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**GRANT APPLICATION**

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**Appendices**

Appendix A: Multiply Specification - separately attached

Appendix B: Due Diligence Questionnaire and Declaration form – separately attached

Appendix C: Delivery Profile – separately attached

## INSTRUCTIONS

* 1. The North of Tyne Combined Authority (NTCA) is inviting applications for provision related to our Multiply programme. We are interested in innovative proposals that focus on one or more of three delivery themes: Community Engagement, Family Learning and Numeracy Skills for the Workplace. Further information on the NTCA’s Multiply Programme is included in Appendix A of this document ‘Multiply Specification’ separately attached.

* 1. You are required to submit your application to meet the specification set out in in Appendix A, failure to do so will result in your application being excluded and not evaluated further.
  2. It is essential that you comply with the following instructions in the preparation and submission of your application. NTCA reserves the right to reject any application that does not comply with these instructions.
  3. Applications must be received by noon on **17th October 2022.** Any application not fully completed and submitted after this date and time will be disregarded by the assessment panel.
  4. Applications must be submitted electronically to [Multiply@northoftyne-ca.gov.uk](mailto:Multiply@northoftyne-ca.gov.uk) including the words “Multiply Programme” in the subject line.
  5. If you have any questions about this application, please direct these to [Multiply@northoftyne-ca.gov.uk](mailto:Multiply@northoftyne-ca.gov.uk) including “Multiply Programme” in the title. Please note that any questions you raise during this application process that are not commercially sensitive will be published publicly on NTCA’s website weekly as part of an FAQ document, this is where questions submitted will be answered.
  6. NTCA may accept the application at any time within this prescribed period. NTCA shall, however, not be bound to accept any application.
  7. If your application is deemed successful by NTCA, you will be required to enter into a Grant Agreement with NTCA. The Grant Agreement shall incorporate the terms and conditions published with this Application.
  8. Your application must be completed in full and in English.
  9. Your application must be submitted in Microsoft Word.

* 1. Your application must be signed and dated where required.

## SPECIFICATION

* 1. Please see Appendix A – Specification document

## APPLICATION EVALUATION AND SELECTION PROCESS

* 1. The evaluation in this Application is undertaken in stages, as follows:
  2. **Stage 1:** Evaluation of the Applicant’s response to the Gateway Criteria in Question 1. Applicants will either Pass or Fail at Stage 1.
  3. **Stage 2:** For applicants that pass Stage 1 the rest of their application will be evaluated by the assessment panel using the criteria and designated weightings set out in section set out below in section 4.
  4. **Stage 3:** NTCA will undertake due diligence prior to making recommendations for funding.
  5. **Stage 4:** Recommendations for final decision prior to an award of funding.
  6. The information supplied by Applicant’s in response to the assessment criteria will be evaluated by NTCA using the criteria and designated weightings as set out below.

## APPLICATION AWARD CRITERIA

|  | Award Criteria for Quality Questions | Percentage Weighting |
| --- | --- | --- |
|  | **Quality Assessment**  The Applicants’ responses to each of the Quality Assessment questions 1 to 5 will each be evaluated and a score from 0 (zero) to 4 (four) in accordance with the Scoring Criteria (set out in Section 9 below) will be allocated to each response. Each score will then be weighted in accordance with the weightings allocated to each question, such that the total weighting applied to the Quality Assessment shall be that stated in this table. |  |
|  | Question 1: Project plan | 25% |
|  | Question 2: Delivery methods | 25% |
|  | Question 3: Target participants | 20% |
|  | Question 4: Geographical coverage | 15% |
|  | Question 5: Social value | 15% |
|  | **Total weighting** | **100%** |

## CLARIFICATIONS

* 1. NTCA reserves the right to make an award decision without holding any clarification meetings with Applicants. Should NTCA wish to enter into clarifications, clarification meetings may be held with Applicants to discuss their applications in their entirety. Alternatively, where clarifications are clearly identifiable, applicants will be emailed clarification questions.
  2. In the event that clarifications are required, clarifications will not be scored, but the results of the clarification will be used to amend application evaluation scores in relation to relevant parts of an application. Clarifications will not be requested where average panel scores are zero.
  3. The assessment panel submits decision after clarifications and there are no grounds for appealing final decisions prior to award of funding.

