

**LGBT HEALTH GRANT FUND**

**INVITATION TO BID**

NOVEMBER 2018

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**INSTRUCTIONS AND INFORMATION ON BIDDING PROCEDURES**

1. These instructions are designed to ensure that all bids are given equal and fair consideration. It is important therefore, that you provide all the information asked for in the format and order specified. Please contact LGBT Policy at LGBTgrants.Questions@geo.gov.uk, with ‘LGBT Health Grant’ in the subject line, if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-bid negotiations are **not** allowed. Organisations must prepare applications in accordance with this document and the application form.
2. References to the “Department” throughout these documents means the Minister for Women and Equalities acting through their representatives in the Government Equalities Office. Please note that Government Equalities Office uses the Department for Education grant agreement and grant terms and conditions. The latest version can be found here: <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>. The Department reserves the right to update these terms and conditions as and when it deems it necessary.
3. Before writing your bid, you should carefully read the specification for the grant, the application form at annex A, the guidance for bidders at annex B, the evaluation criteria at annex C, and the logic model template in annex D.
4. The proposed timetable for organisations interested in bidding is set out below. This is a guide and, whilst the department does not intend to depart from the timetable, we reserve the right to do so at any time.

|  |  |
| --- | --- |
| Fund opens for proposals  | 8 November 2018 |
| Deadline for organisation to submit proposals to GEO | 5:00pm on 7 December 2018 |
| Applicants will be notified if they have successful at reaching the interview stage | 14 December 2018 |
| Interview period | 17-20 December  |
| Successful organisations notified | 21 December 2018 |
| Grant funding agreements agreed and signed  | January 2019  |
| Funded activity begins  | January 2019 |

**Grant Period**

1. We will provide all successful organisations with the final version of the GEO grant funding agreement.  This agreement will set out our expectations of all successful applicants and all bidders will be required to accept the final version in full.  A grant funding agreement with each successful organisation will be finalised in January 2019 with the intention of issuing a final grant funding agreement mid-January 2019. ***Applicants can apply for grant funding for between 1 January 2019 to 31 March 2020.***

**Incomplete Bid**

1. Bids may be rejected if the information asked for in the ITC and Specification is not given at the time of bidding.

**Returning Bids**

1. Applications must be submitted using the attached form and sent to LGBTGRANTS.APPLICATIONS@education.gov.uk. Your proposal must arrive by **5:00pm on 7 December 2018**. You will receive an automatic email response letting you know that your bid has arrived with us. Late proposals will not be considered.
2. If you have any questions about the application form, or difficulties completing it, during the application process please contact LGBTgrants.Questions@geo.gov.uk.

**Receipt of Bids**

1. Bids will be received up to the time and date stated. Those received before the due date will not be read until then. It is the responsibility of the bidder to ensure that their bid is submitted no later than the appointed time.

**Acceptance of Bids**

1. By issuing this invitation the Department is not bound in any way and does not have to fund bids, regardless of whether or not they meet the selection criteria. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the evaluation criteria at annex C. Bids will be scored and ranked from highest to lowest and grants will be allocated on that basis.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your bid from being considered and may constituste a criminal offence.

**Costs and Expenses**

1. You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your bid whether or not your bid is successful. This may include costs for attendance at meetings throughout the procurement exercise.

**Feedback**

1. Following the award of grants, feedback will be available to unsuccessful bidders on request.

**Freedom of Information**

1. The Department is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.

**State Aid**

13. State Aid rules must be adhered to.State Aid is a European law term which refers to forms of financial support from a public body or publicly-funded body, given to organisations engaged in economic activity on a selective basis, which has the potential to distort competition and affect trade between member states of the European Union. Unauthorised State Aid is unlawful aid and if public authorities award State Aid in breach of the rules, the European Commission has the power to require repayment with interest from the aid beneficiary. State Aid may be permitted if it falls under a certain threshold. This is known as de minimis aid. Currently the total de minimis aid granted to any one organisation must not exceed €200,000 over any period of three financial years.

14. Therefore, if you have received State Aid from any public body in the previous three financial years you must let us know on the application form. If your organisation has received State Aid in the previous three financial years below the minimum threshold, this may well limit the amount that you are eligible for.

**Government Efficiency Spending Controls: Marketing and Advertising**

15. As part of the Government’s commitment to efficiency controls, bidders should be aware that there are restrictions on what grant funding can be used for in relation to all paid-for communications and marketing activities. The controls apply to most communications activity including printing and publications, events, PR and digital communications activity. Exemptions may be granted for essential activities where cost effectiveness can be evidenced and where other no cost or low cost options have been exhausted.

