

Anti-Homophobic, Biphobic and Transphobic bullying Fund

Invitation to Bid

November 2018

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# INSTRUCTIONS AND INFORMATION ON BIDDING PROCEDURES

1. These instructions are designed to ensure that all bids are given equal and fair consideration. It is important therefore, that you provide all the information asked for in the format and order specified. Please contact LGBT Policy at [LGBTgrants.Questions@geo.gov.uk](mailto:LGBTgrants.Questions@geo.gov.uk) with “Anti-HBT Bullying Fund” in the subject line, if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-bid negotiations are **not** allowed. Organisations must prepare applications in accordance with this document and the application form.
2. References to the “Department” throughout these documents means the Minister for Women and Equalities acting through their representatives in the Government Equalities Office. Please note that Government Equalities Office uses the Department for Education grant agreement and grant terms and conditions. The latest version can be found here: <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>. The Department reserves the right to update these terms and conditions as and when it deems it necessary.
3. Before writing your bid, you should carefully read the specification for the grant, the application form at annex A, the guidance for bidders at annex B and the evaluation criteria at annex C.
4. The proposed timetable for organisations interested in bidding is set out below. This is a guide and, whilst the Department does not intend to depart from the timetable, we reserve the right to do so at any time.

|  |  |
| --- | --- |
| Fund opens for proposals | 8 November 2018 |
| Deadline for organisations to submit bid to GEO | 5pm on 7 December 2018 |
| Applicants will be notified if they have successful at reaching the interview stage | 14 December 2018 |
| Interview period | 17-20 December |
| Successful organisations notified | 21 December 2018 |
| Grant funding agreements agreed and signed | January 2019 |
| Funded activity begins | January 2019  Please also note that if you are successful you will be invited to a launch day at the end of January 2019. |

**Grant Period**

1. 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. A grant funding agreement with each successful organisation will be finalised in January 2019 with the intention of issuing a final grant funding agreement mid-January 2019. ***Applicants can apply for grant funding for between 1 January 2019 to 31 March 2020.***

**Incomplete Bid**

1. Bids may be rejected if the information asked for in the invitation to bid and Specification is not given at the time of bidding.

**Returning Bids**

1. Applications must be submitted via email to [LGBTgrants.applications@geo.gov.uk](mailto:LGBTgrants.applications@geo.gov.uk) using the form at annex A by **5:00pm on 7 December 2018**. Any applications received via post or other means will not be considered.
2. If you have any questions about the application form, or difficulties completing it, during the application process please contact [LGBTgrants.Questions@geo.gov.uk](mailto:LGBTgrants.Questions@geo.gov.uk).

**Receipt of Bids**

1. Tenders will be received up to **5:00pm on Friday 7 December 2018**. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

**Acceptance of Bids**

1. By issuing this invitation the Department is not bound in any way and does not have to fund bids, regardless of whether or not they meet the selection criteria. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the evaluation criteria at annex C. Bids will be scored and ranked from highest to lowest and grants will be allocated on that basis.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your bid from being considered and may constitute a criminal offence.

**Costs and Expenses**

1. You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your bid whether or not your bid is successful. This may include costs for attendance at meetings throughout the procurement exercise.

**Feedback**

1. Following the award of grants, feedback will be available to unsuccessful bidders on request.

**Freedom of Information**

1. 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**

13. 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.

14. Therefore, 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 minimum threshold, this may well limit the amount that you are eligible for.

**Government Efficiency Spending Controls: Marketing and Advertising**

15. As part of the Government’s commitment to efficiency controls, bidders should be aware that there are restrictions on what grant funding can be used for in relation to all paid-for communications and marketing activities. The controls apply to most communications activity including printing and publications, events, PR and digital communications activity. Exemptions may be granted for essential activities where cost effectiveness can be evidenced and where other no cost or low cost options have been exhausted.

16. Exemptions for expenditure under £100,000 can be approved by the Department (through the Director of Communications) where proposed communications related activity is judged to be critical to delivery of the project and meeting agreed national priorities for the government.

