



Department
for Education

Safeguarding VCS Grants 2016-18

Application Form and guidance

July 2016

Table of Contents

| | | |
|-----------------------|---------------------------------|----|
| Section One: | About This Application Form | 3 |
| Section Two: | Eligibility Checklist | 9 |
| Section Three: | About Your Organisation | 11 |
| Section Four: | About Your Proposal | 13 |
| Section Five: | The Summary of Your Proposal | 14 |
| Section Six: | Your Proposal in Further Detail | 20 |
| Section Seven: | Declaration | 41 |
| Annex A: | Grounds for Refusal | 42 |

Section One: About This Application Form

1. Introduction

This document provides details of the Department for Education's Safeguarding VCS Grants 2016-18.

The Government is committed to improving the child protection system and to protecting and safeguarding the most vulnerable children to give them the best life chances. We wish to target grant funding for safeguarding on tackling specific forms of abuse that require particular expertise or services; and engagement with communities who find it difficult to engage with statutory authorities.

We are making available up to a maximum of £2.25 million in safeguarding grant funding to VCS organisations for an 18-month period (October 2016 - March 2018) to help deliver on three safeguarding priorities: Female Genital Mutilation (FGM); Radicalisation; and domestic abuse, drugs and alcohol misuse. There is potential to extend for a further six months (April 2018 to October 2018) - subject to funding being available.

Eligibility and criteria

We want to fund proposals in support of the above three safeguarding priorities. This safeguarding grants funding opportunity is open to voluntary, community and social enterprise organisations. Other organisations can be part of a partnership or consortium bid (but not the lead organisation) made on a "not for profit" basis. The impact of the activity and any direct delivery of the services must be in England only.

Completing the form

This form asks you to tell us about your proposal in support of one or more of the three safeguarding priorities within the specification. The form also includes a timetable and guidance about the application process. In completing this application form you should refer to the Safeguarding VCS Grants 2016-18 Invitation to bid document which can be found on Contracts Finder: <https://www.gov.uk/contracts-finder>

Section one of this form explains:

- The assessment process, the timetable and where you can find further information;
- How your proposal will be scored;
- How to complete the application form and send it to the administrators of the grant (Department for Education (DfE)); and
- A checklist of questions you should consider before sending us your application.

There are also guidance notes within this form that explain what we are looking for in your answer to each of the questions.

2. The Assessment Process

All of the information requested in this application form must be provided to enable your application to be considered.

In this competitive process, only the highest scoring proposals will be awarded grants. The DfE reserves the right to determine the number of applications that are successful based on the quality of bids received, and to ensure an appropriate spread of proposals across the three safeguarding priorities.

Your application is not an agreement or contract. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the assessment criteria described in this form under the questions. Only high quality applications are likely to be considered for funding.

In assessing applications, the DfE will first check whether the eligibility criteria in **Section Two** of this application form have been met. Applications that **do not** meet the eligibility criteria or that come within the grounds for refusal will not be assessed and your proposal will be rejected.

The DfE will then assess the information you have provided in **Sections Three to Seven** in this application form.

If your application is successful we will ask you for the supporting documentation outlined in this form, so that we can complete any due diligence checks (for example further checks of financial information and references). We will also start negotiations with you in order to develop your work plans and to enable us to draw up the Grant Funding Agreement. A model of the Grant Funding Agreement is available on the Contracts Finder website <https://www.gov.uk/contracts-finder>

3. Timetable and how you can find out more information

Set out below is the proposed timetable for the application process. This is a guide and subject to the quantity and quality of the proposals received, it may be subject to change.

- Deadline for you to submit queries not covered in the Invitation to bid or the FAQ document: **noon Thursday 14 July 2016.**
- Responses to all substantive queries received about the safeguarding grants application process published on Contracts Finder: **Tuesday 19 July 2016.**
- Deadline for you to submit your application/s (including all supporting documents set out in paragraph 6. below): **noon Friday 29 July 2016.**
- Notification of outcome: **Friday 16 September 2016.**
- Due diligence checks will be carried out (for example further checks of financial information and references as required) and negotiations to develop and finalise your plans from **early September 2016.**
- Grant agreement signed between the successful application and the DfE by **Friday 30 September 2016.**
- Funded activity begins **1 October 2016.**

We will provide all successful organisations with the final version of the grant funding agreement. This agreement will set out our expectations of all successful applicants and

all bidders will be required to accept the final version in full. Applicants can apply for grant funding for up to eighteen months (1 October 2016 - 31 March 2018). There is potential to extend for a further six months (April 2018 to October 2018) - subject to funding being available.

