**Wiltshire Council**

**Learning in Wiltshire (LiW)**

**Community Learning Partnership (CLP) Fund**

**Application Form 2016 – 17**

Learning in Wiltshire, Wiltshire Council, is given funding from the Skills Funding Agency to provide high quality teaching and learning, improve skills and knowledge and meet personal development needs. We invite bids, from organisations or partnerships working with the community, to fund projects to support criteria within 8d. It will be important to show how the project will have a positive impact on the learner and evaluate their gain in learning, improving their skills for employment, volunteering or community engagement.

**Before you apply** please ensure you understand the following:

If you are successful with your application to this fund

* Learners involved in Community Learning Partnership (CLP) projects must be 19 years or older.
* Learners should be resident in the UK/EU for a minimum of three years (unless working with the British Forces). Please refer to SFA funding rules for clarification.
* You will be required to complete a mid term report and an end of project report and provide full evidence of spending.
* Planned delivery must be within Wiltshire.
* You will agree to comply with the time scales on the attached Project Requirements form in order to receive full funding.
* Prior to start of the course we will require the following: Equality and Diversity policy, Health and Safety policy, Safeguarding (with reference to Prevent) policy, Public Liability insurance, DBS (CRB) numbers and copies of all certificates mentioned in Section 3.
* The learners involved in your project will be required to complete enrolment forms, individual learning plans and a completion survey.
* You will be required to keep a register of attendance.
* You will be required to undertake activity and venue risk assessments to ensure the learners participating in your project are safe.
* You will be required to supply details of your course delivery on a monthly basis.
* If you **do not achieve** your projected learner targets then **the full grant award will not be released.**
* You must register on the UK Register of Learning Providers.
* All project delivery must be within the following time period: from 17th October 2016 until

31 July 2017.

* Prior to commencement of course we will require a delivery plan which will need to be approved by a LiW coordinator.
* Following approval and prior to commencement of course you (or nominated representative) must attend a project briefing held on October 12th 4.00pm-6.00pm at County Hall, Trowbridge (it is essential that you attend).
* You may submit more than one proposal. Each proposal will be judged on its individual merit.
* Maximum grant award for each project will be £3,000.
* Subcontracting will not be permitted for part/entire project.
* Applications must be received by 30th September. Late applications will not be considered.

**SECTION 1: Awareness of grant funding conditions:**

I confirm I have read and agree to the **conditions and requirements of the funding** as specified above

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**SECTION 2: About the organisation**

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| **2a. Name and address of the lead organisation submitting this bid** |
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| **2b. Contact person for this application** | |
| **Name** |  |
| **Position** |  |
| **Phone** |  |
| **E Mail** |  |

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| **2c. Type of organisation e.g. Charity, Social Enterprise, Community Interest Company, Community Organisation, Housing Association, Public Sector Organisation etc.** |
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| **2d. Reference or registration numbers** (Does your organisation have a charity, company or other reference or registration number?) | |
| **Charity number** |  |
| **Company number** |  |
| **Other reference number** |  |

**2e. If you are an unincorporated association and not registered** **as above** please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

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| **2f. What is your organisation’s UKRLP** (UK Register of Learning Providers) **Number?** It is a requirement that all organisations in receipt of Community Learning Funding obtain a UKRLP number. If you do not already have a number please register here: <https://www.ukrlp.co.uk/> |  |

**2g. What is your VAT status?** VAT registered Not VAT registered

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| **2h. Where does your current funding come from?** |
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**SECTION 3: Staff Qualifications**

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| **3a. Teaching qualifications of staff involved in project delivery:**  You are **strongly** **advised** to **employ tutors** that have a **recognised teaching qualification** and/or have specialist qualifications within their field of work**.** | | |
| Member of staff | Teaching qualification or specialist qualification | Date achieved |
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**3b. If you or your staff and volunteers do not hold current teaching qualifications would you be interested in undertaking training in this area in the future?** Yes No

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| **Please indicate any other areas of training you feel your staff and volunteers may require in order to deliver projects effectively** |
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**SECTION 4: Safeguarding**

**4a**. Does your organisation have a designated member of staff responsible for safeguarding?

**Yes**

Does your organisation have a written safeguarding policy that is reviewed on an annual basis? **Yes No**

If your organisation does not have a written safeguarding policy, will you adopt the Wiltshire Council policy? **Yes**

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| **4b. Evidence that staff involved in project delivery, have undertaken safeguarding training:** | | |
| Member of staff | Details of safeguarding training | Date achieved |
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**SECTION 5: Health and Safety**