 17. We do not envisage that projects will bid for expenditure over £100,000 on communications and marketing related activities, but if requested these would need exemption clearances from within the Department and also the Cabinet Office in line with the Government’s Marketing and Advertising Efficiency Controls. Therefore organisations whose proposals fall into this category would need to provide further information which is likely to result in a delay in clearing funding.

**Evaluation Criteria**

18. The bid process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the economically most advantageous bid. The bids will be evaluated and reviewed by the Department against the evaluation criteria set out annex C. The Department will then shortlist and invite up to 7 organisations to interview, where they will be asked questions about their bid and evaluated again against the evaluation criteria at annex C to create the final shortlist.

**Bid Period**

20. Due to the intensive evaluation process the Department requires bids to remain valid for 90 days from the closing date for receipt of proposals.

**Basis of the Grant**

21. The specification set out below and the Financial Agreement, together with any special requirements, will form the basis of the Agreement between the successful bidder and Department.

**Format of Bids**

22. You should use the application form in this document at annex A. The application form allows bidders to submit information on the following areas and you can attach additional information as links or as PDF file when you submit your application:

Section A: Your organisation

Section B: Proposed delivery package and plan

Section C: Finance and governance

Section D: Capacity and capability

Section E: Declarations and bidder information

**Conclusion**

23. Whilst every endeavour has been made to give bidders an accurate description of the Department's requirements, bidders should make their own assessment about the methods and resources needed to meet those requirements.

# SPECIFICATION

**Introduction/Background**

Since 2014, the Government Equalities Office (GEO) has invested £5 million on programmes to prevent and tackle homophobic, biphobic and transphobic bullying in schools. These funds were introduced in response to evidence that suggests young people who identify as lesbian, gay, bisexual or trans (LGBT) are more likely to experience bullying, and this type of bullying has significant effects on educational attainment, truancy and absence levels and emotional wellbeing.[[1]](#footnote-2)

In the LGBT Action Plan, launched in July 2018, GEO committed to continue tackling homophobic, biphobic and transphobic bullying and agreed to provide further funding for interventions in schools from March 2019 to March 2020.

Previous and ongoing programmes (delivered in 2014-2015 and 2016-2019) piloted and tested a range of new innovative approaches to tackling this type of bullying. This included whole school approaches, teacher training, development of resources and guidance, school policy development and establishing and developing ally and ambassador groups in schools. The current programme, which will finish in 2019, will have reached over 1,200 schools.

It is important for all young people to feel safe and supported in the school environment, and as part of the current programme, schools have engaged in taking positive steps to make their schools LGBT inclusive. However, we know that homophobic, biphobic and transphobic bullying remains a problem and that there are widespread assumptions in education institutions that students are heterosexual and cisgender, which often leave the specific needs of LGBT students unaddressed.

GEO’s national LGBT survey, carried out in 2017, found that only 21% of LGBT respondents recalled there being discussion of sexual orientation, gender identity or both at school. The survey also found that 19% of respondents in education had experienced verbal harassment, insults or other hurtful comments in the last year due to being LGBT, and at least 21% had their LGBT status outed to other people without their permission. While 88% of the most serious incidents were committed by classmates or other students, 9% were reportedly committed by teaching staff. In the free-text responses to the survey, many respondents touched on education, noting, for example, that heteronormativity was prevalent in primary education and that secondary education should include discussion of different types of sexual orientation in more overt terms, exploring the potentially fluid nature of gender identity, and LGBT history and culture.

As part of the LGBT Implementation Fund announced in the LGBT Action Plan, £1 million is available to continue the initiatives to build LGBT inclusive schools, extending the programme to additional primary and secondary schools.

