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**Multiply – Warwickshire Application Form (October 2023)**

The level of information provided should be proportionate to the size and complexity of the project proposed.

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| **Applicant Information**  **Please complete as required or indicate “not applicable (N/A).” This section is for information only and will not be scored.**  **Applicant name** Click or tap here to enter text.  **Bid Manager Name and Position** Click or tap here to enter text.  **Contact Telephone Number** Click or tap here to enter text.  **Email Address** Click or tap here to enter text.  **Postal Address** Click or tap here to enter text.  **Website** Click or tap here to enter text.  **Company Registration number (where relevant)** Click or tap here to enter text.  **Charity Registration number (where relevant)** Click or tap here to enter text.  **Senior Responsible Officer Contact Details** Click or tap here to enter text.  **Please confirm the type of organisation** |
| Local Authority  Private Sector  University  FE (Further Education) college  Other (please specify) Click or tap here to enter text. |

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| **Is this a consortium bid?** YES  NO  **If so, please provide details of** **all of the members of the consortium**  Click or tap here to enter text. |
| **Value being requested (£)**  Click or tap here to enter text. |
| **Please select which investment priority or priorities of the Multiply Fund you are bidding under:**  Courses designed to increase confidence with numbers for those needing the first steps towards formal numeracy qualifications.  Courses designed to help people use numeracy to manage their money.  Innovative numeracy programmes delivered together with employers – including courses designed to cover specific numeracy skills required in the workplace.  Courses aimed at people who can’t apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in numeracy order to access a certain job/career.  New intensive and flexible numeracy courses targeted at people without Level 2 maths, leading to a Functional Skills Qualification.  Courses for parents wanting to increase their numeracy skills in order to help their children, and help with their own progression.  Numeracy courses aimed at prisoners, those recently released from prison or on temporary licence.  Numeracy courses aimed at those 19 or over that are leaving, or have just left, the care system.  Numeracy activities, courses or provision developed in partnership with community organisations and other partners aimed at engaging the hardest to reach learners.  Additional relevant maths modules embedded into other vocational courses. |
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| **Part 1 Project Summary (not scored)** | | | |
| 1a. Project Name | | Click or tap here to enter text. | |
| 1b. Summary of the planned activities (500 words) | | | |
| Click or tap here to enter text. | | | |
| 1c. What activities will take place? (Brief description – 200 words) | | | |
| Click or tap here to enter text. | | | |
| 1d. What are the timescales (Delivery needs to end by March 2025)? | | | |
| Click or tap here to enter text. | | | |
| 1e. How will the activities be delivered? (Brief description – 200 words) | | | |
| Click or tap here to enter text. | | | |
| 1f. Who will be the main beneficiaries of the project? (Brief description – 200 words) | | | |
| Click or tap here to enter text. | | | |
| 1g. Where will the activities take place? (Brief description – 200 words) | | | |
| Click or tap here to enter text. | | | |
| 1h. Project start date | Click or tap to enter a date. | Project end date | Click or tap to enter a date. |
| 1i. Which places (district or borough areas) will benefit from the activity? | | | |
| Local Authority Area | | Approximate percentage of activity/ expenditure | |
| North Warwickshire | | Click or tap here to enter text. | |
| Nuneaton and Bedworth | | Click or tap here to enter text. | |
| Rugby | | Click or tap here to enter text. | |
| Stratford-upon-Avon | | Click or tap here to enter text. | |
| Warwick | | Click or tap here to enter text. | |
| 1j. Please detail the reason for the District & Borough split. (200 words) | | | |
| Click or tap here to enter text. | | | |

**Financial Standing - For Non-Local Authority bids only.**

**This section is a pass/fail part of the assessment. Applicants must “Agree” and be allocated a score of “Secure” or “Sound”** **in order to pass this question.**

