

Grants to fund local coordination of free holiday activities and healthy food for disadvantaged children during 2019 summer holidays

Application Form

December 2018

## Completing your application

The Department has published its specification of requirements for the Local Coordination of Free Holiday Provision Fund. This provides information on the aims of the fund, assessment criteria and funding available. Please ensure you have read through the requirements before completing this application form.

Further information on what is expected in each section of the form has been provided to support you in completing your application. Please make sure you refer to these prompts throughout to ensure you have addressed the questions fully. Further supplementary information is also provided at the end of this document.

If you are bidding to work in more than one local authority please complete one application form per area.

A limit on the number of words is stated for each section in the text box provided, any text that exceeds the stated limit will not be assessed. Please include the total number of words for each section at the bottom of each text box.

Please complete all sections of the application form including annexes. For any sections that are not applicable to your proposal, insert ‘N/A’.

## Submitting your application

Please email a single PDF version of your completed application form to HAF2019.PILOT@education.gov.uk by 23:59pm on Thursday 7 February 2019.

The organisation name of the lead bidder and the words ‘HAF 2019 Application’ should be included in the email “subject” field when submitting your application.

When you have sent the department your PDF application form, you will receive an email response letting you know that your application has been received.

## Scoring and assessing your application

We will use the scoring matrix below to ensure a consistent approach is taken when scoring applications.

For each section we have set out what the application should include. Each of these will be assessed against the assessment criteria and scored using the scoring matrix.

In Stage 1 of the assessment we will look at the eligibility criteria set out in paragraphs 27-33 of the specification of requirements; the due diligence self-declaration (Annex D of the application form) and the summary of the proposal (section 2.2 of the application form).

This is a pass/fail assessment and in order to pass Stage 1 your application must:

* meet all the eligibility criteria;
* answer no to all of the grounds for refusal listed in Annex D; and
* not score less than 50% of the total marks available in the summary (section 2).

Any bid which does not pass each of these elements will be excluded at this stage. Those applications passing stage 1 will then enter stage 2 where the detail of your bid will be assessed and scored against the criteria outlined in the application form, using the scoring matrix below. The total score for each bid in Stage 2 will be the sum of totals for sections 3-6 (we will not include the scores for the summary section 2 in Stage 2). The specification of requirements sets out how we will use the scores, and information on other factors to derive our list of preferred bidders.

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| Score | Description |
| 0 | **No evidence/response.** |
| 1 | **Very Poor**. The response clearly fails to meet a number of criteria detailed in the question. The Potential Supplier has submitted a response that exhibits clear and significant omissions with regard to meeting the criteria detailed.Inadequate or no supporting evidence has been provided to support the Potential Supplier’s response. |
| 2 | **Poor.** The response satisfies only some of the criteria detailed in the question. The Potential Supplier’s response exhibits some omissions with regard to meeting the criteria detailed.Some evidence is provided to support the Potential Supplier’s response, however this is lacking in sufficient detail in one or more areas. |
| 3 | **Satisfactory.** Reasonable evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable). Meets many but not all relevant requirements/considerations in this area and any missing evidence or detail is only minor. |
| 4 | **Good.** The response fully and successfully meets the criteria detailed. Full and relevant evidence is provided to support the response and explain how the Potential Supplier will satisfy the criteria in full. |
| 5 | **Excellent.** Exceptional demonstration of knowledge, skills, experience, quality of approach and resources (as applicable). Response meets or exceeds all relevant requirements /considerations in this area. Have confidence in their ability to deliver this aspect of the project to an exceptional standard. Full and relevant evidence is provided to support the response and explain how the Potential Supplier will satisfy the criteria in full and clearly offer significant recognisable benefits. |

## Deadline

The Department for Education must receive all completed applications by email by **23:59 on Thursday 7 February 2019.**

**The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.**

**Application Form checklist**

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| Please consider the following questions before you submit your application form. | **Tick**  |
| 1. **Have you completed all the sections of this application form?** Please complete all sections of this form before sending it including Annexes A, B, C and D.