**Purpose/ Criteria**

The aims of this grant fund are to:

* create an inclusive school environment for LGBT pupils and families where there is a high tolerance and safety for all members of the community, and where staff and pupils feel safe being open about their sexual orientation and gender identity.
* prevent and tackle homophobic, biphobic and transphobic bullying.
* work with schools to increase understanding about being LGBT and to help schools to create and embed positive changes around inclusivity for LGBT people within the school environment for the long-term.

This programme seeks to fund projects across primary and secondary schools in England. Schools are eligible for the programme where they meet all the following criteria:

* where the schools want to work on creating an LGBT inclusive school environment
* schools do not currently have any policies and monitoring procedures around tackling and preventing homophobic, biphobic and transphobic bullying and do not have an LGBT inclusive curriculum.
* have not taken part on 2016-2019 anti-homophobic, biphobic and transphobic bullying programme 2016-2019. A list of schools that were on this programme will be provided to successful bidders.

The delivery of the programme will be based on a package of interventions to be delivered in a school. These should be focused and of a high quality so schools are able to begin a journey of change around LGBT inclusivity and tackle and prevent homophobic, biphobic and transphobic bullying in their school. The package should be adaptable for schools so interventions can be flexible to their needs, as GEO recognises that each school may have its own unique set of circumstances and requirements.

*Minimum criteria*

Your package of interventions as a minimum must include:

* working with schools to develop inclusive policies and consistently monitoring homophobic, biphobic and transphobic bullying and plans for using this monitoring information to help prevent and tackle this type of bullying.
* training for school staff on how to recognise, tackle and prevent homophobic, biphobic and transphobic bullying and foster an inclusive school environment.
* how schools can create an LGBT inclusive curriculum and incorporate LGBT identities into the school environment.

*Desirable criteria*

* You may also consider how you could incorporate: peer-to-peer learning between schools, pupil voice and activating bystanders.
* Each bidder has the flexibility to add their own innovative approaches and additional ideas they have for interventions which meet the aims of the programme.

GEO is not specifying how you should deliver the interventions and set up the infrastructure for delivery, but you should outline clearly how you would do this in your bid and the reasons why you have decide to deliver the interventions in this way.

**Scope of the funding**

Funding will not be granted for project staff to deliver assemblies, classes or cascaded delivery models.

The impact of this activity and any direct delivery of services must be in schools in England only. You can choose to target only primary or secondary schools or both and there should be a clear rationale for this in your bid.

In your application, you will be asked what region(s) you are able to deliver in. Once, GEO has selected the bids, successful grantees will be allocated a geographical region to deliver in to ensure an equal spread of delivery across England.

**Start-up period**

The start-up period is from January 2019 – March 2019. This period is for bidders to set up their infrastructure, develop their resources and recruit schools. You will be paid a proportion of funding upfront for this period, in three separate payments.

If you do not wish to have a start-up period or wish to have a shorter start-up period, please demonstrate this in your application and the reasons for this.

**Timetable for delivery**

You will be required to deliver your interventions between March 2019 – March 2020. From March 2019 you will have 3 school terms to delivery your interventions. If you propose not to have a start-up you period you may begin delivery from January 2019, but should explain how you would achieve this in your bid.

**Evaluation**

We currently plan to commission an evaluation to be carried out by an independent evaluator. This is likely to include a number of case studies with schools taking part in the programme, involving qualitative research with teaching staff, school leaders and pupils, in order to explore the delivery of the programme and its impact. The evaluator may also carry out an interview or visit with a representative from each provider, to explore their experiences of delivering to schools, which providers would need to commit to as a condition of receiving funding. GEO will also provide a short online survey about the programme, which providers will be required to circulate to a school once they have completed delivery there, which will also act as a guarantee that the programme has been delivered in that school.

**Grants, Costs and Management information**

**Grants**

Grants are 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 this activity and any direct delivery of the services must be in England only.

The maximum grant award for each bid is £250,000 including VAT. The exact number and size of the individual grants will depend on the range and quality of the bids received. 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 £250,000 including VAT.

