



Department
for Education

The National Prospectus Grants Programme 2013-15

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Section 1: Introduction

This document provides details of the Department for Education (DfE) National Prospectus Grants Programme 2013-15. This programme will provide up to £30m a year in grant funding in 2013-14 and 2014-15.

Applicants are invited to submit bids to develop new, innovative proposals which can make a real difference on the ground as well as informing and guiding national policy in our priority areas.

We want to work with organisations that support children, young people, mothers and fathers, and wider families and who share our commitment to:

- intervene early to support all children and young people, but particularly the most vulnerable and disadvantaged;
- drive reform and make a difference on the ground, delivering excellence and giving children and young people every opportunity to excel; and
- use evidence to offer support which is targeted, effective, efficient and gives value-for-money.

The National Prospectus Grants Programme will be open to voluntary and community sector organisations, social enterprises and other organisations applying on a 'not for profit' basis for grant funded activities of national significance (England only).

We are inviting bids which will focus on delivering the following five priorities:

1. Promote excellence in early education and childcare, so enabling all children to achieve success in their early years and later education.
2. Develop and reform services that support children with SEN, disabilities and other health needs.
3. Develop and reform safeguarding services that protect and support children at risk of harm.
4. Develop and reform the care system and speed up the process of adoption.
5. Focus and develop local services to support improved outcomes for young people, particularly the most disadvantaged and vulnerable.

This bidding process is part of a wider range of funding opportunities. A number of contracted services are likely to be procured in due course through separate formal tender processes. Brief details are set out in the Annex to this Prospectus.

In addition to these grant and contract opportunities we are continuing to invest in services for children, young people and their families through funding a number of services for specific activities that meet our policy priorities. We expect to make announcements about contracts for a range of new relationship support services later this year. We have also recently announced that we will be continuing funding for a number of online and telephone family support services. Taken together with the opportunities in this Prospectus we estimate up to £60m will be made available to support these activities and services for children and families in each year in 2013-14 and 2014-15.

Other funding opportunities

Please note that this funding forms part of a wider range of opportunities for organisations to work with the DfE supporting children, young people and families.

The DfE will also be looking to procure a number of service delivery contracts for children, young people and families which are summarised in the Annex of this prospectus. Further details will become available on the [DfE website](#) in due course.

We also intend to invite bids separately for a Strategic Partner to work with us to drive transformational change across the children, young people and families sector and to help organisations prepare effectively for the future. Further details of this single grant will be available on the [DfE website](#) in due course.

The Application Process

Grants will be offered following **a one-stage application process**. However, the DfE will assess applications in two stages:

Part 1 This covers eligibility of the applicant, overview of the proposal and track record, including basic capability, capacity and organisational and financial standing (and the grounds for mandatory and discretionary rejection of applications).

Only those applicants who have the highest scores in relation to the theme applied for at this stage of the process will have their Part 2 bid response evaluated.

Part 2 - This covers the intended objectives and outcomes; how the proposal informs national delivery; the methodology/approach proposed; evaluation and monitoring; innovation and sustainability; management, governance and risks; and value for money and costs.

In this competitive process only the highest scoring proposals in relation to the theme applied for in Part 2 will be awarded grants within the available funding.

The Department reserves the right to determine the number of applications that are successful based on the quality of the bids received, ensuring a sensible spread of bids across the theme policy areas.

Your proposal must be received by e-mail no later than **noon on 30 November 2012** at dfefunding@education.gsi.gov.uk.

Your proposal must arrive by the deadline. You will receive an automatic email response letting you know that your bid has arrived with us. Late proposals will not be considered so please factor in the time it takes to receive your e-mail. We will aim to announce the final results from the competition by 11 February 2013 (see timetable below for key stages of the application process). This is a guide and, whilst the Department does not intend to depart from the timetable, we reserve the right to do so at any time.

The DfE will be holding a **briefing session on 6 November** for organisations to find out more about the Programme's objectives and process. The briefing session will be held at the Salmon Youth Centre in Bermondsey London SE16 4TE from 12.30-3.30 pm.

If you would like to attend you must register your interest **by 2 November by emailing enquiries.dfefunding@education.gsi.gov.uk**. You must include the name of your organisation and the words "briefing event" in the title of your email and within the email provide the name and contact details of the person wishing to attend. A single place will be allocated for each prospective organisation on a first come first served basis.

Please note that any materials distributed on the day will be published on [our website](#). We will as necessary revise our FAQ document to include details of questions asked and answered at the event.

Timetable

Set out below is the proposed timetable for organisations interested in bidding. This is a guide and, whilst the Department does not intend to depart from the timetable, we reserve the right to do so at any time.

The National Prospectus published	26 October 2012
DfE Briefing Event held	6 November 2012
Deadline for organisations to submit proposals to DfE	Noon 30 November 2012
Results from the Part 1 assessment announced and applicants notified whether they have been successful and will have their full bid evaluated.	14 January 2013
Results from the Part 2 assessment announced and applicants notified	11 February 2013
Work plans negotiated and agreed with successful applicants	11 March 2013
Grant Funding Agreements agreed and signed	25 March 2013
Funded activity begins	1 April 2013

How to submit an application.

Your application must be sent by e-mail to: dfefunding@education.gsi.gov.uk. You must make sure that your application reaches the DfE mailbox by noon on 30 November 2012. DfE will not consider applications received after this deadline.