Getting in touch

If you have any questions you would like to ask about the application process, that are not already covered in this form or the Safeguarding VCS grants invitation to bid and specification of requirements document, you can email Enquiries.SAFEGUARDING@education.gsi.gov.uk

You should include in the subject line of your email '**Safeguarding VCS Grants**'. We are however only able to respond to general queries about the application process via the updated Frequently Asked Questions (FAQ). We are **not** able to answer questions about the specifics of what you would like to include in your proposal, this may give an applicant an unfair advantage over other applicants.

Your application **must** be sent by email to Safeguarding.VCS@education.gsi.gov.uk **by noon on Friday 29 July**. Information about how to send your application is explained below. When you have emailed your application form, you will receive an automatic email response letting you know that your application has arrived with us.

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

4. Scoring and assessing your application

Under each question in this application form there is a description of how your answer will be assessed and scored against the specification and requirements.

The scoring matrix below will be used to ensure a consistent approach is taken when scoring applications. Your proposal will be scored out of 5 using the rating scale in the table below. This score will then be multiplied by the stated weighting, for example 1x 4 (4); 2x4 (8); 3x4 (12) to produce the final score.

| Score | Description |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | No evidence/response. |
| 1 | Poor response. Very little evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable). |
| 2 | Unsatisfactory. Some evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable). Meets some of the relevant requirements/considerations in this area, but with important omissions. |
| 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. |
| 4 | Good. Good demonstration of knowledge, skills, experience, quality of approach (as applicable). Meets all relevant requirements /considerations in this area. Have confidence in their ability to deliver this aspect of the project. |
| 5 | Exceptional. Exceptional demonstration of knowledge, skills, experience, quality of approach and resources (as applicable). Meets or exceed all relevant requirements /considerations in this area. Have confidence in their ability to deliver this aspect of the project to an exceptional standard. |

5. How to complete this application form and send it to the DfE

We are using a programme called Adobe Reader for the application form as it works on different types of computer and it is free for you to download and use if you do not already have it. If you need to download and install Adobe Reader on your computer, or you need the latest version of Adobe Reader then please visit the Adobe website at <http://get.adobe.com/uk/reader/> and follow the instructions you are given. **Please ensure that you are using the latest version of Adobe Reader to complete this application as this will enable you to fill the form and save your progress.** Using older versions of this programme or different programmes such as Mac Preview, Adobe Acrobat or your internet browser, for example Internet Explorer, will mean the form does not work properly.

First save this application form to your computer. Then open the saved application form in Adobe Reader and directly type your answers to the questions into the application form. You can save this application form to your computer if you would like to come back to the questions at a later stage. You may find it helpful to check the form is saving your answers before you spend a lot of time filling in the form. **Make sure 'Highlight Existing Fields' at the top of this screen is turned off** so the field you type in is white with a border.

When you have completed this application form and you are happy with your answers, **send your application form by opening a new email message in your preferred email programme, attach your final application form and send it to Safeguarding.VCS@education.gsi.gov.uk alternatively you can use the 'submit' button on the form.**

Please send your **supporting documentation** to Safeguarding.VCS@education.gsi.gov.uk specifying your organisation name in the subject line.

Please make sure you have left yourself enough time to send your application to us. We recommend that you send your application 24 to 48 hours before the application due date. If any technical problems occur, this extra time should allow you to resolve them and re-submit your application by the deadline. **You will know when we have received your email as you will receive an automatic email message from the Department for Education to let you know your application has arrived.**

6. Application form checklist

Please consider the following questions before you send us your application form.

You will be asked to select what safeguarding priority/ies your proposal addresses. If you are submitting more than one proposal please complete a separate application form for each priority area being addressed.

Have you completed all the sections of this application form?