**Costs**

Your application should be clear about how much it costs to deliver your package of interventions. Your costs should be separated out between:

* Total administration costs– for example, this might include the recruitment and booking in of schools, project management, reporting, Disclosure and Barring checks, wages and salaries.
* Total travel and subsistence costs – for example, the travel of costs to deliver the training in your local area.
* Intervention cost per school – how much it will cost you to deliver your package of interventions in a school, for example, the cost of trainers and resources. You may wish to separate this out between primary and secondary, if costs would differ between phases.

Your application should demonstrate a clear rationale for how you have come to these numbers and should include the maximum number of schools you will be able to deliver across the programme within the budget, which must be based on proposed costs.

Your costs must demonstrate that you will achieve value for money and be able to deliver to the costs you have outlined in your bid.

Payments will be made by BACS transfer following a receipt of a valid invoice

Bidders should indicate if VAT is applicable, and if so, include VAT separately in all costings as this will form part of the overall grant award to the applicant. Grants are exempt from VAT but you should indicate if any work that would be funded by the grant will include VAT.

**Management information**

You will be required to provide termly management information ahead of payments to ensure there is value for money to the taxpayer and so GEO is able to satisfy itself that the work is being delivered meets key performance indicators (KPIs) and is to standard. GEO will discuss KPIs with successful bidders before the grant agreements are signed.

The grant terms and conditions state that there is requirement for grantees to complete the work set out in their grant agreement and to meet the KPIs included.

GEO will also have two meetings (either in person or on the phone) over the funded year per grant funded organisation to review overall performance and progress on the programme.

**Upfront payments and start-up period**

In the start-up period, if you wish to have one, GEO will provide upfront payment, which will be paid in three instalments between January – March 2019. You will need to demonstrate the work done and the work you plan to do in this period and then report to GEO as per the reporting indicative reporting schedule below. GEO will also check work for quality and to ensure it is what was agreed in the bid. Applications that do not include a start-up period will still have upfront costs provided and will not be adversely penalised for this.

**Termly reporting and payment**

Reporting will be termly following the academic year to align with the delivery of the programme. For each reporting cycle of the academic term, you will be required to provide:

* an outline of the work planned for each term
* actual dates you have booked in schools for delivery, with names and contact details of schools.
* a termly report at the end of term to show which schools you have completed delivery, in order to receive final payment. This report should include your key achievements and outputs.

Once you have provided this information the GEO will pay, in advance, a proportion of administration costs, travel and subsistence costs and half of the intervention cost for each school booked. GEO will specify the format for providing management information as part of the process of issuing grant agreements.

As noted above, each school will be required to complete a short online survey provided by GEO to confirm their intervention is complete, which will also inform the evaluation. In cases where a school has dropped out or work has not been delivered; final payment may not be paid.

The Department will claw back any money for which the organisation does not provide adequate evidence of being spent as agreed and will not provide funding for work that is not delivered.

**Indicative schedule for reporting**

The indicative schedule for reporting and payment is included below and you should ensure your organisation is adequately resourced to deliver this work and report management information. This schedule builds in time for start-up however, if this will not be required, please outline this in your application and GEO will adapt the timetable accordingly.

Once you provide the management information to GEO, it will take up to 10 working days to process this and then 30 additional working days as per the Department’s terms and conditions for the payment to be made. This applies as long as all information is provided correctly, with the right information and to the deadlines as requested.