Frequently Asked Questions

A Frequently Asked Questions (FAQ) document has been produced to help organisations with submitting their proposals. This can be found on the [DfE website](#).

If you have any queries about the bidding process which are not covered in the FAQ these should be sent by email to Enquiries.dfefunding@education.gsi.gov.uk. You should identify in the subject header the 'name of the policy priority' or enter 'bidding process' if your query is more generally about the application or assessment processes.

We will not respond to individual enquiries directly, but we will regularly update the FAQ throughout the bidding process to reflect any issues that may be raised about the process and our response to them. The first update will be available on 5 November 2012.

The enquiry e-mail box will close at noon 26 November 2012 and all responses will be posted by 5.00pm 28 November 2012.

The Grant Requirement

This section focuses on what the DfE requires from the Grants Programme.

The Programme is designed to support the Government in helping the most vulnerable and disadvantaged children, young people and families. Alongside an emphasis on early intervention, the programme also aims to enable mothers and fathers to play their part in improving outcomes for their children.

Organisations should aim to improve outcomes for children and families long beyond the period for which DfE funding is available. We want services to make a real difference to better outcomes and social mobility over the longer term.

In supporting the achievement of these objectives, we value applications which will encourage innovative approaches to supporting children, young people and families. We hope projects will improve our understanding of what really works and contribute to new ways of working throughout the sector. We are seeking proposals which can help deliver solutions to complex problems, provide early intervention approaches and deliver reforms that help to inform the development of national policy. An overarching aim is to address service failure, improve performance and increase impact, which also means building the quality of the workforce.

We also want our grant programme to support the development of the voluntary and community sector more generally. We would particularly emphasise the importance of tackling underdeveloped areas of the market and working towards longer term sustainability of both organisations and services.

Overarching Criteria

All bids must be able to demonstrate how they will support or make a difference to service delivery on the ground.

We are seeking applications which meet one or more of the following high level criteria:

- Where the market is currently under-developed and provision is required, and/or national action is needed to ensure progress already made is not lost;
- Which have the potential to inform national delivery by being replicable and scalable;
- Which are innovative, having the potential to provide untested and novel approaches in areas where national action (in line with agreed priorities) is needed;
- Where organisations can clearly demonstrate a move towards a marketable service in the future and demonstrate how they will engage users in the design of future delivery;
- Which demonstrate the development or delivery of services based on early intervention principles, tackling problems in order to avoid their escalation and reduce the burden on the public purse over the longer term; and
- Can demonstrate an inclusive and diverse delivery approach to improve accessibility, choice and social mobility outcomes for those groups who do not traditionally take up mainstream services.

We will also score applications more highly if they meet one or more of the following criteria:

- Show clear commitments for match-funding with their own funds and/or get match-funded from other sources, for example corporate sponsorship;
- Are evidence-based and can clearly demonstrate making the best use of public funding;
- Involve joint or consortium working - across the voluntary and community sector or across different sectors, for example with schools; and
- Build the dissemination of what works, and does not work, into the project.

Grant awards

We expect to make available up to £30m each year in grant funding over 2013-14 and 2014–15. Funding will be available for a maximum of two years with the expectation that organisations will progressively develop alternative sources of funding to become self-sustaining.

The exact number and size of individual grants will depend on the range and quality of bids received. There is no specific minimum or maximum amount of grant award, but as an indicative guide for bidders, and reflecting the national focus of this grant programme, we would expect grant awards to be in the region of £100,000 - £750,000 per annum.

We are not seeking to fund research-related activity or small scale projects, services or activities which are locally focussed unless they have clear potential to inform national policy development and delivery.

Grants will be awarded for all eligible direct project costs (revenue funding). Capital expenditure (e.g. building work) will not be eligible.

Further information on the 5 priority areas

Applications must contribute to our policy priority areas and be made specifically in support of one of the five key themes below. Organisations are eligible to bid for grants in more than one theme. Each theme will, however, require a separate application form and will need to be emailed separately (see section on the application process which begins on page 15).

In support of each policy area we set out a number of pressing policy questions that we are keen to resolve. These are intended to demonstrate issues we are particularly interested in, but bidders may choose to address other issues provided that they support achievement of the main policy priority area. In all cases the bids will need to demonstrate clear objectives and good evidence of why the selected approach will have a positive impact.

1 Promote excellence in early education and childcare, so enabling all children to achieve success in their early years and later education.

We want to improve affordability and availability of childcare for working parents, and to enable all children to benefit from high quality early education and childcare, so they reach school ready to take advantage of all the opportunities available to them. Priorities are:

- Improving the availability and flexibility of high quality childcare provision in order to enable parents to participate in employment.
- Raising standards of early education – promoting high quality and affordable early education for two, three and four year olds.
- Reaching the most vulnerable - reforming Sure Start Children's Centres to improve outcomes for the most disadvantaged families.
- Improving the quality and skills of the workforce – supporting talent by reforming training and qualifications and developing the capability of providers to drive quality improvement.
- Promoting efficiency, innovation, diversity and sustainability in the early education and childcare market.

A number of independent reviews have helped to inform the Government's policy on foundation years. The Prime Minister also announced in June a commission on childcare, to look at the affordability and availability of childcare for working parents. The commission is looking at: ways to encourage out-of-hours provision, so that parents are able to access care for their child when they need it; identifying any regulation that is not needed to ensure safety or quality; and how childcare helps to get parents into work and out of poverty.

