

# PLACE PARTNERSHIP INVESTMENT PROCESS

## Scope

Using a Place Based Approach with Community and Key System Leads, the scope informed each Place Partnership Investment Submission ensuring equal commitment to:-

- 1) Leadership and Workforce Development
- 2) Capacity posts and Capacity building of key organisations and networks
- 3) Delivery of Sport and Physical Activity
- 4) Evaluation and Monitoring

## Initiating Delivery

The Place Partnership owner (Active Essex) is responsible for reviewing the business case details uploaded to Monday.com work management platform.

Once the review is complete, automated system will issue the grant agreement (GA) to both the place partnership owner and the project lead (delivery organisation).

Upon agreement to the GA terms, both must sign the document. When GA has been signed it will automatically upload and notify the Active Essex Project management Office to process the GA internally (can take up to 30 days from the date processed to reach the recipient's account). Following final sign off, delivery of projects can commence.

01



02



03



04



05

## Reporting

Bi-monthly comms bulletins will be sent to the Places wider network stakeholders

Active Essex will produce quarterly reports to local system partners and senior officers

## Planning - Business Cases (Projects)

Business cases were reviewed and submitted as part of the place partnership investment submission using initial scope/local needs/shared outcomes and local intelligence:

Place Project leads to support local organisations to plan Deliverables and tasks for the duration of the projects to enable the delivery of the desired Outcomes and Outputs of the Business Case. All project plans progress will be monitored and supported by Active Essex Place lead and Project Management Office throughout the process.

## Monitoring & Evaluation

Each place assigned a member of the Active Essex Insight & Evaluation team.

Links to the provider and participant surveys are included within the GA. On return of the signed GA, we will request for the delivery organisation to complete baseline survey. Then every 6 months for the duration of the project, case studies will be asked with a final project case study upon project completion.

Reminders for case/evaluation study requests will come from Active Essex Project Management Office.