16. Exemptions for expenditure under £100,000 can be approved by GEO (through the Director of Communications) where proposed communications related activity is judged to be critical to delivery of the project and meeting agreed national priorities for the government.

 17. We do not envisage that projects will bid for expenditure over £100,000 on communications and marketing related activities, but if requested these would need exemption clearances from within the Department and also the Cabinet Office in line with the Government’s Marketing and Advertising Efficiency Controls. Therefore organisations whose proposals fall into this category would need to provide further information which is likely to result in a delay in clearing funding.

**Evaluation Criteria**

18. The bid process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the economically most advantageous bid.

19. The bids will be evaluated and reviewed by the Department against the evaluation criteria in Annex C. The Department will then shortlist and invite up to 10 organisations to interview, where they will be asked questions about their bid and evaluated again against the evaluation criteria at annex C to create the final shortlist.

**Bid Period**

20. Due to the intensive evaluation process, the Department requires bids to remain valid for 90 days.

**Basis of the Grant**

21. The specification set out below, the Financial Agreement, together with any special requirements, will form the basis of the Agreement between the successful bidder and the Secretary of State for International Development.

**Format of Bids**

22. You should use the application form in this document at annex A. The application form allows bidders to submit information on the following areas and you can attach additional information as links or as PDF file when you submit your application:

 Section A: Your organisation

 Section B: Proposed delivery package and plan

 Section C: Finance and governance

 Section D: Capacity and capability

 Section E: Declarations and bidder information

**Conclusions**

23. Whilst every endeavour has been made to give bidders an accurate description of the Department's requirement, bidders should make their own assessment about the methods and resources needed to meet those requirements.