Please complete all sections of this form before sending it. Unfortunately, we will **not** be able to assess incomplete application forms.

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.
- **Financial documentation.** In all cases organisations must provide the Department with the following financial information to evidence the information provided at Section Six Question 6c of the application form. If you have already sent this information to the Department before we would ask you to provide it once more for our records. If your organisation has a number of bids you only need to provide this information to the Department once. In order of the Department's preference please provide the following:
 - a. Copies of your **two** most recently audited accounts (including cash flow) or if not available, a copy of your most recently audited account (including cash flow).
 - b. If you do not have the information described above, a statement of your turnover, profit and loss account and cash flow for the most recent two years, or if not available, year of trading.
 - c. If you do not have the information described above, a statement of your cash flow forecast for the current year and a bank statements, or if not available bank letter, outlining the current cash and credit position.
 - d. If you do not have the information described above, a means of demonstrating financial status.

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

PLEASE NOTE - WE CAN NOT 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.

Efficiency Controls. Where your proposals include funding for activity covered by Government Efficiency Controls we may need to seek further clarification for you on your proposals in order to make business cases to the Department and Cabinet Office where appropriate. Please note that the Department will be unable to award any money for spend in this area if business cases have not been appropriately cleared. See also pages 10 and 25 for more information on Efficiency Controls.

It is essential that grant negotiations take place between 16 September and 30 September and the grant funding agreement is signed by 30 September in order for you to receive the grant. We understand that this is a very tight timetable for you and will do our utmost to support you through this process. Please ensure you are thoroughly familiar with the terms and conditions of the grant funding agreement available on Contracts Finder before discussions take place and that relevant personnel are available during that period.

Section Two: Eligibility Checklist

A. Eligibility

This checklist has been designed to help you decide whether you are eligible to apply for a Safeguarding ~~V~~CS Grant 2016-18 before you go to the time and expense of submitting an application.

You must be able to agree with all of the following statements in order to be eligible to apply for awards under this grant funding opportunity. You should also read the eligibility information in the FAQ document on Contracts Finder.

- The project is focused on safeguarding and supporting the most vulnerable children and the application being made addresses one or more of the three safeguarding priorities: Female Genital Mutilation (FGM); Radicalisation; and Domestic abuse, drugs and alcohol misuse.
- The whole bid is made on a not for profit basis.
- The lead body, if your proposal is a consortium/ partnership bid, is a voluntary, community or social enterprise (VCSE) organisation. You may include organisations which are not VCSE within the membership or partnership but they may not be the lead or the sole body.
- The sole organisation making the bid, if your proposal is not part of a consortium / partnership bid, is a VCSE organisation.
- The impact of the activity and any direct delivery of the services are in England.
- The bid does **not** include an application for any funding for capital expenditure.
- The project is of national significance. By national significance, we mean projects that are replicable and scalable and address an issue or meet a need that is likely to be encountered in more than one locality and where national action is needed, or action is needed to ensure equality of opportunity or access for particular groups.

1) Are you able to agree with the statements above in relation to this bid?

In addition to the eligibility statements above, the DfE will not award you funding unless you are able to answer **no** to all of the grounds for refusal listed in Annex A of this form.

2) Is your organisation, any directors or partners or any person who has powers of representation, decision or control, able to answer no to all the grounds for refusal listed at Annex A?

Restrictions on certain types of grant funded activity

Due to Government spending controls there are restrictions on certain types of activity that can be financed with public funds ("Efficiency Controls"). These Efficiency Controls apply to marketing, the development of digital services and consultancy.

At Section Six of this application form, further information is given about Efficiency Controls, and you are asked to set out which elements, if any, of your proposal include activity where there are funding restrictions in place.

Due to these Efficiency Controls, bids should 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 for these areas can only be considered if there is an **overwhelming** case for the proposed product or service.

3) Do you believe that part/s of your proposal is to fund activity covered by Efficiency Controls?

Yes

No

Section Three: About your organisation

1) What is your organisation name address and contact details?

Please provide the following information for organisation submitting the bid or acting as the lead where a consortium bid is submitted.

1a) What is your organisation's full legal name?

