

Guidelines for 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 (KPIs) and report success.
- 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, the preferred format is paper (A4 slides) using the template available on the website. 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.