## ALLOCATION PROCESS

* 1. The highest ranked Applicant(s) will be considered for the award of a grant agreement, subject to the appropriate coverage of project outcomes, geographical location, target groups and successfully passing the due diligence process and having sufficient capability and capacity.
  2. From the initial submissions received, if NTCA do not have sufficient coverage of project outcomes, geographical location and target groups NTCA will enter into clarifications with bidders to discuss their initial submission and ensure that there is sufficient coverage of project outcomes, geographical location and target groups. As per the above this will be done on a ranking basis.

## DUE DILIGENCE

* 1. As part of the evaluation of Applications, NTCA will undertake due diligence prior to making a recommendation for funding.
  2. Appendix B (separately attached) has the Due Diligence questionnaire and declaration, which must be completed in full and submitted alongside your application. NTCA reserves the right to reject an application in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
  3. The due diligence process will include a Financial Appraisal based on information submitted in Appendix B. This process is a requirement of securing funding and is needed to ensure funding in only provided to financially sound and compliant organisations.
  4. As part of the assessment of submissions, NTCA may have further due diligence questions in addition to those requested in Appendix B. Applicants must ensure that they have a representative available to answer any clarification questions (if they arise) in relation to its application submission and must be prepared to provide NTCA with copies of all documentation requested in respect of any self-certification.

## QUALITY ASSESSMENT

* 1. Applicants shall submit responses to Quality Assessment Questions set out in the application form.
  2. Applicants are not permitted to append any additional appendices that have not been issued or requested by NTCA. Any appendices submitted that were not issued by NTCA will not be taken into account by the panel when evaluating.
  3. NTCA has the absolute discretion to disregard any appendices, either in part or in full, that contain information that is not relevant supporting information.
  4. Responses to each Quality question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 9 and that score shall then be weighted in accordance with the percentage weighting allocated to the individual Quality Assessment question.
  5. If a section averages a zero score the assessment panel will cease assessing and dismiss the application as not meeting the minimum threshold.

## SCORING METHODOLOGY

* 1. Quality question scoring methodology

| Scoring criteria |  |  |
| --- | --- | --- |
| Assessment | Interpretation | Max score |
| **Unacceptable** | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response.  OR  No response | 0 |
| **Serious reservations** | Satisfies the requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response. | 1 |
| **Minor reservations** | Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response. | 2 |
| **Acceptable** | Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with evidence to support the response. | 3 |
| **Good** | Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measure required to provide the supplies. Response identifies factors that will offer potential added value, with evidence to support the response. | 4 |

## SOCIAL VALUE SCORING

* 1. You will be asked to complete a Quality Assessment Question around Social Value.

* 1. In addition, the Social Value delivered through your project will be evaluated as a constituent part of your response to other Quality Assessment Questions.
  2. Providers must consider Social Value in their proposals as set out below:

* 1. The Public Services (Social Value) Act places a requirement to consider how economic, environmental and social well-being might be improved by what we’re buying.

* 1. There are three categories – Social, Environmental and Economic, out of which fall several themes.  The multiply programme delivers specifically on four of the Social Value Themes in varying extents:
     1. Social Value Theme 1: COVID-19 Recovery - Help local communities to manage and recover from the impact of COVID-19
     2. Social Value Theme 2: Tackling economic inequality – Create new businesses, new jobs and new skills
     3. Social Value Theme 4: Equal opportunity – Policy outcome: Tackle workforce inequality

* + 1. Social Value Theme 5: Wellbeing – Policy outcome: Improve health and wellbeing

## EVALUATION PANEL

* 1. The evaluation panel will individually score responses to the Quality Assessment questions in accordance with the above procedure, after which, the panel will come together to moderate and produce a single score for each Applicant’s response to each Quality Assessment question.
  2. The assessment panel submits final decisions prior to award of funding.

## TERMS AND CONDITIONS

* 1. All funding awards will be subject to NTCA’s funding terms and conditions in respect of this programme, which will be published soon <https://www.northoftyne-ca.gov.uk/projects/multiply-funding-call>. Prior to the award of any grant, there will be a Grant Funding Agreement which will need to be agreed and signed by both NTCA and the successful applicant.

## APPLICATION RESPONSE

* 1. You must complete all sections of the Application, including the Declaration and Company Information section.
  2. NTCA reserves the right to reject any application that is not fully completed.

# **NTCA Multiply Programme Application**

Applications must be received by noon on **17th October 2022**. Any application not fully completed and submitted after this date and time will be disregarded by the assessment panel.

# GATEWAY CRITERIA

By continuing with this application, you are confirming that:

Any Multiply provision will be located in the North of Tyne Combined Authority area and the benefits will be delivered to this area, (i.e. Newcastle, Northumberland and North Tyneside local authority areas).

