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| --- | --- | --- | --- | --- | --- | --- |
|  | **Stage 1 - Section 1a- Due Diligence - Organisation Details**  Eligible Organisations must pass all elements of the Due Diligence Process (Stage 1) which relates to the information captured in Section 1 of this document in order to proceed to Stage 2 (Section 2 of this document). This section is PASS or FAIL only with a scored uplift for organisations with a turnover of less that 80k per annum.  \* Sections (2 and 3) will be scored by the panel and will form the overall mark which will be used, subject to all previous criteria being acceptable, in awarding the winning contracts.    Marks awarded from Section 1 will be added to the overall score achieved.  Section 4 is not scored but will be assessed by the panel. | | | | | |
| 1 | **Name of the Organisation:** |  | | | |  |
| 2 | **Telephone number:** |  | | | |  |
| 3 | **Website address (if any):** |  | | | |  |
| 4 | **Main Contact Name & Job Title:** |  | | | |  |
| 5 | **Main Contact E-mail address:** |  | | | |  |
| 6 | **Registration Number: Companies House Registration Number CIC or Charity Commission** Your organisation must be a legal not for profit entity to be eligible for funding |  | | | |  |
| 7 | **Date of registration:** |  | | | |  |
| 8 | **What is the status of your organisation?** | **Charity** | **CIC** | **Company Ltd by Guarantee** | **Co-operative** |  |
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|  | | | | |
| 9 | **Your UKPRN Number:** You must be visible on the UK Register of Learning Providers (UKRLP) and hold a valid UK Provider Reference Number (UKPRN) to be eligible to receive this type of ESF funding. |  | | | |  |
| 10 | **Registered Company Address including Post Code:** |  | | | |  |
| 11 | **Which Local Economic Partnership Area are you applying to work in?** | **D2N2** Derbyshire/Nottinghamshire | | **LLEP**  Leicester/Leicestershire | |  |
|  | |  | |
| 12 | **Project Delivery Location Address including Post Code:** |  | | | |  |
| 13 | **Which of the following local authority areas will your project be based? (LLEP)** | |  |  | | --- | --- | | Leicester City Council |  | | Leicestershire County Council |  | | Blaby District Council |  | | Charnwood Borough Council |  | | Harborough District Council |  | | Hinckley & Bosworth Borough Council |  | | Melton Borough Council |  | | North West Leicestershire District Council |  | | Oadby & Wigston Borough Council |  | | | | |  |
| 14 | **Which of the following local authority areas will your project be based? (D2N2)** | |  |  | | --- | --- | | Amber Valley |  | | Bolsover (SCR) |  | | Chesterfield (SCR) |  | | Derby City |  | | Derbyshire County Council |  | | Derbyshire Dales (SCR) |  | | Erewash |  | | High Peak |  | | North East Derbyshire (SCR) |  | | South Derbyshire |  | | Ashfield |  | | Bassetlaw (SCR) |  | | Broxtowe |  | | Gedling |  | | Mansfield |  | | Nottingham City |  | | Nottinghamshire County Council |  | | Newark and Sherwood |  | | Rushcliffe |  | | | | |  |
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|  | **Stage 1-Section 1b-Due Diligence-Grounds for Mandatory Rejection**  In some circumstances we are required by law to exclude you from participating further in this opportunity. If you cannot answer ‘NO’ to every question in this section it is very unlikely that your application will be accepted. 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?*** | **Yes** | **No** |
| 15 | **(a) conspiracy within the meaning of section 1 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;** |  |  |
| 16 | **(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;** |  |  |
| 17 | **(c) the offence of bribery, where the offence relates to active corruption;** |  |  |
| 18 | **(d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;** |  |  |
| 19 | **(e) the offence of cheating the Revenue** |  |  |
| 20 | **(f) the offence of conspiracy to defraud** |  |  |
| 21 | **(g) fraud or theft within the meaning of the Theft Act 1968, the  Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft** |  |  |
| 22 | **(h) fraudulent trading within the meaning of section 458 of the  Companies Act 1985, article 451 of the Companies (Northern  Ireland) Order 1986 or section 993 of the Companies Act 2006;** |  |  |
| 23 | **(i) fraudulent trading within the meaning of section 458 of the  Companies Act 1985, article 451 of the Companies (Northern  Ireland) Order 1986 or section 993 of the Companies Act 2006;** |  |  |
| 24 | **(j) fraudulent evasion within the meaning of section 170 of the  Customs and Excise Management Act 1979 or section 72 of the VAT Act 1994;** |  |  |
| 25 | **(k) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;** |  |  |
|  | | |
| 26  27 | **(l) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Norther...** |  |  |
| **(m) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or** |  |  |
| 28 | **(n) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;** |  |  |
| 29 | **(o) 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 Act.** |  |  |
| 30 | **(p) 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** |  |  |
| 31 | **(q) 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.** |  |  |
| 32 | **(r) been convicted of a criminal offence relating to the conduct of your business or profession;** |  |  |
| 33 | **(s) committed an act of grave misconduct in the course of your business or profession;** |  |  |
| 34 | **(t) entered into any Contract with any political or religious organisation using any funding for the effect of promoting a particular political or religious point of view.** |  |  |
| 35 | **(u) 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** |  |  |
| 36 | **(v) 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?** |  |  |
| 37 | **Does your organisation have a turnover of more than £500,000 per annum?** (This is the total amount of income, of any kind your organisations have received this financial year and does not include reserves or capital assets). |  |  |
| 38 | **Was your organisation’s annual income PLUS reserves over your previous AND current financial year under 80k?** *Groups with a combined annual income and reserves of £80k or under will be awarded 3 extra points in the scoring process.* |  |  |
| 39 | **Is your organisation in direct receipt of DWP or Education Skills Funding Agency funding?** |  |  |
|  |  | | |
| 40 | **If you have answered “Yes” to any of the above questions in Section 1b of this document, please giver brief details below, including any mitigating factors that have been put in place to remedy this.** | | |
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|  | **Stage 1 - Section 1c - Due Diligence - Business & Finance Activities**  If you cannot provide copies of the documents listed in this section with your application submission, it is very unlikely that your application will be accepted. | | | |  |
| 41 | **Is your organisation an existing Futures ESF Community Grants Recipient?** | **Yes** | **No** | |  |
|  |  | |
| 42 | **If you answered YES, have you achieved more than 50% of your learner engagement and outcomes?** | **Yes** | **No** | |  |
|  |  | |
| *Organisations who are existing Community Grants Recipients who have delivered 50% or more of their targets are awarded 3 extra points.* | | | |
| 43 | **What are the main business activities of your organisation?** Please limit your answer to 300 words | | | |  |
|  |  | | | |  |
|  | | | |
| 44 | **Processes and Safeguards.**  **Your organisation must supply us with a copy of the following documents**  You are required to provide copies as part of your application, if you are unable to it is unlikely that your application will be funded. Please save these documents in a sperate folder and name them appropriately. | | | |  |
|  | |  |  | | --- | --- | | **COVID - 19 Risk Assessment** |  | | **COVID -19 5 ways to safe working declaration** |  | | **An Equality and Diversity Policy** |  | | **A Health and Safety Policy** |  | | **A Safeguarding and Prevent Policy** |  | | **A GDPR/Data Protection Policy** |  | | **An Environmental Sustainability Policy** |  | | **An organisation chart showing: the delivery team structure with staff names and job titles, who is the designated safeguarding lead and who is the data protection officer** |  | | **A CV for each of the team members involved in the project** |  | | **A list of delivery team members and their DBS details** |  | | **A copy of your insurance certificate for Public Liability & Employers Liability - Please record details here:** |  | | **Name of Insurer:**  **Date of Policy:** | | | **A copy of your most recently filed accounts, OR if you are newly established, a copy of your most recent profit and loss report for the period you have been operating** |  | | **A copy of your most recent bank statement; Your balance must be in excess of the amount of the grant you are applying for and match the details supplied.** |  | | **A copy of your company memorandum and articles of association, OR charitable constitution (whichever applies)** |  | |  |  | | | | |  |
| 45 | **Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?** | **Yes** | | **No** |  |
|  | |  |
| 46 | **Has your organisation met all its obligations to pay its creditors and staff during the past year?** | **Yes** | | **No** |  |
|  | |  |
| 47 | **Please Provide Details of Your Organisations Banking Facilities.** | | | |  |
| **Bank/Building Society  Account Name:** |  | | |
| **Branch:** |  | | |
| **Account Number:** |  | | |
| **Sort Code:** |  | | |
|  | | | |