|  |  |  |
| --- | --- | --- |
| **Time period** | **Management information required** | **Approx. date of payment** |
| **Start-up period** | January 2019   * Plans for the start - up period. | January 2019 |
| Mid-February 2019   * Progress update on your start-up work and plans for delivery. | February 2019 |
| Mid- March 2019   * Evidence that start-up work has been completed as agreed. * Plans for the first term of delivery. * Dates of schools which are booked in for delivery in April-July. * You will be paid upfront costs for admin and travel costs and half of the costs for delivering the schools. | March 2019 |
| **Delivery period** | End of July 2019   * Evidence that administration work has been completed as agreed. * Plans for the first term of delivery. * Schools which have been completed in April-July, for the rest of the payment. * Dates of schools which are booked in for delivery in September-December. * You will be paid upfront costs for admin and travel costs and half of the costs for delivering the schools. | August 2019 |
| End of December 2019   * Evidence that administration work has been completed as agreed. * Plans for the first term of delivery. * Schools which have been completed in September-December, for the rest of the payment. * Dates of schools which are booked in for delivery in January-March. You will be paid upfront costs for admin and travel costs and half of the costs for delivering the schools. | January 2020 |
| Mid –April 2020   * Details of schools completed in the previous term. You will be paid the final costs for schools delivered in January – March. | April 2020 |

# APPLICATION FORM ANNEX A

**Section A: Your organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **A.i Key organisation details** | | | |
| Your lead contact’s name | |  | |
| Your lead contact’s position | |  | |
| Your lead contact’s email address | |  | |
| Your lead contact’s contact number | |  | |
| Your lead contact’s address | |  | |
| Are you submitting you application as a single organisation, or as a joint bid with other organisations (such as consortia applications)? | |  | |
| Your organisation name | |  | |
| Your organisation’s address | |  | |
| Type of organisation | |  | |
| In which geographical area do you propose to deliver your proposed interventions?  (Please list all that apply: Greater London, South East, South West, West Midlands, North West, North East, Yorkshire and Humber, East Midlands, East of England, other – please specify) | |  | |
| **a.ii Your partners** | | | |
| Are you working or planning to work with partners on your project?  If yes, please provide details of your partner organisations in the table below. | |  | |
| You should detail your partners or potential partners, the type of organisation they are, and describe the current status of the relationship. If none of the organisations listed have previously received government funding, please list this as “Not applicable”. | | | |
| **Partner** | **Type of organisation** | **Status** | **Have they received any previous funding from Government funds** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **a.iii Your work so far** | | | |
| Have you previously received any funding for this proposal from the Government or had any other funding from Government in the last 5 years? | |  | |
| Is your organisation applying for or currently receiving funding for activity related to this proposal from any other government or charitable innovation or transformation fund? | |  | |
| If yes, please give brief details: | |  | |
| **A.iv: Safeguarding** | | | |
| What safeguarding policies and procedures does your organisation have in place and how will you ensure that all staff are appropriately training and checked before they deliver in schools? (Please attach or include links to your policies as necessary) | | | |
|  | | | |

**Section B: Your proposed delivery package and plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B.i What is your proposed delivery package and how will you meet the aims of the programme? | | | | |
|  | | | | |
| B.ii How will your package work in practice in schools and how will schools be able to make changes for the long-term? | | | | |
|  | | | | |
| Please estimate the number of schools you anticipate delivering interventions to in each school term below.  You should indicate your best estimate for both primary and secondary schools; we expect these to vary slightly when agreeing the terms of any grant awards. This helps us to understand if your delivery timetable is realistic. If any fields are not applicable, please leave them blank. | | | | |
|  | **Jan 19 to Mar 19** | **Apr 19 to Jul 19** | **Sep 19 to Dec 19** | **Jan 20 to Mar 20** |
| **Primary** |  |  |  |  |
| **Secondary** |  |  |  |  |
| B.iii Please set out your delivery plan in more detail, including for the start up period, and delivery across the programme? If you have decided to have a shorter start-up period or no start-up period at all, please explain the rationale for this.  If it is easier to provide graphics or charts to explain your work, please attach this to your application as a PDF. | | | | |
|  | | | | |