Our priority will be on improving front line delivery and direct provision of foundation years services (including through Sure Start Children's Centres) to address the issues set out below.

Questions to consider

- *Increasing provision of high-quality, flexible and affordable childcare for working parents with a direct impact on services. This includes care for school-aged children, (either side of the school day, for example breakfast clubs, and during school holidays) and includes children with special educational needs or who are disabled.*
- *Improving services for the most disadvantaged children, in particular through the new two-year-old entitlement and Sure Start Children's Centres, ensuring that they reach and meet the needs of the children they are intended to support.*
- *Improving the skills and qualifications of the early year's workforce through better staff development, qualifications and apprenticeships and, in particular, improving the skills of those working with 2 year olds.*

2. Develop and reform services that support children with SEN, disabilities and other health needs.

In March 2011, the Government published a Green Paper: *Support and Aspiration: A new approach to special educational needs and disability*. The Green Paper made wide-ranging proposals for radical reform to achieve better life outcomes for children and young people, to increase the confidence of mothers and fathers, by giving them more control, and to transfer power to front line professionals and local communities. Reforms include:

- A single, integrated assessment process.
- An Education, Health and Care (EHC) Plan for children and young people with more complex needs.
- The option of a personal budget for those with an EHC Plan.
- A new requirement on local authorities to work together to promote integrated services.
- Local authorities to publish a clear and transparent 'local offer' of services for all children and young people with additional needs.

Twenty local SEND Pathfinders (involving 31 local authorities and health partners) are testing different elements of the Green Paper reforms, including developing a single assessment and plan process. Draft SEND legislative provisions were published on 3 September 2012.

In this policy context, grant funding will be focused on addressing some of our most pressing questions in a way which builds on the SEND pathfinders.

Questions to consider

- *How to support and engage families and young people in single, integrated assessments; the development of Education, Health and Care Plans; and in working with local authorities to develop their "local offers"?*
- *How can we enable professionals to develop new skills and understanding of SEND, in the context of the proposed reforms?*
- *How can we ensure families and young people have the right information, and have opportunities to participate particularly during the transition of policy reforms?*
- *How can we support culture change towards more personalised approaches, (for example the use of personal budgets, and local pooling of personal budgets to set up new services)?*
- *How can we provide specialist services for children and young people with both high and low incidence of need in a way which encourages collaboration and develops the market?*

3. Develop and reform safeguarding services that protect and support children at risk of harm.

There is nothing more important than protecting the welfare of vulnerable children. We are committed to improving the child protection system and to putting children at the heart of that system. Our reforms support those seeking to take effective action wherever and whenever it is required, to promote children's welfare and prevent harm. We are removing unnecessary bureaucracy and prescription, so that professionals and organisations are able to exercise their judgement and focus on doing what is right for individual children, rather than ticking boxes.

The Government wants to enable all parts of the system – mothers and fathers, families, communities, volunteers and professionals – to take responsibility for keeping children safe rather than relying on instructions from Government. The role of the voluntary, community and social enterprise sector is crucial in addressing some of the questions below.

Questions to consider

- *How can we implement evidence-based early help services within a multi-agency/multi-disciplinary setting and evaluate their impact, including their cost-effectiveness?*
- *How can we support and sustain the implementation of evidence-based practice through multi-agency training to identify and respond to signs of neglect?*
- *How can we embed more effective practice on safeguarding children and young people, including those in care, from sexual exploitation?*
- *How can we develop responses to safeguarding issues that cross international, cultural or faith boundaries?*
- *How can the internet industry verify effectively a young person's age (particularly young teenagers) and improve current systems?*
- *How can we improve the quality of social work practice to ensure evidence and best practice are routinely used by children and family social workers to inform their work?*
- *How can we improve pupil behaviour and attendance through support for teachers in tackling bullying and for pupils who are being bullied or who are engaged in bullying?*
- *How can we support the delivery of safe, high quality child contact centre services?*

4. Develop and reform the care system and speed up the process of adoption.

The Government is committed to improving outcomes for looked after children so that they have the same chances in life as their peers. A key factor is putting the child's voice at the heart of care planning, and ensuring that all local authorities provide a first class service to their children and young people.

We want to build on the existing good practice in family group conferencing in providing support to families and children to remain together, even if not with the birth parent, or to identify more quickly if there is no suitable family-based option. We also want to improve the quality of children's homes. For too long they have been seen as the last resort for children, rather than as a positive placement to meet the particular needs of children. We have gone some way to improving outcomes for looked after children and we must also focus on children on the edge of care. In both areas more needs to be achieved.

Questions to consider

- *How can we get more consistently high quality provision and support continuous improvement in children's homes?*
- *How can we improve corporate parenting and in particular promote the voice of the child through Children in Care Councils?*
- *How can we empower and skill up young people in care through activities such as media training and participation in the Parliamentary process?*
- *How can we improve support to families in the pre-care proceedings stage through the use of Family Group Conferencing?*

The Government is reforming the adoption system so that more children for whom adoption is the right option can be placed more quickly with stable and loving families. The Adoption Action Plan, published in March, set out a range of steps to tackle unnecessary and harmful delay, and we have published further proposals over the summer.

To support the implementation of the adoption reform programme we are focusing on a number of policy priorities: recruitment of more adopters, including increasing the capacity of voluntary adoption agencies; adoption support; and capacity and knowledge within the system. With this in mind, there are a number of critical questions where further innovation and action is needed.

