



Department  
for Education

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## INVITATION TO BID (ITB) FOR SAFEGUARDING VOLUNTARY AND COMMUNITY SECTOR (VCS) GRANTS 2016-18

- 1 Please see details of how to bid for safeguarding VCS grant funding for 18 months (October 2016 - March 2018) to tackle specific forms of abuse and priorities, to the specification outlined below and in the accompanying documents. Enclosed are:

Section 1 (within this letter) Instructions and information on the bidding procedures

Section 2 (within this letter) Specification

The Safeguarding VCS Grants 2016-18 Application Form and Guidance accompanying this letter provides full details of:

- Information to be provided by the bidder
  - About your organisation; and
  - About your proposal
  - Eligibility Declaration **this must be completed and returned with your bid application.**
- 2 Please read the instructions on the bidding procedures carefully. Failure to comply with them may invalidate your bid which must be returned by the date and time given below.
  - 3 An electronic copy of your bid must be sent to [Safeguarding.VCS@education.gsi.gov.uk](mailto:Safeguarding.VCS@education.gsi.gov.uk) no later than **noon on Friday 29 July 2016**. Late bids will **not** be considered and any bids that are incomplete will not be assessed.
  - 4 Please contact [Enquiries.SAFEGUARDING@education.gsi.gov.uk](mailto:Enquiries.SAFEGUARDING@education.gsi.gov.uk) if you have any questions about the bidding procedure which are not covered in the frequently asked questions (FAQ) document. We are not able to respond to

individual enquiries directly. The enquiry email box will close at **noon on Thursday 14 July** and all responses will be posted in a revised FAQ by close **Tuesday 19 July**. Section 1 also contains details for providing you with further information or clarification of the Department's requirement.

Safeguarding and Child Protection Unit  
Department for Education

## SECTION 1

### 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 [Enquiries.SAFEGUARDING@education.gsi.gov.uk](mailto:Enquiries.SAFEGUARDING@education.gsi.gov.uk) 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.
2. Please note that references to the 'Department' throughout these documents mean The Secretary of State for Education acting through his representatives in the Department for Education.

#### Grant Period

3. We will provide all successful organisations with the final version of the DfE 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 September, with the intention of issuing a final grant funding agreement by 30 September. **Applicants can apply for grant funding for projects running for up to 18 months i.e. October 2016 - March 2018.** There is potential to extend for a further six months (April 2018 to October 2018) - subject to funding being available.

#### Incomplete Bid

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

#### Returning Bids

5. Bids must be submitted electronically to [Safeguarding.VCS@education.gsi.gov.uk](mailto:Safeguarding.VCS@education.gsi.gov.uk) by **noon on Friday 29 July 2016.**

#### Receipt of Bids

6. Bids will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the bidder to ensure that their bid is delivered not later than the appointed time.

#### Acceptance of Bids

7. Your bid is not an agreement or grant. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the selection criteria. Only high quality applications are likely to be considered for funding.

## **Inducements**

8. 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 constitute a criminal offence.

## **Costs and Expenses**

9. We expect bids to be in the region of £100,000 to £250,000 for each financial year, apportioned accordingly. The grant funding should be for additional activity and not substitute for existing, non-DfE, funding sources. 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.

## **Feedback**

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

## **Freedom Of Information**

11. 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**

12. 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.
13. 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 de minimis threshold, this may well limit the amount that you are eligible for.

## Government Efficiency Spending Controls: Marketing and Advertising

14. 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.
15. Exemptions for expenditure under £100k can be approved by DfE (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.
16. We do not envisage that projects will bid for expenditure over £100k on communications and marketing related activities, but if requested these would need exemption clearances from within DfE and also the Cabinet Office in line with the Government's Marketing and Advertising Efficiency Controls. Therefore organisations whose proposals fall into this category may need to provide further information which might result in a delay in clearing funding.

### Evaluation Criteria

17. The bid process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the economically most advantageous bid.
18. Your response to the bid specification will be evaluated using the criteria set out in Section 1(4) of the application form. All of the information requested in this application form must be provided to enable your application to be considered.

