**Multiply VCS Grants**

**Year 2 April 2023 – March 2024**





**Specification, Application Form and Scoring Guidance**

**Specification**

The DfE has announced that local authorities across the UK will receive funding for Multiply- part of the Shared Prosperity Funding. This 3-year funding is to support the improvement of Maths skills of those aged 19+, who do not already hold a Level 2 maths qualification.  Individuals supported by this fund can be employed, unemployed, or inactive, but must be residents of Gateshead or be employed within Gateshead. This guidance, and the grant application form it supports, are for Year 2 funding only.

Year 2 will run from April 2023 to March 2024 (delivery to end Feb 2024). We are seeking applications from VCS Organisations who have identified a need in their service users (learners) relating to Maths and can deliver a project to meet this need.

**Eligibility**

Organisations applying for this funding must be a TSO - voluntary, community, registered charities, social enterprises, mutual and co-operatives, and must satisfy the following criteria:

* Have a delivery base within Gateshead and be already working with beneficiaries residing/working in Gateshead.
* Have up to date policies and procedures that are relevant and adhere to the current legislative requirements for Equality and Diversity, Health and Safety and Safeguarding and Prevent.
* Can confirm and evidence current cash and credit position and agree to organisation being credit checked and for the results of this check to be used in the evaluation process.

**Funding available**

**Grants**

Initially, we will distribute grants up to the value of £150k. The maximum grant value available in Year 2 is £25k. If you delivered a project as part of Year 1 Multiply and are applying for a Year 2 grant, we would like to see development of your project, or a new idea.

**Capacity Building**

As well as project delivery, you can also apply for a proportion of your grant towards Capacity Building. This is funding to support the development of your organisation and staff/volunteers, to be able to better support your service users and community, and to aid in your continued delivery of learning after this project ends. You can apply for up to 15% of your overall grant as capacity building funding, and if you would like to apply for this element, you need to complete the additional question on the application form. The capacity building question is marked independently from the main application. You may be awarded for delivery, but not capacity building.

For example, you are applying for a grant of £20k. You can apply for up to 15% of this grant for capacity building, which would be £3k. Capacity Building funding can be used for (but not limited to): staff/volunteer training, furniture/equipment/resources for your delivery centre, electronic equipment such as laptops/tablets/printers.

Your grant should cover all delivery costs. As an overview:

|  |  |
| --- | --- |
| **Cost type** | **Includes (but not limited to)** |
| **Staff** | **Hourly rate and proposed hours spent of the project for:*** Management
* Tutors/ trainers/ delivery staff
* Volunteer payment
* Administration
* Outreach
* Any ‘bought in’ service staff
* Pastoral care
* IAG support

**Also include here:*** Staff travel costs
* Staff training
 |
| **Learner** | **Examples are:** * Travel pass
* Training allowance
* Childcare
* Stationary
* Learner incentive payments
* Subsidence
* Exam fees
 |
| **Other** | **Examples are:** * Room hire
* Stationary and office supplies
* Photocopying
* Postage
* Professional fees and costs
* Awarding body fees and costs
* Equipment (items up to £1K)

**Proportional to the project** (usually 15%)**:** * Rent
* Telephone costs
* Utility costs
* Service charges
 |

**Important Information**

Please ensure that all information on the application form is correct as. If your bid is successful the information on the application form will form the basis of the Grant Agreement. Should any information be submitted that is then deemed inaccurate, any contract will be terminated and all funds returned to Learning and Skills with immediate effect.

All projects must run between April 2023 and March 2024. Delivery is expected to end in Feb 2023, leaving March 2024 for evaluation of your project.

**Payments**

Payment will be distributed as follows:

* 60% at start after receipt of a signed Grant Agreement
* 40% on receipt of all satisfactory supporting documentation evidence, and evaluations.

With further discussion, the payment distribution model above can be reviewed to meet the needs of your organisation.

Please note that non-receipt of all or some of the required documentation will result in the final payment amount being reduced and, in some cases, a recall of some, or all of the start payment.

