

Detailed Bid Guidelines



Presenting a Detailed Bid to the Panel

If you have been invited to make a full presentation to the Step Change Panel, you will have already prepared and submitted a significant amount of detail regarding your bid. Consequently, there is no need to present a detailed rehash of information already received; rather a clear, concise, evidence-based presentation that summarises your proposal and enables an interactive question and answer session.

The Panel would find it helpful if you used the following format:

- **Why there is a need** – an explanation of the issues your proposal will address in the community
- **What your Step Change will deliver** – the anticipated impact of the Step Change funded work
- **How you would go about meeting the need** – how you will measure and report success (KPIs)
- **Who will deliver the work** – background to the charity and any specific individuals (including relevant bios), plus any third parties involved
- **When** – an outline timeframe, including any anticipated barriers to delivery
- **Financial** – top-line financial information, mirroring the summary detail contained in the Detailed Bid
- *Maximum of 10 slides*

Regarding the format of the presentation, we aim to always have projection facilities available and so a PowerPoint deck is acceptable. To avoid any technological issues, please send a version of the presentation to Annette Ahern (annette@oxfordshire.org) at OCF at least two days in advance of the panel meeting.

The presentation (maximum 10 minutes) and the Q&A (maximum 20 minutes) will be in front of a panel of minimum six people.