**Section C: Finance and governance**

|  |  |
| --- | --- |
| C.i Please show that you are not reliant on government funding? (Please attach any relevant accounts or financial statements) | |
|  | |
| C.ii We will now ask you to provide both total costs and, separately, the unit costs for your proposals.  **Total administration costs**should be the whole cost to your organisation(s) of administering the programme over its lifetime. For example, this could include wages/salaries, marketing, project management, overheads, Disclosure and Barring Service checks, and recruitment.  **Total travel and subsistence costs**should be the whole estimated cost of travel to schools and meetings based on your organisation's delivery plan over the lifetime of the programme.  **Intervention cost per school**should be the cost of delivering all of your interventions in a single school, excluding any administration, travel and subsistence costs. Total intervention costsshould be the the whole cost of delivering your package of interventions in your target number of schools across the whole delivery plan. This should simply be **the intervention cost per school** multiplied by the **total number of schools**you plan to deliver in. | |
| What are your total costs? | |
| Total administrative costs | £ |
| Total travel and subsistence costs | £ |
| Total intervention costs | £ |
| Total bid amount | £ |
| We will now ask you to detail your intervention costs for both primary and secondary schools. If your intervention costs are the same regardless of school type, simply enter the same information twice. | |
| What is your intervention cost per primary school? | £ |
| What is your intervention cost per secondary school? | £ |
| Please explain your rationale for each of these elements | |
|  | |
| C.iii Outline how you will monitor the programme so that your organisation delivers your proposal to time, cost and standard? | |
|  | |

**Section D: Capacity and Capability**

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| --- |
| D.i Please outline your experience in having knowledge around LGBT, education and working with schools? |
|  |
| D.ii How will you resource and manage the programme? If you are working with partners, please include how you will ensure they will deliver effectively on your behalf. |
|  |

**Section E: Declarations and bidder information**

In some circumstances the Department is required by law to exclude you from participating further in a grant competition. If you cannot answer ‘no’ to every question in this section it is very unlikely that your bid will be accepted, and you should contact us for advice before completing this form.

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. |  |

**The Department is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Department in considering whether or not you will be able to proceed any further in respect of this grant exercise.**

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

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

|  |  |
| --- | --- |
| *[Note to Department: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Grant recipients attention to having regard to the specific sector or circumstances of this Grant (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]* |  |

**Defining Different Types of Organisations**

The Department in line with the Government’s Growth Agenda is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our grants through the bidding process. Completion of the table below is for departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our grants.

A voluntary sector organisation may also be a SME if it has the same attributes.

Definition; A SME must be autonomous, an EU Company not owned or controlled by a non EU parent, and employ less than 250 staff and have sales below €50million

*Source -*http://ec.europa.eu/enterprise/policies/sme/files/sme\_definition/sme\_report\_2009\_en.pdf

Please complete the table below.

|  |  |  |
| --- | --- | --- |
| Describe your Organisation | | |
|  | What type of supply arrangement best describes you in relation to this grant | Tick applicable box  Describe the supply chain |
| 1. | We are not a SME nor a Charity or Voluntary Sector Organisation |  |
| 2. | We are a SME |  |
| 3. | I am a Prime grant recipient and have a supply chain to deliver against this ITB which is XX% VSO’s and VSO’s which have SME attributes |  |
| 4. | We are a Voluntary or Charitable organisation |  |
| 5. | We are a mutual organisation |  |
| 3. | If none of the above apply please describe the type of organisation you are………………………………………………………………………........................  ……………………………………………………………………………………………… | |
| 6. | Whatever type of organisation you are, will you use SMEs or VSO’s (delete as appropriate) to deliver portions of this grant should you be successful. YES/NO | |
| 7. | Please provide us with your Dunn and Bradstreet Number |  |

The Department uses Dunn and Bradstreet Numbers to manage its data around grant recipients; we strongly encourage all grant recipients to apply for a free Dunn’s numbers. The link to apply is:-

<http://www.dnb.co.uk/myduns> - add ‘GOVERNMENT GRANT RECIPIENT’ as a reason for requesting your D&B DUNS number.

NB. Do not delay returning your bid if you do not already have a Dunn and Bradstreet number, returning your bid within the deadline is more important.