Any employers involved in the provision are located in the North of Tyne Combined Authority area and the benefits will be delivered to this area, (i.e. Newcastle, Northumberland and North Tyneside local authority areas).

Providers have a United Kingdom Register of Learning Providers number (UKRLP) or a willingness to apply for a UKRLP through this link [UK Register of Learning Providers (ukrlp.co.uk)](https://www.ukrlp.co.uk/) This is a very straightforward process and takes a few minutes to complete.

The application must be fully completed and received within the timeframe.

Applicants will need to be able to upload data to the ILR or be willing to learn how to do this. NTCA will provide support with this.

**Please tick this box to confirm your agreement to the statements above:**

# LEAD PROVIDER DETAILS (INFORMATION ONLY):

|  |  |
| --- | --- |
| Organisation name |  |
| Lead contact name and position | Name  Position |
| Organisation address |  |
| Email address |  |
| Telephone number |  |
| Local Authority Delivery Location(s):  *(You can select more than one)* | Newcastle  Northumberland  North Tyneside |
| Are you subject to Ofsted inspections? | Yes  No |
| If yes, please provide date of last inspection and the Overall Satisfaction | Date:  Grade: |
| All applications must hold a current registration on the UK register of learning providers. Please provide your UKRLP as evidence of registration. |  |
| What management information system will you use to upload to the Individual Learner Record (ILR) If you cannot upload to the ILR leave blank. |  |

|  |  |
| --- | --- |
| Are you currently in receipt of any adult education funding either through NTCA or other funding streams? |  |
| If yes, how much is this contract worth? | £ |
| Where is the provision delivered? |  |
| What funding streams do you deliver against? | Community learning  Adult skills  Other (please specify): |

# OTHER PROVIDERS INVOLVED IN DELIVERY (INFORMATION ONLY)

|  |
| --- |
| Are there any other providers involved in the delivery of the provision proposed in this application? If so please provide their names and their role in delivery. |
|  |

# SCORED QUALITY QUESTIONS

| 1 | Project Planning – provision (scored 25% weighting) |
| --- | --- |
|  | Outline your approach to design and delivery of your multiply provision to reflect key project outcomes. Include within your answer:  Provision description and learning outcomes.  Your approach to identifying an adult’s barriers to learning.  Strategies to support participants with identified barriers.  How you plan to achieve progression to further upskill courses including maths education at level 1 or 2, on successful completion of the multiply course. This might include referring to other named providers.  Strategies to support participants make the right referral choice and how you support a participant’s seamless transition. |
|  | *Word count 700 words (max)* |

| **1.1 Headline Delivery profile – add more rows as required** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Target numbers | Target group | Start date | End date | Course duration | Delivery location | Total hours |
|  | Unemployed  /employed |  | 31/03/23 |  |  |  |
|  | Unemployed  /employed |  | 31/03/23 |  |  |  |
|  | Unemployed  /employed |  | 31/03/23 |  |  |  |

| 1.3 **Assessment of Risks – add more rows as required** | | | | |
| --- | --- | --- | --- | --- |
| No | Risk | Likelihood | Impact | Mitigation |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| 2 | Delivery models (Scored 25% Weighting) |
| --- | --- |
|  | Outline your preferred delivery theme, in your response include:  Type of delivery theme either:   * Community Engagement * Family Learning * Numeracy skills for the workplace   Reason for such choice drawing on previous experience/track record of numeracy and/or other funded provision.  How you intend to engage participants  For numeracy for the workplace the employers you propose to work with and details of any agreements you have in place to work with them  Confirmation that you can conclude delivery by March 31st 2023.  Please complete the delivery profile attached as Appendix C to this document |
|  | *Word count 1000 words (max)* |

| 3 | Target participants (Scored 20% Weighting) |
| --- | --- |
|  | Detail how you intend to target enrolments to meet the delivery profile outlined above. Include in your response:  The target group as outlined in section 4 of the specification.  Strategies to recruit the right participants to the right provision type.  Organisations you will work in partnership with to refer/engage participants onto your provision. |
|  | *Word count 500 words (max)* |

| 4 | Geographical coverage (Scored 15% Weighting) |
| --- | --- |
|  | Outline the evidence *(LMI, local intelligence, collaboration)* used to identify provision type and geographical location that avoids duplication of existing provision. Within your response include:  Details of where your provision will be geographically located and how you reached this decision.  How the provision serves to compliment AEB funded provision and not duplicating it.  Opportunities explored to co-locate provision with similar services, offering location names where co-location is a possibility.  Engagement with local employment and skills partnerships to ensure complementarity and alignment with existing provision.’ |
|  | *Word count 1000 words (max)* |

