



# Building Better Opportunities

Stage one application form (October 2015)

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#### Accessibility

Please contact us to discuss any particular communication needs you have.

#### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

#### We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

#### Our mission

Helping communities and people most in need.

#### Our values

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence. You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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\*These page numbers will be incorrect once you start completing the form.

## Part one: Important information to check

### How to make sure this application form works correctly

- ✓ You must register on our website to download your own copy of this application form. Go to [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)
- ✓ Save a copy of the form to your own computer.
- ✓ Type directly into this form. Text boxes should grow as you type into them. Don't copy and paste from another document as it may cause formatting problems which you might not notice. For example, it could cause you to go over the character limit for a question without realising it, or you may not be able to view all possible answers for a particular question.

### Before you start completing the form

- ✓ You must be responding to one of the project outlines we have published on our website [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)
- ✓ We have produced other publications that you should be familiar with before making a start on your application. The following documents are available on our website:
  - Programme guide.
  - A summary of our partnership requirements.
  - Guide to delivering European funding.
  - Frequently Asked Questions.
- ✓ Make sure you've read the guidance in Part two of this form as it describes what we're looking for and how we will assess your application.

### Completing the form

- ✓ Make sure you've answered every question and read through your application before you send it to us. Email your completed form to [esf@biglotteryfund.org.uk](mailto:esf@biglotteryfund.org.uk) putting the name of your organisation (question 23) and the project reference number (question 3) into the email subject line.

### Deadline for applications

- ✓ Your application must reach us by the date we have given on the project outline you are responding to, so check this carefully. We won't accept applications after that date.
- ✓ We'll only look at the information provided on the form, so please don't send us any additional documentation.

### Help with your application form

- ✓ If you have any questions about Building Better Opportunities or completing this application form, email us at [esf@biglotteryfund.org.uk](mailto:esf@biglotteryfund.org.uk).

## Part two: Making an application

The application process consists of two stages. Stage one is fully open and competitive and from this we'll select a shortlist of applicants to take through to stage two.

To submit a stage one application you need to respond to one of the project outlines published on our website. We'll only award one grant for each project outline, so it is vital you read these carefully before considering whether to apply. In some cases, we may refer you to the Local Enterprise Partnership (LEP) website for more information.

Each project outline describes a unique funding opportunity that is available through the programme, setting out what we expect that project to achieve and which areas or groups of people we are targeting. We'll also tell you how much funding is available to deliver that project.

Most of these grants are better suited to partnership working, so you'll probably need to approach other organisations that can help complement or fill gaps in the delivery of your project. Where other organisations are involved, one organisation will submit an application on behalf of the partnership. We call this applicant the 'lead organisation'.

We explain the types of organisations that can apply in the 'Programme guide'.

### Role of the lead organisation

The organisation that completes and submits an application will have legal responsibility for all funding we award and will be financially accountable for any funds that are distributed to partners. They will be our main point of contact on behalf of any partnership. We expect this organisation to ensure the monitoring and delivery requirements we've set out in the 'Guide to delivering European funding' are being met by partners throughout the lifetime of the project and for up to ten years after the final payment.

### Role of any partners

Partners will sign a partnership agreement with the lead organisation that sets out clear responsibilities for delivering the project. This includes the collection and reporting of evidence that we will use to track progress and make payments.

We explain more about working with other organisations in 'A summary of our partnership requirements'.

### What happens when?

- ✓ We need to receive your stage one application form by the deadline given on the project outline you are responding to.
- ✓ It will take us around four months from this deadline to make a decision about whether to invite you to stage two.
- ✓ During our assessment, we will approach the LEP area European Structural and Investment Fund (ESIF) sub-committee for your area to provide a view on how well your proposals fit with the project outline.
- ✓ If you are successful at stage one, we'll send a letter confirming this. If we decide not to invite you to stage two, we will tell you why and also offer feedback on your application.
- ✓ If we offer you development funding, you'll be sent a grant agreement that you will need to sign and return to us to accept the money. We'll also need you to send us your bank details.
- ✓ We'll give you up to six months to submit a stage two application. How long we give will depend on the size and complexity of the project. You'll be able to submit your application as soon as it's ready, but we will only start our assessment once we receive all of the stage two applications relating to that project outline.
- ✓ You'll need to send us a detailed project plan and, if you're working with other organisations, a draft partnership agreement.
- ✓ It'll take us around three months to review and discuss the stage two application with you.
- ✓ We'll then make a final decision about whether to award you the grant.