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|  | **Section 2 - Details of Your Project**  \* Sections 2 and 3 will be scored by the panel and will form the overall mark which will be used, subject to all previous criteria being acceptable, in awarding the winning contracts.    Marks awarded from Section 1 will be added to the score achieved.  Section 4 will not be scored but will be assessed by the panel. | |  |
| 48 | **Project Name:** |  |  |
| 49 | **LEP Priorities and Targets**   |  |  |  |  | | --- | --- | --- | --- | | **16 - 19** |  | **20 - 24** |  | | **25 - 49** |  | **50+** |  |   **What Age Group/s will your programme target?** | |  |
|  |  | |  |
| 50 | **Which community groups does your project target?**  All participants of Community Grants programmes must be unemployed/economically inactive.   |  |  |  |  | | --- | --- | --- | --- | | **Female** |  | **Male** |  | | **Black & Minorities Ethnicity Groups (BAME)** |  | **Learning Difficulties and Disabilities (LLDD)** |  | | **Hardest to help, furthest removed from the labour market** |  | **Ex-Offenders** |  | | **Care Leavers** |  | **Single Parents** |  | | **Other (Please Describe):** | | | | | |  |
| 51 | **Project Start Date:** |  |  |
| 52 | **Project End Date:** |  |  |
|  | |
| 53 | **Duration of the Project:** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **1 - 8 weeks** |  | **2 - 4 months** |  | **4 - 6 months** |  | |  |
| 54 | **How many participants do you intend to engage in the project in total?** |  |  |
| 55 | ***Participant Output 1.* How many of those participants do you expect to progress into employment?** |  |  |
| 56 | ***Participant Output 2.* How many of those participants do you expect to progress into Further Education or Training?** |  |  |
| 57 | ***Participant Output 3.* How many of those participants do you expect to progress into Volunteering?** |  |  |
| 58 | **How many of those participants do you expect to achieve a qualification?** |  |  |
| 59 | **Soft Outcomes of Your Project**  **What types of qualifications do you expect your participants to achieve?** | |  |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Accredited Qualifications |  | Un-accredited Certificates |  | No Qualifications |  |   **Please list the qualifications you are offering:** | |  |
| **1.**  **2.**  **3.**  **4.**  **5.** | |
|  | |
| 60 | **What types of soft, or additional outcomes do you expect your participants to achieve?**   |  |  |  |  | | --- | --- | --- | --- | | **Timekeeping** |  | **Personal hygiene** |  | | **Self-awareness** |  | **Health, Wellbeing and fitness** |  | | **Ability to complete forms** |  | **Ability to complete a CV** |  | | **Vocational/Industry Specific Skills** |  | **Language and communication skills** |  | | **Number and mathematical skills** |  | **Levels of motivation** |  | | **Levels of confidence and self esteem** |  | **Personal and career aspirations** |  | | **ICT and Social Media skills** |  |  |  | | **Other (Please Describe)** |  | | | | |  |
|  |
| 61 | **Please give a brief synopsis of your project that can be used in marketing materials** Please limit your answer to 200 words | |  |
|  |  | |  |
| 62 | **How many hours will each participant attend each week on average?** | |  |  |  |  | | --- | --- | --- | --- | | **1-5** |  | **6-20** |  | | **21-30** |  | **30+** |  | |  |
| 63 | **How many weeks will each participant attend on average?** | |  |  |  |  | | --- | --- | --- | --- | | **1-5** |  | **6-20** |  | | **20+** |  |  |  | |  |
| 64 | **How will your programme be delivered?** | |  |  |  |  | | --- | --- | --- | --- | | At Weekends |  | During the Week |  | | During the Evening |  | During School Holidays |  | | Distance Learning |  | Centre Based Learning |  | | Work Based Learning |  | Group Sessions |  | | Group Sessions |  |  |  | | Other: Please Describe |  | | | |  |
| 65 | **Please describe your project in more detail. How did you identify the need for this project? What are the aims of the project and the outcomes that you want to achieve?** Please limit your answer to 500 words | |  |
|  |  | |  |
| 66 | **Please list the partnerships you have in place to engage, retain and support your project participants. Provide contact details for each partner involved.** Please limit your answer to 300 words | |  |
|  | **Partner Name:**  **Support Role:**  **Contact Details:** | |  |
| 67  68 | **How will you recruit participants and what checks will you do to ensure participants are eligible for the programme?** Please limit your answer to 300 wordsAll participants must be:   * Over 16 * Provide proof that they are eligible to live and work in the UK * Are unemployed/economically inactive | |  |
|  | |
| **How will you carry out an initial assessment of participants needs?**  Please limit your answer to 300 words | |
|  |  |
|  |  |
|  | |
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|  |  |
| 69 | **Please describe how you will support participants to identify and achieve their goals and how you will record the additional, soft and progression outcomes for each participant?** Please limit your answer to 300 words | |  |
|  |  | |  |
| 70 | **Describe your process for creating an Individual Learning Plan for each participant.**  Please limit your answer to 300 words | |  |
|  |  | |  |
| 71 | **How will you track, monitor and review participant’s progress?** Please limit your answer to 300 words | |  |
|  |  | |  |
| 72 | **What support do you have in place for participants with additional or complex needs?** Please limit your answer to 300 words | |  |
|  |  | |  |
| 73 | **Please list the employers that have agreed to work in partnership with you to assist participants to move into employment and provide contact details for each partner involved.** Please limit your answer to 300 words | |  |
|  |  | |  |
|  | |