Questions to consider

- *How can we improve the access adoptive families have to adoption support services and in particular increase the availability of therapeutic support services and understanding of their relative effectiveness?*
- *How can new models of collaboration between local authorities and voluntary organisations lead to more effective and efficient recruitment and assessment of prospective adopters – including for 'Fostering for Adoption'?*
- *How can DfE support national activity to encourage potential adopters to come forward – including through offering initial investment to support voluntary adoption agencies to increase their longer-term capacity to meet the recruitment challenge?*
- *How can we support innovative practices for matching that both improve the understanding of adoption professionals about the impact of neglect and delay, and lead to fewer children waiting for a suitable family?*

5 Focus and develop local services to support improved outcomes for young people, particularly the most disadvantaged and vulnerable.

The Positive for Youth statement set out a shared vision for how all parts of society – including councils, schools, charities and businesses – can work together to support families and improve outcomes for young people, particularly those who are most disadvantaged and vulnerable. A particular focus for this support should be to ensure that those who have the potential to excel have the support which enables them to do so and that services are developed in consultation with the young people who will use them. In recent years, there has been significant investment from the centre in improving services for young people, including through the Myplace programme, and we need to ensure that young people are getting the best use of those facilities.

With this in mind, we would particularly welcome bids that address the key questions below:

Questions to consider

- *How can we improve links between the facilities and expertise available in local communities (including those available in Myplace centres) and schools/colleges to improve access for young people to world class facilities for sports and the arts?*
- *How can we support the most high-risk and vulnerable young people through the provision of multidisciplinary interventions providing health, social care and education/employment support to help reduce risky behaviours and improve their school attendance/attainment?*
- *How do we improve early intervention support for the most disadvantaged mothers and fathers to play their part in reducing risky behaviour, and improve the attendance and attainment of their children?*

Section 2: Overview of Application Process

Organisations must prepare applications in accordance with this document and the application form. All information requested on the application form must be provided to enable your application to be fully considered.

Your application is not an agreement or contract. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the selection criteria. Only high quality applications are likely to be considered for funding.

How to Apply

Eligible organisations must submit a bid using the application form available on [our website](#). **Both Part 1 and Part 2 must be completed** and submitted in a format that is compatible with Word 2003/ PDF Adobe x. The maximum size for attachments is 5MB.

Part 1 of the Application

This covers eligibility of the applicant, overview and track record, including basic capability, capacity and organisational and financial standing (and the grounds for mandatory and discretionary rejection of applications).

Only those applicants who have the highest scores at this stage of the process will have their Part 2 bid response evaluated.

Part 2 of the Application

This part of the application form covers the intended objectives and outcomes; how the proposal informs national delivery; the methodology/approach proposed; evaluation and monitoring; innovation and sustainability; management, governance and risks; and value for money and costs.

Supporting documentation

Please submit your application form by e-mail to dfefunding@education.gsi.gov.uk alongside the documents listed below: (Failure to submit these documents may result in your organisation failing the initial eligibility check).

- **Consortium details** (as requested in Part 1C) if appropriate.
- **The financial information documentation** requested in Part 1E of the Application Form (see Economic and Financial Standing).
- **Track record** a copy of evaluation material if it exists as requested in Part1(G)

General guidance notes

If you are submitting applications under more than one theme then you will need to complete a separate form for each application.

Proposals will be rejected if the information asked for is not provided in your proposal.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your application from being considered and may constitute a criminal offence.

Costs and Expenses

You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your proposal whether or not your proposal is successful.

Feedback

Following the award of grants, feedback will be available to unsuccessful bidders on request.

Freedom of Information

The Department is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.

Management Information

The successful grant recipients will be asked to provide management information to meet the needs of the Department. These will be subject to further negotiation but the Department's **minimum** information needs are:

- Quarterly written reports on achievement of key outputs and milestones as set out in the Delivery Plan; and
- Two meetings per grant-funded year with DfE policy leads to review overall performance, including progress the grant-funded organisation is making towards securing financial sustainability for the project once DfE funding ends.

The Department will specify the format for providing management information as part of the process of issuing the grant agreements. The Department will also expect applicants to set out in their proposal how intended outcomes will be measured. **Organisations which are subsequently awarded a grant will be required to agree on the approach to measuring and evaluating the project and the expected impact of planned outcomes.** The Department may wish to evaluate formally some projects and, if requested to do so, you will be expected to participate and cooperate in the process, including in the implementation of the methodology.

DfE Grant Funding Agreement

Grants will be awarded on the basis of the Department's standard grant funding agreement. We have recently revised this to reduce jargon, increase clarity and improve the flow and structure. Some changes to content have also been made. You can find the new (model) version and explanatory notes on the [DfE website](#) : (Please note this is a model version and may be subject to slight changes).

You are invited to comment on the new version. Please send any comments you have by 5pm on Friday 16 November to Teresa.Morrison@education.gsi.gov.uk. Please only use this email address for comments on the grant funding agreement (queries about the National Prospectus Grant Programme itself must be sent to Enquiries.dfefunding@education.gsi.gov.uk). Once the deadline has passed, we will review all comments made and may make appropriate and reasonable changes to the grant funding agreement.

We will provide all organisations which are successful at the Part 2 assessment with the final version of the DfE grant funding agreement. This agreement will set out our expectations of all successful applicants and all bidders will be required to accept the final version in full. A grant funding agreement with each successful organisation will be finalised in March 2013.