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| The Council will initially access a commercial risk report from Credit Safe (<http://www2.creditsafeuk.com/>) To determine whether it needs to undertake any further form of financial assessment, the applicant agrees that if the commercial risk report indicates there is doubt about their ability to fulfil delivery of the project or no commercial risk report is available, the applicant will submit the information identified below in order that commercial risk can be properly assessed  Based on an evaluation of commercial risk (which will include a Credit Safe report where available and if required, any additional financial data such as audited accounts, P&L accounts, turnover statements etc), the Council (whose decision will be final) will allocate a score from the list below: - | | | | Agree/  Disagree |
| **Secure** | Low financial risk, organisation can meet scale of project, WCC have high confidence in you | **PASS** | Your application has satisfied the Council’s requirements in terms of commercial risk for this project. |
| **Sound** | Acceptable financial risk, organisation can meet scale of project, there may be some concerns for WCC | **PASS** |
| **Doubtful** | The financial risk is higher than the Council is prepared to accept and/or the business looks too small/unstable to meet requirements of the project. There are concerns about the applicant’s ability to deliver. Little confidence. | **FAIL** | Your application has not satisfied the Council’s requirements in terms of commercial risk for this project and your application will be removed from the assessment process at this point. |
| **Unacceptable** | The financial risk is much higher than the Council is prepared to accept, and the business looks about to fail/is well below the size needed to deliver the project. There are significant concerns. No confidence. | **FAIL** |
| Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Yes/No in the relevant box. | | | | YES/NO |
| A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | | YES/NO |
| A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | | YES/NO |
| Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | | YES/NO |

**Please note there are no word limits on any of the remaining questions on this application.**

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| **Part 2 – Strategic Fit.** |
| 2a. How does the project proposal align with the Multiply prospectus and strategic plans for local growth? |
| Click or tap here to enter text. |
| 2b. What is the local need for this project? |
| Click or tap here to enter text. |
| 2c. How will you ensure that national Multiply provision is integrated into this offer? |
| Click or tap here to enter text. |
| 2d. How will this project be different from current activities being delivered or planned to be delivered as part of the Adult Education budget? |
| Click or tap here to enter text. |
| 2e. Does this project demonstrate innovation in service delivery and if so, please explain how? |
| Click or tap here to enter text. |
| 2f. Would you be able to deliver the project at this level without the Multiply funding? |
| Click or tap here to enter text. |
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| **Part 3 – Cross Cutting Themes** |
| 3a. How will you consider the needs of all potential participants? Considering:   * How will the service be delivered at times and locations convenient to the participants? * Culturally sensitive to diverse communities and how you will engage with these individuals * Participants with SEND (Special Educational Needs and Disabilities) including dyscalculia. * Participants for whom English is not a first language including those who use British Sign Language. The provider will be expected to meet the costs of this additional provision. * How you will engage with participants without digital access. * How you will develop and implement specific resources |
| Click or tap here to enter text. |
| 3b. Describe any possible environmental impact of the project. |
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| **Part 4 - Project Deliverability.** |
| Please also include a Risk Register, Project Plan and Procurement Plan (if required) with this application. These documents will be used alongside the questions in this section to determine the deliverability of the project. |
| 4a. What experience does the organisation have of delivering this type of activity? |
| Click or tap here to enter text. |
| 4b. Describe the resources the organisation has available to deliver the project. A procurement plan should also be included as an annex to this application if procurement is being undertaken. |
| Click or tap here to enter text. |
| 4c. If the organisation will have to recruit staff or appoint contractors, what plans are in place to manage the risk of delay? |
| Click or tap here to enter text. |
| 4d. Describe the systems and processes that will be used to ensure only costs directly related to the project will be included in grant claims. |
| Click or tap here to enter text. |
| 4e. Please describe the outputs and outcomes you plan to deliver under this project. Note that a detailed quarterly/monthly output profile should be submitted with this application. This will be scored as part of this section. |
| Click or tap here to enter text. |
| 4f: Will any other benefits outside of the outputs and outcomes be seen as part of this delivery? |
| Click or tap here to enter text. |
| 4g. If this is a consortium project, please describe the structure of this. |
| Click or tap here to enter text. |

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| **Part 5 - Individual learner records** | |
| Does your organisation currently upload ILRs to the ESFA database? | **YES  NO** |
| If yes, have you included staff resource to upload the Multiply Learner records? | **YES**   **NO** |
| From April 2023, can you confirm that you will upload records to a new Multiply Record Management system. | **YES**   **NO** |

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| **Part 6 – Evaluation** |
| 6a. A key objective of Multiply is to try new ways of delivering activity to people. It is important that projects are robustly evaluated, and that learning is shared with others.  Please limit your response to 500 words and describe   * How the project will be evaluated, in terms of how it was delivered and its impact on clients * How the findings of the evaluation will be disseminated |
| Click or tap here to enter text. |

