

Anti-Homophobic, Biphobic and Transphobic bullying Fund

Application form

November 2018

# APPLICATION FORM ANNEX A

**Section A: Your organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **A.i Key organisation details** | | | |
| Your lead contact’s name | |  | |
| Your lead contact’s position | |  | |
| Your lead contact’s email address | |  | |
| Your lead contact’s contact number | |  | |
| Your lead contact’s address | |  | |
| Are you submitting you application as a single organisation, or as a joint bid with other organisations (such as consortia applications)? | |  | |
| Your organisation name | |  | |
| Your organisation’s address | |  | |
| Type of organisation | |  | |
| In which geographical area do you propose to deliver your proposed interventions?  (Please list all that apply: Greater London, South East, South West, West Midlands, North West, North East, Yorkshire and Humber, East Midlands, East of England, other – please specify) | |  | |
| **a.ii Your partners** | | | |
| Are you working or planning to work with partners on your project?  If yes, please provide details of your partner organisations in the table below. | |  | |
| You should detail your partners or potential partners, the type of organisation they are, and describe the current status of the relationship. If none of the organisations listed have previously received government funding, please list this as “Not applicable”. | | | |
| **Partner** | **Type of organisation** | **Status** | **Have they received any previous funding from Government funds** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **a.iii Your work so far** | | | |
| Have you previously received any funding for this proposal from the Government or had any other funding from Government in the last 5 years? | |  | |
| Is your organisation applying for or currently receiving funding for activity related to this proposal from any other government or charitable innovation or transformation fund? | |  | |
| If yes, please give brief details: | |  | |
| **A.iv: Safeguarding** | | | |
| What safeguarding policies and procedures does your organisation have in place and how will you ensure that all staff are appropriately training and checked before they deliver in schools? (Please attach or include links to your policies as necessary) | | | |
|  | | | |

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

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| --- | --- | --- | --- | --- |
| B.i What is your proposed delivery package and how will you meet the aims of the programme? | | | | |
|  | | | | |
| B.ii How will your package work in practice in schools and how will schools be able to make changes for the long-term? | | | | |
|  | | | | |
| Please estimate the number of schools you anticipate delivering interventions to in each school term below.  You should indicate your best estimate for both primary and secondary schools; we expect these to vary slightly when agreeing the terms of any grant awards. This helps us to understand if your delivery timetable is realistic. If any fields are not applicable, please leave them blank. | | | | |
|  | **Jan 19 to Mar 19** | **Apr 19 to Jul 19** | **Sep 19 to Dec 19** | **Jan 20 to Mar 20** |
| **Primary** |  |  |  |  |
| **Secondary** |  |  |  |  |
| B.iii Please set out your delivery plan in more detail, including for the start up period, and delivery across the programme? If you have decided to have a shorter start-up period or no start-up period at all, please explain the rationale for this.  If it is easier to provide graphics or charts to explain your work, please attach this to your application as a PDF. | | | | |
|  | | | | |

**Section C: Finance and governance**

|  |  |
| --- | --- |
| C.i Please show that you are not reliant on government funding? (Please attach any relevant accounts or financial statements) | |
|  | |
| C.ii We will now ask you to provide both total costs and, separately, the unit costs for your proposals.  **Total administration costs**should be the whole cost to your organisation(s) of administering the programme over its lifetime. For example, this could include wages/salaries, marketing, project management, overheads, Disclosure and Barring Service checks, and recruitment.  **Total travel and subsistence costs**should be the whole estimated cost of travel to schools and meetings based on your organisation's delivery plan over the lifetime of the programme.  **Intervention cost per school**should be the cost of delivering all of your interventions in a single school, excluding any administration, travel and subsistence costs. Total intervention costsshould be the the whole cost of delivering your package of interventions in your target number of schools across the whole delivery plan. This should simply be **the intervention cost per school** multiplied by the **total number of schools**you plan to deliver in. | |
| What are your total costs? | |
| Total administrative costs | £ |
| Total travel and subsistence costs | £ |
| Total intervention costs | £ |
| Total bid amount | £ |
| We will now ask you to detail your intervention costs for both primary and secondary schools. If your intervention costs are the same regardless of school type, simply enter the same information twice. | |
| What is your intervention cost per primary school? | £ |
| What is your intervention cost per secondary school? | £ |
| Please explain your rationale for each of these elements | |
|  | |
| C.iii Outline how you will monitor the programme so that your organisation delivers your proposal to time, cost and standard? | |
|  | |

**Section D: Capacity and Capability**

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| --- |
| D.i Please outline your experience in having knowledge around LGBT, education and working with schools? |
|  |
| D.ii 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 your behalf. |
|  |

**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 2002 has 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)]* |  |

**Defining Different Types of Organisations**

The Department in line with the 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.

*For internal official use only.*

*Please return this form at the end of the evaluation period to Joanne Meaney.*

|  |  |
| --- | --- |
| **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 Department for Education'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: |  |

# GUIDE FOR APPLICANTS ANNEX B

***Please read this guide carefully before starting your application***

**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.

Question A.iv: GEO wants to ensure that all young people are safe in schools and education and any organisation which is funded on the programme must ensure that all staff have appropriate policies and procedures in place. 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. This question is not scored but if the information provided here is unsatisfactory

This section will not be scored.

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

This section is designed for you to explain your planned delivery package and how you will meet the aims of the programme.