**Contract Monitoring and Management**

The provision will be managed on behalf of the UK Government by Gateshead Council Learning and Skills Multiply Management Team.

Quality Monitoring Visits may be carried out at any time to ensure delivery is robust and outcomes are being met. Organisations are expected to fully cooperate with these visits including allowing access to beneficiaries, premises or information relating to the project.

**Application Process**

Please read the guidance to ensure that your project is eligible for funding and can meet all of the requirements before you apply.

For any additional guidance and to answer any questions, please email the Multiply team: Multiply@gateshead.gov.uk We will respond to your query within 2 working days.

Please ensure that the application form submitted is correct as the first application received will be the one submitted for marking, unless you clearly state you are submitting a draft for feedback only.

Applications will be marked within 5 days of receipt. To be successful, organisations will need to score a minimum 70 out of 100 available marks.

You must submit your application form to Multiply@gateshead.gov.uk. Please do not send application forms in any other format than the template given. There will be an automatic reply sent to you as confirmation of receipt. All applications must be sent via email. Applications sent by any other method will not be accepted.

**Notification**

You will receive confirmation via email detailing the outcome of your application. The decisions of the Multiply selection panel will be final. Unsuccessful applications will be given feedback on request, and organisations who are unsuccessful may be invited to reapply.

**Application Form Guidance**

**A: Applicant Organisation Details (Not Scored)**

Please ensure that you complete this question in its entirety. Missing information will result in your application NOT being scored.

**B: Suitability Assessment (Pass/ Fail)**

Please ensure that you complete this question in its entirety. Missing information will result in your application NOT being scored

**C: Organisational and Project Overview (40 marks)**

Please ensure you fully answer the question, you can bullet point your response.

* Your organisation: what is the core of your organisation, what do you offer your community? What are your service user’s needs, and barriers to learning/work? How will your project help to overcome these barriers?
* Your project: what is the project about, why is it needed, how will you utilise maths/ numeracy interventions?
* How will your delivery be structured? How will you adapt your delivery to address individual needs identified from initial assessment?
* Proposed delivery method and timetable
* How will you engage learners to enrol, complete, achieve and progress, particularly with the identified target groups?  Have you identified who your learners are? How will you recruit learners?
* What is the anticipated impact of your delivery?

How will you promote ambition for all learners to succeed and progress in their lives, especially those who have complex and difficult lives?

**D: Staffing, Project Management and Quality (20 marks)**

* The staff and volunteers available to you to deliver this project. Details should include name, role, and:
* Organisation staffing structure
* Availability of staff/ volunteers to the organisation
* Relevant work history of staff/ volunteers in supporting beneficiaries.
* Qualifications of staff/ volunteers (please note that staff DO NOT need to be trained maths tutors)
* How will you ensure the project remains on track, and all financial and learner targets are met?
* How will you address learner recruitment if this becomes an issue?
* How will you record and report on delivery and spend across the delivery project?
* The quality assurance processes you have in place to ensure the learner has a positive experience, and how will you evidence this?

**E. Profile (15 marks)**

Please state the amount of funding requested.

Please complete the profile table by stating how many learners you plan to work with, and when you plan to start their learning on your project in the *starts* row. In the *completions* row, please state when you intend to complete the project with the learners.

**Target group**

Please complete the table to indicate the number of learners you intend to support from each of the target groups. Please note, individuals can be counted against more than one target, for example living within a deprived postcode and LDD. You can give a detailed description of the target groups you intend to support in the Organisational Overview question.

**F. Finance (25 marks)**

Please complete the table to show how you will spend the grant you have requested to deliver your project. Please refer to the table on page 3 of this guidance for a breakdown of eligible spend and details of what types of spend to record under each heading.

**G. Capacity Building (20 Marks – NOT PART OF THE OVERALL APPLICATION MARKING SCHEME)**

Please only complete this question if you are applying for the capacity building element of the grant.

**Declaration**

You MUST add a digital signature to the declaration box – applications without a digital signature cannot be accepted.

For any additional guidance and to answer any questions, please contact us via the email address Multiply@gateshead.gov.uk. We will respond to your query within 2 working days.