## What can I apply for?

We'll pay for most of the costs you will incur in the delivery of the project. But there are some things we can't pay for, such as:

- ✘ activities that do not contribute to the delivery of the targets identified on the project outline
- ✘ activities or staff costs that do not represent good value for money
- ✘ anything that is a statutory obligation or will replace statutory funding
- ✘ anything you start, or spend money on, before we confirm our funding
- ✘ equipment costing more than £1,000 per item
- ✘ furniture and refurbishment or landscaping work
- ✘ fundraising appeals, endowments and registration fees
- ✘ legal fees
- ✘ loans, fines, bank charges and interest payments
- ✘ overheads and other indirect costs that are more than 20 per cent of the total direct costs of the project
- ✘ projects that generate income or revenue
- ✘ purchase of land or buildings
- ✘ redundancy costs
- ✘ second-hand equipment
- ✘ staff training, unless specialist knowledge is required that could not have been identified before the project began
- ✘ VAT you can recover
- ✘ vehicles.

### Direct costs

Most of your expenditure will be for direct costs. These are costs that can directly relate to a project activity, such as staff salaries, and are usually incurred on an item-by-item basis. We can pay for:

- ✓ staff costs, including National Insurance contributions, pension contributions and taxable incentives that are linked to pay
- ✓ staff and participant's expenses
- ✓ participant costs, such as childcare
- ✓ consumables, such as stationery or essential software
- ✓ venue hire and the lease or rental of buildings
- ✓ hire or operating lease of equipment

- ✓ small items of equipment costing up to £1,000 each
- ✓ depreciation of buildings and equipment.

### Indirect costs

We can also pay for overheads and other indirect costs providing they do not total more than 20 per cent of the direct costs of the project.

List your estimates for indirect costs at question 12. At stage two, we'll ask applicants to calculate a flat rate for their indirect costs as this rate will normally apply across every payment we make.

We can pay a contribution towards:

- ✓ general administrative or support staff costs, where their duties cannot be separated from core work (for example, receptionists or HR staff)
- ✓ the cost of premises or small items of equipment that are not solely used for the project
- ✓ insurance, such as employer's liability and building insurance
- ✓ utilities and other overheads like telephone, postage, electricity, gas and water.

### Development funding

If you are successful at stage one, we can pay you up to £50,000 to help with the costs of developing your stage two application. If you decide to apply for development funding (question 14), you can use it to pay for things like:

- ✓ consultation costs or expenses, including meetings and events
- ✓ communication and publicity of your development work to partners and other stakeholders
- ✓ staff costs and professional fees that specifically support the development work.

This funding is in addition to the amount available for your project.

## How will your application be assessed?

In assessing your application we will be looking for evidence that:

### Need (Part three and throughout)

- ✓ the project clearly addresses a particular project outline, including any references to the LEP website that we've noted
- ✓ the project will add value to and complement existing services, initiatives or strategies - including the local ESIF strategy - and is additional to any statutory duty or provision

### Impact (Part four)

- ✓ the project will make a significant difference to the people and communities it aims to benefit
- ✓ there's a clear understanding at a local level of the barriers faced by the different groups of people who will benefit from the project, including the most socially excluded
- ✓ the project will integrate gender equality, equal opportunities and sustainable development throughout its delivery

### Approach (Part five)

- ✓ the planning carried out to date, including the plans for involving the people who will benefit, suggests that further development work would be carried out effectively at the next stage
- ✓ the proposed activities appear to be the best way of addressing the barriers faced by the different groups of people who will benefit from the project
- ✓ the project costs, including development funding, are realistic and based on reasonable assumptions
- ✓ the project is likely to deliver at least the targets identified in the project outline

### Capability (Part six)

- ✓ the lead organisation has the necessary skills, experience and resources to manage the project successfully in the local area, including monitoring compliance with ESF requirements
- ✓ individual partners have the right experience and role within the project to complement each other well
- ✓ the partnership is working from a strong foundation with clear plans for ensuring all organisations will work together effectively in the future
- ✓ there is a clear understanding of how State Aid rules may affect the project.

We will talk to the local LEP area ESIF sub-committee and our own local officers, as their feedback will help inform our assessment.

## What else do I need to know?

### Sustainable development

Sustainable development is about meeting the needs of the present, without compromising the ability of future generations to meet their own needs.

Alongside promoting employment and skills, in question 8 we'll look for the ways in which you will balance environmental, social and economic considerations in the delivery of the project. This could be about:

- ✓ using resources and energy as efficiently as possible
- ✓ enhancing or protecting the physical and natural environment
- ✓ improving people's wellbeing by developing their local environment.

### Gender equality and equal opportunities

The need to treat everyone equally, regardless of their race, gender, age, religion and belief, sexual orientation, marital status or disability, plays an important part in the sustainable development of local economies.

