

**Home Office
EU Settlement Scheme
Grants Scheme for the voluntary and community sector
09.11.2018**

Market Engagement Questionnaire

- This document should be read alongside other documentation and information presented on Contracts Finder in relation to the EU Settlement Scheme Grants Funding notice.
 - **This PDF version of the Market Engagement Questionnaire is for information only.**
 - We want to make sure that participating organisations have the best opportunity to consider their contributions to this market engagement exercise. This document can be used to **see the questions** included in the exercise and **help organisations to prepare their open text responses**.
 - This is a full listing of all questionnaire content but please note that **not all questions are answered by all responding organisations**. The online questionnaire that organisations use to provide their answers will navigate the questions for you.
 - **All questionnaires must be completed and submitted via the following link:**
<https://www.homeofficesurveys.homeoffice.gov.uk/s/EUSSGrantME/>
 - We cannot accept questionnaires submitted in any format other than the above link.
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Introduction

Thank you for taking part in our EU Settlement Scheme (EUSS) market engagement exercise. This exercise is designed for organisations in the community and voluntary sector who provide support services to individuals and communities considered vulnerable or at-risk.

The Home Office is establishing an EUSS Grants Scheme for the community and voluntary sector; this grant funding would be used by organisations to help vulnerable or at-risk EU citizens to make their EUSS application.

The **purpose** of this exercise is:

1. To gauge **level of interest** in the EUSS Grant Scheme from potential bidders.
2. To **better understand** the nature of EUSS Grant Scheme **bids that might be submitted**.

3. To provide an opportunity for potential bidders to **inform the final detail of the EUSS Grant Scheme** and **raise any issues or concerns** they may have about the Grant or the bidding process.

Your participation in this market engagement exercise is **voluntary** and your responses are **anonymous**.

This exercise is not part of the formal grant application process and your participation and response will have no impact on the evaluation of any bid you later submit. Whilst the Home Office expects to proceed to an open competition for EUSS Grants in due course, there is no obligation to do so as a consequence of this early market engagement activity.

Please note:

- There are a number of open text questions within the following questionnaire, and character limits for each question. The limits are noted next to relevant questions so please note these to avoid writing too much content that later needs editing down to fit.
- **If you close the browser during the completion of your questionnaire, your answers will not be saved.** We apologise for any inconvenience this may cause. If you want to take time to write and refine your open text answers or are worried about technical problems or being interrupted whilst completing your questionnaire, we recommend that you write answers to the open text questions outside of this questionnaire so that you can copy and paste them into your response. We have provided in the Contracts Finder notice a PDF version of this questionnaire so that you can fully prepare your answers.
- Completing this questionnaire should take around 10 minutes, plus the time you take to write your open text answers.

About your organisation

Q. We want to make sure this market engagement exercise is anonymous, and we will not ask for any information that identifies your organisation. However, we would like to understand a bit more about the types of organisation responding to this exercise.

Which of the following best describes your organisation?

- ☐ Charity
- ☐ Non-Governmental Aid Organisation (NGO)
- ☐ Non-Profit Organisation (NPO)
- ☐ Private Voluntary Organisation (PVO)
- ☐ Civic Group
- ☐ Community Foundation

- Community Organisation
- Religious Organisation
- Social Enterprise
- Support Group
- Community Interest Company (CIC)
- Other - please specify

Q. Which of the following best describes the structure of your organisation?

- We are a branch or office within a larger organisation
- We are the headquarters of a multi-branch organisation
- We are a one branch organisation
- Something else - please specify

Q. Is your organisation currently OISC registered?

Please note that OISC registration is not necessarily compulsory for all services or support given to EU citizens in relation to the EU Settlement Scheme. It will be each organisation's responsibility to make sure that they are regulated appropriately for any services they provide.