1b) What other name/s does your organisation use? If none please write 'none'

1c) What is your website address? If none please write 'none'

1d) What is your registered office address?

1e) What is your registered office postcode?

1f) Are you VAT registered?

Yes

No

1g) If yes, what is your VAT number?

1h) Please provide below the contact details of someone who we can contact during office hours who has sufficient knowledge of your proposal to discuss it with us.

Full name

Position (job title)

Email

Phone Number

Mobile Number

2) What type of organisation are you?

Please provide the information below for the organisation submitting the bid or acting as the lead where a consortium bid is submitted. If your organisation is both a charity and a company please provide both numbers.

Registered Charity

Charity Number:

Company

Company Number:

Other

Please Specify:

If you are a branch or related to a larger organisation please provide the name below

3) Consortium and sub-contracting details

Please provide the information below if this bid is part of a consortium arrangement.

3a) Your organisation is bidding to provide the activities itself

Yes

No

3b) Your organisation is bidding in the role of lead body and intends to use third parties to provide some activities (i.e. sub-contractors)

Yes

No

3c) You are bidding as the lead body of a consortium

Yes

No

3d) Please provide a list of all consortium members

3e) I confirm that all consortium members have agreed to enter into the consortium.

As stated in paragraph 6 earlier, you will need to provide evidence of this agreement when you make your application.

Section Four: About your proposal

The Safeguarding VCS Grants 2016-18 Invitation to bid document contains the specification of requirements outlining the aims and outcomes of this funding opportunity. This document is available on Contracts Finder <https://www.gov.uk/contracts-finder>

Bids must be made specifically in support of safeguarding the most vulnerable children and must contribute to one or more of the three safeguarding priorities: Female Genital Mutilation; Radicalisation; and Domestic abuse, drugs and alcohol misuse. The Invitation to bid document sets out details of the sorts of projects the Department is interested in.

If you are submitting applications for more than one project then you will need to complete a separate application form for each priority area.

1) How much money are you requesting for this proposal in each financial year?

Please enter the amounts you are requesting in numerals in the boxes below.

Enter separate amounts for:

2016-17

2017-18

Total Funding

2) What safeguarding priority/ies does your proposal aim to support?

Female Genital Mutilation

Radicalisation

Domestic abuse, drugs and alcohol misuse

2a) Please tell the Department if you have submitted any other bid/s under this VCS Safeguarding Grants 2016-18 funding opportunity?

Yes

No

If yes please tell us your
total number of bids

Section Five: The Summary of Your Proposal and Your Track Record

Summary of your proposal

1) Please describe and cover both points in no more than 600 words in total:

a) A summary of your proposal

b) Why a particular approach is being taken and how it will address the specific safeguarding priority (including the evidence base).

We will not assess any proposals that exceed the word limit.

Assessment and scoring of the summary of your proposal (Questions 1a and 1b).

As part of the assessment, we will consider the following areas:

- How clearly your proposal addresses the DfE priority/ies you have chosen and evidences the level of need and who will benefit;
- Whether your proposal is realistic and achievable with a clear plan for sustainability and evidences the capability and capacity to maximise value for money through the 18 month funding period;
- Evidence of the outcome you can deliver;
- The potential impact of the activity on the service user (e.g. children, parents, communities, staff/ professionals including improved engagement; increased knowledge and understanding and support available to target the specific safeguarding issue).

Maximum score 40 (weighting x 4 for (a) and (b))

Summary of your proposal

Track record

2a) Please describe in up to 200 words any experience you have which demonstrates your suitability to fulfil your proposal.

We will not assess any evidence that exceeds the word limit.

You will need to complete either Q2b) or Q2c) below, not both.

2b) To demonstrate your experience and expertise please provide details of up to three grants or contracts from the public or private sector. Please provide the contact details of individuals who will act as referees should the Department wish to confirm the accuracy of the information provided below.

The examples given should demonstrate your performance primarily during the last three years.