Unfortunately, we will **not** be able to assess incomplete application forms.  |  |
| 1. **Do you have the supporting documentation listed below?**

**Important Note:** Please be aware that you must provide the following information when submitting your application. • **Consortium documentation.** If your proposal is a partnership or consortium arrangement you must provide the Department with a document setting out the agreement entered into by consortium members. The Department does not specify a particular format for this information; it could be, for example, a memorandum of understanding.   |  |

**PLEASE ATTACH** YOUR SUPPORTING DOCUMENTATION TO YOUR EMAIL SPECIFYING YOUR ORGANISATION NAME IN THE SUBJECT HEADING

**PLEASE NOTE** WE CANNOT ACCEPT EMAILS LARGER THAN 24MB. IF
YOUR ATTACHMENTS ARE LARGER THAN 24MB, PLEASE ZIP (COMPRESS) YOUR FILES. ALTERNATIVELY, PLEASE DIVIDE THE ATTACHMENT BETWEEN A NUMBER OF EMAILS AND SEND IN CLEARLY SPECIFYING YOUR ORGANISATION NAME IN THE SUBJECT LINE AND BODY OF EACH EMAIL.

## The Local Coordination of Free Holiday Provision Fund Application form

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| **Section 1****About your organisation** |
| **1.1 About your organisation** |
| Lead organisation |  | Address  |  |
| Lead contact |  |  |
| Position |  |  |
| Email address |  |  |
| Phone number |  |
| Region  |  |
| Type of organisation (School, Other education provider, third sector organisation, Other) |  |
| URN/UKPRN/ Company Number if applicable |  |
| Is your organisation financially dependent on a single contract or grant? Yes/NoIf Yes, please provide additional details |  |
| **1.2 About your partners***Are you working or planning to work with partners on your project? If yes, please provide details and add rows as required.* |
|  | Name of partner | Type of organisation | Status (i.e. agreed to work together, currently in discussion, not yet approached) |
| Partner 1  |  |  |  |
| Partner 2 |  |  |  |
| Partner 3 |  |  |  |
| **1.3 Coverage of your bid***Please let us know which local authority you are bidding to work in* |
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| **1.4 Do you plan to deliver the Activity as part of a consortium?** *Yes (If Yes complete table below)* *No (If No move to the next question)*  |
|  |

An applicant may determine that service delivery is best achieved through the use of a consortium arrangement. If the application is successful, the applicant will be offered a Grant Agreement with DFE as the lead /accountable body/agency and held liable for all obligations contained in the Grant Agreement's terms and conditions. This includes monitoring, management, financial performance and service delivery/outcomes.

A consortium must nominate a lead organisation which is also the applicant organisation. The applicant organisation must be eligible to apply. It must take responsibility for the leadership of the NRM activities and conduct of any personnel delivering these services. Another member of the consortium can act as the sponsor. The participating organisations will need to agree how the consortium will operate including how the activities will be delivered across different locations and partners. A consortium can include agencies, groups or entities that would otherwise be ineligible to apply.

The panel of consortium members does not enter into a Grant Agreement with DFE. The applicant should obtain a signed statement by the proposed consortium members.

A maximum of 5 consortium members can be listed in this application please attach a list of the additional members with the required details for each member. A signed statement by the proposed consortium members must also be attached to this application.

The signed statement must show:

* that they intend to enter into a consortium arrangement for the purposes of this application,
* the nature of the legal relationship that will occur between parties if the application is successful, and
* how the arrangements between the consortium members will be managed and overseen by the lead agency.

DFE will not accept changes to consortium arrangements that, in the opinion of DFE, represent a material change to this application.