State Aid

State Aid rules must be adhered to. State Aid is a European law term which refers to forms of financial support from a public body or publicly-funded body, given to organisations engaged in economic activity on a selective basis, which has the potential to distort competition and affect trade between member states of the European Union. Unauthorised State Aid is unlawful aid and if public authorities award State Aid in breach of the rules, the European Commission has the power to require repayment with interest from the aid beneficiary. State Aid may be permitted if it falls under a certain threshold. This is known as de minimis aid. Currently the total de minimis aid granted to any one organisation must not exceed €200,000 over any period of three financial years.

We consider it unlikely that the funding to be provided under this scheme would be considered State Aid. However, applicants should form their own view, taking advice if necessary, as to whether the funding they receive is unlawful State Aid. Furthermore, if you have received State Aid from any public body in the previous three financial years you must let us know on the application form. If your organisation has received State Aid in the previous three financial years below the de minimis threshold, this could possibly limit the amount for which you are eligible.

Government Efficiency Controls: Marketing and Advertising and Consultancy

As part of the Government's commitment to deliver value for money in public spending, bidders should be aware that there are restrictions on what grant funding can be used for in relation to all paid-for communications, marketing and consultancy activities. The controls apply to most communications activity including printing and publications, events, PR and digital communications activity, and engagement of consultants. Exemptions may be granted for essential activities where cost-effectiveness can be evidenced and where other no cost or low cost options have been exhausted.

Marketing and Advertising

Exemptions for expenditure under £100k can be approved within DfE where proposed communications related activity is judged to be critical to delivery of the project and meeting agreed national priorities for the Government.

Exemptions for expenditure over £100k require clearance within DfE and also the Cabinet Office in line with the Government's Marketing and Advertising Efficiency Controls. Therefore organisations whose proposals fall into this category may need to provide further information which might result in a delay in clearing funding.

Consultancy

Consultancy exemptions under £20k can be approved within DfE. Consultancy over £20k may require DfE and Cabinet Office clearance.

Cabinet Office guidance on the controls can be accessed at:

<http://www.cabinetoffice.gov.uk/resource-library/cabinet-office-controls-guidance>

Guidance Notes on Completing the Application Form

Please answer every question. We expect this invitation to apply for grant funding to generate a great deal of interest from potential grant recipients, so please ensure that you complete the application form as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

The "Department" means the Department for Education.

"You"/ "Your" means the not-for-profit organisation, partnership or consortium which is completing the application.

Applications will be assessed in two distinct stages:

- The first assessment stage will look at Part 1 of the application form and will consider: financial/organisational status, the overview of your proposal and previous track record/experience against the criteria contained within this document.
- Applications with the highest scores in this first assessment will then have their Part 2 applications assessed against criteria which considers: aims, objectives and outcomes; informing national delivery; methodology and approach; evaluation and monitoring; innovation and sustainability; management, governance and risks and value for money and costs.

Please note that not all applications will pass to the second assessment stage and that the scoring from Part 1 will not be carried over to the Part 2 assessment.

We anticipate that all applicants will be informed whether their application will progress to the Part 2 assessment by no later than 14 January 2013. However, the Department reserves the right to depart from this timetable if necessary.

Applications will be assessed by relevant policy and programme teams across the Department. Officials will be advising Ministers on which proposals best meet the Department's priorities and will make the biggest impact to children, young people and families in England.

Applicants should be aware that not all applications that meet the requirements will necessarily be funded. This is a competitive process for high profile activities of national significance with a limited budget which means that only the highest scoring proposals following the Part 2 assessments will be awarded grants within the available funding.

There will be no opportunity to appeal against decisions on project funding. DfE will however, provide individual feedback to unsuccessful bids where this is requested.

Scoring matrix

The evidence matrix below will be used to ensure a consistent approach is taken when scoring applications. Each section of the proposal will be scored out of a maximum of 5 using the rating scale in the table below. This score will then be multiplied by the stated weighting, for example 1x 4 (4); 2x4 (8); 3x4 (12) to produce the final score.

Score	Description
0	No evidence/response.
1	Poor response. Very little evidence of appropriate knowledge skills or experience.
2	Unsatisfactory. Some evidence of appropriate knowledge, skills or experience. Meets requirements in some areas but with important omissions.
3	Satisfactory. Reasonable evidence of appropriate knowledge, skills or experience. Meets requirements in many areas but not all.
4	Very Good. Sufficient evidence provided of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required project.
5	Exceptional demonstration by the applicant of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the project. Meets all requirements outlined in the prospectus.

Part 1 Assessment (60 marks in total)

Mandatory and discretionary Rejection Criteria

Before an application can be assessed the criteria for mandatory and discretionary rejection will be examined. The following table will be used to ensure a consistent approach is taken.

Question and reference	Criteria	YES	NO	Result
Compliance with mandatory rejection criteria	Has the provider answered yes or no			If bidder answers yes – reject bid
Compliance with discretionary rejection criteria	Has the provider answered yes or no			If bidder has answered yes to this, the Department will consider if the breach(es) is/are relevant in the context of this project. It will be at the discretion of the Department whether there is such a serious breach of the regulations that the bid should be rejected

In addition to meeting the requirements for financial and organisational information, Part 1 assessment will be evaluated and scored as follows:

Overview of the proposal – Section 1F (maximum 40 marks)

Applicants will need to explain the rationale for their proposal in relation to addressing the priorities set out in this document. Provide a short summary of the proposal and explain:

- What will be delivered;
- The benefits and contribution it will make to DfE's priorities; and
- The potential synergies with existing programmes and how your proposal would bring added value.