- Yes, we are OISC registered at Level 1
- Yes, we are OISC registered at Level 2
- Yes, we are OISC registered at Level 3
- No, but we are in the process of securing OISC registration
- No, but we would seek to get OISC registration
- No, we are not OISC registered and have not applied
- Don't know

The EU Settlement Scheme

EU citizens and their family members in the UK will need to apply to secure their rights through a simple digital system to get settled status or pre-settled status.

Getting settled status or pre-settled status under the EU Settlement Scheme means EU citizens can continue to live and work in the UK after 31 December 2020.

The Settlement Scheme will be open fully by 30 March 2019 and the deadline for applying will be 30 June 2021.

Applicants will need to provide proof of identity, proof of residence and declare criminal convictions.

Application fees will be £65 and £32.50 for children under the age of 16. It will be free for those with valid documented permanent residence or valid indefinite leave to remain or enter, and also for looked after children.

More information about the EUSS is available at <https://www.gov.uk/settled-status-eu-citizens-families>

Q. You might be planning to offer some support or services within your 'business as usual' activities. What type of support or service could your organisation provide to vulnerable EU citizens in relation to the EU Settlement Scheme without Home Office funding?

This list of support and services is not exhaustive so please use the 'something else' option to capture other activities you could engage in without Home Office funding.

- **Awareness raising:** Identify eligible EU citizens and make them aware of the EU Settlement Scheme
- **Information provision:** Distribute information (e.g. leaflets) to eligible EU citizens
- **Signposting:** Refer eligible applicants to EUSS support services (as relevant)
- **Improve understanding:** Such as running drop in sessions for eligible EU citizens to explain the EU Settlement Scheme
- **Language support:** Such as offering translation services
- **Upskill local organisations:** Such as training other organisations to deliver services and (where appropriate) advice
- **Equipment/digital provision:** Make android phones and/or laptops/computers available to applicants
- **End-to-end service:** Such as working with eligible EU citizens through their application process (e.g. helping with paperwork, helping make calls on their behalf, explain outcome)
- **Immigration advice:** Provide advice and guidance to EU citizens with particularly complex circumstances
- **Something else:** Not included above - please specify
- Could not provide any support or service without funding
- Don't know

(Asked if relevant)

OPEN TEXT RESPONSE

Q. Why do you say your organisation could not provide any support or service without Home Office funding?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Level of interest in the EUSS Grant Scheme

The EUSS Grant Scheme

The Home Office is looking to initiate a grants scheme enabling organisations to provide practical support to vulnerable EU citizens through information giving, advice and provision of technology and assistance to help them make their Scheme application by 30 June 2021. This will ensure that the necessary support is available across the UK so that everyone who qualifies for the Scheme can complete their application on time.

It is expected that the EU Settlement Scheme grant funding agreement would start on 1st April 2019 and end on 31st March 2020 (i.e. it is for one year).

There are two proposed lots for grant funding:

(1) From £5,000 to £24,999

It is expected that this lot will be awarded to organisations supporting vulnerable EU citizens in a very localised area such as a particular city.

(2) From £25,000 to £500,000 (upper limit being tested in this exercise)

It is expected that this lot will be awarded to organisations supporting vulnerable EU citizens in a wider area such as a region, multiple regions, nation or multiple nations in the UK.

Bidders will usually be expected not to apply for more than 25% of their organisation's annual income. Where we do receive bids exceeding 25%, it may impact on the evaluation of your financials.

The key outcome for the EUSS Grant Scheme is for funded organisations to provide a service that leads to applications. Funded organisations will be expected to be able to demonstrate that their work has led to applications.

Q. Is your organisation intending to bid for an EU Settlement Scheme Grant?

- ☐ Yes, definitely
- ☐ Yes, probably
- ☐ No, probably not
- ☐ No, definitely not
- ☐ Don't know

(Asked if relevant - if not bidding, will then move to issues and concerns questions)

OPEN TEXT RESPONSE

Q. Why do you not intend to bid for an EU Settlement Scheme Grant?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Q. Do you intend to bid for an EU Settlement Scheme Grant as part of a consortium?

