**Homophobic, Biphobic and Transphobic Bullying Fund**

**Application Form**

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| **Section 1**  **About your organisation** | | | | | | | |
| **1.1 About your organisation** | | | | | | | |
| Lead organisation | Click here to enter text | | | Address | Address line 1 | | |
| Lead contact | Click here to enter text | | | Address line 2 | | |
| Position | Click here to enter text | | | Address line 3 | | |
| Email address | Click here to enter text | | |  | Postcode | | |
| Phone number | Click here to enter text | | |  | |  | |
| Type of organisation | | | Choose an item | | | | |
| Number of years the organisation has been operating for | | | Drop down list | | | | |
| **1.2 About your partners** | | | | | | | |
| Are you working or planning to work with partners on your innovation?  If yes, please list in the table below your partners or potential partners and describe the current status of the relationship: | | |  | | | | |
| *Partner* | | *Type of organisation* | | | *Status* | | *Previous funding from Innovation Programme?* |
| Name of partner organisation | | Drop down list | | | Drop down list | | Drop down list |
| Name of partner organisation | | Drop down list | | | Drop down list | | Drop down list |
| Name of partner organisation | | Drop down list | | | Drop down list | | Drop down list |
| **1.3 Your involvement so far** | | | | | | | |
| Have you previously received funding from the HBT Bullying Programme fund in 2015-2016? | | | Drop down list | | | | |
| Have you had previous conversations with DfE regarding this proposal or the ideas within it? | | | Drop down list | | | | |
| Would you like to opt out of regular innovation programme update emails? We will still communicate with you about your EOI. | | | No, I do not want to opt out | | | | |
| Is your organisation applying for or receiving funding for activity related to bullying from any other government or charitable innovation or transformation fund? | | | Drop down list | | | | |
| If yes, please give brief details. | | | Click here to enter text | | | | |

*The word counts included in this form are maximum word limits. You may use fewer words if you can answer the question clearly. Where a question is marked “Scored”, this is to show that your answer will be scored as set out in the Evaluation of bids section of the Invitation to Compete document.*

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| **Section 2**  **Summary** |
| 2.1 **Summary of your proposal** (250 words)  *Please explain clearly and succinctly what it is that you want to do and what difference you think it can make. State in simple terms what specifically is innovative and distinctive about your proposal and what benefits you think it will yield?* |
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| **Section 3**  **Your proposal and the impact you want to have** | | |
| 3.1 What geographical area is initially covered by your proposal? (Where multiple locations are covered, please identify these as appropriate) *Not scored* | **Select all applicable**  North East  North West  Yorks. & Humber  East  East Midlands  West Midlands  South East  South West  London | Please state if this is yet to be determined. |
| 3.2 **Does your project target primary, secondary or both primary and secondary schools?** (100 words) *Not scored* | | |
| 3.3 **What experience do you have in delivering projects that prevent or respond to HBT bullying or work to build inclusive LGB&T school environments?** (200 words) *Scored* | | |
| 3.4 **About your solution** (400 words) *Not Scored*  *What is your overall proposed approach to achieving the programme aims? How would you develop and roll out a whole school approach (model one) and staff training (model two)? Please detail headline activity you intend to carry out during each financial year.* | | |
| 3.5. **Why do you believe your solution can achieve the level of change and outcomes identified in the invitation to compete?** (800 words) *Scored*  *Please use the template in Annex A to design an evidence-based logic model for your proposed intervention. You must attach this to your application. Explain here how this model shows that your inputs, activities and outputs will lead to the desired outcomes and change. What evidence do you have from your own work or from elsewhere to suggest that your innovation will work? If you have already been testing your innovation you should have evidence that it works; if you haven’t you should have a compelling rationale that draws on relevant evidence. This may range from reports of the views of those you have helped, to academic study evidence.* | | |
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| 3.6 **How will you survey schools during the initial design of the project? And how will you recruit and retain a robust sample of school groups that will receive your intervention?** (500 words) *Scored*  *How will you survey schools? How will you use this information to select and recruit schools? What will you do to secure high levels of participation in schools and minimise drop off? How will you determine the level of intervention required in each school (i.e. model one vs model two?) Please note we expect successful applicants will be able to recruit their total sample within the first four months of funding.* | | |
| 3.7. **How will you work with these schools to collect baseline data?** (200 words) *Scored*  *How will you collect relevant outcome and output data at the outset of the project?* | | |
| 3.8 **How will you reach schools which currently have no, or ineffective, measures in place on HBT bullying?** (400 words) *Scored*  *How will you ensure you recruit and engage schools not already committed to the programme aims, where there may be no or little knowledge of or commitment to HBT bullying?* | | |
| 3.9 **How will you disseminate learning and good practice between and beyond the school groups you are targeting?** (200 words) *Scored*  *How will you make sure good practice is disseminated between and beyond the school groups in the areas in which you are operating?* | | |
| 3.10 **What could you do to sustain the impact of your solution and to financially sustain the activity?** (200 words) *Scored*  *What makes you confident that your innovation can have a sustained impact over many years? 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?* | | |
| **3.11 How will you meet one or more of the following desirable criteria\*** (400 words) *Scored*   1. *Design and produce quality-assured resources for schools and teachers to capture learning - in agreement with the Department.* 2. *Recognise and galvanise the range of expertise and specialisms within the LGB&T charitable sector* 3. *Involve joint or consortium working – across the voluntary and community sector or across different sectors, for example with schools* | | |

