



## SHRUB Cooperative

# ***Request for Proposals: Consultancy Task:*** **“Project Fundraising Assistance” £2,800**

***SHRUB Cooperative – formerly known as the Swap & Reuse Hub – seeks Project Fundraising Assistance to upskill our fundraising team to enable our charity to contribute to a Just Recovery from the Covid-19 Pandemic and contribute to the World Without Waste / Circular Economy we seek.***

**Proposals are invited for the following task. Submissions by 12noon Mon 22 June.**

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### **1. Introduction to the SHRUB Cooperative**

We're a Cooperative in Edinburgh working for a world without waste. We empower people to live a low waste and low carbon life. Become a member and learn to fix a bike, swap your preloved things, enjoy some rescued food and be inspired by new ideas.

SHRUB is a member-led Cooperative with a large and enthusiastic community of volunteers who are essential to the delivery of our aims. As a part of the SHRUB team, fundraising work contributes to the strategic planning, decision-making, problem-solving and volunteer management which enables SHRUB as a whole to thrive.

#### **Our activities include...**

**The Swapshop**, where you can swap your unwanted things for something else that's been preloved. You can find it at the Zero Waste Hub on 22 Bread Street.

**The Food Sharing Hub**, where you can fill a basket of rescued food and pay as you feel. You can find it at the Zero Waste Hub on 22 Bread Street.

**The Wee Spoke Hub**, a DIY bike workshop where we empower you with the skills and tools to repair your own bicycle. This is at 13 Guthrie Street.

**The SHRUB Space workshop**, where we run upcycling activities and environmental film screenings. This is based next door at 17 Guthrie Street.

#### **How we work**

SHRUB Coop is organised non-hierarchically and strives to provide an inclusive and empowering experience for all staff, volunteers, and members in our community. Our staff team has coordinated the work of 150+ volunteers across the organisation in delivering several related projects. Each project has a working group with a staff member and a team of dedicated volunteers. Other core working groups, such as Finance and Admin, Communications, and Welfare, exist to support projects across the Coop.

While in March we suspended face-to-face activities we are planning to re-emerge stronger from the enforced lockdown and recognise a need for fundraising support for this.

## **2. Background to the Funding Gap**

Formally established in 2013 as a student-led initiative SHRUB Coop has grown significantly with Scottish Government Climate Challenge Fund support 2015-17, 2017-2020 and currently £100,000 / year 2020-2022 and more recently with Zero Waste Scotland funding from 2017-2020. Now a community-led social enterprise the Coop was recognised as a Scottish Charitable Incorporated Organisation in 2018 [SC048825].

This external grant funding has enabled the Coop to move toward some element of self-funding through enterprise activities supporting the community initiatives - a cafe / hub at Bread Street - but not yet enough to enable us to keep the Wee Spoke Hub and Food Sharing Edinburgh activities going. The ending of the £150,000 / year Zero Waste Edinburgh project grant in June 2020 means there is a funding gap for essential core volunteer support, communications specialism and finance and project coordination.

## **3. What we hope will result from the project**

We aim for this consultancy to identify, develop and secure grant funding to support the future of SHRUB projects - in particular

1. the Food Sharing Edinburgh collection and distribution network,
2. the Wee Spoke Hub - promoting DIY Cycle maintenance and active travel, and
3. contributions towards other core costs.

This role entails scoping the opportunities and the needs of each of the three elements, identifying prospective funders and drafting the main elements of agreed funding bids.

The appointed fundraiser / organisation will draw on the support of and engage with the Fundraising task group in a way that enables them to subsequently continue this activity as a mixed staff / volunteer group.

## **4. Timing and purpose of this activity**

We hope to keep meetings to a minimum - maybe one staff meeting and one funding task group meeting every two weeks. This will give the consultant maximum time to work on funding bids. We envisage this consultancy will last for perhaps two to three months for one to two days per week July to September.

- Selection of consultants - by end of June / early July 2020
- Scoping opportunities and needs for each project / component and matching against identified prospective funders currently inviting bids - during July
- Writing up targeted bids to hopefully a minimum of two prospects for each element requiring funding - during August
- Drafting and sharing key tips and principles to adopt for future bids - September.

## **5. Target participants**

We are aware that there is a special skill in coming alongside an organisation, helping their team collectively identify their special offer(s) / where they can make a difference and then matching that to prospective charitable foundations' own objectives and timescales.

This might be something that would attract a well established and experienced fundraiser who has capacity to effectively contribute some time and expertise on an abated fee / pro bono - or it might suit a young professional coming into the field and keen to gain some experience working with a novel cooperative tackling the big issues facing our society.

We envisage a £200 per day daily rate so our budget provides up to 14 days overall. This could be under two days / week over 2 months, or say one day / week for three months.

## **6. Project governance**

Our working group includes

- Alex McLeod, Finance Coordinator with SHRUB Coop since 2017, formerly with Remade in Edinburgh and the Remakery in Leith
- Winna Cooper, Project Coordinator with SHRUB Coop / Zero Waste Edinburgh since 2017
- Callum Moffat, SHRUB Coop trustee and Philanthropy Officer, University of Edinburgh
- David Somervell, former University Sustainability Adviser at the University of Edinburgh, a long-standing SHRUB Coop trustee and currently convener of Transition Edinburgh
- SHRUB Volunteer Members.

We are a member of Edinburgh Voluntary Organisation Council, Community Resources Network Scotland and Scottish Community Climate Action Network.

## **7. Performance and quality requirements**

After a Project Inception meeting with members of the project working group in late June 2020, the working group will nominate a single point of contact to support the consultants through short weekly touch-base meet-ups - to ensure progress is on track and any difficulties are resolved promptly.

The consultant(s) will be invited to sign a confidentiality agreement before starting and ownership of any documentation generated, including the final report and everything produced during this task, lies with SHRUB Coop. The consultant(s) must consider the wide range of equalities issues, including public duties, and ensure that these are all given due consideration at all stages of the task.

## **8. Form of proposal**

Please indicate how they would use your time to secure the financial support for the Coop. Please submit a two-page Proposal that outlines:

- your previous experience / your technical capacity for undertaking this task,
- the approach you plan to take and overall time scale / implementation plan, and
- indicate how you will maintain high standards during the task.

This document will include:

- all your contact details
- an indication if you would be open to collaborating with others to deliver the task
- full contact details for two References for whom you have done similar work / who can attest to your suitability in undertaking this work.

You are invited to paste into the same document – after these two pages – a personal or organisational CV no longer than two pages. **Please send – saved with last name / company as title of the file – to [jobs@shrubcoop.org](mailto:jobs@shrubcoop.org) by 12 noon Monday 22 June.**

## 9. Evaluation criteria

Evaluation	Description	
<b>Technical experience</b>	Evidence of providing similar services to others and particular skills / experience relevant to the problem Please include your performance on previous projects within the housing field where appropriate	25%
<b>Methodology / Approach</b>	Details and suitability of suggested approach, interview strategy and information collection method	25%
<b>Implementation Plan</b>	Outline of your implementation plan to meet the timescales with key dates and deliverables	25%
<b>Quality / Risk</b>	Your approach to ensuring a high quality service Plans for dealing with any risks and contingencies	25%

Any interviews might be held in the week commencing Monday 29 June - please indicate in your covering email if any date / time might be problematic for you.

**SHRUB Cooperative, 13 Guthrie Street, Edinburgh EH1 1JG** [www.shrubcoop.org](http://www.shrubcoop.org)