Further evidence of the consortium arrangements may be sought from successful applicants prior to the signing of the Grant Agreement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Consortium Member 1 | Consortium Member 2 | Consortium Member 3 | Consortium Member 4 | Consortium Member 5 |
| Legal name / Trading name |  |  |  |  |  |
| DUNS |  |  |  |  |  |
| Entity type |  |  |  |  |  |
| Role in consortium(50 word limit)  |  |  |  |  |  |
| What co-contribution is offered by each partner or consortium member?(50 word limit)  |  |  |  |  |  |
| Business address |  |  |  |  |  |
| Telephone |  |  |  |  |  |
| Email address |  |  |  |  |  |

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| **Section 2: Summary** |
| **Please provide a summary of your proposal (max 1,000 words)** |

In section 2 please provide an overview of:

1. the area you are bidding to work in;
2. your approach, and how the funding you have requested will enable you to meet the aims of the local coordinator role and lead to improved outcomes for children, and their families, as set out in paragraphs 9-11 of the specification of requirements;
3. your plan for delivery;
4. your track record in this sector; and
5. the total cost of your proposal, including a breakdown of your estimates of how many clubs you will fund, how many sessions they will deliver, the estimated number of children you will reach and what the estimated take-up rate will be for the number of FSM pupils in the area.

**Assessment criteria for Section 2**

As part of the assessment, we will consider the extent to which the proposal:

* demonstrates sufficient knowledge of the chosen local authority and the need for local coordination of free holiday provision for disadvantaged children;
* targets the specific aims, objectives and outcomes of the fund as outlined in paragraphs 9-11 of the specification;
* presents a clear and well-developed summary of the delivery plan that responds to the defined aims and objectives of the local coordinators, which is realistically achievable within the timeframe of the funding envelope;
* demonstrates a proven track record of working in partnership with local services and organisations in the local authority of choice to support disadvantaged children and their families; and
* Provides a clear breakdown of the costs and represents good value for money.

**Maximum score for section 2: 25 marks**

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| **Section 3: Your approach** |
| **Please describe how you will approach the role of local coordinator of free holiday provision for disadvantaged children in your chosen area (max. 1,000 words)** |

In section 3 please clearly set out:

1. Details of the local authority that you are bidding to work in, including why you have chosen the area, information on the levels of deprivation, characteristics of the target population, the state of holiday provision and what the priorities for the coordinator will be.
2. How you will meet each of the objectives of the grant programme as set out in paragraph 10 of the specification of requirements, including how you will approach the process of awarding money to holiday club providers.
3. Your vision for how you will achieve a comprehensive, inclusive and accessible offer of provision.
4. How you will ensure that providers adhere to the minimum standards.
5. How you will monitor the impact of your approach and meet our Management Information Requirements.

**Assessment criteria for Section 3**

As part of the assessment, we will consider the extent to which the proposal:

* Targets the specific aims, objectives and outcomes outlined in the specification.
* Provides evidence and a theory of change to demonstrate how the proposed activities are expected to meet the aims of the local coordinators and lead to the outcomes for children (and families) as outlined in paragraphs 9-11.
* Aspires to a comprehensive, inclusive and accessible, but realistic offer for all FSM-eligible pupils.

* Describes how you will monitor the impact of the approach and provide DfE with the required Management Information.
* Shows how you will ensure that all providers meet the minimum standards set by the Department.

**Maximum score for section 3: 25 marks**

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| **Section 4: Capacity to deliver** |
| **Please complete the project plan template (Annex A) and also set out how you plan to deliver the proposal outlined in section 3 (max. 1000 words)** |

In section 4 please clearly set out:

1. Your track record of working in this sector including work done in this local authority
2. How you plan to put in place your proposals, including an estimate of the resources required and the timings associated with your proposal.
3. The governance structure that will support the project.
4. The key risks to successful delivery, the mitigating actions you will take to reduce these risks, and the contingency plans you will have in place should these risks become issues. If you, or a member of your consortium are a holiday club provider, please also state how you will deal with any potential conflicts of interest between your role as a commissioner and a provider.