Example One

Customer Name

Customer Email

Customer Phone Number

Customer Address

Title of Project

Start Date (MM/YYYY)

Completion Date (MM/YYYY)

Value £ (please enter numerals)

Example Two

Customer Name

Customer Email

Customer Phone Number

Customer Address

Title of Project

Start Date (MM/YYYY)

Completion Date (MM/YYYY)

Value £ (please enter numerals)

Example Three

Customer Name

Customer Email

Customer Phone Number

Customer Address

Title of Project

Start Date (MM/YYYY)

Completion Date (MM/YYYY)

Value £ (please enter numerals)

2c) If you are unable to provide any examples please explain, in up to 200 words, why not and how your capability/expertise would enable you to deliver the project.

We will not assess any evidence that exceeds the word limit.

Assessment and scoring of your track record (Questions 2a and 2b/2c).

Responses to this section will be used to undertake an assessment of your organisation's technical and professional ability to provide the activities. As part of the assessment, we will consider the following areas:

- How your evidence demonstrates the particular expertise and capacity to deliver activities relevant to the selected safeguarding priority/ties;
- Whether evidence demonstrates real quality in managing or working with stakeholders, developing partnerships and disseminating good practice.

Maximum score 20 (weighting x 4)

Section Six: Your Proposal in Further Detail

1) What are the aims and objectives of your proposal?

We will not assess any evidence that exceeds the word limit.

1a) Please list in up to 150 words the key aims (intended outcomes) of your proposal in addressing your chosen safeguarding priority/ies.

1b) Please list in up to 150 words the key objectives of your proposal in addressing your chosen safeguarding priority/ies.

Assessment and scoring of your aims and objectives (Questions 1a and 1b)

By 'aims' (intended outcomes) we mean what you hope to achieve by the end of your project. By 'objectives' we mean the steps along the way to meeting your 'aims'; how you will achieve your 'aims'. Your key 'objectives' should use specific statements that define measurable outcomes. Your 'objectives' should be SMART i.e. Specific, Measurable, Achievable, Realistic, Time constrained.

Your proposal will be assessed on the following areas:

- How clearly aims and objectives are aligned to the chosen safeguarding priority/ties;
- How clearly the intended outcomes of the proposal are identified (including the quantified benefits you expect to achieve for users and the target groups you aim to engage).

Maximum score 15 (weighting x3)

2) What is the evidence base for your proposal?

Please explain in up to 200 words the evidence base for your proposal.

Assessment and scoring of the evidence base for your proposal (Question 2).

Your proposal will be assessed on the following areas

- Evidence of the outcomes you can deliver;
- what the demonstrable impact is of the activity on the service user;
- what the value is of these impacts;
- evidence that outcomes are attributable to the service/activity and could not be achieved in the absence of it.

Maximum score 20 (weighting x 4)

3) What is your methodology and approach?

Please explain in up to 200 words the approach you are going to take, the reasons for taking the approach and, if part of a consortium/partnership, which organisation is responsible for which aspects of delivery.

Assessment and scoring of your methodology and approach (Question 3).

As part of the assessment we will consider the following areas:

- Why a particular approach is being taken;
- which organisations are responsible for which aspects of delivery (if bidding as part of a consortium/partnership);
- the development or delivery of services based on early intervention principles of tackling problems early to avoid unnecessary escalation;
- how service users will be engaged in the activity and how this will feedback into the activity design and delivery;
- what the reach of the activity will be and whether it will support the most vulnerable children; and/or target communities who currently find it difficult to engage with statutory authorities.
- how your approach to dissemination will work;
- how you will monitor and evaluate activity;
- how your proposal ensures equality of opportunity and accessibility.

Maximum score 20 (weighting x 4)

4) What is your high level delivery plan?

Please complete and provide details by each quarter of the funding period covering when activity will be undertaken, what your planned activity is, what your key milestones are and your success measures (which should include quantifiable measures as appropriate).