We'll look across your application for the ways in which your project:

- ✓ is designed to meet the needs of all potential participants
- ✓ offers services that are accessible to the most socially excluded people, including how staff are supported to do this
- ✓ places equality issues high on its agenda, including identifying ways to create an equal and diverse workforce and to actively promote gender equality
- ✓ leads to under-represented groups having a genuine role in the way the project is run
- ✓ meets current legislation, including the Equality Act 2010.

## Evaluation and learning

Evaluation is an important feature of Building Better Opportunities. Throughout the delivery of the project, we need organisations to collect and report information so that key learning can be used more widely to influence the planning of similar provision and future programmes.

We will procure an independent evaluator to carry out a programme-wide evaluation of Building Better Opportunities. To help us with this, we will ask some projects to participate in a sampling exercise looking at the longer term changes that have resulted from this funding. We'll also ask a sample of successful and unsuccessful applicants to take part in qualitative reviews around their experiences of being involved in the programme.

The Managing Authority will carry out their own overall ESF evaluation, which projects must contribute to if asked. This will likely include the tracking of some participants up to six months after they've left the project. The Managing Authority will carry this out using contact information provided by projects. There may also be other evaluation requirements that we'll discuss with you at stage two.

It is important for your organisation to understand why certain approaches work or don't work, to identify good practice, and to analyse how certain results or outcomes are being achieved. This forms an important part of project planning and management. We therefore strongly encourage you to develop self-evaluation plans and identify opportunities for reflecting on and sharing learning in addition to routinely collecting information that satisfies our monitoring requirements.

You may want project staff to carry out self-evaluation activities, or you may want to get support and advice from other agencies or consultants. We are happy for you to budget for this as long as your plans are in proportion to the size of the project. Typically, we encourage applicants to set aside between 5-10 per cent of their total project cost for evaluation activities. For more information about approaches to self-evaluation, please see our [Guide to self-evaluation](#) which is available on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## State Aid

If our funding could give you or other organisations an advantage over other organisations offering similar services, or if the activities you want us to fund could affect trade between EU member states, then our funding might be considered to be 'State Aid'.

There are strict rules governing State Aid so it's important that you get your own advice about whether your project is affected. We ask you to tell us about this in question 22.

Any funding we offer is based on the assumption that, although the money provided by us constitutes state resources, the purpose for which it will be used will not lead to it being considered as unapprovable State Aid. If the purpose of the funding is subsequently deemed to be unapprovable, then we may withdraw it.

For more information about State Aid visit [www.bis.gov.uk/policies/europe/state-aid](http://www.bis.gov.uk/policies/europe/state-aid)

## Part three: What will your project do?

### 1. What would you like to call your project?

Give your project a short title, something we can use in publicity if you are successful.

Write up to 70 characters, including spaces.

Unlocking Potential Through Community Enterprise

### 2. Which project outline are you responding to?

Tell us the reference number for the project outline this application form is addressing.

Oxf/2/3

### 3. What does your project involve?

By 'project' we mean the activities you plan to carry out using this funding. Be specific about what you will do, how you will do it and who will benefit.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

'Unlocking Potential for Oxfordshire Through Community Enterprise' will provide a comprehensive, intensive and integrated package of fun engagement activity, real work experience, accredited entry-level training, employability development, one-to-one holistic support and work readiness opportunity to 220 young people aged 17-19 NEET for 6 months or more in the county.

The young people NEET engaged in the project will develop quickly their self-confidence, self-esteem, work readiness & employability. They will be supported into meaningful employment, education & training opportunities with a diverse range of local employers and training providers, with ongoing in-work support to sustain progress.

The project will be delivered by nine experienced community partners across Oxfordshire with a strong track record of reaching, engaging and empowering young people NEET towards, into and during employment, training and education. The delivery partners will be supported in project governance and compliance commitments by Oxford City Council, using expertise gained in delivering an ESF funded project over the last year.

Funded project activity will include:

- A range of fun group/social activities including sports, outings, film, video & photography and a mobile outreach service in rural areas, to engage potential eligible young people NEET & to help build their initial self-confidence & engage with peers.
- Intensive, long term activities to build young people NEET's self-esteem, aspirations, basic employability skills and work experience, including a diverse range of supported training, volunteering and work experience placements available in the project partnerships' own professional social enterprises ranging from retail, creative industry e.g. film, catering, sport, hospitality, warehousing, property & grounds maintenance to construction.
- Regular, 1-2-1 mentoring and coaching by experienced support workers to understand the young person's individual circumstances and help overcome entrenched barriers to employment and social inclusion. This would include supporting the young people NEET to engage with local authority statutory services, JobCentre Plus, housing associations, the homeless pathway, drug & alcohol treatment service and probation service/Youth Offending Teams, as appropriate to overcome entrenched barriers.