**SPECIFICATION**

1. **Introduction/Background**
	1. This document sets out the purpose, aims, evidence and criteria for applications for the new LGBT Health Grant Fund. The Fund is in response to evidence that lesbian, gay, bisexual and trans individuals not only have poorer health when compared to the wider population, but also report poorer interaction with health services.
	2. Up to £1,000,000 will be available from 1 January 2019 to 31 March 2020.
	3. The Government’s vision is that everyone, regardless of their sexual orientation, gender identity or sex characteristics, is able to live safe, happy and healthy lives where they can be themselves without fear of discrimination. To meet our vision[[1]](#footnote-2) of delivering healthy lives, we have set up this Fund to support projects which can help to address health inequalities faced by the LGBT populations.
2. **Policy context**
	1. There is clear evidence that LGBT people have poorer mental and physical health.
	2. GEO commissioned the National Institute of Economic and Social Research (NIESR) to synthesise evidence on inequalities experienced by lesbian, gay bisexual and transgender groups in the UK. [[2]](#footnote-3) One section of the report focuses explicitly on health inequalities. These findings build upon older research which shows that LGBT health inequalities exist and are persistent.[[3]](#footnote-4) [[4]](#footnote-5) It also draws on research published by Public Health England (PHE) on the health inequalities faced by men who have sex with men. [[5]](#footnote-6) The research by NIESR found that:
		1. There is evidence of inequalities in health outcomes, with LGB people’s general health worse than that of heterosexual people.
		2. Higher rates of mental health problems amongst LGB people, compared with heterosexual people. Mental health problems included attempted suicide, self-harm, anxiety and depression, but extended to probably psychosis, obsessive compulsive disorders (OCD) and phobias. Mental health services were most often perceived to be discriminatory by LGB people.
		3. Other than in respect of HIV and men’s sexual health, LGBT people’s experience of health provision is less good compared with heterosexual people’s and cisgender people’s experiences and also, where needs differ between LGBT and other people, there are gaps in NHS staff’s knowledge and provision.
		4. Evidence suggests that the sexual health of lesbians and bisexual women is neglected, both in terms of prevention of sexually transmitted diseases and of sexual fulfilment.
		5. Dissatisfaction with health services is higher amongst LGB people than heterosexual people.
	3. More recently, PHE have published an evidence review on health inequalities experienced by women who have sex with women[[6]](#footnote-7).
	4. Since the NIESR report, the Government’s national LGBT survey[[7]](#footnote-8) found that large numbers of LGBT respondents had difficulty accessing healthcare services and especially gender identity clinics. It also showed many respondents had experienced inappropriate questioning and curiosity relating to their sexual orientation or gender identity from healthcare staff, and that some respondents felt their specific needs were ignored or not taken into account when accessing healthcare. Some of the most important findings from the survey on health include:
		1. at least 16% of respondents who accessed or tried to access public health services had a negative experience because of their sexual orientation, and at least 38% had a negative experience because of their gender identity
		2. 51% of respondents who accessed or tried to access mental health services said they had to wait too long, 27% were worried, anxious or embarrassed about going and 16% said their GP was not supportive.
		3. 80% of trans respondents who accessed or tried to access gender identity clinics said it was not easy, with long waiting times cited as the most common barrier
		4. In light of the strong evidence base on the health inequalities experienced by LGBT people, the Government will fund projects to reduce these health inequalities.
3. **Purpose**
	1. In response to the findings of the national LGBT survey, the Government published the LGBT Action Plan. In the Plan, Government committed to “make available £4.5 million to deliver commitments in this action plan and other projects, through an ‘LGBT Implementation Fund’.” We intend to use part of the implementation fund to support projects that tackle LGBT health inequality, either in improving health or social care services or by addressing the poor physical and mental health of the LGBT populations.
	2. The purpose of this fund is **to improve the health outcomes and experiences of LGBT people[[8]](#footnote-9)**.
	3. We are not specifying what area of LGBT health inequality should be tackled by the fund. Projects could consider issues which cut across LGBT groups, such as reducing suicide or self-harm[[9]](#footnote-10); or be aimed at specific groups, such as improving the health of lesbian and bisexual women[[10]](#footnote-11); or by improving the skills or knowledge of the health or social care workforce, such as specifically working with older LGBT people. We will be looking to the bidder to clearly justify and explain, referring explicitly to the evidence base:
		1. What health inequality they would like to address and why
		2. Why their intervention is needed, what it will look like and why it will address the relevant health inequalities
		3. Which groups the intervention will be targeted at and why
		4. What impact or outcome the intervention is seeking to achieve and why
		5. How baseline data and an appropriate control group might be collected to assess any changes resulting from the intervention
	4. Please refer to further information on logic models at Annex D.
4. **Aims**
	1. The aim of the fund is to nurture, test, develop and promote solutions to LGBT health inequality.
5. **Project criteria**
	1. Due to the range of health inequalities faced by the LGBT population indicated by research (this includes, but not limited to, increased incidence of mental health problems, poorer access to mental health services, high rates of STIs, higher risk of self-harm and suicide compared to non-LGBT people), bids can be on any aspect of improving physical or mental health among the LGB and/or trans groups.
	2. The proposal must have a clearly defined outcome(s), which reduce inequalities that LGB and/or trans people experience in health and/or social care. Outcomes can range from improving personal physical health or mental health to improving the service and treatment offered by health and social care providers, and target the LGBT population as a whole or specific subsets of the LGBT population, such as lesbian and bisexual women, or trans people.
	3. Bidders will have to demonstrate that their proposal:
		1. addresses a health inequality faced by the LGBT population (or a subset of the LGBT population) in England. Bidders should demonstrate that the inequality being addressed is supported by recognised evidence (see 2.2-2.4);
