and Prospects Order Menu.

Each of the six community-based organisations will be provided with the order menu to select a range of activities/services suited to directly benefiting members of their community up to a value of £2000, covering the period of May to October 2019.



## What is the target audience?

The aims of the project are to tackle loneliness and social isolation and to mitigate against the effects of welfare reform, with a focus on communities within the 20% most deprived SIMD areas in Glasgow. There is no other age or demographic restriction for participation.

The funder (Scottish Community Alliance) is keen that community-based organisations continue to reach out to people who experience difficulties leaving their own homes.

## *As a community-based organisation, where do I start?*

Browse through the Pockets & Prospects Menu to identify what you and your community would like to take part in.

Once you have identified activities/services please get in touch directly with your chosen social enterprise supplier(s). This will allow a discussion on delivery, dates, numbers and costs.

This initial contact may be easier if you know each other already, if not please don't hesitate to get in touch with Elizabeth or Mary who will be happy to make introductions.

## *As a community-based organisation, how can I use our allocation?*

We hope to allow for as much flexibility as possible within the aims of the project.

You may decide to use all your allocation on one activity/service provided by a social enterprise supplier or you may decide to split this between several activities/services across a range of social enterprise suppliers.

You may decide to use all your allocation on one group or split this amongst a number of groups within your community, accessing activities/services from just one or several social enterprise suppliers.

We know that you'll be seeking to achieve the biggest impact with the resource available, so it is entirely up to you and your community as to how your allocation is used.

If you are considering an activity/service that may be accessed by staff or volunteers within your community-based organisation, there needs to be a clear direct benefit to members of the local community, so please get in touch with Mary or Elizabeth for a chat about this before submitting an order form.

## *What is the timescale for activity/service to take place?*

All activity/service must be scheduled to take place before the end of October 2019.

## *What if we're looking for an activity and it isn't available within the Menu?*

If you are aware of a local social enterprise that is providing an activity/service that currently is not available within the menu, please let us know and we'll approach them to find out if they are interested in becoming a supplier.

## Can the allocation be used for community transport or childcare?

Yes, if accessing community transport or childcare is required to enable your community to participate in activities, then you can use your allocation for this.

## Can the allocation be used for staffing costs?

No, the allocation cannot be used for current staffing costs. However, if additional befriending support or personal assistance is required to enable an individual within your community to participate in activities, then your allocation can be used to cover the cost of this.

## As a community-based organisation, how do I place an order?

Once the activity/service has been agreed between yourself and the social enterprise supplier, you should submit an [Order Form](#) for confirmation.

To reduce any delay in the activity taking place, Mary/Elizabeth will commit to being back in touch within 5 working days (please take this time into account when scheduling dates for ordered activities/services).

## How many order forms should I use?

You are required to submit a separate order form for each social enterprise supplier. If you are ordering multiple activities from the same social enterprise supplier at the one time, these can all be included in the one form.

The order forms should be submitted as soon as the activity/services have been agreed, allowing us to make the confirmation and reduce delay.

## What about V.A.T.?

When discussing activities/services remember to check with your supplier and include VAT, where appropriate, and record this within the estimated cost in the Order Form.

## What happens next?

Once confirmation has been received then it is up to the community-based organisation and social enterprise supplier to make it happen!

## Our activity/service has come to an end, what now?

We hope you've all had a great experience!

We now need to receive feedback forms from both the community-based organisation and social enterprise supplier to help us collate information for our report but also to allow us to process the supplier invoice.

## What are the feedback forms?

Feedback forms are required to be completed from both the community-based organisation and social enterprise supplier prior to payments being processed. These should be received within 30 days of the conclusion for each activity/service.

This year the feedback forms are online and can be found below:

[Anchor organisation Feedback Form](#)

[Supplier Feedback Form](#)

The feedback forms are a key part of this project allowing for a full and vibrant evaluation report to be produced.

## As a supplier, when do I send in my invoice?

Well, we've made it easier for suppliers this year. When submitting your Supplier Feedback Form you will be required to attach your invoice to this.

Please note we will not be able to make any payments unless both sets of feedback have been received. Senscot will process payments and any queries in relation to payments should be directed to Mary at Senscot and not the community-based organisation.