- Building on our strong relationships with local employers at a community level to offer real, diverse work experience & tasters, work trials & employment opportunities. Including offering in-work coaching support to both employer & employee for up to 6 months to sustain the transition into employment/education/training.

Project partners would deliver presentations at business networking events, support participants to attend Jobs Fairs, arrange 'Matchmaking' events to bring work-ready participants & supportive local businesses together, as well as provide support and mentoring to project participants to develop their own enterprise initiatives.

Individual funding will include childcare, subsistence & transport to ensure these young people can engage and sustain their project participation.

The project will fund regular young persons, family, community & stakeholder engagement and involvement activities. Monitoring & evaluation activities will be funded to reflect regularly on project outcomes and performance.

## Part four: What difference will your project make?

### 4. Where are the people and communities who will benefit from your project based?

- Give the main areas where the people and communities who will benefit live or are based.
- If your project will not be delivered across all of the areas we've specified on the project outline, or you will be working in additional areas, explain the reasons why.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

The project will be genuinely accessible to young people NEET, countywide. It will however include intensive engagement activity and employment support for young people NEET from known areas of high unemployment and multiple deprivation and poverty cluster areas in the county, particularly in Banbury and in Oxford City. In addition partnership activity will be readily available to young people NEET in or within public transport distance of the market towns of Didcot, Witney and Abingdon. Participant transport costs are included in the project outline. Roving mobile outreach will also be provided to engage with young people NEET isolated in rural pockets of deprivation in Oxfordshire.

This geographical targeting of service provision will be further informed from accessing data from JobCentre Plus and local authorities, e.g. Oxford City Council's Welfare Reform Team database and the County Council's Early Intervention Service database.

Confidence in reaching the young people who would benefit the most from the project is increased by working with 9 credible and experienced community organisations which have been supporting and engaging young people NEET in Oxfordshire for many years. Oxfordshire is 756 square miles. This bid, with its 9 partners, whose head offices are sited all across the County, from Didcot to Banbury, Oxford to Witney, has unrivalled local context, local knowledge, local management, and local volunteers. Local not at a county level, but local to the extent, that between partners there is no Oxford resident who is further than 15 miles from the head offices of one our partners. Senior management on the frontline, with a genuine understanding of the need on their doorstep, which drills down to street names rather than districts, armed with the 'truly local' connections and expertise to make a difference.

### 5. What changes will your project bring about?

Alongside delivering the targets identified in the project outline, we're interested in the other kinds of changes you're trying to bring about.

Describe up to four changes, using straightforward language. We call these your project outcomes. To learn more about outcomes read our [Getting funding and planning successful project guide](#), which has examples of project outcomes. It's available on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

Write up to 225 characters in each box, including spaces (about 30 words). The box should increase as you type.

1	Improved employment prospects for 220 young people completing supported training, education, volunteering, work experience & work taster opportunities and securing employment on our enterprises and with local businesses.
2	Oxfordshire employers having greater awareness of young people's barriers to employment and reflecting this in amended & inclusive recruitment processes, including offering more work trials & taster opportunities.
3	Over forty successful, sustained transitions into employment achieved due to partners providing six months of in-work support to young people and their employers engaged in the project.
4	Hundreds of brilliant examples of young people engaging in voluntary, co-designed employability support provided by social enterprise, local communities and employers, to realise sustained life changes.

#### 6. How will local people and communities benefit from your project?

Describe the difference you expect your project to make to the people and communities who will benefit from it, including how your project will help the different groups of people we've identified in the project outline. Refer to the relevant parts of the local ESIF strategy or the LEP website that support this.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

A strength of the bid is our partnership depth, intensive focus on the individual, our growing links with many supportive businesses in the community, and our countywide reach. This will have a credible, lasting impact on the young people we will support and the communities in which they live.

Our consortium will work with young people who are experiencing low self-esteem, lack of confidence and chaotic lifestyles and who are subsequently less likely to find and maintain employment. This partnership can reach and support any young person NEET in Oxfordshire to improve their capacity to be ready for, and find employment through the provision of a holistic approach focusing on social & personal issues as well as providing opportunities for skills development and work experience. For example in West Oxfordshire, Base 33, Yellow Submarine and Synolos together offer a rich variety of opportunity to engage, holistic social support to get young people towards being "job ready" and then to build on this through skills development & opportunities for accreditation and work experience in environments that continue to recognise the social issues and are supportive, but more closely reflect the real workplace.