**Assessment criteria for section 4**

As part of the assessment we will consider the extent to which the proposal:

* Demonstrates a proven track record of working in partnership with local services and organisations in the local authority of choice to support disadvantaged children and their families;
* Presents a clear and well-developed proposal and delivery plan that responds to the defined aims and objectives of the local coordinators, which is realistically achievable within the timeframe of the funding envelope;
* Demonstrates that there is robust leadership and good quality governance and partnership arrangements in place to manage the project; and
* Demonstrates a sensible and proportionate approach to risk management and, where appropriate, sets out sensible plans for dealing with any potential conflicts of interest.

**Maximum score for section 4: 20 marks**

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| **Section 5: Sustainability** |
| **Please provide details of what you will do to ensure that the impact of your work will go beyond the 2019 summer holiday (Max. 600 words)** |

In section 5 please clearly set out:

1. Your approach to implementing a more efficient and joined-up approach to meeting need.
2. How you will share learning and good practice within the LA, and beyond.

**Assessment criteria for section 5**

As part of the assessment we will consider the extent to which your proposal:

* Describes how your approach will lead to a more sustainable and joined-up approach to this issue in the area
* Demonstrates how you will share learning and best practice within the local authority and beyond

**Maximum score for section 5: 10 marks**

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| **Section 6: Your costs** |
| **Please complete the financial template at Annex B and also explain how your proposal offers value for money (Max. 600 words)** |

Please complete the financial template at Annex B and in section 6 please clearly set out:

1. How much funding (£ and %) will be used to deliver against each of the objectives of the grant programme as outlined in paragraph 10 of the specification of requirements, and details of how these costs have been derived and an explanation of the assumptions underpinning these costings and why you think they are realistic.
2. How you can demonstrate value for money within the proposed costings (for example have you benchmarked costs against similar activities; demonstrated how the project will contribute value in other ways).
3. How you will ensure value for money from the grants you award to providers.
4. The proportion of your budget that is being spent on activity which is restricted under Government efficiency controls (see relevant section in Supplementary Information at the end of the form for more information).

**Assessment criteria for section 6**

As part of the assessment we will consider the extent to which your proposal:

* provides a clear break down of the costs in the financial template
* clearly sets out how the funding will be used to deliver value for money against the objectives of the grant programme.
* explains how these costs have been derived and the assumptions on which they have been based.
* describes how value for money will be ensured within the proposed costings, including how you will ensure value for money from the grants you award to providers.
* limits the spend on activity which is restricted under Government efficiency controls.

**Maximum score for section 6: 25 marks**

**Annex A – Project Plan Template**

**Please provide details of the high-level action plan in terms of main activities and milestones for the proposed project. An example is provided below to give you an idea for the kind of information we are looking for. There is no limit to the number of activities / milestones you can add to your action plan.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Main activity**  | **Milestone** | **Person leading and their role** | **Start date** | **End date** |
| e.g. Recruitment of project manager | e.g. Project manager in post  | e.g.  | e.g. July 2019 | e.g. September 2019 |
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**Annex B – Finance Template Guidance**

**Instructions:**

Please complete the table below taking care to list all costs under the appropriate cost type. Please indicate the estimated level of spend by type per term. A description of each cost type can be found below:

* **Delivery:** these are costs of people and resources involved in the direct delivery of activities in the supported settings. Wherever possible, we ask bidders to be specific about how funding requested relates to project activities and milestones.
* **Administration:** these are the costs relating to anything other than direct delivery, project management and travel and subsistence. This could include the costs of the project manager who is responsible for making sure that the programme of work is delivered as planned, and will include costs relating to monitoring the ongoing delivery of activities and achievement of outcomes.
* **Travel & Subsistence:** these are the costs incurred by deliverers of activities.