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| --- | --- | --- |
| 74 | **How will you ensure participants to gain Employment, Further Education outcomes?** Please limit your answer to 300 words |  |
|  |  |  |
| 75 | **How will you implement and practice safe working practices to ensure safety of your staff and participants?**  Please limit your answer to 300 words |  |
|  |  |  |
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| --- | --- | --- |
|  | **Section 3 - Your Experience** |  |
| 76 | **List the projects/services you are currently delivering/have delivered in the past that demonstrate your experience of delivering similar work:**  - The name of the project - Date and duration of project - Number of participants engaged - Success rate - Value of grant/contract - Name of Funder/Funding Type (e.g Big Lottery) |  |
|  |  |  |
| 77 | **Describe the experience of the team involved in the delivery of your project, supply the CV’s of the delivery team in Section 1**  Please limit your answer to 300 words |  |
|  |  |  |
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| --- | --- | --- | --- | --- |
|  | **Section 4 - Project Budget** | | |  |
| 78 | Grants cannot exceed £20,000. Bids of £5,000 or less will not be considered.  This section will not be scored; however, it will be taken into consideration by the Panel when assessing your application. The panel will look at how your budget fits with your described project and that the costs within it are eligible. Please list any match funding & describe any consortia or partnership payments. You must itemise your budget as evidence will be required that your grant has been spent on that cost item. Please refer to the Application Guidance and Specification on what this grant can and can’t be used for and the evidence requirements for your proof of spend. | | |  |
|  |  | | |  |
|  | **Delivery Costs** | | |  |
| **Item** | **Amount (£)** | **Description/Breakdown of Costs** |
|  |  |  |
|  |  |  |
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|  |  |  |
| **Programme Delivery Total** | **£** |  |
| **Total Grant Amount Requested** | **£** |  |
|  | | | | |
| 79 **What is the cost per participant?**  (Total Grant Amount Requested divided by the number of planned participants in question 54) | | | | |
|  |  | | |  |
| 80 | **What is the cost per Output?**  (Total Grant Amount Requested divided by the number of planned participants outputs. This is the total number of Outputs you have provided in questions 55 + 56 + 57) | | |  |
|  | | |
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|  | **Section 5 - Declaration**  This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your organisation information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.  Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.  The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.  Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: [https://www.gov.uk/government/publications/esfa-privacy-notice](about:blank)  **This Application has been completed by:** | |  |
| 81 | **Name of Signatory:** |  |  |
| 82 | **Organisation:** |  |  |
| 83 | **Position:** |  |  |
| 84 | **Email address:** |  |  |
| 85 | **Phone number:** |  |  |
| 86 | **Date of Completion:** |  |  |
| 87 | **\*Signature:** |  |  |
|  | **\*By signing this document you are confirming that the details entered in it are true and factual to the best of your knowledge.**  **TYPED signatures are not acceptable.** | |  |
|  |  |  |  |