		2. has a robust model of how the proposed intervention will reduce the inequality, clearly explaining how activity will lead to specified outcomes and impacts (see guidance on logic model) ;
		3. adheres to one of the following categories:
			1. **transferable** to other health or social care contexts;
			2. can be **scaled** in application; or,
			3. is **innovative**.
	4. We ask that bidders clearly specify which of these categories (transferable, scaled or innovative) their proposal falls into.
6. **Logic model**
	1. A logic model for the delivery of the project will need to be provided. The model will need to identify:
		1. What inputs you will use (the resources, such as staff)
		2. Activities (what will you do?)
		3. Outcome (what change will come from your activity?)
		4. Impact (what is the predicted change?)
		5. Logic (why will the activities cause the outcome you predict?)
	2. The logic model structure you will have to follow is at Annex D.
	3. Project proposals will need to state:
		1. Where the project is starting from (context/baseline). If an existing baseline is not available, explain how you will develop a baseline (either via qualitative or quantitative methodology).
		2. The evidence base for the intervention
		3. Whether the intervention has been carried out before and whether it was a success
	4. The bidders will also have to show how the findings of the project can be practically applied and transferred to other settings.
7. **Grants**
	1. Up to £1 million is available for this programme. Funding will be available from January 2019 until the end of March 2019. We welcome projects which contribute additional funding or attract alternative sources of funding.
	2. Separate funding will be made available for evaluation of the LGBT Health Grant Fund projects. GEO will appoint an independent evaluator in due course.
	3. Grants are open to voluntary, community, charitable, social enterprise and state organisations. Organisations can be part of a partnership or consortium bid. The impact of the activity and any direct delivery of the services must be in England only.
	4. The exact number and size of individual grants will depend on the range and quality of bids received.
	5. The maximum cost of grant considered is £350,000. We strongly encourage substantial proposals to be submitted.
8. **Management information**
	1. The delivery partners need to work closely with the GEO, and the National Advisor on LGBT health, once appointed, to plan, implement and report on their projects. The National Advisor is a new post, set out in the LGBT Action Plan.
	2. Projects will need good governance to ensure delivery and to oversee the quality control of the project. Proposals will need to set out the governance structure of the project.
	3. The delivery partner should be transparent – sharing information on objectives, plans, risks, timetable and report with stakeholders and GEO.
	4. Bidders must comply with legislation, including GDPR and data protection legislation, Freedom of Information Act (2000), Equality Act 2010, and where necessary, the Gender Recognition Act 2004. Ensuring personal information and assessment data are kept secure, will be essential.
	5. The delivery partner should aim to deliver a comprehensive project which spans two financial years (2018/19-2019/20).
	6. Milestones will be identified in advance by the bidder and finalised as part of the final grant agreement. You will be required to provide regular management information ahead of payments to ensure there is value for money to the taxpayer and so GEO is able to satisfy itself that the work is being delivered meets key performance indicators (KPIs) and is to standard. GEO will discuss KPIs with successful bidders before grant agreements are signed.
	7. GEO grant terms and conditions state that there is a requirement for grantees to complete the work set out in their grant agreement and to meet the KPIs included.
	8. The successful bidders will provide monthly management information (in agreement with GEO), quarterly progress reports and annual reports.
	9. The successful bidder will attend meetings at either GEO or at the bidder’s organisation to discuss progress, as required, by the project manager. There will be a post contract review to establish whether the objectives of the contract have been met. GEO will also have at least two meetings over the funded period per grant funded organisation to review overall performance and progress on the programme. These meetings will need to be included within the project budget.
	10. We recognise that bidders may need time to ‘start-up’ their projects. We expect projects to begin front-line delivery no later than 31 March 2019, but would encourage providers to begin work as soon as possible once grant agreements are in place. In their bid, bidders will need to explain their plan for the start-up period. Successful bidders will need to demonstrate the work they have done and plan to do in this period and will need to report to the GEO three times during that period. GEO will also check work for quality and to ensure it is what was agreed in the bid. GEO will then release funds in line with the grant agreements for the start-up period.
	11. The schedule for reporting and payment will be finalised as part of the grant agreement. We expect light monthly reporting and comprehensive quarterly reporting.
	12. Once you provide the management information to GEO, it can take up to 10 working days to process this and 30 days as per GEO terms and conditions for the payment to be made. This applies as long as all information is provided correctly, with the right information and to the deadlines to requested.
9. **Costs**
	1. Bidders will have to identify separate elements of their cost proposals, so funding subject to performance payment can be separated from capital and other base costs. This is necessary for us to assess whether set up costs are needed. Your application should be clear about how much it costs to deliver your package of interventions. Your costs should be separated out between:
		1. The administration of the project – for example, this might include the recruitment of participants, project management, reporting, Disclosure and Barring checks, wages, and salaries;
		2. Travel and subsistence costs – for example, the costs of travel to locations where you might be delivering your interventions.
		3. The cost of the intervention itself – which should be all costs that do not relate to administration of the project, or travel and subsistence costs;
	2. Your application should demonstrate a clear rationale for how you have come to these numbers.
	3. Payments will be made by BACS transfer following a receipt of a valid invoice
	4. The £350,000 bid limit includes VAT. Bidders should indicate if VAT is applicable, and if so, include VAT separately in all costings as this will form part of the overall grant award to the applicant. Grants are exempt from VAT but you should indicate if any work that would be funded by the grant will include VAT.
	5. Projects will be paid in quarterly arrears, dependent on performance, unless project delivery is dependent on funding to achieve a milestone.

