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| **Building Better Opportunities Black Country****Employment Support for Over 24’s Strand Delivery Partner Expression of Interest Form** |



**Context**

Building Better Opportunities is a new multi-million-pound funded programme which matches money from the European Social Fund and The National Lottery Community Fund to tackle poverty and social exclusion faced by the most disadvantaged people in England.

**The funding must be used to help adults aged 25 and over, who are unemployed or economically inactive, into work.**

In the Black Country the fund will deliver aspects of the Black Country Local Enterprise Partnership’s EU Structural and Investment Funds Strategy and has been split into four ‘project outlines’.

Steps to Work were successful in securing funding for Project 1:4 Employment Support for Over 24’s BRIDGES project, which has been live since July 2016. Through delivery of the BRIDGES project, further small areas of need have been identified within the Black Country. We are seeking an additional delivery partner with a grant allocation of up to £150,000 to provide a programme of services within or across the Black Country, with an anticipated delivery commencement date of November 2021, which include:

**Community-based innovative and creative soft-skills development-related activities**

and/or

**Community-based innovative and creative employability-related activities**

We are inviting organisations who feel they can deliver the above services in any area of the Black Country to complete our Expression of Interest form.

This is a competitive tendering process and applications will be scored against clear and transparent criteria, based on the requirements of the **BBO Employment Support for Over 24’s Project Outine.**

**This project is funded through the European Social Fund and The National Lottery Community Fund**

**Completing this Expression of Interest**

Before beginning your expression of interest, we strongly recommend you read the Building Better Opportunities Programme Guide and the **Employment Support for Over 24’s** Black Country LEP project outlines on The National Lottery Community Fund’s website:

<https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/black-country>

As well as the programme guide

<https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities>

Addition Information is included in The National Lottery Community Fund’s guide to delivering European funding

<https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding>

Further information can also be found regarding Steps to Work and it’s BBO programmes on the Steps to Work Website

<https://www.stepstowork.co.uk/>

We are seeking a delivery partner that can add further value and reach to our existing partnership, through innovative and creative methods to source and engage with new participants aged 25 years and over, in order to deliver the specified Project Outline outcomes outputs and results. Please refer to *Annex 1: Current BRIDGES Partnership Activities* for an outline of programme content. Please note: this opportunity is aimed at enhancing, rather than duplicating, current partnership activities and current services.

Organisations who were unsuccessful in previous rounds may wish to reapply, taking into consideration feedback provided on their previous application.

Closing date for submitting expressions of interest is **10am Tuesday 28th September 2021**

**Expressions of Interest received after this time will not be considered.**

Notification of outcome will be received by applicants no later than **Friday 8th October 2021**

We will only accept electronically completed forms which should be emailed, with the heading ‘BBO Round 7: Employment support for the over 24s’ to:

Stephanie.hammond@stepstowork.co.uk & simon.carter@stepstowork.co.uk

If you require further information please contact Steps to Work via the email addresses above.

**Part One: Generic Information**

**Section 1 – Organisation Details**

1. **What is the full legal name of your organisation, as shown on your governing document?**

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|       |

1. **Trading name (if different from above)?**

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| --- |
|       |

1. **What is the main or registered address for your organisation?**

|  |  |
| --- | --- |
| Building name |       |
| Building number |       |
| Street |       |
| Town or city |       |
| Postcode |       |
| Phone number |       |

1. **Please provide details of your organisation’s website and social media accounts**

|  |  |
| --- | --- |
| Website |       |
| Facebook page |       |
| Twitter account |       |
| Other social media |       |

1. **What type of organisation are you?** (Select all that are relevant)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Constituted community group | [ ]  | Registered charity |
| [ ]  | Company limited by guarantee | [ ]  | Company limited by shares |
| [ ]  | Community interest company | [ ]  | Sole trader |
| [ ]  | Further or higher education | [ ]  | School / Academy |
| [ ]  | Local authority | [ ]  | NHS Foundation / Health body |
| [ ]  | Other (Please specify): |  |  |
|       |

1. **Which local authority area(s) do you currently deliver relevant provision in? (tick all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Dudley | [ ]  | Sandwell |
| [ ]  | Walsall | [ ]  | Wolverhampton |

1. **Give any reference or registration numbers you have:**

|  |  |
| --- | --- |
| Charity Commission for England and Wales |       |
| Companies House  |       |
| School reference number |       |

1. **Is your organisation independent, or a branch or department of a larger organisation?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Independent | [ ]  | Branch or department |

If you are a branch we may ask the larger organisation to accept overall responsibility for any funding you receive.