- ☐ Yes, definitely
- ☐ Yes, probably
- ☐ No, probably not
- ☐ No, definitely not
- ☐ Don't know

(Asked if relevant)

Q. Would you be the lead organisation in such a consortium?

- ☐ Yes, definitely
- ☐ Yes, probably
- ☐ No, probably not
- ☐ No, definitely not
- ☐ Don't know

(Asked if relevant)

Q. What are the main reasons for bidding as a consortium for an EU Settlement Scheme Grant?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Nature of potential bids

Q. The EUSS Grant Scheme is currently expecting to award funding in two lots. Which lot do you expect to bid for?

You may not know at this time but please provide your best guess. You will not be held to this estimate in any way.

- ☐ Lot 1: £5,000 to £24,999
- ☐ Lot 2: £25,000 to £500,000 (upper limit being tested in this exercise)

Q. Approximately, what level of EUSS Grant do you expect to request?

You may not know at this time but please provide your best guess. You will not be held to this estimate in any way.

- ☐ Between £25,000 and £99,999
- ☐ Between £100,000 and £199,999
- ☐ Between £200,000 and £299,999
- ☐ Between £300,000 and £399,999
- ☐ Between £400,000 and £500,000
- ☐ Would want to be able to bid for more than £500,000

(Asked if relevant)

Q. You have said you would want to bid for more than £500,000. What level of funding would you want to request?

(Asked if relevant)

OPEN TEXT RESPONSE

Q. Why would you want this level of funding?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Q. For the remaining questions, please assume the level of funding you have indicated is awarded.

With your EUSS Grant, who would you expect to support with their EUSS application?

- ☐ Gypsy, Roma and Traveller communities
- ☐ Homeless/rough sleepers
- ☐ People with disabilities and/or serious health conditions (e.g. physical or mental impairments)
- ☐ Victims of modern slavery and/or trafficking
- ☐ Victims of domestic abuse
- ☐ Elderly
- ☐ Young adults who have left care
- ☐ Other vulnerable or at-risk communities - please specify

Q. With your EUSS Grant, approximately how many EU citizens in total would you expect your organisation to support with their EUSS application?

You may not know at this time but please provide your best guess. You will not be held to this estimate in any way.

Q. With your EUSS Grant, in which nation(s) would you expect to provide support to EUSS applicants?

- ☐ England
- ☐ Northern Ireland
- ☐ Scotland
- ☐ Wales

(Asked if relevant)

Q. With your EUSS Grant, in which locations in England would you expect to provide support to EUSS applicants? The following locations represent NUTS 2 areas and are presented by region from north to south.

Please select all locations that apply unless you expect to cover all England - there is an 'all England' option at the start of the list for this.

- ☐ All England
- ☐ Tees Valley and Durham
- ☐ Northumberland and Tyne and Wear
- ☐ Cumbria
- ☐ Cheshire
- ☐ Greater Manchester
- ☐ Lancashire
- ☐ Merseyside
- ☐ East Yorkshire and Northern Lincolnshire
- ☐ North Yorkshire
- ☐ South Yorkshire
- ☐ West Yorkshire
- ☐ Derbyshire and Nottinghamshire
- ☐ Leicestershire, Rutland and Northamptonshire
- ☐ Lincolnshire
- ☐ Herefordshire, Worcestershire and Warwickshire
- ☐ Shropshire and Staffordshire
- ☐ West Midlands
- ☐ East Anglia
- ☐ Bedfordshire and Hertfordshire
- ☐ Essex
- ☐ Inner London – West
- ☐ Inner London – East
- ☐ Outer London – East and North East
- ☐ Outer London – South
- ☐ Outer London – West and North West
- ☐ Berkshire, Buckinghamshire and Oxfordshire
- ☐ Surrey, East and West Sussex
- ☐ Hampshire and Isle of Wight
- ☐ Kent
- ☐ Gloucestershire, Wiltshire and Bristol/Bath area
- ☐ Dorset and Somerset
- ☐ Cornwall and Isles of Scilly
- ☐ Devon

(Asked if relevant)

Q. With your EUSS Grant, in which locations in Northern Ireland would you expect to provide support to EUSS applicants? The following locations represent NUTS 3 areas.