**Annex A: Application form**

**Section A: Your organisation**

|  |  |  |
| --- | --- | --- |
| **i** | **Your lead contact’s name** |  |
| **Your lead contact’s position** |  |
| **Your lead contact’s email address** |  |
| **Your lead contact’s phone number** |  |
| **Your lead contact’s address** |  |
|  | **Your lead organisation’s name** |  |
|  | **Your lead organisation’s address** |  |
|  | **Type of organisation** |  |
|  | **Number of years the lead organisation has been operating for** |  |
|  | **Do you have a formal constitution which shows your objectives and structure?**  | [Delete as appropriate]* Yes (please attach this to your application)
* No
 |
|  | **What geographical area will you cover?** | [Delete as appropriate]* East of England
* East Midlands
* Greater London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and Humber
* Other (please specify)
 |

|  |  |
| --- | --- |
| **ii** | **Please detail your partner organisations, or other organisations you are making a joint bid with.****You should detail explain the type of organisation they are, the current status of the relationship between your organisations, and whether they have received any previous government funding.** |
| **Partner name** | **Type of organisation** | **Relationship status** | **Received government funding previously?** |
|  |  |  | [Yes/No] |
|  |  |  | [Yes/No] |
|  |  |  | [Yes/No] |

|  |  |  |
| --- | --- | --- |
| **iii** | **Have you previously received any funding for this proposal from the Government or any other funding from Government in the last 5 years?** | [Delete as appropriate]* Yes (please specify)
* No
 |
| **Is your organisation applying for receiving funding for activity related to this proposal from any other government or charitable innovation or transformation fund?** | [Delete as appropriate]* Yes (please specify)
* No
 |

**Section B: Your proposed project**

**Project aims**

|  |  |
| --- | --- |
| **i** | **Specify which health and/or social care aspect of LGBT inequality you are addressing.** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **ii** | What is your proposed project and how will you meet the aim of the fund?  |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **iii** | **What is the intended outcome of your proposal?** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **iv** | **How will your package work in practice, and how will the health and/or social care sector be able to make changes for the long-term based on your proposal?**  |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **v** | **Set out your delivery plan for start-up and delivery across the project lifespan.** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **vi** | **Set out how your intervention is innovative, can be used in other health and/or social care settings, or can be scaled.** |
| [Enter your answer here] |

**Project evaluation**

|  |  |
| --- | --- |
| **vii** | **Set out your logic model** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **viii** | **State what metric(s) you will use and how they will accurately measure the impact of your intervention** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **ix** | **Set out your evaluation method** |
| [Enter your answer here] |

**Section C: Finance and governance**

|  |  |
| --- | --- |
| **i** | **Please show that you are not reliant on government funding (Please attach any relevant accounts or financial statements)** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **ii** | **Please outline the costs of you proposals and the rationale for these costs (continues overleaf)** |
| **Total administrative costs** | £ |
| **Total travel and subsistence costs** | £ |
| **Total intervention costs** | £ |
|  | **Total bid amount** | £ |
|  | **Explain the rationale for these costs** |
|  | [Enter your answer here] |

|  |  |
| --- | --- |
| **iii** | **Outline how you will monitor the programme so that your organisation delivers your proposal to time, cost and standard** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **ii (cont)** | **Please detail your expected costs over the course of the programme.** **At a minimum, you should detail your admin, travel and subsistence and intervention costs. You may wish to provide further breakdowns, to help us understand your likely expenditure (please add rows in the table below if you wish to do this).** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **2019** | **Admin** |  |  |  |  |  |  |  |  |  |  |  |  |
| **T&S** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Intervention** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2020** | **Admin** |  |  |  |  |  |  |  |  |  |  |  |  |
| **T&S** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Intervention** |  |  |  |  |  |  |  |  |  |  |  |  |

**Section D: Capacity and Capability**

|  |  |
| --- | --- |
| **i** | **Please outline your experience in having knowledge around LGBT and health and/or the social care sector.** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **ii** | **Set out the skills and experience of the staff involved in the project** |
| [Enter your answer here] |

|  |  |
| --- | --- |
| **iii** | **How will you resource and manage the programme? If you are working with partners, please include how you will ensure they will deliver effectively on you behalf.** |
| [Enter your answer here] |

**Section E: Declarations and bidder information**

In some circumstances the Department is required by law to exclude you from participating further in a grant competition. If you cannot answer ‘no’ to every question in this section it is very unlikely that your bid will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption;
 |  |
| (c) the offence of bribery, where the offence relates to active corruption; |  |
| (ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| d) fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: |  |
| 1. the offence of cheating the Revenue;
 |  |
| 1. the offence of conspiracy to defraud;
 |  |
| 1. fraud or theft within the meaning of the [Theft Act 1968](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
 |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
 |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671);
 |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
 |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
 |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or
 |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
 |  |
| (e)     money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| (ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| (eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| (f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**The Department is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Department in considering whether or not you will be able to proceed any further in respect of this grant exercise.**