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| **5a.** Evidence of **Public / Employers Liability Insurance Cover** (If your bid is successful you will be asked to provide a copy of the certificate) | |
| **Name of company** |  |
| **Policy number** |  |
| **Expiry date** |  |

**5b**. Does your organisation have a written health and safety policy that demonstrates a commitment to health and safety? (If your bid is successful you will be asked to provide a copy)

**Yes**  **No**

**5c.** Does your organisation carry out venue and activity risk assessments as routine business?

**Yes** **No**

**SECTION 6: Equality and Diversity**

**6a**. Does your organisation have a written equality and diversity policy or statement? **Yes** **No**

If your organisation does not have a written equality and diversity policy, will you adopt the Wiltshire Council policy?  **Yes**

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| **6b. Please explain how your organisation and project will ensure equal opportunities.** |
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**SECTION 7: About the activities of your organisation**

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| **7a. Please provide a summary of your organisations aims, objectives and client groups:**  **(max 300 words)** |
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**SECTION 8: About the project** – themes, impact and role of partner organisations

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| **8a. Title of the project** |
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| **8b. Project timescales:** | |
| **Project start date:** From 17th October 2016 |  |
| **Project end date:** Note – all projects must complete by 31st July 2017 |  |

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| **8c. Project summary (max 400 words)** |
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**8d. Project Themes:**

All CLP projects should aim to develop new ways of delivering community learning projects to attract disadvantaged and under-represented groups. Listed below are the key themes of the LiW CLP Fund. Tick the ***primary*** themes which your project is designed to address. This will be the main criteria used in assessing your bid.

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| **Widen participation and transform people’s destinies by supporting progression relevant to personal circumstances, for example:** | |
| Improve individual’s confidence and willingness to engage in learning |  |
| Encourage the acquisition of skills preparing people for training, employment or self-employment |  |
| Improve digital inclusion, financial literacy and / or communication skills |  |
| To deliver accessible learning with a particular focus on workless people wanting to improve their skills and return to work or to re-engage in the community |  |
| To offer innovative learning opportunities that will engage those who do not see the benefit of learning |  |
| To attract and retain disengaged adults to learning |  |
| Improve individual health and/or social well being |  |
| **Develop stronger communities, with more self sufficient, connected and pro-active citizens leading to:** | |
| Increase volunteering, civic engagement and social integration |  |
| Reduce costs on welfare, health and anti-social behaviour |  |
| Increase online learning and self-organised learning |  |
| Bring together people from all backgrounds, cultures and income groups |  |

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| **8e. What is the intended impact of your project and what difference do you think your activities will make to individuals and local communities? How will you measure the difference or impact your project has made?** |
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| **8f. Partner organisations** (Please list any partners in this bid and indicate organisation type. Please indicate the part they will play in the project e.g. recruitment, engagement, venue, learner support, delivery, resources, evaluation) |
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| **8g. Outline any proposed volunteer involvement:** | |
| Will any volunteers be involved in the delivery of your project? |  |
| If yes, how many volunteers will be involved in supporting your project? |  |
| Estimate the total number of volunteer hours involved in the project. |  |
| Please outline the role of volunteers in your project: | |
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**SECTION 9: About the project** – targeted focus and evidence of need

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| **9a. List the disadvantaged community or group(s) that will benefit from this project?** (deprived wards / disadvantaged groups etc) |
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| **9b. What evidence do you have to show that your project is needed?** List evidence you have collected in support of your project. |
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| **9c. Learner targets:** | |
| How many learners will benefit from your project? |  |
| Estimate how many of these learners will be ‘new’ learners that have not engaged in learning in the previous year |  |
| Estimate how many learners will be adults, without a full level 2 qualification? (the equivalent of 5 A\* - C at GCSE or an NVQ level 2) |  |
| Estimate how many learners will be adults who are not currently in employment? |  |

**SECTION 10: About the project** – planning and engagement with learners

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| **10a. What strategies will you use to attract and support people who do not normally engage in learning?** |
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| **10b. Please outline your project SMART targets / projected outcomes.** Ensure you use SMART targets (Specific, Measurable, Achievable, Realistic and Time Related) |
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| **10c. Provide an overview project plan** indicating dates and expected key activities, SMART targets and progress | |
| Date | Key achievements, outcomes and progress |
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| **10d. How much funding is requested from CLP?** |  |
| Is there any match funding available for this project? Please give details and state if the funding is confirmed. |  |
| Is the project dependent on funding from another source that has not yet been confirmed? |  |
| Please give details of any contributions in kind you have identified: | |
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| Estimate the value of any contributions in kind: |  |