Quarterly Milestones and Success Measures

2016-17

Oct - Dec 2016 Planned Activity/ies

Oct – Dec 2016 Quarter Milestone/s

Oct - Dec 2016 Quarter Success Measure/s

Jan - Mar 2017 Planned Activity/ies

Jan – Mar 2017 Quarter Milestone/s

Jan – Mar 2017 Quarter Success Measure/s

2017-18

Apr - June 2017 Planned Activity/ies

Apr- June 2017 Quarter Milestone/s

Apr - June 2017 Success Measure/s

July – Sept 2017 Planned Activity/ies

July – Sept 2017 Quarter Milestone/s

July – Sept 2017 Quarter Success Measure/s

Oct – Dec 2017 Planned Activity/ies

Oct – Dec 2017 Quarter Milestone/s

Oct – Dec 2017 Quarter Success Measure/s

Jan – Mar 2018 Planned Activity/ies

Jan - Mar 2018 Quarter Milestone/s

Jan – Mar 2018 Quarter Success Measure

Assessment and scoring of your delivery plan (Question 4)

As part of the assessment we will consider the following areas:

- Plans which are coherent and feasible;
- Plans that evidence clear understanding of how activity will be measured and the impact will be evaluated.

Maximum score 20 (weighting x 4)

5) What is the budget for your proposal?

5a) Please complete the following costing table. You should indicate if VAT is applicable, and if so, include VAT in all costing as this will form part of the overall grant award to you. Please, also include details of activity which you believe may fall within government restrictions on grant funding.

| Item A Expenditure | Description | Cost £ 2016-17 | Cost £ 2017-18 | Total Overall Cost £ |
|------------------------------------------------------------------------------|-------------|-------------------|-------------------|----------------------------|
| A) Direct costs | | | | |
| Wages (including National Insurance) | | | | |
| Travel and Subsistence (England Only) | | | | |
| Staff related costs (for example staff training for the project) | | | | |
| Total of A | | | | |

| Item B Expenditure | Description | Cost £ 2016-17 | Cost £ 2017-18 | Total Overall Cost £ |
|------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|---------------------------|-------------------------------------|
| B) Administration (expenditure which falls within Government restrictions on grant funding) | | | | |
| Advertising and marketing activity | | | | |
| Consultancy activity | | | | |
| Digital Activity | | | | |
| Total of B | | | | |

| Item C Expenditure | Description | Cost £ 2016-17 | Cost £ 2017-18 | Total Overall Cost £ |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|---------------------------|-------------------------------------|
| Administration (including management, audit, other service costs) | | | | |
| Management | | | | |
| Monitoring and evaluation | | | | |
| Audit | | | | |
| Equipment for use on the project (capital items i.e. building works are not eligible to be funded). | | | | |
| Overhead costs related to the project | | | | |
| Total of C | | | | |
| TOTAL COSTS [A + B + C] | | | | |

5b) Please explain in up to 400 words the value for money offered by your proposal.

We will not assess any evidence that exceeds the word limit.

Assessment and scoring of the delivery budget for your proposal (Question 5a and 5b).

As part of the assessment we will consider the following areas:

- Details of the proposed staffing to deliver the outcomes including key roles identified to lead the activity as well as other roles to support delivery;
- a clear breakdown of the costs you expect to incur in meeting your stated objectives. We would be willing to consider different levels of funding for different service level within your proposals. But you must be clear and specific about the levels of activity you wish to deliver within your proposed funding ranges;
- expenditure that you expect to incur in relation to proposed activities;
- a clear rationale for how you have devised the costing and explain the assumptions underpinning the costing and why you think these are realistic;
- how you demonstrate your value for money case within the proposed costings (for example, you could benchmark costs against similar activities; demonstrate how the project will contribute value through access to wider community resources); and
- the proportion of your budget that is being spent on activity which is restricted under Government efficiency controls (see below).

[Maximum score 20 (weighting x4)]

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 activity

If 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 your proposal includes funding in excess of this limit an exemption would have to be cleared by Cabinet Office and you may need to provide further information which might result in a delay in clearing funding.

Digital activity

The 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.

Consulting

The 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 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>.

6) What management and governance arrangements will you have in place and how will you manage risk?

6a) Please explain in no more than 200 words the management and governance arrangements for what you are planning to deliver, including detailing who would be responsible for day to day contact with the Department and how you will manage the performance of partners where you are the lead organisation for a consortium and/or are working through partners.

We will not assess any evidence that exceeds the word limit.

6b) Please set out below 3 key risks, including financial risks, facing this proposal, your judgement on the probability (high, medium, low (H/M/L)) of their occurrence and your plans for managing, mitigating and controlling such risks if they materialise.