1. **How many people are on the board or committee that runs your organisation?**

|  |
| --- |
|      |

1. **How many staff (full time equivalent) and volunteers do you have?**

|  |  |
| --- | --- |
| Staff |      |
|  |  |
| Volunteers |      |

1. **Please tell us which other, if any, Black Country Building Better Opportunities project outlines your organisation is, or has been, involved in and in what capacity.**

This information will help us to assess your capacity to deliver the activities you outline in Part Two.

|  |  |  |
| --- | --- | --- |
| **Strand** | **Lead Organisation** | **Delivery Partner** |
| Employment support for the over 24s | [ ]  | [ ]  |
| Targeted community approach | [ ]  | [ ]  |
| Family Poverty including troubled families | [ ]  | [ ]  |
| Financial and digital inclusion | [ ]  | [ ]  |

**Section 2 – Main Contact**

1. **Who should we contact if we have questions about your expression of interest?**

|  |  |
| --- | --- |
| First Name |       |
| Surname |       |
| Job title / position |       |
| Phone number |       |
| Mobile / alternative number |       |
| Email |       |

**Section 3 – Financial Details and funding history**

1. **What is your organisation’s current financial position?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Accounting year ending | Day |    | Month |    | Year |      |
| Total income for the year | £ |       |
| Total expenditure for the year | £ |       |
| Surplus or deficit at the year-end | £ |       |
| Total savings or reserves at the year-end | £ |       |

1. **Please give details of your current two largest funding streams (or those held in the last three years).**

**Funder one**

|  |  |
| --- | --- |
| Funder / Organisation |       |
| Project Details |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Value | £       | Value per year | £       |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |       | End / anticipated end date |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding relationship | [ ]  | Directly funded | [ ]  | Subcontractor |

**Funder two**

|  |  |
| --- | --- |
| Funder / Organisation |       |
| Project Details |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Value | £       | Value per year | £       |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |       | End / anticipated end date |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding relationship | [ ]  | Directly funded | [ ]  | Subcontractor |

1. **Please provide contact details of one of the above funders to act as a referee.**

|  |  |
| --- | --- |
| First Name |       |
| Surname |       |
| Organisation |       |
| Job title / position  |       |
| Phone number |       |
| Alternative / Mobile number |       |
| Email |       |

1. **What is your VAT status?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | VAT registered | [ ]  | Not VAT registered |

1. **In the last five years, have any of your funding contracts or grants been terminated early? If so, please provide details below.**

|  |  |
| --- | --- |
| Funder / Organisation |       |
| Project Details |       |
| Value |       |
| Reason(s) for early termination |       |

|  |  |
| --- | --- |
| Funder / Organisation |       |
| Project Details |       |
| Value |       |
| Reason(s) for early termination |       |

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**Section 4 – Organisational standards**

All delivery partners will need to hold the following policies and proceedures:

|  |  |
| --- | --- |
| * Code of conduct/ethics
 | * Fraud protection
 |
| * Whistle blowing
 | * Equality and diversity
 |
| * Safeguarding (child and vulnerable adults)
 | * Environmental and sustainability
 |
| * Recruitment and personnel
 | * Disciplinary and grievance
 |
| * Complaints and harrassment
 | * Information security / Data Protection
 |

Organisations will also need to hold the following minimum insurance cover:

|  |  |
| --- | --- |
| * Employer’s Liability (£10m)
 |  |
| * Professional Indemnity (£5m)
 |  |
| * Public Liability (£10m)
 |  |

1. **Please tick to confirm your organisation:**

|  |  |
| --- | --- |
| [ ]  | has all the policies, proceedures and insurances listed above in place |
| [ ]  | Commits to the cost of ensuring all of these policies, proceedures and insurances are in place prior to the start of any funding agreement |

1. **Please tell us about any quality standards you hold or are working towards**

|  |  |  |
| --- | --- | --- |
| **Standard** | **In place?** | **Anticipated completion date** |
| Investors in People | [ ]  |       |
| Investors in Volunteers | [ ]  |       |
| Positive About Disability | [ ]  |       |
| Matrix | [ ]  |       |
| PQASSO | [ ]  |       |
| Customer First | [ ]  |       |
| ISO 9001 (Quality Management Systems) | [ ]  |       |
| Other local or national toolkit or quality standard, please specify: | [ ]  |       |
|       | [ ]  |       |
|       | [ ]  |       |

**Part Two: Project Specific Information**

**Section 5 – Project details**

1. **Which Local Authority area(s) will your project take place in?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Dudley | [ ]  | Sandwell |
| [ ]  | Walsall | [ ]  | Wolverhampton |

1. **How much will your project cost and how long would you like it to run?**

We expect the project to run between November 2021 – April 2023.