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| **10e. Project/activity funding** – Give details of your planned use of CLP monies, e.g. venue hire, tutor costs, management costs, materials, publicity, crèche, volunteer expenses, travel costs, purchase of resources, administration costs etc. by completing the following table (please extend as necessary). **Provide as much detail as possible** such as cost of tutors, crèche and venue hire per hour/session. Money used must not be used for capital expenditure. | |
| **Item or activity** | **Cost** |
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**SECTION 11: About the project** – progression and sustainability

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| **11a. What are the progression routes you have identified for your learners and how will you support this progression?** Please explain how you will encourage learners to undertake further learning. |
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| **11b. What are your plans to support and encourage the sustainability of this project once the funding has ceased?** |
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| **Are you or any employees of your organisation employed or related directly or indirectly to an employee/councillor of Wiltshire Council? If so, please provide details.** |
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| **I confirm that I have trustee / governor board approval to make this application, and that it is submitted on behalf of:**  **(**Please add name of organisation below) |
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| **Print Name** |  |
| **Position in organisation** |  |
| **Date** |  |

**HELP SHEET - COMPLETING THE FORM**

**SECTION 1: Awareness of project funding conditions**

Please ensure you have read the information at the start of this application form and that you understand that there are a range of project requirements associated with this project funding. Please confirm by ticking the boxes that you are aware and that you agree to these.

**SECTION 2: About the organisation**

**Question 2a:** Name and address

Enter the name and address of the organisation that is taking the lead on this proposal. This should be the trading name of the organisation.

**Question 2b:** Contact person:

Enter the name and contact details of the main contact person for this application**.**

**Question 2c:** Type of organisation

Describe the legal structure of your organisation or the type of organisation e.g. charity, social enterprise, community interest company, community organisation, housing association.

**Question 2d:** Reference or registration numbers

If your organisation has a charity, company or other reference or registration number, please enter details in relevant section.

**Question 2e:** Tick the box if you are an unincorporated association and not registered as in questions 2c and 2d. Please ensure you enclose a copy of your governing documents with this application e.g. constitution or set of rules.

**Question 2f:** Please supply your UKPRN (UK Provider Registration Number). The UK Register of Learning Providers is a 'one-stop' portal to be used by government departments, agencies, learners, and employers to share key information about learning providers. The UKRLP allows providers to update their information in one place and share this across agencies such as the Skills Funding Agency, the Higher Education Statistics Agency (HESA), and the Higher Education Funding Council for England (HEFCE) and the Universities and Colleges Admissions Service (UCAS). Registration is online and relatively straightforward and we will need your UKPRN (UK Provider Reference Number) when you make an application to the CLP fund. To register please use this web address: <http://www.ukrlp.co.uk>

**Question 2g:** Please indicate the VAT status of your organisation.

**Question 2h:** Please tell us where your current funding comes from if applicable.

**SECTION 3: Staff Qualifications**

**Question 3a:** Qualifications of staff delivering project

Please state the qualifications of staff involved in the project delivery. We strongly recommend that teaching staff have a recognised teaching qualification and/or specialist qualification. Teaching staff will be required to meet our quality assurance processes such as assessment of learner progress, completion of session plans and schemes of work etc.

**Question 3b:** Please indicate if you are interested in developing the teaching and tutoring skills of your staff and volunteers through further training / professional development e.g.

Would you or your staff be interested in other areas of training or continuing professional development such as marketing and promotions, budget management, health and safety, safeguarding etc?

**SECTION 4: Safeguarding vulnerable adults**

**Question 4a:** Safeguarding

All CLP funded providers are required to provide a safe, healthy and supportive learning environment and to comply with the Skills Funding Agency’s general funding terms and conditions.  These terms and conditions require providers to adopt recruitment processes that comply with the law and will ensure that young and vulnerable learners are protected. Your organisation will need a designated member of staff responsible for safeguarding issues and ideally a written safeguarding policy. If you do not have a written safeguarding policy then you will need to follow the Learning in Wiltshire (Wiltshire Council) policies and procedures.

**Question4b:** Safeguarding Training

Please provide details of any safeguarding training the staff and volunteers involved in the proposed project have undertaken. We ask all staff or volunteers involved in the delivery of sub-contracted work, undertake essential safeguarding training. If you do not have Safeguarding training you will be required to undertake an online safeguarding course.

**Note on Disclosure and Barring Service (DBS)**

A Disclosure and Barring Service (DBS) certificate will be required for all tutors or volunteers delivering CLP projects. You will be required to obtain (at your own cost if necessary) and supply information regarding DBS certificates (reference number / date) to LiW. You should also ensure that employment or volunteering opportunities are not held by anyone who has been convicted of certain specified offences, or whose name is included on lists of people considered unsuitable for such work.