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Is any of the following true of your organisation?** |  |
| (a) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of [section 268](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25268%25sect%25268%25num%251986_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.7339845275647608) of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |
| (b) being a partnership constituted under Scots law,has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or |  |
| (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? |  |
| **Has your organisation** |  |
| (a) been convicted of a criminal offence relating to the conduct of your business or profession; |  |
| (b) committed an act of grave misconduct in the course of your business or profession; |  |
| (c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or |  |
| (d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established? |  |

|  |  |
| --- | --- |
| *[Note to Department: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Grant recipients attention to having regard to the specific sector or circumstances of this Grant (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]* |  |

**Safeguarding**

GEO wants to ensure that all young and vulnerable people are safe and any organisation which is funded on the programme must ensure that all staff have appropriate policies and procedures in place.

If your proposal includes vulnerable adults or those below the age of 18, do you have safeguarding policies and procedures in place?

Please answer yes or no.

|  |
| --- |
|  |

If yes, describe what safeguarding policies and procedures your organisation has in place and how will you ensure that all staff are appropriately trained and checked before engagement?

|  |
| --- |
|  |

**Defining Different Types of Organisations**

The Department for Education in line with the Coalition Government’s Growth Agenda is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our grants through the bidding process. Completion of the table below is for departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our grants.

A voluntary sector organisation may also be a SME if it has the same attributes.

Definition; A SME must be autonomous, an EU Company not owned or controlled by a non EU parent, and employ less than 250 staff and have sales below €50million

*Source -*http://ec.europa.eu/enterprise/policies/sme/files/sme\_definition/sme\_report\_2009\_en.pdf

Please complete the table below.

|  |
| --- |
| Describe your Organisation  |
|  | What type of supply arrangement best describes you in relation to this grant | Tick applicable box Describe the supply chain  |
| 1. | We are not a SME nor a Charity or Voluntary Sector Organisation  |  |
| 2. | We are a SME  |  |
| 3. | I am a Prime grant recipient and have a supply chain to deliver against this ITB which is XX% VSO’s and VSO’s which have SME attributes |  |
| 4. | We are a Voluntary or Charitable organisation  |  |
| 5. | We are a mutual organisation  |  |
| 3. | If none of the above apply please describe the type of organisation you are………………………………………………………………………........................………………………………………………………………………………………………  |
| 6. | Whatever type of organisation you are, will you use SMEs or VSO’s (delete as appropriate) to deliver portions of this grant should you be successful. YES/NO |
| 7. | Please provide us with your Dunn and Bradstreet Number  |  |

The Department uses Dunn and Bradstreet Numbers to manage its data around grant recipients; we strongly encourage all grant recipients to apply for a free Dunn’s numbers. The link to apply is:-

<http://www.dnb.co.uk/myduns> - add ‘GOVERNMENT GRANT RECIPIENT’ as a reason for requesting your D&B DUNS number.

NB. Do not delay returning your bid if you do not already have a Dunn and Bradstreet number, returning your bid within the deadline is more important.

|  |
| --- |
| **DECLARATION****Note:** Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration. |
| I confirm that the information given in this application is true and complete and that, if successful, the organisation will administer any grant in accordance with the final version of the GEO's grant funding agreement.  I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be a grant recipient.  |
| **FORM COMPLETED BY** |
| Name: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone number: |  |

**Annex B: Guide for applicants**

**Section A: Your Organisation**

All applicants should complete section A. This section helps us understand more about your organisation and the location in which you will be delivering.

You should outline all the partners you plan to work with and detail of previous and current government funding you have bid for.

This section will not be scored.

**Section B: Your proposed delivery package and plan**

This section is designed to for you to explain your planned project, how you will meet the aims of the programme and how you can term whether the project has had an impact.

All questions in this section are scored.

*Project Aims*

Question B.i:

This question asks you to set out what health or social care inequality your project is seeking to address. You may want to include:

* research identifying the inequality;
* The extent and robustness of the evidence base
* discuss why this needs to be addressed

Question B.ii:

This section is for you to demonstrate that you meet the aims of the programme; and to tell us about your project. You may wish to include:

* How your intervention will meet the aims of the fund.
* What will be included in your project and the order in which this might be delivered.

Question B.iii

This question asks you to set out the outcome of the project. Explain what difference your project is expected to make.

Question B.iv:

This question is to help us understand how your programme will practically work.