*For internal official use only.*

*Please return this form at the end of the evaluation period to Joanne Meaney.*

|  |  |
| --- | --- |
| **DECLARATION**  **Note:** 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 Department for Education's grant funding agreement.  I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be a grant recipient. | |
| **FORM COMPLETED BY** | |
| Name: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone number: |  |

# GUIDE FOR APPLICANTS ANNEX B

***Please read this guide carefully before starting your application***

**Section A: Your Organisation**

All applicants should complete section A. This section helps us understand more about your organisation and the location in which you will be delivering.

You should outline all the partners you plan to work with and detail of previous and current government funding you have bid for.

Question A.iv: GEO wants to ensure that all young people are safe in schools and education and any organisation which is funded on the programme must ensure that all staff have appropriate policies and procedures in place. Use this section to outline policies and procedures and how you will ensure this happens in your work on this programme and across you organisation. If these are published elsewhere, you may wish to include links or add the documents as an attachment. This question is not scored but if the information provided here is unsatisfactory

This section will not be scored.

**Section B: Your proposed delivery package and plan**

This section is designed for you to explain your planned delivery package and how you will meet the aims of the programme.

All questions in this section are scored as per the evaluation criteria.

*Question B.i:* this section is for you to demonstrate you meet the aims of the programme and tell us about you delivery package. You may wish to include:

-how you will meet the minimum intervention package described in the invitation to bid and the reasons for deciding this package.

- whether you have considered the desirable criteria.

- the phase of schools this will be for, primary, secondary or both

-what will be included in your package, why and the order in which this might be delivered.

-the length of time you will work with and engage with schools

-the rationale for your delivery method and how this links to outcomes.

*Question B.ii:* this question is to help us understand how your programme will practically work in schools. This could include:

-how you will deliver this package in schools and help them begin their long-term actions to make their schools LGBT inclusive.

-how you will help schools include LGBT identities throughout their curriculum.

-the content of your training and how this will be delivered.

-where schools may want to adapt the package

- The second part of this question asks you to estimate the number of schools you anticipate delivering to in each school term. You should indicate your best estimate for both primary and secondary schools; and we expect these to vary slightly when agreeing the terms of any grant awards. This helps us to understand if your delivery timetable is realistic.

*Question B.iii:* this question is to help us understand more about your delivery plans across the funding period. You may want to include:

-how you will recruit and engage with schools which meet the programme criteria depending on what phase (primary or secondary) of school you are targeting.

-how you will retain schools until completion.

-how you will use your start-up period and deliver effectively in schools. You may also want to include your methods for recruiting schools and a delivery plan. If you have not decided to have start-up, or a shorter start-up period you should explain the rationale for this.

- the maximum number of schools you will be able to deliver in the programme and how many schools you could deliver per a term within the funding available and your budget plans.

-a delivery timetable

**Section C: Finance and governance**

This section is demonstrate how you will spend the grant funding provided and how you will manage and monitor the programme with your organisation.

Only questions C.ii and C.iii in this section are scored as per the evaluation criteria.

*Question C.i:* it is important that your organisation is not reliant on government funding and must demonstrate this in your application with supporting evidence.

*Question C.ii:* this section is for you to set out your costs, how you will spend the funding you are bidding for and the rationale for these costs.

* **Total administration costs**should be the whole cost to your organisation(s) of administering the programme over its lifetime. For example, this could include wages/salaries, marketing, project management, overheads, Disclosure and Barring Service checks, and recruitment.
* **Total travel and subsistence costs**should be the whole estimated cost of travel to schools and meetings based on your organisation's delivery plan over the lifetime of the programme.
* **Intervention cost per school**should be the cost of delivering all of your interventions in a single school, excluding any administration, travel and subsistence costs.
* **Total intervention costs**should be the the whole cost of delivering your package of interventions in your target number of schools across the whole delivery plan. This should simply be **the intervention cost per school** multiplied by the **total number of schools**you plan to deliver in.
* In your rationale it should be clear how you have come to these costs and what is included under each heading.
* Demonstrate that your package and costs demonstrate and achieve value for money.