**SECTION 5: Health and Safety**

**Question 5a:** Public / Employers Liability Insurance Cover

Provide evidence of public / employers liability insurance cover e.g. name of insurer, policy number and expiry date.

**Question 5b:** Health and Safety policies and procedures

All organisations in receipt of CLP funding need to provide a safe, healthy and supportive environment for learners. Please confirm if you have a written health and safety policy. CLP projects should provide, at the start of each course a full health and safety induction, taking into consideration (where relevant) the learners inexperience, lack of maturity, special needs or disability.

Projects are also required to report immediately to Learning in Wiltshire (Wiltshire Council) any accident, near miss or dangerous occurrence.

**Question 5c:** Venue and activity risk assessments

Please confirm that your organisation carries out venue and activity risk assessments as routine business.

CLP funded projects are responsible for ensuring all premises/activities comply with current Health and Safety legislation and recommendations, taking into consideration (where relevant) the learners inexperience, lack of maturity, special needs or disability. A written risk assessment will need to be completed for all venues used in the delivery of learning activities.

In addition to the above a written risk assessment for each course (activity) delivered, with the purpose of reducing risk of harm or injury to the lowest practical level will also need to be provided.  Risk assessments must be reviewed annually and must take into consideration (where relevant) the learners inexperience, lack of maturity, special needs or disability.

**SECTION 6: Equality and Diversity**

**Question 6a:**

Learning in Wiltshire (Wiltshire Council) is committed to advancing equality of opportunity to everyone, regardless of race, disability, gender; age, sexual orientation, religion and belief , gender reassignment, pregnancy and maternity, marriage and civil partnerships. We expect the same commitment from those organisations and groups with whom we work in partnership. If your organisation does not have a written equalities and diversity policy, please confirm you will adopt Wiltshire Council’s and work in line with our policies and procedures.

**Question 6b:**

Please explain how you will ensure equality of opportunity for participants in your project.

Consider how you will listen to and respond to learner needs, accessibility of venues, teaching and learning, access to specialist equipment etc.

We have staff that can provide assistance and advice in this area. Please talk to a member of the Community Learning Team if you require support in completing this section.

**SECTION 7: About the activities of your organisation**

**Question 7a:** What are the main activities of your organisation and/or what services do you provide? Please include information on how many individuals use your services each year and what client groups do they come from?

**SECTION 8: About the project** – themes, impact and the role of partner organisations

**Question 8a:** Project Title

Enter the name of your project.

**Question 8b:** Planned Project Start and End Dates

Enter the dates on which you expect your project to start and finish. All projects must end by 31st July 2017 and all funds be spent in accordance with the agreed contract.

**Question 8c:** Project summary

Outline your project giving details of the need you are addressing, your overall aims and key learning activities. Please outline what you aim to achieve.

**Question 8d:** Project Themes

Tick the key CLP themes which your project is designed to address.

**Question 8e**: The impact of the project and how it will be measured

Describe the difference you think your project will make to individuals and local communities.

You will need to be able to measure the impact of your project on the learners and their local communities. You may want to measure some of the following:

* Progression of learners onto other courses, employment or volunteering
* Changes in attitudes or behaviour e.g. increased confidence, taking more exercise, increased social interaction
* Changes in family life e.g. better communication, healthier family meals, changes in parenting behaviour
* Changes in the local community e.g. increased integration between community groups, creation of a community garden, community events etc

You can capture this information by using a range of methods such as:

* Observations
* Individual Learning Plans
* Evaluation forms
* Survey and Questionnaires
* Face-to-face interviews
* Telephone interviews
* Focus groups
* Users’ forum
* Storytelling and testimonials
* Logbooks, blogs and web chats
* Photo diaries, scrapbooks, video and audio diaries
* Performances and presentations

**Question 8f:** Partner organisations

List any partners in this bid and indicate organisation type. Indicate the role they will play in the project e.g. recruitment, engagement, venue, learner support, delivery, resources, evaluation.

**Question 8g:** Involving volunteers

The Community Learning Partnership welcomes applications from projects that engage volunteers. Examples of how volunteers may be used include:

* Identifying and promoting community needs
* Supporting curriculum development
* Signposting and providing advice/guidance to potential learners
* Infrastructure support
* Delivery support

Please provide information on the number of volunteers engaged in the project, an estimate of the number of volunteer hours used and outline the role they will be undertaking.

**SECTION 9: About the project** – targeted focus and evidence of need

**Question 9a**: Name the disadvantaged community or group(s) that will benefit from this project.

Describe the nature of the disadvantage that is faced by the participants to whom your training or learning activity is offered. Please list either the locations(s), and/or the nature of the disadvantaged group(s) to be assisted.