Project participants and local communities can benefit from access to and choosing from a diverse, pluralistic support network, alongside mainstream FE/HE provision and statutory support. The organisations are committed to challenging stereotypes in all forms, e.g. would encourage young women to start up their own business or move into a career in construction or grounds maintenance, and look to help parents to ensure their children make well-informed career and subject choices.

The project will empower genuinely the young people NEET by their engagement in a positive, supportive process that will encourage them to be involved on an equal footing in its design and delivery, enabling them to unlock their full potential including acting as project ambassadors and champions for change with businesses and employers across the county.

This project will enable us to develop our support offer for young people NEET who we support

onto placements and employment with local businesses in the communities, to help bridge the employment gap for marginalised young people through the provision of work based opportunities in our social enterprises and with organisations that are made more aware of the needs of these young people and can be supportive, nurturing and keep them in employment through our ongoing support and engagement. In turn these businesses will be able to demonstrate to their customers that they are community minded and supportive of local young people NEET. This investment, support and dialogue will benefit the wider community across the county through an increased understanding and tolerance of the needs of young people NEET and acknowledging the positive contribution they can make to businesses and their local communities.

### **7. How will your project actively seek to target those hardest to reach?**

Explain how you will make sure local people and communities facing particular barriers will know about your project and feel able to take part. Be specific about how you will identify the most socially excluded people and explain what you will do tackle the barriers they face. Include how you'll address gender equality in the project.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Young people NEET can be hard to reach. We would conduct an awareness campaign with existing signposting agencies in the run-up to the new project. We would engage regularly with local & community media and through project partners' social media to promote the service and highlight participant case studies. We would seek new participants to the service through word of mouth referrals through tried & trusted relationships our community organisations have built with our current/former participants, parents, wider family, friends and signposting organisations in the community, as well as through young people seeing our social media posts. Marketing campaigns based on the circulation of leaflets/posters would be deployed, but in a limited capacity & targeted in community locations such as youth clubs, referral agency offices, shopping centres & community centres. Most of all, we would offer fun, initial engagement activities that we know young people enjoy and would be a real incentive.

To encourage gender equality and project accessibility for all, participants' travel and childcare costs would be met by the project; nine diverse delivery partners are engaged and offer mobile rural outreach, and the project will engage a diversity of partner businesses in the community representing a wide range of professions to offer work experience and employment opportunity to all.

We would work closely with local authorities (the County Council's Early Intervention Service, including Early Intervention Hubs, Specialist NEET Services and Youth, Engagement and Opportunities Team) to help identify the most socially excluded young people. We would contact the following to help identify and signpost prospective participants: National Careers Service, Thriving Families, Connections Floating Support, Community & Youth Centres, HE/FE providers, Food banks, local religious and charitable organisations, Housing associations, Advice providers including Citizens' Advice Bureaux, Secondary/Academy schools, Sixth Forms, Pobation Service, Youth Offending Team, Parent Carers' Voice Groups.

### **8. How will your project impact on the environment, economy and people's living conditions?**

Explain how you'll use resources effectively and in a sustainable way. This may include creating less waste, saving energy, recycling, sourcing goods and services locally and using environmentally sustainable materials.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Our project will support young people NEET to be equipped to move into employment, training and education vacancies, thereby supporting employers with recruitment and retention challenges in Oxfordshire. It would help ensure young people NEET have the opportunity to gain exposure to the real world of work, further education and training, in a supported environment. Addressing this deficiency in employability skills for young people has been identified as a priority for action by the Oxfordshire 2020 Skills Strategy; at present too many young people in Oxfordshire are not achieving their potential or finding employment opportunities. This project will improve the quality, diversity & effectiveness of employment development interventions for young people NEET including through improved business links & collaboration to benefit Oxfordshire's economy overall (such as on the Westgate Centre development pilot).

Sustainability will be achieved by delivering the project close to where young people live by community based organisations. The only travel costs which will be reimbursed will be those relating to public transport. There is evidence to suggest economically active people are more likely to recycle.

Working towards a "Cleaner, Greener Oxford" is one of the City Council's corporate priorities. Carbon reduction and environmental sustainability is embedded in all Council activities, and as such this project will adhere to the relevant local policy framework. All external support visits made by the City Council will be carried out using public transport. The action taken by Oxford City Council to deliver sustainable development meets the regulatory requirement of the ESF programme in this area.

The lead project delivery partner, Aspire, has an environmental policy and runs a countywide textile recycling project as well as cardboard, plastics and food waste recycling contracts. Project partner SOFEA operates the FareShare franchise to divert food waste in the county and Trax upcycles pushbikes from the tips and trains NEET young people to build them and sell them.