### Bid Period

19. Due to the intensive evaluation process the Department requires bids to remain valid until **30 November 2016**.

### Basis of the Grant

20. The specification in Section 2, and 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 Education.

### Timetable

21. The below timetable is provisional and may be subject to change, but will be adhered to by the Department as far as reasonably possible. The successful bidders must be prepared to start delivering activities in October 2016.

Activity	Timescale
Invitation to bid published	7 July

Deadline for bids	Noon Friday 29 July
Successful bidders notified of results	16 September
Due diligence	From early September
Safeguarding grants awarded and grant funding agreements finalised	30 September

## Conclusions

22. 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.

## SECTION 2

### SPECIFICATION

#### 1 Introduction/Background

The Government is committed to improving the child protection system and to protecting and safeguarding the most vulnerable children to give them the best life chances. In particular, our priority is safeguarding children from forms of abuse through supporting prevention, raising awareness and providing front line workers, children, parents, carers, families (including victims) and communities with advice, support and guidance.

The Department wishes to target grant funding for safeguarding on tackling specific forms of abuse that require particular expertise or services; and engagement with communities who find it difficult to engage with statutory authorities.

#### 2 Purpose

We are making available up to a maximum of £2.25 million in safeguarding grant funding to VCS organisations for an 18-month period (October 2016- March 2018) to help deliver on three safeguarding priorities: Female Genital Mutilation (FGM); Radicalisation; and Domestic abuse, drugs and alcohol misuse.

We are targeting these forms of abuse to help address gaps in the market; provide support to service delivery given increased prevalence; or further support or embed Government reforms.

Specifically on:

- **Female Genital Mutilation (FGM)**: continuing to support the government's commitment to tackle FGM as a crime and reforms introduced by the Serious Crime Act 2015, including the mandatory reporting of FGM in girls under 18 by health and social care professionals and teachers<sup>[1]</sup>.
- **Radicalisation**: given increasing concerns and focus on children vulnerable to extremist ideologies within a safeguarding context, aiming to test some approaches to safeguard children and young people at risk of harm from radicalisation.
- **Domestic abuse, drugs and alcohol misuse**: as these remain a factor in a large proportion of child protection plans and children in need plans, supporting prevention and raising awareness of abusive behaviour so children and young people know how to protect themselves and others; supporting children in families where domestic violence is an issue and those suffering the consequences of parental addictions.

We are inviting proposals in support of the above three safeguarding priorities – projects may address more than one of these priorities. If bidding for more than

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<sup>[1]</sup> <https://www.gov.uk/government/publications/fact-sheet-on-mandatory-reporting-of-female-genital-mutilation>

one project you will need to provide a separate bid for each and they will be evaluated accordingly.

Specifically on:

#### Safeguarding Priority: FGM

- Working with schools (staff and/or pupils), particularly looking to sustain support for girls and their families/ cascading good practice.
- Identifying girls at risk – when and how to intervene.
- Finding ways of supporting girls and families where FGM has taken place.
- Working with communities – addressing service gaps, such as provision of specialist advice to communities who can find it difficult to engage with statutory services.
- Synergy with work on other traditional/ cultural practices (approaches that can address FGM, forced marriage, breast ironing, honour based violence, faith-based abuse).
- Raising awareness amongst community groups, parents, children, frontline agencies and staff of reforms introduced through the Serious Crime Act 2015 aimed at tackling FGM.
- Evaluating and building the evidence base of the effectiveness of FGM prevention and support interventions.

#### Safeguarding Priority: Radicalisation

- Working in partnership with children's services and other agencies, sharing information and cascading good practice.
- Engaging and working with families and communities – identifying children at risk of harm from extremist ideologies – when and how to intervene.
- Projects looking at innovative interventions – raising awareness, communications with young people, peer support.
- Training and awareness raising in responding to radicalisation. Work in this area should complement Workshop to Raise Awareness of Prevent (WRAP) training and be targeted at specific audiences e.g. children's social workers.
- Consideration of the unique threat that online radicalisation poses and solutions to that threat.

#### Safeguarding Priority: Domestic abuse, drugs and alcohol misuse\*

- Support and advice for children of alcoholics and/ or parents with drugs problem.
- Support for professionals in preventing and tackling domestic abuse, and support and help for children affected by problems relating to drugs, alcohol and domestic abuse.
- Projects involving the family and their children in planning support – early intervention for parents – looking at how both victims and potential perpetrators can get early support.
- Working with teenagers outside school, especially the hard to reach/ vulnerable young people who may be involved with gangs or more generally disaffected.