CLP projects can focus on people who are disadvantaged in the following ways (please note this list is not exhaustive)

* People on a low income
* Rurally isolated individuals
* Residents living in deprived wards
* Volunteers
* Parents / families who are in need of additional support
* Adults with low levels of English and Maths skills
* Adults with a below level 2 qualification
* People with a history of drug / alcohol abuse
* Ex-offenders
* Refugees and asylum seekers
* People with experience of domestic abuse
* People who have experience of mental ill health
* Unemployed people
* Travellers
* Sex workers
* Homeless people
* Adults with learning difficulties
* Adults with disabilities
* Older isolated learners
* Migrant workers and individuals from black and minority ethnic groups

**Question 9b:** Evidence of project need

Explain how you have consulted with your target group and/or how you know that people in the local community want this project. Evidence may include:

* Recent consultation with participants, staff, volunteers, stakeholders, partners, the wider community
* Consultation through client focus groups, video diaries, feedback surveys, individual consultation, questionnaires, testing, pilot project
* ‘In-House’ research undertaken by you or the organisation
* Research undertaken by another organisation
* Case studies of previous clients who have benefited
* Relevant, recent statistics
* Show how the project adds to existing services or fills a gap in services

**Question 9c:** Learner Targets

The priority is for delivery of attractive, accessible learning opportunities to people who do not normally engage in learning. Realistically estimate the number of learners that will be involved in each category. You will be expected to meet the **overall** learner targets you have identified and if for example, you told us that you would work with 30 learners and you only work with 15 then some of your funding will be withheld. Please ensure that your project offers value for money.

**SECTION 10: About the project** – planning and engagement with learners

**Question 10a:** Your strategies to involve new learners

Please give details of how you plan to recruit and support your learners; include details such as ‘marketing’ activity, (taster sessions, displays, stalls at events, leafleting, direct contact, talks, word-of-mouth, targeting of existing groups etc). Also mention size of group, appropriate venues, particular people involved, etc.

**Question 10b:** Project targets / projected outcomes

Outline the project targets / outcomes that you are aiming to achieve. Ensure targets are SMART (Specific, Measurable, Achievable, Realistic, Time related). When considering your projected outcomes think about the positive difference your project activity will make on the lives of individuals and local communities.

**Question 10c:** Project Plan

Provide an action plan of your project, including dates and expected key achievements / outcomes / SMART targets.

**Question 10d:** Funding Required

Enter the amount of funding you are seeking. The minimum amount you may request is £1,000, and the maximum £3,000. Please note, if your organisation is registered for VAT, you can include non-recoverable VAT costs within your projected project budget. Organisations not registered for VAT should include, in any budget projections, VAT costs that will arise as part of the project delivery.

**If you later find the cost of your project increases because you have made an error regarding VAT, we will not increase your grant to cover this. If we agree to fund the costs of VAT, which you later recover, you will liable to repay to Wiltshire Council the same proportion.**

If applicable, please provide details of additional funding to your project and its source. Indicate whether this funding is confirmed.

Enter where applicable details of any contributions in kind. Contributions in kind could include accommodation, staff, services, consultancy and equipment.

**Question 10e:** Budget projection

Complete the table to provide a projected breakdown of how the funding will be spent. Include details relating to venue hire, tutor costs, materials, publicity, crèche, volunteer expenses, travel costs, purchase of resources, administration costs etc. Provide as much detail as possible such as cost of tutors, crèche, and venue hire per hour/session.

**SECTION 11: About the project** – progression and sustainability

**Question 11a:** Progression of learners

One of the aims of CLP is to attract new learners, build confidence and support progression relevant to their personal circumstances. These could include (not limited to):

* Encouraging individuals on to further learning (please identify specific progression routes and courses)
* Preparing people for further training, employment or self-employment
* Improving digital inclusion, financial literacy and/or communication skills
* Helping parents to become better equipped to support and encourage their children’s learning
* Improving health and/or social well-being

Outline the progression routes you have identified and any special plans you have to offer support for progression to further learning. Learning in Wiltshire have specialist learning advisers that can offer free information advice and guidance with regards future learning, training and volunteering opportunities. Learners can also be part of LiW’s Learner Focus groups to monitor impact of learning. The outcomes of any gathered data will be shared with all involved in 2016-17’s delivery.

**Question 11b:** Planning for sustainability

What are your plans to support and encourage the sustainability of this project once the funding has ceased? Please also consider how your project will continue to benefit individuals and local communities after the CLP funding has ceased.