#### **9. How will you improve overall provision for the local people and communities who'll benefit?**

Explain how your project will join up with and enhance the services or activities run by other organisations working locally and nationally in the same field, whether or not you're working in partnership with them on this project. Make sure it's clear how your project will be additional to anything statutory bodies have an obligation to provide, as we can't fund this work.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Mainstream FE/HE providers & employers in Oxfordshire do not have the resource & expertise to meet the multiple needs of young people NEET to engage them, support them towards & into employment, and then to sustain progress. This often leads to those young people most in need of support having to engage with either several different agencies or fail in mainstream provision, making only negligible progress toward the labour market. Young people having to engage with several services in order to move closer to the labour market also have enormous difficulty in seeing the purpose and sense of direction of each engagement.

The intensive, 1-2-1 and fun & positive engagement provided through our project would provide a supportive, individualised and therefore more "seamless" route into employment, and then support young people in-work and their employers, to sustain their progress. This is due to the collaborative nature of the partners involved, a shared greater awareness to help map out and access existing employment/education/training support for young people NEET, and a commitment to provide them with a full pathway of support from start to finish - from social activities to first engage and ending with support once placed in work/training. This is additional & alternative to existing FE/HE provision/career advice.

Our project comes from the starting point that young people NEET want to engage voluntarily to access professional, empathetic support to make ~~40~~ necessary changes to find employment.

So it would enhance what's on offer from Work Programme providers under mandated activity. The project partners would engage with local authorities and FE/HE providers to ensure its provision is joined-up and additional to statutory provision. The project partners bring additional, specialist skills and very experienced and successful practitioners: teaching, counselling, youth work, life coaching, psycho-dynamic therapies, enterprise, drug and alcohol education, offending behaviours, attachment disorders, Special Educational Needs such as Aspergers, and mental health.

## Part five: How will you carry out your project?

### 10. What project planning have you already done?

Describe the project planning activities you've completed so far. Summarise the work that has been carried out to develop your project, including who completed it, who else was involved and how the work has been incorporated in this application.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

We have reflected on learning from project partners' own employment support activity and its evaluation. This has informed:

- Our approach to developing a community-based employment support approach
- The nature of the partnership
- The types of interventions intended by this project

The learning has been obtained from the following work

- Provision of contracted employment/education/training support to many hundreds young people NEET by project partners, countywide for 15+ years & community based 'Job Clubs' run in four areas in Oxford over the last 2.5 years
- The Council's own ESF-funded employment project
- Running Job Fairs in Oxford city and local communities such as on the Barton housing estate.
- Closer partnership working with JobCentre Plus
- Working with community organisations as delivery partners.

The Council and Aspire have organised quarterly meetings of Employment Practitioners in Oxford for sharing Best Practice and lessons learned across diverse organisations involved in employment support for 18 months resulting in several in-depth, 121 and small group consultation activities held with community-based organisations about what this project provision should look like and what it should achieve.

Aspire has invested time to consult with possible partners across the county about their local employment support ambitions and their clients' needs, including receiving detailed feedback on proposals from a range of community and social enterprise organisations dedicated to supporting young people NEET including e.g. Trax, Yellow Submarine, Synolos, SOFEA, BYHP. These findings have been incorporated into this stage 1 application.

Views on barriers to employment have also been sought by Aspire from 52 employers who are struggling to recruit and retain employees in Oxfordshire.

### 11. How will the people and communities who will benefit from your project be involved in developing and running it?

Explain how you've involved, or will involve, the local people and communities who will benefit as you've developed your plans. Describe their input and the say they'll have whilst you are running your project. Summarise any procedures you've put in place to make sure they have an ongoing role.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

The project focuses on delivering community based employment support, using organisations who are already delivering services and more importantly outcomes to young people NEET in the heart of the communities we intend to support.

It is intended to use project development funds to help identify additional potential participants to those we're already in contact with, and understand their needs and aspirations through carrying out surveys, focus groups, and analysing satisfaction of existing employment support schemes. This approach removes any assumptions on the part of the delivering partners and ensures we are delivering new work streams with the young people NEET as the customer at the heart of its design.

During the project we will carry out a detailed needs assessment with all participants, to develop a personalised program of wrap-around support.

The participant will be an equal partner in determining this program, as the project wants to do things "with" people, not "to" them, so will seek out opportunities to involve young people in its co-design (e.g. of the type and nature of social and engagement group activities) and to help champion the project and raise awareness among employers in particular.

Surveys and focus groups of both participants and employers, training providers and FE/HE providers engaging in the project will be used to provide feedback to enable the project to be refined and improved. Each project partner will engage each participant to provide feedback on their experience in the project. This evaluation will be on going throughout the life of the project and will inform and refine its delivery. A user group will be set up consisting of at least three volunteer participants to feed into the governance of the project.