The assessment will consider:

- How closely aligned are proposals to the DfE's priorities;
- How clearly and coherently it addresses these priorities;
- Whether the benefits and the contribution it proposes to make are clear, realistic and achievable; and
- How closely aligned are the proposals to the overarching criteria and in particular do they have the potential to inform national delivery by being replicable and scalable.

Each of the above 4 areas will attract a maximum of 5 points each, using the matrix included, all with a weighting of 2.

Track Record – Section 1G (maximum 20 marks)

Applicants will need to demonstrate how their experience and expertise will be used to take forward proposals. Provide contact details of three organisations which are prepared to act as a reference for your organisation. Organisations which have previously had a grant or contract from DfE may request a generic reference from us by e-mailing: enquiries.dfefunding@education.gsi.gov.uk.

The assessment will require examples of similar projects delivered in the last 3 years to consider:

- How clearly they demonstrate a wide breadth of expertise in delivering services relevant to the selected priority;
- How the evidence demonstrates a high level of complexity, scale and value in delivering previous projects;
- Whether there is proof of real innovation in managing stakeholders, developing partnerships and disseminating good practice – especially where beneficiaries and service users have been involved in the development of services;
- Whether evidence demonstrates real quality in previous delivery leading to successful outcomes and positive impact – applicants should refer to user feedback and provide a copy of the most recent evaluation of their work where it exists.

This section will be scored out of 5 points, using the matrix included with a weighting of 4.

Part 2 Assessment (100 marks in total)

Please complete **all sections** in Part 2 of the application form. If, for some reason you are unable to complete a section, please explain the reason why. If no response is provided, this will affect the overall score that your proposal will be given.

The application form should be completed using Arial size 12 font. A limit on the number of words is stated for each section in brackets next to the title (excluding specified supporting documents where these are requested). Any text that exceeds the stated limit will not be assessed.

Consortium and Partnerships

If you are bidding as a consortium/partnership you will need to demonstrate the strength of all partners throughout your proposal and ensure that consortium /partnership arrangements are reflected as appropriate in each section. Your application will need to demonstrate:

- The overall management arrangements and decision making processes within your consortium;
- How performance and quality of services will be maintained amongst the partners, and how these will be monitored;
- The financial agreements between the consortium/partnership members and the processes in place to allow these to be flexed if necessary. This should include details of your consortium/partnership agreement; and
- How you will solve any problems that may arise in the partnership.

The Department is flexible on the structure and agreement chosen for consortium/partnership bids provided it is transparent, appropriate and not-for-profit.

Details of Requirements

a) Aims, Objectives and intended Outcomes (weighting x2; maximum 10 marks)

Applicants will need to explain the rationale and evidence for their proposal in relation to addressing the policy priorities/issues and in particular:

- Outline the key objectives of the proposal - objectives should be SMART (specific, measurable, achievable, realistic and time bound).
- Identify the particular target groups you aim to engage.
- Set out the intended outcomes of the project - including the benefits you expect to achieve for users and these should be quantified.

b) Informing National Delivery - (weighting x3; maximum 15 marks)

Applicants will need to explain how their proposal contributes to informing national delivery in the context of the selected policy priority. In particular:

- Outline the expected impact in line with the national priority selected and how it will support or make a difference to delivery on the ground;
- Outline whether the proposal addresses an underdeveloped market where provision is required and/or national action is needed;
- Demonstrate a clear evidence base for undertaking this work: identify the need and describe the impact your proposal will have on addressing this need and demonstrate the evidence you have of a demand from the wider community;
- Explain how the proposal has the potential to inform national delivery by being scalable and replicable;
- Demonstrate how the proposal uses an early intervention approach to prevent escalation of the issues and future costs to the public purse.

c) Methodology/Approach (High Level Delivery Plan) - (weighting x5; maximum 25 marks)

Applicants should describe how they will deliver the key activities and achieve specified intended outcomes. In particular:

- Provide a high level work plan which identifies the key tasks that you will undertake in 2013-14 and 2014-15,
- Set out key milestones and outputs that will contribute towards achieving your stated outcomes. Table 1 should align with the statements you provide in this section of the application form.
- Explain what assumptions underpin the delivery plan and assess how realistic they are (for example, how has the complexity of service delivery arrangements been taken into account?)
- Explain how you propose to engage your target user groups, including how you will ensure that their views are fed into the design, development and evaluation of the project.

If bidding as part of a consortium or partnership you will need to:

- Provide details of the structure of your consortium /partnership; and
- Outline details of each consortium/partnership member's intended role and responsibilities, and the overall management arrangements and decision making processes within your consortium.

d) Evaluation and Monitoring (weighting x2; maximum 10 marks)

An important outcome of the grant funding is to build robust evidence of the impact of projects and the difference that can be made. Projects are therefore required to engage in evaluation, impact measurement and monitoring. Please set out how you propose to measure intended outcomes, evaluate impact, monitor progress and show how your project will contribute to supporting the policy priorities. You should also set out your approach to dissemination of what works.

e) Innovation and Sustainability - (weighting x2; maximum marks 10)

Applicants will need to demonstrate what is innovative or untested in their proposals and how they intend to ensure sustainability. This should include:

- The evidence used to inform the design of the proposal;
- How the proposal is innovative, and the extent to which it has the potential to provide untested and novel approaches in areas where national action, in line with agreed priorities, is needed;
- Any information that indicates there is demand for the proposal to be delivered;
- On scalability and replicability, an explanation of how you think the project could be scaled up and replicated in other geographical areas and the scope for doing so;
- Demonstration of the sharing of good practice with other organisations including how lessons learnt will be communicated to others;
- Any plans for future engagement with stakeholders to continue dissemination; and
- How the proposal could be mainstreamed/commercialised once grant funding ends i.e. sustainability strategies need to be built in from the start of the project.