Important Note: Please enter 'none' if you are not entering information into any of these fields.

First key risk

Description

Probability (H/M/L)

Controls

Second key risk

Description

Probability (H/M/L)

Controls

Third key risk

Description

Probability (H/M/L)

Controls

6c) Please set out below the following information from your most recent accounts

Please enter, in numerals (MM/YY) the year end which the information below relates to

i. Have your accounts been independently audited

Yes

No

ii. Please provide the account year ending that your figures relate to DD/MM/YYYY

iii. Please enter, in numerals, your total income for the year. If none enter '0'.

iv. Please enter, in numerals, a total and breakdown of income from any DfE grants (including agencies) for the year. If none enter '0'.

| Description of DfE or agency grant | Amount (£) |
|--------------------------------------------------------------|------------|
| | |
| | |
| | |
| | |
| | |
| | |
| Total DfE or agency grants (automatic calculation) | |

- v. Please list any other Government grants that you have applied for or are expected to receive in 2016-17

| Description of grant | Amount (£) |
|-----------------------------------------------------------------|------------|
| | |
| | |
| | |
| | |
| | |
| | |
| Total grants expected 2016-17 (automatic calculation) | |

- vi. Please enter, in numerals, your current assets at year end. If none enter '0'.

- vii. Please enter, in numerals, your current liabilities at year end. If none enter '0'.

- viii. Please tell us if the information above is:

From the latest accounts approved by your organisation;

or

A projection because your organisation has been running for less than 15 months

Assessment and scoring of your management and governance arrangements, how you will manage risk (*including financial risks*) and your financial and economic standing (Questions 6a - 6c).

As part of the assessment we will consider:

- Whether your proposals demonstrate your experience of working in partnership with a range of stakeholders to deliver government policies and have the capacity to provide strong governance and management of delivery activities;
- Whether your proposals explain your arrangements for safeguarding vulnerable children and young people as part of your planned activities (where this is applicable);
- Whether your proposals demonstrate clear understanding of what the risks to your proposals are and how these risks, including financial risks, will be mitigated, managed and controlled;
- Whether the information you have provided from your accounts at question 6c indicates your organisation is of good economic and financial standing.

In addition, where you are bidding as part of a consortium you will need to:

- Provide details of the structure of your consortium /partnership; and
- Outline details of each consortium/partnership member's intended role and responsibilities, and the overall management arrangements and decision making processes within your consortium.

Maximum 10 marks weighting x2

7) What are your exit plans and plans for sustainability?

Please explain in up to 400 words your exit plan and plan for ensuring sustainability.

We will not assess any evidence that exceeds the word limit.

Assessment and scoring of your exit plan and plans for sustainability (Question 7).

As part of the assessment we will look for the following:

- evidence of specifically targeting alternative sources of funding, resource or support in kind where appropriate, to add value to your proposal;

- demonstration of the sharing of good practice with other organisations including how lessons learnt will be communicated to others;
- any plans for future engagement with stakeholders to continue dissemination; and
- how the proposal could be mainstreamed/commercialised once grant funding ends (i.e. sustainability strategies should be built in from the start of the project).

If bidding as part of a consortium or partnership you will need to:

- set out which organisation in the consortium/partnership will be responsible for taking forward sustainability.

Maximum marks 20 (weighting x 4)

Section Seven: Declaration

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 (please do not include an electronic signature)

Position (job title)

Date (DD/MM/YY)

Telephone number

Annex A: Grounds For Refusal

Information to be provided by bidders

As described in Section Two, 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 the following 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 Yes No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| (a) conspiracy within the meaning of section 1 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; | |
| (b) corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 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: | |
| (i) the offence of cheating the Revenue; | |
| (ii) the offence of conspiracy to defraud; | |
| (iii) fraud or theft within the meaning of the Theft Act 1968 , the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; | |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994 ; | |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | |
| (ix) 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 the following question.

| Is any of the following true of your organisation? | Answer |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| | Yes No |
| (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 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) <u>being a partnership constituted under Scots law</u> , 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) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> 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? | |

Please state 'Yes' or 'No' to the following question.

| Has your organisation? | Answer |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| | Yes |
| | No |
| (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? | |