 Please be realistic about the amount of funding you request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Heading**  | **Nov – Dec 2021** | **Jan – Dec 2022** | **Jan – April 2023** | **Total Cost (£)** |
|       |  |  |  |  |
|       |  |  |  |  |
|       |  |  |  |  |
|       |  |  |  |  |
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|       |  |  |  |  |
|       |  |  |  |  |
|       |  |  |  |  |
| **Total** |  |  |  |  |

**How did you work out your project budget?**

In no more than 500 words to tell use about your project costs ie how you worked them out and what they are based on.

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1. **Tell us about the project activities you intend to deliver and how these will have an impact in meeting the outputs specified in the relevant project outline. (750 words)**

By ‘project’ we mean the activities you plan to carry out using this funding. Be specific about what you will do, how you will do it and who, and how many people will benefit. If you intend to work in partnership with others to directly deliver your project, tell us what each partner will do.

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| --- |
|       |
| How many people will your project seek to work with? |       |

1. **EU funding rules require consortia who wish to be delivery partners to be legally constituted. If you are applying as a consortium and are not legally constituted, each individual organisation in your consortium must submit separate Expression of Interest.**

|  |  |
| --- | --- |
| [ ]  | We are applying as a consortium and confirm a consortium is legally constituted |
| [ ]  | We are not applying as a consortium |

1. If you’re applying as a consortium please list all the members of your consortium below

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|       |
|       |
|       |
|       |
|       |
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**25**. **If you intend to work in partnership with others to directly deliver you project activities please tell us who they are.**

As this funding is in the form of a grant, the ESF requirement is that any organisation that will receive payments for project-related activities must be named as delivery partner in their own right. Please specify if any of the partners named below will expect to receive payment from BBO funding for their part in your delivery programme:

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|       |
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1. **What areas will you focus on? (300 words).**

Tell us about the geographical areas your project will take place in. Give the main areas (e.g. wards) where the people who will benefit live or are based. Tell us about the evidence you have used to select these areas as the focus of your project.

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1. **How will your project build on or improve overall provision for Employment Support for Over 24’s? (300 words).**

Explain how your project will join up with and enhance the services or activities run by others working locally. This could include services delivered by statutory, community and voluntary sector or private sector organisations.

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1. **How will your project impact on the environment, economy and people’s living conditions? (250 words).**

Explain how you’ll use resources effectively and in a sustainable way. This may include creating less waste, saving energy, recycling, sourcing goods and services locally and using environmentally sustainable materials. (This question responds directly to the requirements of EU Funding)

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**Section 6 – Experience and capacity**

1. **What experience do you have of delivering projects like the one described above? (750 words)**

Tell us about your previous experience of delivering the type of activities you’ve specificed and working with the target groups identified. Give examples of your work which show how your organisation has experience of working within these target groups to improve social inclusion and achieve the outputs specificed in the project outline. Explain how your organisation has knowledge of and reach into the communities you wish to target and the evidence you have that these approaches have worked.

|  |
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1. **How will the people who will benefit from your project be involved in developing and running it? (250 words)**

Explain how you involve, or will involve, the people who will benefit as you’ve developed your plans. Tell us how they will continue to input and have a say in the ongoing delivery of the project.

|  |
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1. **What experience does your organisation have of managing external funding and working in partnership to deliver specified outcomes and outputs? (300 words)**

Give details of previous funding you have delivered and monitored against, including EU Funding and provide examples of past partnership working, including working with existing mainstream services.

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1. **What support do you feel you will need from a lead organisation? (200 words)**

In addition to providing overall programme management for the complex Building Better Opportunities programme, we also intend to offer additional support to those who are delivering activities as part of our partnership. Please tell us what support you feel your organisation might benefit from. This might include support to develop your capacity in specific areas.

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**Part 3 – Declaration**

By submitting this expression of interest we confirm that:

[ ]  all the information contained in this form is accurate and correct

[ ]  we agree to the referee named in this expression of interest being contacted

[ ]  we agree that information in this form may be shared with our stakeholders and partners as part of our decision-making process

[ ]  we understand that completing this form is not a guarantee of receiving funding

[ ]  up to the stage of signing a formal exclusivity agreement we may withdraw this expression of interest at any time in writing

|  |  |
| --- | --- |
| Name |       |

This should be a Company Director, Trustee or senior manager on behalf of the organisation.

|  |  |
| --- | --- |
| Job title / position |       |

Closing date for submitting expressions of interest is , **10am Tuesday 28th September 2021**

**Expressions of Interest received after this time will not be considered**

We will only accept electronically completed forms which should be emailed, with the heading ‘BBO Round 7: Employment support for the over 24s’ to:

Stephanie.hammond@stepstowork.co.uk & simon.carter@stepstowork.co.uk

**End of form.**