If bidding as part of a consortium or partnership you will need to:

- Set out which organisation in the consortium/partnership will be responsible for taking forward sustainability.

f) Management, Governance and Risks - (weighting x2; maximum 10 marks)

Applicants will need to explain the management and governance arrangements for what you are planning to deliver, including detailing who would be responsible for day to day contact with the Department and how you will manage the performance of partners where you are the lead organisation for a consortium and/or are working through partners. You should also:

- Demonstrate your experience of working in partnership with a range of stakeholders to deliver government policies and have the capacity to provide strong governance and management of delivery activities;
- Clearly explain your arrangements for safeguarding vulnerable children and young people as part of your planned activities (where this is applicable);
- Describe your arrangements for monitoring your proposed activity. Monitoring should include progress of activities and outcomes, risks, and finances;
- Set out the key risks facing this proposal, your judgement on the probability of their occurrence and your plans for managing and mitigating those risks and for controlling them if they materialise.

g) Value for Money and Costs - (weighting x4; maximum 20 marks)

Applicants will need to demonstrate that their proposal does offer the tax payer value for money and efficient and effective delivery models are being used, including:

- Details of the proposed staffing to deliver the outcomes including key roles identified to lead the activity as well as other roles to support delivery;
- A clear breakdown of the costs you expect to incur in meeting your stated objectives. We would be willing to consider different levels of funding for different service level within your proposals. But you must be clear and specific about the levels of activity you wish to deliver within your proposed funding ranges;
- Include all expenditure that you expect to incur in relation to proposed activities;
- A clear rationale for how you have devised the costings and explain the assumptions underpinning the costings and why you think these are realistic; and
- How you will demonstrate your value for money case within the proposed costings (for example, you could benchmark costs against similar activities; demonstrate how the project will contribute value through access to wider community resources). We will score projects more highly where they can be match funded and where bidders can demonstrate commitment with their own funds.

Proposals will need to be underpinned by a clear market analysis for future services: - providing data to support the project (the indicative unit costs, pricing strategy, outcome measures, for example, in order to demonstrate the value for money for products/ services); and outline plans for identifying and securing potential future funders.

Applicants should highlight any risks associated with proposed costings and explain practical actions to be taken towards mitigating them, demonstrating the capacity within the organisation to execute plans for future financial sustainability of the project. Please note that funding can be used for all the eligible, direct costs of the project, including:

- Salary costs including National Insurance, travel and subsistence expenses (England only)
- Staff training related to the project
- Monitoring and evaluation
- Professional fees associated with the project

- Approved marketing and communication for the project (subject to the Government Efficiency reform guidance)
- Overheads costs directly related to the project
- Equipment for use on the project (but not for Capital items i.e. building works)

VAT

Bidders should indicate if VAT is applicable, and if so, include VAT in all costings as this will form part of the overall grant award to the applicant.

Application Form

- Please use Arial size 12 font and comply with the word limits as stated in the different sections of the form.
- Where organisations are working in partnership, in a consortium or with other providers, please reflect the experience of all partners in your response.
- A [Frequently Asked Questions \(FAQ\)](#) document has been produced to help provide further guidance about the grant application process.
- Please put the priority theme you are bidding for and the name of your organisation clearly at the top of your email when submitting as this will help with sorting applications into the policy themes for assessment.
- Please complete a separate form if you wish to bid for more than one project and tell us this on the application form for each bid.
- If you have any queries about the application process which are not covered in the FAQ these should be sent by email to Enquiries.dfefunding@education.gsi.gov.uk
- We will aim to respond to queries as quickly as possible and publish our responses through regularly updating the FAQ throughout the bidding process.
- Please note that information submitted in this form may be shared with other parties as part of the assessment process and made available to the public in line with the Freedom of Information Act (2000).

The Application Form is a separate document and can be downloaded from [our website](#).

Annex A: FORTHCOMING CONTRACTS FOR INFORMATION ONLY

The Department has identified the following areas where it intends to invite bids to award contracts for national services (England only) through separate formal tender processes. Further details on contract tenders will be published on the contracts area of the [DfE website](#). The DfE reserves the right to change the description of contracts prior to publication or not proceed to tender.

In the majority of cases, these contracts will be advertised this autumn with the aim of awarding contracts for service delivery from 1 April 2013. Some of the contracts listed below will be advertised later in spring and summer 2013. We envisage that most contracts will be awarded for two years until 2015.

Please note that organisations cannot bid to deliver these services through the grant funding competition which is set out in this prospectus.

Foundation Years

The Department is proposing contracts for procurement in autumn 2012.