Please select all locations that apply unless you expect to cover all Northern Ireland - there is an 'all Northern Ireland' option at the end of the start for this.

- ☐ All Northern Ireland
- ☐ Belfast
- ☐ Outer Belfast
- ☐ East of Northern Ireland
- ☐ North of Northern Ireland
- ☐ West and South of Northern Ireland

(Asked if relevant)

Q. With your EUSS Grant, in which areas in Scotland would you expect to provide support to EUSS applicants? The following locations represent NUTS 3 areas.

Please select all locations that apply unless you expect to cover all Scotland - there is an 'all Scotland' option at the start of the list for this.

- ☐ All Scotland
- ☐ Angus and Dundee
- ☐ Clackmannanshire and Fife
- ☐ East Lothian and Midlothian
- ☐ Scottish Borders
- ☐ Edinburgh
- ☐ Falkirk
- ☐ Perth and Kinross, and Stirling
- ☐ West Lothian
- ☐ East Dunbartonshire, West Dunbartonshire, and Helensburgh and Lomond
- ☐ Dumfries and Galloway
- ☐ East and North Ayrshire mainland
- ☐ Glasgow
- ☐ Inverclyde, East Renfrewshire, and Renfrewshire
- ☐ North Lanarkshire
- ☐ South Ayrshire
- ☐ South Lanarkshire
- ☐ Aberdeen and Aberdeenshire
- ☐ Caithness and Sutherland, and Ross and Cromarty
- ☐ Inverness, Nairn, Moray, and Badenoch and Strathspey
- ☐ Lochaber, Skye and Lochalsh, Arran and Cumbrae, and Argyll and Bute (except Helensburgh and Lomond)
- ☐ Eilean Siar (Western Isles)
- ☐ Orkney Islands
- ☐ Shetland Islands

(Asked if relevant)

Q. With your EUSS Grant, in which regions in Wales would you expect to provide support to EUSS applicants? The following locations represent NUTS 3 areas.

Please select all locations that apply unless you expect to cover all Wales - there is an 'all Wales option at the start of the list for this.

- ☐ All Wales
- ☐ Isle of Anglesey
- ☐ Gwynedd
- ☐ Conwy and Denbighshire
- ☐ South West Wales
- ☐ Central Valleys
- ☐ Gwent Valleys
- ☐ Bridgend and Neath Port Talbot
- ☐ Swansea
- ☐ Monmouthshire and Newport
- ☐ Cardiff and Vale of Glamorgan
- ☐ Flintshire and Wrexham
- ☐ Powys

Q. With your EUSS Grant, what type of support or service do you think your organisation would provide to EU citizens?

This list of support and services is not exhaustive so please use the 'something else' option to capture other activities you would expect to engage in.

- Please do not select any 'business as usual' activities that you have already stated could be provided without funding.
- When thinking about your support or services, please keep in mind that the key outcome for the EUSS Grant Scheme is for funded organisations to provide a service that leads to applications.
- ☐ **Awareness raising:** Identifying eligible EU citizens and make them aware of the EU Settlement Scheme
- ☐ **Information provision:** Distributing information (e.g. leaflets) to eligible EU citizens
- ☐ **Signposting:** Referring eligible applicants to EUSS support services (as relevant)
- ☐ **Improving understanding:** Such as running drop in sessions for eligible EU citizens to explain the EU Settlement Scheme and/or its requirements
- ☐ **Language support:** Such as offering translation services
- ☐ **Upskill local organisations:** Such as training other organisations to deliver services and (where appropriate) advice

- **Equipment/digital provision:** Such as making android phones and/or laptops/computers available to applicants
- **End-to-end service:** Such as working with eligible EU citizens through their application process (e.g. helping with paperwork, helping make calls on their behalf, explaining outcome)
- **Immigration advice:** Providing advice and guidance to EU citizens with particularly complex circumstances
- **Something else:** Activities not included above - please specify

OPEN TEXT RESPONSE

Q. Please outline a summary of the support and service(s) you would expect to deliver with an EUSS Grant, keeping in mind that the key outcome for the EUSS Grant Scheme is for funded organisations to provide a service that leads to applications.