- Focus on ‘at-risk’ groups - demonstrate the capacity to support families in ways which contribute to efficient, effective and reduced engagement with statutory services.
- Projects that improve awareness and increase staff understanding of the risks of harm to children from abusive behaviour and substance use.
- We are interested in sustainability, embedding progress and developing new innovative solutions to prevent and tackle domestic abuse and support children at greater risk of harm or who may be in need of additional help in families where adults misuse substances or alcohol, or are in a violent relationship.

**\*Projects can focus on domestic abuse only or cover all three issues given potential inter-dependence.**

Proposals will be particularly welcome which will support and sustain improvements in action to tackle the above safeguarding priorities and provide help to children and their families through:

- Dissemination and embedding of effective practices.
- Action to support improvements in multi-agency working, including information –sharing and risk assessment, especially those involving voluntary sector partners to increase professionals’ understanding and ability to provide a supportive joint response.
- The development and dissemination of new approaches, promoting innovative models of delivery, toolkits or other materials for frontline agencies and for those at risk of or experiencing abuse, including through the use of new media.
- Activities to support children, especially those most at risk, including support for victims of FGM, domestic abuse, drugs and alcohol misuse or those vulnerable to radicalisation.

### **3 Grant awards**

These grants are open to voluntary, community and social enterprise organisations.

Other organisations can be part of a partnership or consortium bid (but not the lead organisation) made on a “not for profit” basis. The impact of the activity and any direct delivery of the services must be in England only.

The exact number and size of individual grants will depend on the range and quality of bids received. There is no specific minimum or maximum amount of grant award. As an indicative guide for bidders, and reflecting the national focus of this grant programme, we would expect grant awards to be in the region of £100,000 to £250,000 for each financial year, apportioned accordingly.

We are not seeking to fund purely research-related activity, small scale projects or services or activities which are locally focussed unless they have clear potential to inform national policy development and delivery. Grants will be awarded for all eligible direct project costs (revenue funding). Capital expenditure (e.g. building work) will not be eligible. If you are bidding for more

than one project you will need to provide a separate response to each. Proposals will be rejected if the requested information is not provided.

#### **4 Management Information**

The Department will specify the format for providing management information as part of the process of issuing the grant agreements. The Department will also expect applicants to set out in their proposal how intended outcomes will be measured. Organisations which are subsequently awarded a grant will be required to agree on the approach to measuring and evaluating the project and the expected impact of planned outcomes.

The successful grant recipients will be asked to provide management information to meet the needs of the Department. These will be subject to further negotiation but the Department's **minimum** information needs are:

Quarterly written reports on achievement of key outputs and milestones as set out in the Delivery Plan; and two meetings per grant funded year with DfE policy leads to review overall performance, including progress the grant funded organisation is making towards securing financial sustainability for the project once DfE funding ends.

#### **5 Costs**

- 5.1** A detailed cost breakdown will be required as per Section Six Question 5a) of the application form. A clear cost breakdown will help us to assess the reasonableness of the bid and the value for money. The grant should be for additional activity and not substitute for existing, non-DfE, funding sources.

The level of administrative costs for the project/ programme is a value for money consideration. We encourage efficiency by applicants.

- 5.2** Payments will be made by BACS transfer following receipt of a valid invoice.

#### **6 VAT**

Bidders should indicate in the costing table (Section Six Question 5a of the application form) 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.

#### **7 Organisational Capability**

The Department expects bidders to demonstrate they have capacity to operate a national programme and deliver the activity in the funding period within the funding provided. Bids will be accepted from both individual organisations and collaborations.

#### **8 Financial information**

Organisations will need to submit evidence of their financial standing including details of the proposals and value for money. The Department will require the bidder to submit the last 2 sets of audited accounts where available (see Application Form Section One, paragraph 6 Application Form Checklist) and

financial viability checks will be carried out which will also take into account any further supporting evidence of financial standing before offering the grant.

## **9 Suggestions for areas of work**

We are keen to support organisations to offer innovative schemes but they must be able to outline the evidence base that supports their proposed type of approach.