We also ask that bidders remember that we expect:

* Not to fund capital expenditure which exceeds 2% of the total cost of the bid;
* Not to fund anything that would be covered within existing funding streams, although we will consider backfill arrangements to facilitate project delivery on a case by case basis; and
* All funding requests to demonstrate value for money.

**The total spend across all cost types should equal the total amount applied for.**

**Finance Template**

| **Project Cost Area** | **Project Cost**  | **June 2019** | **July 2019** | **August 2019** | **September 2019** | **Total spend** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  e.g. 2 FTE staff | £###.## | £###.## | £###.## | £###.## | £###.## | This column allows you to provide any clarifying information, such as the rationale for costs, how they have been developed or any other details you think would be useful for us to know.  |
| **Delivery: funding for holiday club provision** |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Delivery: costs of local co-ordination** |  |  |  |  |  |  |  |
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| **Administration** |  |  |  |  |  |  |  |
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| **Travel and subsistence** |  |  |  |  |  |  |  |
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Annex C: Declaration

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| **DECLARATION**\* Please complete in block capitals  |
| 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 DfE's grant funding agreement. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to receive grant funding for the application I have made. I confirm that the organisation named in this application has given me the authority to complete this application on its behalf. |
| Name |  |
| Position (job title) |  |
| Date (DD/MM/YY) |  |
| Telephone number |  |
| Signature |  |

Please note: Signature must be either an E-signature or a real signature (scanned document)

**Annex D: Grounds For Refusal
Information to be provided by bidders**

DfE will **not** award you funding unless you are able to answer **no** to all of the grounds for refusal listed below. Please review the following list.

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. |  |

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Is any of the following true for your organisation?** | **Answer**  |
| (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? |  |

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| **Supplementary information** |
| **Costs and expenses**You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your proposal whether or not your proposal is successful.**Feedback**Upon request, we will be able to offer formal feedback on your proposal.**Inducements**Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your application from being considered and may constitute a criminal offence.**Freedom of information** 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**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. We consider it unlikely that the funding to be provided under this scheme would be considered State Aid. However, applicants should form their own view, taking advice if necessary, as to whether the funding they receive is unlawful State Aid. Furthermore, 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 could possibly limit the amount for which you are eligible.**A note on funding restrictions:** Due to government spending controls there are restrictions on certain types of activity that can be financed with public funds. This includes marketing, the development of digital services and consultancy. This means that controls apply to most communications activity including (but not limited to):* Advertising & Marketing (including digital)
* Market research, printing and publications;
* Events, conferences and exhibitions;
* Public relations activities;
* Digital communications activities;
* Consultation activities including: associated publicity, events, resources and materials, research, analysis and evaluation; and
* Communication strategy, planning, concept and proposition testing and development

Marketing activityIf your proposal requests funding for marketing and advertising which fall under the Efficiency Controls, an exemption would have to be sought before the funding could be granted. Exemptions under a certain limit (£100k) can be approved within DfE. However, if you proposal includes funding in excess of this limit an exemption would have to be cleared by Cabinet Office (CO) and you may need to provide further information which might result in a delay in clearing funding .Digital activityThe process will also apply to digital activity, for proposals including expenditure on websites, mobile apps, domain names any exemption will need to be pre agreed by DfE, any proposed expenditure over £100k would need to be agreed by Cabinet Office (CO).ConsultingThe same process also has to be followed in relation to consultancy where any exemption will need to be pre-agreed by DfE, and if the proposal includes engaging consultants at a cost of over £20k and lasting on excess of 9 months, this will require additional Cabinet Office (CO) clearance. Bids should therefore limit such activity for which funding is requested. This does not preclude this activity being considered for funding, but proposals where a significant part of the grant being applied for will be used these areas, can only be considered if there is an overwhelming case for the proposed product or service. More information on Government Efficiency controls can be found on the following Government website <https://www.gov.uk/government/publications/cabinet-office-controls>  |



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