Social media will be used to promote the project and to engage with potential participants and employers. This will also provide a platform for them to provide feedback on their experience, including through participatory video techniques.

## 12. How much will your project cost?

- Check which costs you can apply for under **What can I apply for?** at the beginning of the form. We recommend that you ask for the full amount listed on the project outline you are responding to.
- Include the cost of everything you'll need for your project. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs.
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Cost heading	Total cost (£)
Year 1: the total cost of providing the comprehensive package of integrated activity as outlined in the project/rows below to 65 participants in countywide community locations as well as roving provision to rural areas, by 9 project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA).	
Offering engagement activities through sport, music, food and creative film activities and provision of roving outreach to rural areas, for 65 participants	
Intensive, long-term activities on the project partners' social enterprises, training courses or on local business placements, to engage these 65 project participants to build self-esteem, aspirations, skills and work experience	
Work readiness support to 65 participants to help access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support at least 13 (20%) of	

individuals for up to 6 months.	
Participation costs: these are to re-imburse the 65 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs on a weekly engagement basis, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all delivery partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including: - Audit & Compliance support - Monitoring & Evaluation - Communications - Performance Reporting/ provision of MI. This includes staff costs and indirect costs at 6% flat rate of staffing costs for project manager roles.	
Marketing & Publicity for the project	
Year 2: the cost of providing the comprehensive package of activity as outlined in the project/below to 75 participants in countywide locations by project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA.  Engagement activities for 75 project participants through sport, music, food and creative film projects, and the provision of roving outreach to rural areas.	
Intensive, long-term activities on the project partners' social enterprises, training courses or through local busines placements to engage the 75 project participants to build self-esteem, aspirations, skills and work experience.	
Work readiness support to help 75 participants access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support to at least 15 (20%) of individuals for up to 6 months.	
Participation costs: these are to re-imburse the 75 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including: - Audit & Compliance support - Monitoring & Evaluation - Communications - Performance Reporting/ provision of MI. This includes staff costs and indirect costs at 6% flat rate of staffing costs for project manager roles.	

Marketing & Publicity for the project	
Year 3: the cost of providing the comprehensive package of activity as outlined in the project/below to 80 participants in countywide locations by project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA)	
Engagement activities for 80 project participants through sport, music, food and film activities and provision of roving mobile outreach to rural areas	
Intensive, long-term activities on project partners' social enterprises, training courses or on local business placements, to engage the 80 project participants to build self-esteem, aspirations, skills and work experience.	
Work readiness support to help the 80 project participants access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support to at least 16 (20%) of individuals for up to 6 months.	
Participation costs: these are to re-imburse the 80 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including Audit, Compliance, Monitoring & Evaluation, Communications and Performance Reporting/ provision of MI	
Marketing & Publicity for the project Additional end of project evaluation, impact report, recommendations for future activity informed by participants, their family members, community and local authority stakeholders and project partners	
<b>Totals</b>	

### 13. How have you worked out your costs?

- Explain what your costs are based on, for example, quotes, estimates or what it has cost before.
- Be as specific as you can as to how you've calculated your costs, for example, explain how you've calculated VAT or inflation costs.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

<p><b>Resource costs</b> Staff costs are the forecast actual contribution to salaries, on-costs (NI and pension contributions) and expenses provided by the 9 project partners who will be deploying their staff to manage and deliver this new project. Years 2 &amp; 3 both include a 2% uplift per year to reflect inflationary salary increases and incremental pay scale increases. These increases are based on the Government's decision to cap pay increases to the public sector at 1% for the next 5 years and also what our partners have advised they expect to happen in their sector. This is the core cost to enable delivery of the project and to ensure the holistic 1-2-1 support, including to overcome entrenched barriers, is realised.</p> <p><b>Participation in activity costs</b> These costs have been based on the project partners' and Council's experience in running equivalent projects in 14/15 for travel, childcare, subsistence and specialist training. We have calculated a participant cost of £xx per annum per participant and apportioned this across the project to reflect the rate we anticipate the 220 participants will engage the project: Year 1 = 65,</p>
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Year 2 = 75, Year 3 = 80.

**Marketing & Publicity**

Figure based on previous equivalent projects and assuming much of the costs will be met through staff resourcing costs hence the reduced figure.

