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**Greater Manchester Talent Match**

Local Employer Support

(September 2017)

*Appendix A - Application Form*

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| **PLEASE ENSURE YOU HAVE READ THE APPLICATION GUIDELINES WITHIN THE SPECIFICATION (APPENDIX B) BEFORE COMPLETING THIS DOCUMENT** | | | |
| **PART A** | | | |
| 1. **Organisation Name:** |  | | |
| Contact Name: | | Email: | Tel: |
|  | |  |  |
| Position in Organisation: | | | |
| Registered Office address: | | | |
| Company or charity registration number: | | | |

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| **2. Due Diligence**  Please select which of the following policies and procedures you currently hold: | | |
| Risk assessment procedures for off-site activities |  | |
| Safeguarding and lone working |  | |
| Equal opportunities and non-discriminatory practice |  | |
| Data protection |  | |
| Public liability indemnity insurance |  | |
| Complaints policy and procedures |  | |
| *If successful, you will be required to provide copies of the information above. Award of any contract will be subject to satisfactory documents.* | | |
| **Confidentiality Clause** | | |
| We understand that for the purposes of the *Greater Manchester Talent Match* project we will be required to share personal details of clients, and enter into relevant data-sharing agreements with GMCVO and the national Talent Match External Evaluators appointed by the Big Lottery Fund. | |  |
| Please indicate availability for potential shortlisting meeting w/c 6th November 2017 (*Indicate below preferable dates*) | |  |
|  | | |
| **Partnership Applications**  Please indicate whether you are applying as a consortium? If **yes** then please state partner organisation below and use the **Methodology** section to specify their involvement and how you will manage the partnership | |  |
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| **Part B – Please refer to Specification document (Appendix B) for full guidance on what is required for each section** |
| 1. **Methodology**   Please Indicate your proposed ‘methodology and approach’ and demonstrate how you will provide work related opportunities and jobs for young people in their local areas as well as developing relationships between employment support agencies and local employers.  (max 7000 characters, approx. 1000 words) |
|  |
| 1. **Track record**   Credibility of the team, highlighting experience and skills of your team in respect of employer engagement and building successful working relationships.  Demonstrate your reliability and evidence of ability to deliver within timescales.  Provide examples of track record and your existing relationships with employment support agencies and local employers in Greater Manchester and your specific work with these organisations and successes.  (max 5600 characters, approx. 800 words) |
|  |
| 1. **Social Value**   Please provide examples specific to your organisations work. Examples could be creating volunteering opportunities that benefit the wider community, the way you buy and use resource, supporting or creating social enterprise and/or businesses.  (max 3500 characters, approx. 500 words) |
|  |
| 1. **Costings**   The maximum budget allocated for the whole project is £70,000 (inclusive of all incidentals and VAT). Please demonstrate in your proposal how you deliver value for money and specify your intended costs.  (max 2100 characters, approx. 300 words) |
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| **Declaration:** | | | |
| I confirm that the information in this form is correct and that if awarded a Contract we will deliver the programme in accordance with the procedures and guidance provided, and any conditions specified.  I understand that our organisation will have to repay monies in full if it is found that incorrect information has been supplied. | | | |
| Signature: |  | Date: |  |
| Position in organisation: |  |
|  | | | |
| **Deadline for receipt of applications: 12pm on Friday 27th October 2017**  (applications received after this time will not be considered) | | | |
| **Please return application form as follows:**  **EITHER** e-mail an electronic version to: [commissioning@gmtalentmatch.org.uk](mailto:commissioning@gmtalentmatch.org.uk)  **OR** post a signed hard copy to: Greater Manchester Talent Match, GMCVO, Ardwick Green North, Manchester M12 6FZ.  Applications received by the deadline will be acknowledged by e-mail. | | | |
| **Date of receipt by GMCVO (for office use only)** | | | |

If you have any questions about this process, please e-mail [**michael.devine@gmcvo.org.uk**](mailto:michael.devine@gmcvo.org.uk).