**Initial Teacher Training Scholarships**

**Clarification Questions**

May 2016

*The following are general questions and a selection of queries received via the* enquiries.scholarships@education.gov.uk *mailbox. The deadline for questions was 25 May 2018.*

***General Questions***

**Q1. What is the closing date?**

Bids must be emailed to itt.scholarships@education.gov.uk no later than midnight on 11 June 2018. Bids must be marked “Bid - for the ITT Scholarships Programme” in the subject field. Please also indicate which scholarship the bid is for (maths, physics, chemistry, computing, Modern Foreign Languages (MFL) or geography). Late bids will **not** be considered.

**Q2. How long should the bids be?**

We will accept bids in A4 PDF format, which are no longer than a total of 20 pages in length (excluding Section 3 and Section 4). Any additional, supplementary information will not be accepted.

**Q3. Can I submit a bid covering more than one subject?**

If your organisation is interested in bidding for more than one subject scholarship programme, you must submit a separate bid for each. Bids for multiple scholarships programme will not be considered.

**Q4. Can I submit a bid to cover a particular year?**

No, unfortunately, we will not accept bids which cover one year or part of the grant period stated. This is because we are only interested in bids from organisations that have the capacity and capability to deliver a three year programme.

**Q5. What happens once the bid is submitted?**

Bids can be submitted up to midnight on 11 June 2018. Those received before the due date will be retained unopened until the deadline has passed. More details about the milestones and timescales can be found on page 2 of Document 1 – Instructions and information on bidding procedures.

**Q6. How many grant agreements will be awarded and much grant is allocated to each scholarship subject?**

We envisage awarding six grant agreements of between c£150k and £200k per annum (inclusive of VAT). Grants will be in place from autumn 2018. More details can be found on page 9 of Document 2 – Specification.

**Q7. Where can I find a copy of the grant agreement?**

We will provide the successful organisation with the final version of the DfE grant funding agreement. This agreement will set out our expectations of the successful applicant; including the grant funding terms and conditions <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>. Successful applicants will be required to accept the final version in full.

**Q8. How will grant funding be allocated?**

Grant funding will be allocated using Section 14 of the Education Act 2002. Funding can be claimed monthly in arrears following completion of a valid grant claim.

***A selection of queries received via the mailbox***

**Q9. In Section F, it asks for the estimate costs for governance of the programme. Do these costs just include the staffing costs to run the programme or is it asking for the total cost of running the programme?**

This section relates to all staff costs and resources, which ensure that the programme is aligned to the bidding organisation wider organisation aims and values.

**Q10. On the Cost Matrix Template, it asks for ‘in-kind’ costs to be listed separately. Please can you clarify exactly what is included in ‘in-kind’ costs as on the guidance tab it refers to ‘costs that will be covered by either the lead school or schools leading a specific programme’ which does not make sense for this bid*.***

The ‘in-kind’ costs refer to the resource that the bidding organisation/organisations are intending to contribute. We amended the matrix and updated the guidance section to clarify and to reflect the specifics of the scholarship programme.

**Q11. The Total Cost sums the Cost to DfE and in kind costs, the in kind costs are not costs to DfE and therefore should they form part of the Total Cost?**

We are keen to understand what the in kind costs are to gain an understanding of the overall costs involved to deliver a subject specific scholarship programme.

**Q12. Where would/should the unit cost be input?**

The cost matrix has not been designed to include unit costs. However, if you would like to include unit cost then you can amend the spreadsheet accordingly.

**Q13. There is no column to enter the quantity of units, as a result quantity is not considered in the total cost.**

The cost matrix has not been designed to include number of units. However, if you would like to include the quantity of units then you can amend the spreadsheet accordingly.

**Q14. The bidding documentation asks for the costings to be defined for the next three years. If our bid was successful would the costings that we outline in this bid be set for the three years or would there be flexibility/opportunity to modify them further down the line.**

We expect bidders to think carefully about the resource required to deliver the ITT Scholarships programme. The costs that bidders submit should cover costs of the programme for three years and costs should be realistic and robust. Once grants have been awarded, the department reserves the right to review the scope and scale of the programme during the grant period to reflect any changes in DfE policy and strategic priorities but any amendments will not be substantial.

**Q15. In Section F, it asks for the key metrics for measuring the success of the service. What is the service that is being referred to here? The delivery of the scholarship programme?**

When references the service we mean the scholarship programme.

**Q16. In Document 4 - Qualification questionnaire and declaration. It asks if we are proposing to use sub-contractors. We are proposing to use external contractors – but they are individuals and are not working with us in the capacity of an employer for another company should they be included?**

If your organisation is outsourcing/contracting out an element of the work elsewhere then yes, please include them.

**Q17. According to the ITT document, any subcontractors are to be declared within the offer. Could you clarify if further subcontractors could be contracted at various other stages of the programme and whether prior approval from DfE would be needed for this.**

Where a bid may include additional sub-contractors during the life of the grant this should be highlighted in the bid, including the process for identifying a relevant sub-contractor. The DfE grant manager will then review and approve any future sub-contracting arrangements.

**Q18. It states ‘To apply for a prestigious scholarship, candidates need to have secured a training place on an eligible initial teacher training course in England for September of the academic year (i.e. 2018)’. Can you please clarify if candidates must have been accepted on a course before they apply for a scholarship or if they would be able to apply for a scholarship whilst seeking a place on an eligible ITT course?**

Yes, candidates can apply for a scholarship alongside applying for their place on an eligible course. To be eligible to receive the scholarship, the candidate must have accepted and started their eligible course.

**Q19. It states that ‘Grant recipients will provide regular updates and attend meetings to report on progress against the overall programme objectives. Additional detailed reports may be requested to outline future programme activity.’ Can you please clarify if there is a set format for the reports required and the notice that will be provided for additional reporting or changes to information required**?

The DfE will work with successful bidders to agree a reasonable and proportionate mechanism for reporting progress across the programme.