* What practical intervention will you make;
* Whether you have sign up, or plan to gain sign up, how relevant health and social care organisations for the intervention to be used;
* If there is training, the content of your training and how this will be delivered;
* What is the scale of the intervention (number of staff, service users, surgeries etc. targeted)

Question B.v:

This question is to help us understand more about your delivery plans across the funding period. You may want to include:

* If necessary, how you will recruit and engage with health and/or social care organisations;
* and how you will retain them until completion;
* How you will use your start-up period. If you have not decided to have start-up, or a shorter start-up period you should explain the rationale for this.
* A delivery plan;
* Delivery timetable.

Question B.vi:

This question seeks to find out how:

1. Innovative your project is; or
2. Transferable to other areas of health or social care(different clinical disciplines, regions (urban vs rural), in primary, secondary or tertiary care etc); or
3. Scalable to larger, or more specific, contexts.

*Project evaluation*

Question B.vii:

This asks about the elements of the logic model. You may want to:

* Explain the input, activity, outcome, impact and logic of your model;
* Explain how it reflects the system you are intervening in;
* Explain whether your intervention has been used on similar models

Question B.viii:

This questions tests whether the measure(s) you have selected to determine impact is suitable. You may want to:

* Identify whether the measure has been used before in similar contexts;
* Provide evidence that it is a valid and robust metric;
* Show that it can actually measure the impact of the intervention.

Question B ix:

This question asks how you will evaluate your project. You may want to explain:

* How you will set your baseline;
* What testing design you are using;
* How you will assess change in outcome;
* How you will manage confounding factors.

This section will be scored.

**Section C: Finance and governance**

This section is demonstrate how you will spend the grant funding provided and how you will manage and monitor the programme with your organisation.

Only questions C.ii and C.iii in this section are scored.

Question C.i:

It is important that your organisation is not reliant on government funding and must demonstrate this in your application with supporting evidence.

Question C.ii:

This section is for you to set out your costs, how you will spend the funding you are bidding for and the rationale for these costs.

* Administration costs: this should be the whole cost for the administration of the programme. For example, this should include wages/salaries, marketing, project management, overheads, DBS checks, recruiting.
* Travel and subsistence: this should be the cost of travel to health and/or social care organisations and meetings based on your organisation delivery in your region.
* In your rationale it should be clear how you have come to these costs and what is included under each heading.
* Use the budget sheet included in the application form.

Question C.iii:

This section is for you to show how you will internally monitor the programme so that your organisation delivers your proposal on time to cost and to a high standard. You should consider internal accountability measures, reporting structures, managing risk and individuals who will be responsible overall and on a day to day basis.

You will need to explain the governance of your project.

You may want to list the relevant skills and experience of the staff involved in the delivery of your project.

**Section D: Capability and Capacity**

This section is for you to demonstrate your knowledge in this area and the ability for your organisation to effectively deliver your proposal alongside the other work you may be delivering.

All questions in this section are scored.

Question D.i:

Demonstrate your organisation’s expertise in the area of LGBT and health and/or social care and how you have previously worked within health and/or social care. You may wish to include practical resources and examples of your work.

Question Dii:

Identify the relevant skill and experience of the staff involved in the project and explain how they will contribute to the successful delivery of the project.

Question D.iii:

Show how your organisation has the capacity to take on this work and will adequately resource this work to not only deliver the programme but also make sure your organisation can meet the management information requirements set out by GEO and work effectively.

Use this section to outline policies and procedures and how you will ensure this happens in your work on this programme and across you organisation. If these are published elsewhere, you may wish to include links or add the documents as an attachment.

**Section E: Declarations and bidder information**

Please follow the instructions on the application form for this section.

This section is not scored but will be taken into account around whether we will take your application forward.

**Clarification for bidders**

To supplement the information in the Fund guide, we have included below information which will keep up to date should we receive any questions from potential bidders.

* We are following GEO’s procurement rules for the competition of these grants.
* The funds should be used to provide something additional to what already exists, not subsidising something that already exists.
* Our Grant rules do not allow alterations to bids once they have been submitted. We have to consider individual bids on their own merits.
* The government’s usual position regarding ownership of IPR is that copyright in any materials produced using public money is vested to the Crown with the material being made available to anyone under the Open Government License. We would be happy to discuss any alternative proposals in advance of submitting your bid.

