**London Borough of Enfield**



Summer Uni 2023

**PROVIDER / PROJECT PROPOSAL**

We aim to offer a rounded program of well run, educational, fun, activities and workshops that build skills and offer opportunity to young people in Enfield.

Please read guidance notes below carefully before filling in your application.

[**www.enfield.gov.uk**](http://www.enfield.gov.uk/)

# Guidance Notes

**Successful providers will be required to attend the tutor induction and both Summer Uni events as outlined below. These are not negotiable.**

As this year’s budget is lower than previous Summer Uni funding, providers can bid up to 2k max for activities. Bids over 2k may be considered however the activity must be exceptional. All activities must cater for no less than 15 young people and must demonstrate value for money. Providers can put in more than one application form.

Tutor Induction – Thursday 8th June 2022, 4pm. This will be an online meeting and must be attended by yourself or your representative.

Providers will be asked to attend Summer uni sign up day on Saturday 8th July 10am – 2pm (Enfield Civic Centre) to promote their programme. Providers will also be asked where applicable to attend the “Summer Uni Ignite Award”. This will be held at Cineworld, 208 Southbury Road Enfield, London EN1 1YQ, Thursday 24th August 2022, 5pm until 8.30pm. This will be an opportunity to showcase and display the work of the young people who participated in your programme

Costs. Please ensure you factor in everything needed to run your programme.

Age range – Our age remit is 11 to 19. Enfield offers an inclusive program for all abilities. Young people with additional needs can participate in activities up to the age of 25 yrs.

Payments to successful providers will be made on completion of the Summer Uni project, subject to all paperwork and required attendance obligations having been met.

Anyone likely to have contact with young people on your programme or activity, must have a current DBS.

All applications are scored by a panel of young leaders. Ensure you clearly communicate your programme, what skills young people will learn, what are the benefits and what outcomes will young people achieve by participating and completing your programme. Also, in previous years providers have scored low where they programme has not demonstrate value for money.

If successful you will be asked to assess all appropriate risks for this activity and send a completed risk assessment. This must identify the risks and the likelihood of occurrence and severity of consequences together with any control measures you have put in place to reduce risk to an acceptable level.

In order to deliver a Summer uni Programme all providers are required to have the following insurance:

1. Public Indemnity insurance to a value of £5,000,000;
2. Employers Liability insurance to a value of £5, 000, 000,
3. Professional Indemnity insurance to the value of £1,000,000.00.

**\*\* Summer Uni reserve the right to change course titles and descriptions in order to ensure marketing is targeted appropriately.**

**Your Course Name:**

Please provide two contact names and details.

|  |
| --- |
| **First Contact Name** |
|  |
| **Contact Number** |
|  |
| **Email Address** |
|  |

|  |
| --- |
| **Second Contact Name** |
|  |
| **Contact Number** |
|  |
| **Email Address** |
|  |

|  |
| --- |
| **Name of organisation/business** |
|  |

|  |
| --- |
| **Address in full, where your project will take place** |
|  |
| **Postcode** |
|  |

|  |  |
| --- | --- |
| **Are you self-employed?** | **Registered Company?** |
| **Does your organisation have insurance cover and indemnity for working with children and young people?** | Yes  No |
| **Are you VAT registered?** | Yes  No |

|  |  |
| --- | --- |
| **Have you previously run or delivered courses for Summer Uni?** | Yes  No |
| **What type of course?** | Face to Face  Online  Both |

|  |
| --- |
| **Project description** |
| **Tell us about your programme/activity, include the following headings:**   * **What skills young people learn;** * **What are the benefits;** * **What outcomes will young people achieve by participating and completing your programme;** * **Do young people receive an accreditation** |

|  |
| --- |
| **Targeted age range** (our range is 11-19, if your course is more specific please state) |
|  |
| **What is the maximum no of students who can participate?** |
|  |

**Length of course:**

|  |
| --- |
| **Hours per day** (please write time you would deliver course i.e.; 10am to 4.30pm) |
|  |
| **How many and what days?** (please write how many days and preferred days i.e. Mon, Tues etc. you wish to deliver and then indicate which week in the box below) |
|  |

|  |  |
| --- | --- |
| **Dates you can deliver your project**  To ensure even distribution of activities we will choose from the weeks you have indicated as available. Please indicate available or not available for each week. | **Week 1** 24 Jul - 28 Jul  **Week 2** 31 Aug - 4 Aug  **Week 3** 7 Aug - 11 Aug  **Week 4** 14 Aug - 18 Aug  **Week 5** 21 Aug - 25 Aug |

|  |
| --- |
| **Successful applicants will be expected to provide all training materials/ equipment/arrangements for course delivery** |
| Please list all equipment that is necessary to deliver your course. This includes any photocopied material/paper/pens/ingredients etc. |

|  |
| --- |
| **What is the total cost of the course? Please provide a detailed breakdown of costs. An additional page is provided at the bottom of this application for this purpose.** |
| Please note that a clear breakdown of costs is essential for the course selection process. For example:  Staffing cost/Cost per hour:  Venue Cost:  Materials Cost:  If you do not have a venue in Enfield to run your project/activity, don’t worry, we will provide you with one.  **Total course cost: £**  This is the entire cost - everything. |

|  |  |
| --- | --- |
| **Please confirm that your organisation has policies in place for the following:** | |
| **Equal Opportunities** | Yes **☐** No **☐** |
| **Safeguarding** | Yes **☐** No **☐** |
| **Health & Safety** | Yes **☐** No **☐** |
| **Data Protection** | Yes **☐** No **☐** |

**Have you and/or the staff delivering the course been subject to a DBS check within the last**

**12 months?**

**Please indicate:** Yes **☐** No **☐**

Failure to provide this will result in withdrawal of offer and another project being selected.

Important note: DBS’s can take up to 3 months to obtain - you must make us aware if you are only just applying for them.

**London Borough of Enfield will not commission courses from providers whose staff members do not hold current DBS checks.**

**Please double check that all areas are completed before submitting this form. This should be resubmitted through** [**www.londontenders.org**](http://www.londontenders.org/)

**If you have any queries, please email** [**yemi.akinfenwa@enfield.gov.uk**](mailto:yemi.akinfenwa@enfield.gov.uk)

# Declaration

I declare that the information contained in this application is accurate to the best of my knowledge and understand any false information will render any resulting contract invalid.

**Signature of applicant:**

**Date:**

**Applications close 12 midnight Sunday 26 March 2023**

|  |
| --- |
| **Extra space for costs breakdown if needed** |
|  |