*Question C.iii:* this section is for you to show internally how you will monitor the programme so that your organisation delivers the your proposal on time to cost and to a high standard. You should consider internal accountability measures, reporting structures, managing risk and individuals who will be responsible overall and on a day to day basis.

**Section D: Capability and Capacity**

This section is for you to demonstrate your knowledge in this area and the ability for your organisation to effectively deliver your proposal alongside the other work you may be delivering.

All questions in this section are scored per the evaluation criteria.

*Question D.i:* Demonstrate your organisation’s expertise in the area of LGBT and education and how you have previously worked with schools. You should show your expertise in the area of LGBT inclusivity and schools within your organisation or you will access this expertise. You may wish to include practical resources and examples of work.

Question D.ii: show how your organisation has the capacity to take on this work and will adequately resource this work to not only deliver the programme but also make sure your organisation can meet the management information requirements set out by GEO and work effectively.

**EVALUATION CRITERIA ANNEX C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application form question** | **Criteria** | **Score for each question (0-3)** | **Weighting** | **Weighted score** |
| **Section B: your proposed delivery plan and package** | | | | |
| B.i | Evidence the proposed delivery package meets the minimum requirements and is a high quality offer (comprehensive offer for schools, outlines content of how they will deliver interventions and considers the length of time providers engage and directly work with schools). You have considered the desirable criteria in the specification. There is a detailed explanation of the package and what will be included and why.  For example, the criteria will be met if the package meets the minimum requirements and is of high quality and has a rationale about why or why not considered the desirable criteria. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| B.ii | Evidence that the proposed package will work in practice in schools, help schools make changes for the long term and embed good practice. For example, the criteria will be met if there is good evidence their package will work in schools but they have not considered how this will make changes for the long term and embed good practice. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| B.iii | A clear plan for start-up and delivery, demonstrating a considered approach as to: how the organisation will recruit and retain schools; reach schools which meet the criteria of the programme; and how many schools you plan to complete interventions in. For example, the criteria is met if there is clear plan for both start up and delivery and they have considered the criteria around schools. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 2 | 6 |
| **Section C: Finance and governance** | | | | |
| C.ii | Evidence that your proposal provides value for money and your cost details in this section match your delivery plan. A clear rationale for the costs is outlined and there is a breakdown of spend. The proposed costs achieve value for money. For example, the criteria is met if there is clear evidence around how the organisation will manage a budget and all information provided is correct with minimum rationale and demonstrates some value for money. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 5 | 15 |
| C.iii | Effective management and governance arrangements in place, including how to identify and manage risk. For example, the criteria is met if the organisation has included adequate management and governance arrangements for managing the project. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 5 | 15 |
| **Section D: Capability and capacity** | | | | |
| D.i | Experience and successful track record of working with schools and delivering projects on LGBT inclusivity and anti-homophobic, biphobic and transphobic bullying projects. You should demonstrate your expertise within your organisation (or access to expertise) on LGBT inclusivity and schools. For example, the criteria is met if the bid shows Good expertise within the organisation and some experience in delivering in schools and projects on inclusivity and prejudice based bullying. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 3 | 9 |
| D.ii | Evidence that the organisation will effectively resource and manage the programme in a way that enables successful delivery of their proposal. For bids that include partners, a clear plan for holding partners to account and ensure they are delivering effectively. For example, the criteria is met if the bid makes a compelling case that they will effectively manage and resource the programme and, where applicable, will hold partners to account. | 0-Criteria not met  1-Criteria partially met  2-Criteria met  3-Criteria exceeded | 3 | 9 |
|  | **Total** | **/21** |  | **/66** |

1. Henderson, M. (2015) Bullying among lesbian, gay and bisexual young people in England, Institute for Education. For trans bullying, see Whittle, S., Turner, L. and Al-Alami, M. (2007) Engendered penalties: transgender and transsexual people’s experiences of inequality and discrimination. The Equalities Review. [↑](#footnote-ref-2)