**Frequently Asked Questions (FAQs)**

**Homophobic, Biphobic and Transphobic (HBT) Bullying Fund**

1. **Are there plans to prevent repetition of school resources [e.g. the creation and publication of school discussion guides] across the project?**

Yes. The GEO and DFE will be putting in place structures to prevent repetition of school resources and ensure quality.

1. **Are there plans to prevent lots of partners competing in the same areas? Will there be allocation of Geographical areas?**

In assessing the bids, we will compare applications against the evaluation criteria, to ensure the highest quality projects are funded, as well as a good spread of projects across regions in England and across primary and secondary schools. The GEO and DFE will consider how to support partners at the design phase to ensure they are not clustered in the same regions.

1. **Would the Department be interested in a model where an organisation partners with multiple partners/all partners to centralise the creation and publication of school resources and ensure work is not repeated?**

Joint applications are welcome with the maximum bid still applicable, so a joint bid by two or more organisations could be made for up to £500,000. However, as mentioned in question 1, DFE and GEO will be considering and overseeing how to prevent repetition in producing school resources and ensure greater coordination.

1. **Is there anything else partners can do to ensure they are working collaboratively rather than in competition?**

You may wish to set out in your applications how you will promote collaboration and disseminate learning and good practice. The grant welcomes applications from consortiums and partnerships.

1. **The tender mentions that “The data also suggested that interventions were more effective when they moved away from a “one-size fits all approach” and were adaptable to the individual circumstances of schools”. The tender also proposes two possible models for schools. Would it be possible to have a number of different services and offer schools greater flexibility with more bespoke packages depending on their need?**

Organisations must deliver the **two models** outlined in the ITC. We envisage that a “whole school approach” model can be designed to be flexible to respond to the specific needs of each school.

1. **Our membership programme is currently a self-sustainable model. If successful in our bid is the Department still happy for us to charge for training?**

Training has to be free at the point of delivery in this grant.

You should note that the ITC asks you to evidence how you will reach schools which currently have no, or ineffective, measures in place on HBT bullying – not just schools that are already committed to the programme aims.

1. **To what extent is success in the last project a factor in making decisions about which bids will be successful this time around?**

Organisations will be assessed by how their application meets the criteria set out in the ITC scoring matrix.

1. **The Department has stated that “funding will not be granted for project staff to deliver assemblies or classes” Would this include a School Role Models programme? Our School Role Models programme uses LGBT volunteers, not project staff.**

Organisations will be expected to demonstrate how they deliver model one and two. Model one is a school system-led approach – and as part of this, we expect you to detail how specific activities will achieve outcome 3: “more pupils report that they feel confident in reporting HBT bullying, feel more resilient towards bullying, and feel their school is inclusive towards LGB&T pupils and families”. Please note we have stated we particularly welcome initiatives that:

* + strengthen pupil referrals to existing school and community support services
  + or provide direct support to pupils experiencing bullying or issues associated with pupils’ LGB or T identity

A role model programme may form part of this approach. However, funding cannot be used to pay for project staff (or volunteers) to deliver assemblies or classes to students.

1. **Can you clarify what you mean by “Survey schools at the outset. Projects will need to assess in schools the levels of: knowledge and support to addressing HBT bullying among school leadership teams; the extent of policies already in place; and evidence of need”. Will this require actually giving schools a survey to complete?**

No this does not mean schools have to complete a survey. Bidders are required to identify how they will recruit schools to participate in the programme. This must include an assessment of the current level of awareness and activity relating to HBT bullying within schools, to enable a triage process to identify which schools receive model 1 and which receive model 2. We want specific detail of how you will identify and engage harder to reach schools, who currently have no or limited measures in place.

1. **The tender mentions first surveying a group of schools, then selecting a sample to work with. Does this mean we would not be supporting other schools in the surveyed group?**

That is correct. Organisations will need to assess a number of schools to identify and select a sample of schools that require the intervention, and for those schools then determine whether model 1 or model 2 is appropriate.

1. **Once surveyed the schools would then have “baseline data collected”. Would this be collected as part of an initial survey, or would this require additional data gathering?**

These are two different processes and serve different purposes. The first stage is for you to identify participating schools and the level of intervention required – the application asks you to outline how you will go about this. The collection of baseline data will be consistent across all initiatives, and determined in collaboration with independent evaluators and the Department to help assess how the intervention contributes to change.

1. **Can we target faith schools?**

Yes, although you will need to set out why you are targeting faith schools explicitly in your sample. The ITC asks you to evidence how you will **reach schools which currently have no, or ineffective, measures** in place on HBT bullying – not just schools that are already committed to the programme aims.

Please note, the application asks you to consider “**who needs to say ‘yes’ to make your solution happen?:** *What permissions – formal and informal – do you need? Do you have these permissions already, if not how do you plan to obtain them?*”

1. **In 1.2 it asks about previous funding from the innovation programme, but the drop down menu for the column for that question gives the options of: Confirmed, In discussion, Plan to approach**

This question is incorrect. Please leave it blank.

1. **Please could I just clarify whether you would accept an application from a Social Enterprise that would be set up specifically to run the project?**

Yes, we would.

1. **Can organisations submit more than one application? Are organisations permitted to submit bids as a lead and be a named sub-contractor in another bid?**

Yes. However, please makes this clear in your application form if you are putting in another application in parallel. You will need to consider whether, if in the event that both bids are successful, that you would have capacity to deliver both projects to standard.

1. **Is there a deadline to ask clarification questions?**

You can ask clarification questions until the deadline – noon on 5 August although you will need to leave sufficient and reasonable time for us to respond.