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| **Section 4**  **Making it happen** |
| 4.1 **Who will lead and deliver the work?** (150 words) *Not Scored*  *Name the key person or people in the team. Please include job titles if applicable, list what role people would play in developing and delivering your innovation, and mention any relevant experience or knowledge they bring.* |
| 4.2 **Who needs to say ‘yes’ to make your solution happen?** (100 words) *Not scored*  *What permissions – formal and informal – do you need? Do you have these permissions already, if not how do you plan to obtain them? At this stage you may not have all the requisite approvals, but you should have grounds for confidence that these will be achieved* |
| 4.3 **Who else will you need or want to engage in the development and/or implementation of your solution?** (100 words) *Not scored* |
| 4.4 **What are the biggest challenges, risks or negative unintended consequences of your solution and what might you do to overcome or mitigate them?** (200 words) *Not scored* |
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| 4.5 **How much will it cost?** (150 words) *Scored*  *What level of investment do you require from DfE and what is this investment needed for? What are your best estimates on the overall costs needed over the next year, and what will your solution cost annually beyond that? Please also provide a detailed budget and breakdown of spend with your application using Annex B. We would expect to fund over the entirety of the three-year programme: September 2016 to 31 March 2019* |
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| 4.6. **How will you ensure value for money?** (200 words) *Scored* |
| 4.7 **What resources do you intend to leverage to deliver your solution?** (150 words) *Not scored*  *This includes financial, pro bono and support in kind, from your own resources or via partners and other stakeholders.* |
| 4.8 **What don’t you know yet?** (200 words) *Not scored*  *It’s ok not to know everything at this stage. What things do you still need to work out about your proposal and/or how to make it happen? What might you need support to do this?* |
| 4.9 **What management and governance arrangements are in place to manage funds?** (200 words) *Scored*  *How will you ensure good governance and identify and manage risk?* |
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Please turn the page for Annex A and details on where to submit the form.

**ANNEX A: LOGIC CHAIN TEMPLATE (You may adapt this as you see fit)**

**ANNEX B: Template Budget**

|  |  |  |  |  |  |  |  |  |
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| **Cost heading** | **Description** | ***Year 1 Cost (£)*** | ***Year 1 VAT (£)*** | ***Year 2 Cost (£)*** | ***Year 2 VAT (£)*** | ***Year 3 Cost (£)*** | ***Year 3 VAT (£)*** | **TOTAL (£)** |
| **Wages / Salaries** |  |  |  |  |  |  |  |  |
| **New staff costs** |  |  |  |  |  |  |  |  |
| **Training for staff** |  |  |  |  |  |  |  |  |
| **Travel for staff** |  |  |  |  |  |  |  |  |
| **Advertising and marketing** |  |  |  |  |  |  |  |  |
| **Office Equipment and other materials** |  |  |  |  |  |  |  |  |
| **Capital assets** |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |
| **Professional fees** |  |  |  |  |  |  |  |  |
| **Overheads or Full cost recovery** |  |  |  |  |  |  |  |  |
| **Other costs - List other spending (expenditure) activity for your project** |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

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| **Submitting the form** |
| **By submitting this application form you commit to:**   * Working with DfE and our programme delivery and evaluation partners. * Participating in a rigorous learning process, including a robust evaluation and sharing learning from your process and innovation publicly, if your proposal is funded.   Please submit this form by email to: [LGBT.team@geo.gov.uk](mailto:LGBT.team@geo.gov.uk) |