Please provide as much detail as the character count allows, including how you will engage potential applicants and what activities you will deliver before, during and after applications (as relevant).

There is a 4,000 characters limit (including spaces) - you do not have to write to up to the limit.

OPEN TEXT RESPONSE

Q. Please describe how your organisation would ensure that support was directed at vulnerable or at-risk individuals, rather than others in the community simply looking for help to make an application?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

OPEN TEXT RESPONSE

Q. The outcome for the EUSS Grant Scheme is for funded organisations to provide a service that leads to applications.

Other than successfully submitting applications, what other success factors and/or key performance indicators do you think *should* be built into the EUSS Grant Scheme?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

(Asked if relevant)

OPEN TEXT RESPONSE

Q. You previously stated that you would want to request more than £500,000 from the Grants Scheme.

If you could not request the higher value that you previously indicated and secured £500,000 instead, what impact would that have on your bid? Please summarise any impact this would have on your service levels and the outcomes you could achieve.

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Issues and concerns

In this section, we would like you to tell us about any issues or concerns you have about the EU Grant Scheme or bidding process. Specifically, we will ask you about:

- **Whether there are any features of the EU Grant Scheme that concern you**
- **Whether there are any barriers that could prevent you from bidding**
- **Whether you have any other comments about the Grant Scheme or bidding process that you would like to make**

Q. Are there any specific features of the EUSS Grant Scheme that concern you?

- ☐ Yes
- ☐ No
- ☐ Don't know

(Asked if relevant)

OPEN TEXT RESPONSE

Q. What concerns do you have about the EUSS Grant Scheme?

There is a 4,000 characters limit (including spaces) - you do not have to write to up to the limit.

Q. Are there any barriers that could prevent you from submitting a bid?

- ☐ Yes
- ☐ No
- ☐ Don't know

(Asked if relevant)

OPEN TEXT RESPONSE

Q. What barriers could get in the way of you submitting a bid?

There is a 4,000 characters limit (including spaces) - you do not have to write to up to the limit.

Q. Do you have any additional comments you would like to make about the proposed EUSS Grant Scheme or the grant bidding process?

- ☐ Yes
- ☐ No
- ☐ Don't know

(Asked if relevant)

OPEN TEXT RESPONSE

Q. What additional comments would you like to make about the proposed EUSS Grant Scheme or the grant bidding process? If there is anything at all that you would like us to consider, please provide your comments here.

There is a 4,000 characters limit (including spaces) - you do not have to write to up to the limit.

The EUSS Grant Scheme open competition

Q. The EUSS Grant Scheme open competition will be available on the Crown Commercial Service (CSS) e-Sourcing Portal. It can take up to 10 days to register as a Supplier.

Which of the following best describes your organisation in relation to the CSS e-Sourcing Portal?

- ☐ We are already registered as a supplier
- ☐ We are not currently registered as a supplier but will register now/soon
- ☐ We cannot register as a supplier
- ☐ Don't know

(Asked if relevant)

OPEN TEXT RESPONSE

Q. Why can you not register as a supplier on the CSS e-Sourcing Portal?

There is a 2,000 characters limit (including spaces) - you do not have to write to up to the limit.

Thank you

Thank you very much for completing this market engagement questionnaire.

Your responses will be used to inform the EUSS Grant Scheme open competition process and documentation.

The current expectation is that the open competition will be launched on the Crown Commercial Service e-Sourcing Portal on 30th November 2018.

If you have any queries regarding this questionnaire or anything else about the EUSS Grants Scheme, please contact: EUSSgrants@homeoffice.gov.uk

END.