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| **Part 7 – Value for Money** | |
| 7a. The minimum bid is £20,000  We appreciate that value for money will vary depending on the cohort and the delivery methodology however, bids must be clear, transparent, and accurate about the costs to deliver.  ***Please also complete a detailed quarterly budget breakdown which will be assessed as part of this question.*** | |
| 7b. How much Multiply funding is being sought? | |
| Click or tap here to enter text. | |
| 7c. Does this funding include any match funding?  If so, how much and has it been secured? (£) | YES  NO |
| Click or tap here to enter text. |
| 7d. How has this overall budget been estimated, what has been done to test that it is accurate and how would any unexpected costs be managed? Please also consider an explanation of the Value for Money in this section. | |
| Click or tap here to enter text. | |

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| **Part 8 – Subsidy Control** | |
| All bids must also consider how they will deliver in line with subsidy control as per UK Government guidance: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities> | |
| 8a. Does any aspect of the project involve the provision of subsidies (or State Aid)? | YES NO |
| 8b. If yes, briefly explain how the subsidies are compliant with the UK’s subsidy control regime as set out in the guidance. | |
| Click or tap here to enter text. | |
| **Part 9 - Branding and Publicity** | |
| DfE expects that local authorities and project deliverers will use the appropriate Multiply and Skills for Life and Funded by UK Government branding, where applicable – including print and publications, through to digital and electronic materials – including for any preparatory activity linked to Multiply. Further guidance on branding and publicity requirements will be shared in due course. | |
| 9a. Please confirm that you understand the requirements and that further guidance will be shared in due course. | YES NO |

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| **Data Protection**  Please note that the Department for Education (DfE) will be a Data Controller for all UK Multiply Fund-related Personal Data collected with this form and submitted to the DfE, and the control and processing of Personal Data.  Warwickshire County Council (WCC) has been designated as a ‘Lead Authority’ for the UK Multiply Fund for Warwickshire.  Each Lead Authority has been invited to run a local bidding process and will be a Data Controller for all UK Multiply related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the DfE for consideration.  WCC and the DfE will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR (General Data Protection Regulation)) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).  As a Processer of UK Multiply related Personal Data your organisation and WCC (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).  By proceeding to complete and submit this form, you consent that WCC (in Great Britain) and its contractors where relevant, and the DfE, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application to the DfE for funding from the UK Multiply Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid WCC may need to share your Personal Data with other local authorities in Warwickshire and certain partner organisations as well as DfE and other Government departments (such as the Department for Work and Pensions) and by submitting this form you are agreeing to your Personal Data being used in this way.  Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).  All personal information that you provide in this form and all communications with WCC will be dealt with in accordance with our Privacy Notice. For more information, and to obtain copies of this Privacy Notice, please visit: [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) | | | |
| **Part 10 - Project Applicant Statement** | | | |
| I declare that I have the authority to represent the project applicant in making this application.  I understand that acceptance of this application form by Warwickshire County Council (WCC) (in Great Britain) does not in any way signify that the project is eligible for funding under the UK Multiply Fund or that any such funding has been approved towards it.  On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) and the Department for Education (DfE) that:   * the project applicant has the legal authority to carry out the project; and * the information provided in this application is accurate.   I also confirm to WCC (in Great Britain) and the DfE that:  I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.  I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies (in Great Britain) and the DfE’s Privacy Policies.  I shall inform WCC (for Great Britain projects) if, prior to any UK Multiply Funding being legally committed to the project applicant*,* I become aware of any further information which might reasonably be considered as material to WCC or the DfE in deciding whether to fund the proposal.  Any match funding that has been set out in part 7 will be in place prior to any award of UK Multiply Funding; and I am aware that if the information given in this application turns out to be false or misleading, WCC (where relevant) or the DfE may demand the repayment of funding and/ or terminate a funding agreement pertaining to this proposal.  I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.  I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation’s own risk.  I understand that any grant agreement will be based on the terms of WCC’s own grant agreement with DfE and that WCC will pass down these terms and conditions in full. | | | |
| For and on behalf of the project applicant  Name: | |  | |
| Position: |  | Date |  |

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| **Please confirm that the following documents are included with this application** | **Yes/No/Not Applicable.** |
| Annex A | YES NO N/A |
| Detailed quarterly financial budget | YES NO N/A |
| Detailed quarterly deliverables profile | YES NO N/A |
| Risk register | YES NO N/A |
| Milestones/ Project plan | YES NO N/A |
| Procurement plan (where relevant) | YES NO N/A |