All questions in this section are scored as per the evaluation criteria.

*Question B.i:* this section is for you to demonstrate you meet the aims of the programme and tell us about you delivery package. You may wish to include:

-how you will meet the minimum intervention package described in the invitation to bid and the reasons for deciding this package.

- whether you have considered the desirable criteria.

- the phase of schools this will be for, primary, secondary or both

-what will be included in your package, why and the order in which this might be delivered.

-the length of time you will work with and engage with schools

-the rationale for your delivery method and how this links to outcomes.

*Question B.ii:* this question is to help us understand how your programme will practically work in schools. This could include:

-how you will deliver this package in schools and help them begin their long-term actions to make their schools LGBT inclusive.

-how you will help schools include LGBT identities throughout their curriculum.

-the content of your training and how this will be delivered.

-where schools may want to adapt the package

- The second part of this question asks you to estimate the number of schools you anticipate delivering to in each school term. You should indicate your best estimate for both primary and secondary schools; and we expect these to vary slightly when agreeing the terms of any grant awards. This helps us to understand if your delivery timetable is realistic.

*Question B.iii:* this question is to help us understand more about your delivery plans across the funding period. You may want to include:

-how you will recruit and engage with schools which meet the programme criteria depending on what phase (primary or secondary) of school you are targeting.

-how you will retain schools until completion.

-how you will use your start-up period and deliver effectively in schools. You may also want to include your methods for recruiting schools and a delivery plan. If you have not decided to have start-up, or a shorter start-up period you should explain the rationale for this.

- the maximum number of schools you will be able to deliver in the programme and how many schools you could deliver per a term within the funding available and your budget plans.

-a delivery timetable

**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 as per the evaluation criteria.

*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.

* **Total administration costs**should be the whole cost to your organisation(s) of administering the programme over its lifetime. For example, this could include wages/salaries, marketing, project management, overheads, Disclosure and Barring Service checks, and recruitment.
* **Total travel and subsistence costs**should be the whole estimated cost of travel to schools and meetings based on your organisation's delivery plan over the lifetime of the programme.
* **Intervention cost per school**should be the cost of delivering all of your interventions in a single school, excluding any administration, travel and subsistence costs.
* **Total intervention costs**should be the the whole cost of delivering your package of interventions in your target number of schools across the whole delivery plan. This should simply be **the intervention cost per school** multiplied by the **total number of schools**you plan to deliver in.
* In your rationale it should be clear how you have come to these costs and what is included under each heading.
* Demonstrate that your package and costs demonstrate and achieve value for money.

*Question C.iii:* this section is for you to show internally how you will monitor the programme so that your organisation delivers the 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.

**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 per the evaluation criteria.

*Question D.i:* Demonstrate your organisation’s expertise in the area of LGBT and education and how you have previously worked with schools. You should show your expertise in the area of LGBT inclusivity and schools within your organisation or you will access this expertise. You may wish to include practical resources and examples of work.

Question D.ii: 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.

**EVALUATION CRITERIA ANNEX C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application form question** | **Criteria** | **Score for each question (0-3)** | **Weighting** | **Weighted score** |
| **Section B: your proposed delivery plan and package** | | | | |
| B.i | Evidence the proposed delivery package meets the minimum requirements and is a high quality offer (comprehensive offer for schools, outlines content of how they will deliver interventions and considers the length of time providers engage and directly work with schools). You have considered the desirable criteria in the specification. There is a detailed explanation of the package and what will be included and why.  For example, the criteria will be met if the package meets the minimum requirements and is of high quality and has a rationale about why or why not considered the desirable criteria. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| B.ii | Evidence that the proposed package will work in practice in schools, help schools make changes for the long term and embed good practice. For example, the criteria will be met if there is good evidence their package will work in schools but they have not considered how this will make changes for the long term and embed good practice. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| B.iii | A clear plan for start-up and delivery, demonstrating a considered approach as to: how the organisation will recruit and retain schools; reach schools which meet the criteria of the programme; and how many schools you plan to complete interventions in. For example, the criteria is met if there is clear plan for both start up and delivery and they have considered the criteria around schools. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| **Section C: Finance and governance** | | | | |
| C.ii | Evidence that your proposal provides value for money and your cost details in this section match your delivery plan. A clear rationale for the costs is outlined and there is a breakdown of spend. The proposed costs achieve value for money. For example, the criteria is met if there is clear evidence around how the organisation will manage a budget and all information provided is correct with minimum rationale and demonstrates some value for money. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 5 | 15 |
| C.iii | Effective management and governance arrangements in place, including how to identify and manage risk. For example, the criteria is met if the organisation has included adequate management and governance arrangements for managing the project. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 5 | 15 |
| **Section D: Capability and capacity** | | | | |
| D.i | Experience and successful track record of working with schools and delivering projects on LGBT inclusivity and anti-homophobic, biphobic and transphobic bullying projects. You should demonstrate your expertise within your organisation (or access to expertise) on LGBT inclusivity and schools. For example, the criteria is met if the bid shows Good expertise within the organisation and some experience in delivering in schools and projects on inclusivity and prejudice based bullying. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 3 | 9 |
| D.ii | Evidence that the organisation will effectively resource and manage the programme 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. For example, the criteria is met if the bid makes a compelling case that they will effectively manage and resource the programme and, where applicable, will hold partners to account. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 3 | 9 |
|  | **Total** | **/21** |  | **/66** |