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| --- | --- |
| **DEADLINE - Round 2** | |
| **Date** | **Latest Time** |
| 15th July 2020 | 5pm |
| **On completion please return this form to:**  **Email:** [**comm.grant.apply@the-futures-group.com**](about:blank)  **PLEASE ENSURE ALL COMPLETED APPLICATIONS ARE EMAILED TO THE ABOVE ADDRESS ONLY. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED (**Electronic word document copies only via email will be accepted) | |

**CHECKLIST OF SUPPORTING EVIDENCE FOR YOUR APPLICATION:**

|  |  |
| --- | --- |
| * **COVID-19 Risk Assessment** (available on our website) * **COVID – 19 5 steps to working safely declaration** (on website) * **An Equality and Diversity Policy** |  |
|  |
|  |
| * **A Health and Safety Policy** |  |
| * **A Safeguarding and Prevent Policy** |  |
| * **A GDPR/Data Protection Policy** |  |
| * **An Environmental Sustainability Policy** |  |
| * **An organisation chart showing: the team structure with staff names and job titles, who is the designated safeguarding lead and who is the data protection officer** |  |
| * **A CV for each of the team members involved in the project** |  |
| * **A list of team members and their DBS details** |  |
| * **A copy of your insurance certificate for Public Liability & Employers Liability - Please record details here:** |  |
| * **A copy of your most recently filed accounts, OR if you are newly established, a copy of your most recent profit and loss report for the period you have been operating** |  |
| * **A copy of your most recent bank statement; Your balance must be in excess of the amount of the grant you are applying for and match the details supplied.** |  |
| * **A copy of your company memorandum and articles of association, OR charitable constitution (whichever applies)** |  |

**The evidence for your application should be sent in separate folders, please do not embed documents in your application.**

**Annex A – Constitution/Memorandum and Articles**

**Annex B – Consortium details**

**Annex C – Financial Information**

**Annex D – Policies and Any Other Evidence**