| 4.1 Delivery Locations – Please detail the location/s of you delivery (add more rows if necessary) | | |
| --- | --- | --- |
| Delivery Location (Including Postcode) | Type of Intervention (see 3.1.4 of Specification) | Proposed % of Delivery at the Location |
|  |  |  |

| 5 | Social value (Scored 15% Weighting) |
| --- | --- |
|  | Specifically demonstrate how you will support further training opportunities to those who are furthest away from employment, shape your response around the social values themes as highlighted in section 10.  Theme one – helping local communities to manage and recover from Covid-19.  Theme two – creating new business, new jobs and new skills.  Theme three – reducing the disability employment gap.  Theme five – improve health and wellbeing. |
|  | *Word count 700 words (max)* |

# OVERALL FINANCIAL SUMMARY

**Financial Summary**

**Please note that we have based our delivery numbers in Year 1 on an average figure of £831 per head/learner including 1-1 support. NTCA will not exceed the average figure per head/learner of £831.**

|  |  |
| --- | --- |
| Number of participants you will work with |  |
| Total project cost\*1 | £ |
| Total cost per participant \*2 | £ |
| Please explain the costs shown in the table above and how they have been estimated, and outline how the proposal provides value for money. | |

\*1 Total project costs to include, staff teaching/non-teaching, awarding body costs, licence costs, accommodation costs, operational costs, reasonable overheads. \*2 The total cost per participant is the overall costs for the whole programme proposed divided by the number of participants proposed.

# PROJECT OUTPUTS

|  |  |
| --- | --- |
| Total number of cohorts (e.g. unemployed, employed, parents etc) |  |
| Total adult courses in the local area through Multiply |  |
| Total number of people participating in Multiply funded courses |  |
| Total number of people engaging with outreach focussed events/provision |  |
| % of starters who complete the programme |  |
| Participants reporting improved confidence in numeracy |  |
| Number of participants positively progressed onto upskill courses |  |
| Number of courses developed in collaboration with employers |  |
| Number of people achieving a qualification in numeracy |  |

# DECLARATION & COMPANY INFORMATION

Before submitting your application, you must ensure that you sign and date below.

I declare that I have the authority to represent the project applicant in making this application.

I am aware that if the information given in this application turns out to be false or misleading, the Combined Authority may demand the repayment of funding and/or terminate any funding agreement pertaining to this proposal.

I understand that the submission of this application is not a guarantee of funding.

| **Signed** |  |
| --- | --- |
| **Name (Block Capitals)** |  |
| **Designation** |  |
| **Email** |  |
| **Telephone** |  |
| **For & on behalf of** |  |

# COMPANY INFORMATION

|  |  |
| --- | --- |
| **Full name of Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

# COMPANY STATUS

|  |  |
| --- | --- |
| **Sole Trader** |  |
| **Partnership** |  |
| **Public Limited Co.** |  |
| **Private Limited Co.** |  |
| **Other (please state)** |  |

**If your company is a private or public limited company, a co-operative society or charity, please give:**

|  |  |
| --- | --- |
| **Registration No** |  |
| **Registration Date** |  |
| **Registered Address** |  |
| **VAT Reg. Number (where applicable)** |  |

# LETTER FROM CHIEF FINANCIAL OFFICER

* This application should be accompanied by a letter from the Chief Financial Officer of the Lead Partner stating that:
* They have approved the final application for submission to the North of Tyne Combined Authority.
* All relevant financial approvals are in place within the lead and partner organisations to deliver the project as set out in the full application.
* All appropriate financial due diligence has been undertaken by the lead partner in respect of the full application.
* They are responsible and accountable for ensuring that the project delivers good value for money in the use of public resources, that being the suitability and effectiveness of the project as well as the outputs and outcomes achieved in return for the public resources received.
* A summary of the documents that need to be submitted as part of this application is below. Please tick to confirm these have all been submitted in an email to [Multiply@northoftyne-ca.gov.uk](mailto:Multiply@northoftyne-ca.gov.uk) with “Multiply Programme” in the title of the email.

| Checklist | Yes / No |
| --- | --- |
| Application Form for Multiply Programme |  |
| Delivery Profile |  |
| Due diligence response |  |
| Letter from Chief Finance Officer |  |