1. **If an organisation submitted an application for the DfE Anti-bullying Activity in Schools and On-line Reporting Solutions Grant last month, are they eligible to submit an application to this fund?**

Yes you can submit applications to all grants – but please note there is a difference in criteria. You will also need to specify in the application form which other DFE grants you have applied for. You will need to consider whether, if in the event that both bids are successful, that you would have capacity to deliver both projects to standard.

1. **Page 5 of the ITC (bullet point one - surveying schools at the outset): will the Department be providing generic survey content to successful providers, ensuring consistency of messaging to schools across all regions?**

The application will be assessing you on your methodology for identifying participating schools and the level of intervention required. Once bids are awarded, the collection of baseline data will be consistent across all initiatives, and determined in collaboration with independent evaluators and the Department to help assess how the intervention contributes to change.

The Department will work with successful grant holders and evaluators to ensure effective coordination between projects.

1. **Page 5 of the ITC (bullet point two - You will need to set out how many schools you will reach through a whole school approach (model one) or just training (model two): is there a % expectation of the number of schools (200) undertaking either of the models?**

The Department expects each organisation to reach 200 schools during the three years. However, we have not determined the percentage of this total which will need to receive model one or two. We envisage that less schools will receive the intensive model one approach given the resources required for this approach.

1. **Re Q 3.10 in the application form, are you able to provide further details of the evidence you were looking for regarding attracting further funding eg a funding plan.**

The questions asks: “How will you ensure sustainability beyond the duration of the grant funding, by attracting further funding and by supporting schools that “graduate” from the project to effectively embed good practice?”

The Department asks for indicative evidence that you have considered this; however, we do not require a funding plan.

1. **How can I attend the open session mentioned in the ITC?**

The Department will be holding an open session on 28th July 2016 in London with teleconference facilities. The purpose of this meeting is to allow those that are bidding for the new fund to hear about the findings from the evaluation of the previous 2015-2016 programme as well as discuss the new fund.

You will need to contact [LGBT.TEAM@geo.gov.uk](mailto:LGBT.TEAM@geo.gov.uk) to register your interest.

1. **How are you envisioning the three years to work as compared to the previous project's 1 year timeframe? What do you expect us to achieve in the three years as compared to the previous 1 year timeframe? (E&C)**

This is an ambitious programme, with the overall purpose to reduce the incidence of HBT bullying in primary and secondary schools in England by transforming the culture of how schools prevent and respond to HBT bullying in a **sustainable** way.

The programme builds on the evidence from the last, and is even more ambitious:

* It aims to stimulate a **sustainable change** in how schools address bullying – by taking a multiyear and school-led system approach
* It will reach those **hard to reach schools** which are not already committed to the agenda- where needs are greatest
* It seeks to build up a body of evidence and **disseminate learning to catalyse change**

The tender document sets out three core outcomes we want the programme to achieve.

1. **Are we now able to release the NATCEN report? (E&C)**

The independent evaluation has been published here: <https://www.gov.uk/government/publications/anti-homophobic-biphobic-and-transphobic-bullying-programme-evaluation>

We ask all bidders to consider the findings before submitting an application.

1. **Can schools be part of the bid as a partner in an advisory capacity? (Metro)**

Yes.

1. **Can schools be paid for participating in a partnership in an advisory capacity? (Metro)**

Yes – if school staff are delivering aspects of the project, their costs can be included in total staff costs for the programme.

1. **This fund is being promoted as a grant, so in theory should not be subject to VAT. However, in the budget, you have included separate columns for VAT, so is the DfE assuming that there is a supply of goods or services in exchange for a consideration and therefore believe it is vatable? If yes, does the £500,000 upper limit include all VAT or can this be treated separately? (LGBT Consortium)**

VAT is a tax that is charged on the transaction that happens when goods or services are provided in exchange for payment.

When we give a grant, we are not ‘buying’ (transacting) goods or services for the Department, we are providing funding to cover costs in order to achieve an outcome – ***so there is no VAT chargeable***.

However, when we carry out a competitive tendering exercise, to be fair to all bidders, we have to compare the *net* costs for their bid (an organisation that is not VAT registered would always be more expensive as they cannot reclaim VAT paid so their costs will be more).

So, in the bids here, organisations should include the expected costs to them, but shown as the net, VAT (not reclaimable) and gross. The bids will then be evaluated on the net costs.

What we pay, however, is the amount incurred by the bidder, i.e. if they are ***NOT*** VAT registered then we will pay the full cost (i.e. including any VAT they have paid but cannot reclaim). So for example, if part of the claim was for stationery which was £100 plus £20 VAT which they cannot claim back, then we would pay £120.

If the organisation **IS** VAT registered, then taking the same scenario as above, we would pay £100 (as they would reclaim the £20 VAT from HMRC on their normal VAT returns).

1. **If we want to submit two tables etc to show evidence without increasing the word count, is it possible to add these to the Annex section and reference them? (Stonewall)**

Yes.

1. **In regards to the invitation letter declaration form  - Does this refer to the Model Grant Offer Letter, and does this have to be filled out in full? (The Diana Award)**

No, you do not need to fill out the Model Grant Offer Letter.

You need to complete the application form, financial documents as specified, and consortium documentation.

1. **Apart from filling out the budget and breakdown of spend in the Annex B Template, does any further financial information need to be submitted, such as most recent Audited Accounts? (The Diana Award)**

Not at this stage.

1. **The application asks for consortium documentation setting out the agreement entered into by consortium members. We are in the process of collaborating with two other organisations for this fund. What would be considered the most appropriate consortium documentation? (The Diana Award)**

If the Supplier completing this application is doing so as part of a proposed consortium, the following information must be provided as a minimum at this stage;

* names of all consortium members;
* the lead member of the consortium who will be responsible for delivery of the service (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate sheet.