(i) Developing the market for parenting classes and building on the CANparent trial

This contract includes various elements designed to further develop the parenting classes market. It will include developing an independent quality mark and approval process for universal parenting classes; creating a sustainable trade body for parenting class providers including making arrangements for non-state funding after April 2015; and developing and running a systematic programme of advice and support to strengthen the practice of providers in meeting the needs of parents.

(ii) A national contract to continue sustain and develop portage services across the country with emphasis on early intervention and support to families with children in the early years.

This contract will fit directly with SEN policy priorities of early intervention and support empowering parents with skills and knowledge to understand and support their children. It also fits with wider DfE priorities developing the professional skills of practitioners working with children and families.

We will also be letting a number of contracts which focus particularly on improving services for disadvantaged children and increasing help for working parents. Key themes will be **improving the quality of the early years workforce and increasing the provision of wrap around and holiday care for school-aged children.**

SEN, Disabilities and other health needs

The Department is proposing to tender a number of contracts in this area mostly this autumn.

(i) A new contract to provide support for VCS providers and to local authorities, parents / carers and young people in relation to short break services

The aim is to develop a flourishing and vibrant marketplace for short breaks which offers a wide variety of high-quality opportunities for disabled children and young people and

embraces the opportunities created by the SEND reform programme. Among other services, this contract would support voluntary and community providers of short breaks, local authority commissioners and parents through online good practice advice; tailored in-house training events and regular professional publications.

(ii – iv) Three new contracts to provide expertise in Autism, Dyslexia and Speech, Language and Communication Needs (SLCN)

Three separate contracts which bring together expertise in needs in autism, dyslexia and SLCN to:

- Provide information, advice and professional development to parents and professionals on each impairment;
- Support the professional development of the SEN and Disability workforce;
- Provide a joined-up conduit between Government and specialist sector organisations – informing policy development and implementation.

(v) A new contract to provide a national advice and support service for sensory impairments

The proposed contract would seek to expand our national approach to helping deaf, blind and multi-sensory impaired children across the majority of local authorities and to provide sector-led support to ensure that sensory support services are able to provide an effective service to all schools that need it. The contract will also cover specific measure to develop the support available for children using sign-language.

vi) A contract for the SEN and Disability sector to support change in relation to the reforms in this area

We are seeking a strategic partner to support the development of capacity building across the Voluntary and Community Sector such as responding to new commissioning markets, supporting evidence-building around impact, contributing to thinking on reforms, research and dissemination of information.

Safeguarding

The Department is proposing two contracts for tender:

(i) A contract to provide social work professionals with robust evidence of the benefits to practice of using particular analytical tools to help assessments of children in need

This contract should help us equip social workers with tried and tested analytical tools that will lead to improved outcomes for vulnerable children and families.

(ii) A new contract to deliver training and a regional communications network on child protection issues

The contract will support our aim to help the VCS understand the Government's approach to safeguarding, changes to regulations and guidance, and help them contribute to child protection locally.

The Care System and Adoption process

The Department is proposing to tender for a number of contracts in this area in the autumn, with the expectation that services will be operational from April 2013.

i) Support to adoption agencies on implementing the adoption reform programme and to provide policy advice to the Department

This includes training to support adoption agencies and professionals to implement the practice changes needed to improve services and the provision of advice to the DfE on adoption policy proposals and new practices that lead to improvements in the process.

ii) Delivering the From Care2Work programme to increase employment opportunities for care leavers

The programme should include: ensuring that service design provides employment opportunities and support for trainees and potential employees; developing partnership working between employers, local authorities and young people in and leaving care; a peer to peer learning and support network; and wider advice for care leavers by experienced professionals.

iii) Supporting local authorities to recruit more foster carers

This contract would be informed by existing evidence to develop strategies for raising the profile of foster care in order to encourage new audiences to come forward to become foster carers.

iv) Delivering an advocacy advice helpline for looked after children and care leavers in England

The service should include information and advice delivered through a telephone helpline so that young people can obtain advice when they want it. It would also provide an independent advocate to support and represent young people when they need it.

v) Deliver a national telephone helpline to support fostering

Fosterline™ provides advice and information about how to apply to be a foster carer. It should reach a wide range of potential fosterers and support the development and retention of foster carers.

vi) Families of offenders: provide national support for prisons/local authorities delivering projects to families of offenders

Establishing an innovative, national knowledge and advice centre to support professionals working with families of offenders including those in prisons, local authorities and voluntary organisations.

vii) Support delivery of the Young Carers Strategy: national support and resources for local authorities to support families with young carers which will include updating e-learning tools for young carers in 2014-15

Provision of a national support and advice service in support of HM Government Carers Strategy. This will be a service that shares evidence based best practice and resources with local authorities and VCS organisations (commissioners and service providers) and provides advice to promote 'whole family' approaches to identifying and supporting families with young carers

viii) Deliver an online service for the parents of teenagers which focuses on the needs of the parent to help improve outcomes of teenagers

With a focus on disadvantaged families of teenagers to prevent the risk of a young person coming into care, the service would complement other support interventions which the Department is funding local authorities to use with young people and those on the edge of

care. The service will provide family support through information, advice and intensive support.

Support for young people at risk

The Department intends to invite bids during the autumn to provide support in delivering of services for young people as follows:

i) To provide expert support to teachers and practitioners relating to provision of education about high risk behaviours

This contract will provide expert support and materials to enable teachers and practitioners (e.g. health workers) to support work aimed at reducing substance misuse and thereby improving pupil outcomes.



Department
for Education

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