Annex C: Evaluation Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application form question** | **Criteria**  | **Score for each question**  | **Weighting** | **Weighted score** |
|  |  |
| B.i  | There is robust evidence of an inequality. This criteria is met if the bid provides robust contemporary evidence to show inequality is experienced by LGBT people when compared to the wider population in the area of health or social care the project seeks to address. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.ii | Evidence application has considered how it will meet the aim of the fund.This criteria is met if the bid clearly meets the aim of the health grant fund scheme. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.iii | Evidence to show that the outcome of the project is achievable.This criteria is met if the proposed outcome of the project is realistic and is achievable with the proposed resources.  | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.iv | Evidence that the proposed package will work in practice, help make changes for the long term and embed good practice in health and/or social care settings.This criteria is met if the bid provides solid evidence that the proposal can be practically delivered in a current health and/or social care setting; and can be embedded in order to deliver long term change. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.v | A clear plan for start-up and delivery, demonstrating a considered approach to set up and continued delivery.This criteria is met if a logical, well thought out and practical and realistic delivery plan is provided. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.vi | Evidence that the intervention is innovative, transferable to other health or social care contexts, or is scalable in size.This criteria is met if robust evidence is provided that the intervention is:* Innovative (not used in this context before); or
* Can be transferred to other health/social care contexts; or
* Can be adapted to other scales. (expanded to larger patient/service user populations or staff groups).
 | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.vii | Evidence that the proposal has a clear and robust logic model.This criteria is met if there is well evidenced thinking of how input/activity/outcome/impact and logic is fitted together. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.viii | Evidence of a considered approach as to how the project will measure and identify the effect of the intervention.This criteria is met if the proposed metric(s) are robust and suitable and there is considered thinking of how the effect of the intervention is assessed | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| B.ix | Evidence that a robust evaluation methodology has been proposed.This criteria is met if a robust and well thought out evaluation methodology is provided, with appropriate statistical tests, identifies confounding variables and take mitigating action. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
|  |  |
| C.ii | Evidence that the proposal provides value for money and the cost details in this section match the delivery plan. A clear rationale for the costs is outlined and there is a breakdown of spend. The proposed costs achieve value for money. Additional or alternative funding is also provided. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 5 | 15/ |
| C.iii | Effective management and governance arrangements in place, including how to identify and manage risk.This criteria is met if strong management and governance arrangements are provided. | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 5 | 15/ |
|  |  |
| D.i | Experience and successful track record of working in LGBT and health and/or social care; and delivering successful projects. Evidence of previous delivery should be provided.  | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 3 | 9/ |
| D.ii | Evidence that project staff have the skills and knowledge to deliver the project | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |
| D.iii | Evidence that the organisation will effectively resource and manage the project in a way that enables successful delivery of their proposal. For bids that include partners, a clear plan for holding partners to account and ensure they are delivering effectively | 0-Criteria not met1-Criteria partially met2-Criteria met3-Criteria exceed | 2 | 6/ |

Annex D: Logic model



1. LGBT Action Plan (2018) <https://www.gov.uk/government/publications/lgbt-action-plan-2018-improving-the-lives-of-lesbian-gay-bisexual-and-transgender-people> [↑](#footnote-ref-2)
2. NIESR (2016) Inequality among LGBT groups in the UK: a review of evidence. Available at: <https://www.gov.uk/government/publications/inequality-among-lgbt-groups-in-the-uk-a-review-of-evidence> [↑](#footnote-ref-3)
3. <https://www.gov.scot/Publications/2013/04/7520> [↑](#footnote-ref-4)
4. EHRC - Research report 34: Sexual orientation research review (2008) <https://www.equalityhumanrights.com/en/publication-download/research-report-34-sexual-orientation-research-review-2008> [↑](#footnote-ref-5)
5. Public Health England (2016) Promoting the health and wellbeing of gay, bisexual and other men who have sex with men. Available at: <https://www.gov.uk/government/publications/promoting-the-health-and-wellbeing-of-gay-bisexual-and-other-men-who-have-sex-with-men> [↑](#footnote-ref-6)
6. Health and wellbeing of lesbian and bisexual women (PHE): <https://www.gov.uk/government/publications/health-and-wellbeing-of-lesbian-and-bisexual-women-lbwsw> [↑](#footnote-ref-7)
7. GEO (2018) National LGBT Survey: Research report. <https://www.gov.uk/government/publications/national-lgbt-survey-summary-report> [↑](#footnote-ref-8)
8. We are looking to tackle the inequality of groups who identity as lesbian, gay, bisexual and transgender. [↑](#footnote-ref-9)
9. LGBT groups are identified as high-risk groups in the Suicide Reduction Strategy: <https://www.gov.uk/government/publications/suicide-prevention-strategy-for-england> [↑](#footnote-ref-10)
10. <https://www.gov.uk/government/publications/health-and-wellbeing-of-lesbian-and-bisexual-women-lbwsw> [↑](#footnote-ref-11)