**Monitoring & Evaluation**

Having recently delivered an ESF project, we recognise that monitoring and evaluation is an ongoing activity. As such, much of this work will be carried out by the City Council resource, responsible for Audit, Compliance, Communications and Performance Management. Evaluations for our last 2 employment projects have not incurred any additional evaluation costs on top of staff time. However we have included an additional amount for the end of year 3 to ensure we undertake a comprehensive review and inform future projects. These additional costs are not double counted in the total project cost, and the indirect costs are apportioned accordingly.

**Indirect costs**

Indirect costs have been calculated at a flat rate of 6% per annum.

**14. Do you need development funding?**

Yes  No

If yes, the development costs you can ask for are explained under **What can I apply for?** at the beginning of the form.

- Include the costs of everything you will need to do to develop your project. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs.
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Item or activity	Total cost (£)
Development and implementation of advance communication and publicity of project work to partners and other stakeholders, including potential participant, community group and stakeholder meetings	2500.00
Staff costs associated with the development of project partner programmes, project procedures and policies and governance arrangements	5200.00
5 focus groups across the county to aid with co-design and to inform project deliverables - staff costs to arrange and host events, and reimbursement of e.g. travel costs to participants & partners	1000.00
<input type="text"/>	<input type="text"/>
<b>Totals</b>	<b>8700.00</b>

**15. What are the most important activities you'll deliver during your project?**

Describe the main activities you'll deliver and give the project years they will happen in.

- You can add up to 20 activities and can write up to 225 characters in each description (about 30 words).
- Write **All years** if an activity will happen throughout your project. The box should increase as you type.

Activity	Project year
Regular and intensive 1-2-1 mentoring & coaching to participants from community locations across the county, to understand individual circumstances and help overcome their specific barriers to employment and social inclusion.	All Years
Intensive, long-term, supported work experience &volunteering placements in a range of practical subjects and real commercial settings within project partners' enterprises to build self-esteem/aspirations/skills & experience	All Years
Taster courses and entry-level training in a range of practical subjects to raise participants' aspirations and prepare them for working life, further education and long-term training such as apprenticeships.	All Years
Strong relationships with a diverse range of local employers to offer real work tasters, experiences & employment opportunities to project participants, including engagement through regular Job Fairs & Matchmaker events	All Years
Offer project participants and their employers initial in-work coaching support to help sustain their transition into employment	All Years
Dedicated auditing and compliance support for partnership organisations	All Years
Organise regular participant, family, community and stakeholder engagement and involvement activities to ensure they inform the project activities and priorities.	All Years
Undertake monitoring and evaluation activities to reflect on the outcomes and performance of the partnership's activities, including self-evaluation activities and participatory video.	All Years
Support participants to create & progress their individual employment action plan and goals document, including core employability work such as CV writing, interview preparation and soft skills for the work environment.	All Years
To increase participants' basic skills notably in maths, English and digital literacy, to navigate with confidence national & local government sites, employment sites and use ICT & the internet.	All Years
Quarterly meetings for project partners involved in project delivery to maintain & develop Best Practice, a shared network of employers and partner agencies.	All Years
Regular engagement with influential stakeholders to ensure project enjoys strong local support and remains joined-up to existing/statutory service provision, particularly with JobCentre Plus and the local authorities	All Years
Run an awareness campaign with our signposting agencies and community partners in the run-up to the establishment of the new service	Development phase and Year 1

Improving participants' access to our service and employment development opportunities through the processing and payment of e.g. childcare and transport costs	All Years
A communications plan to promote and maintain awareness of the service	All Years
Support to undertake vocational learning and training to prepare them for working life, further education and long-term training such as apprenticeships.	All Years
Protecting participant data by using consent forms and ensuring all partners are DPA compliant. Reconciling receipts and submitting claims to the Big Lottery.	All Years
A range of user-led, fun group activities co-designed by service users that will engage new people, build confidence & soft skills, including sports to activities like cooking, film making and visits to music & arts events.	All Years
A mobile, roving engagement service (such as a minibus) to provide outreach and engagement to encourage potential project participants in rural areas to engage in the project.	All Years
Comprehensive evaluation of outcomes (quality&sustainability of jobs or other results achieved by participants; measuring progress made by participants who do not achieve results against the ESF targets; community benefits)	Year 3

#### 16. How will your activities help you achieve the targets for the project?

Explain how your activities will help you achieve the targets we have given on the project outline you are responding to. If you plan to support more people than these targets, set out these numbers.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

Our activities will be delivered by a diversity of partnership providers and against a community-based organisation delivery model across the county. This gives us full confidence we can engage relatively quickly with the 220 young people NEET who would be eligible to benefit from this support the most over the project's lifetime, and perform comfortably against the project's desired results and outputs.

The diversity of locations from where the 9 project partners are located and the diverse, fun & positive range of engagement activities, work experience and training opportunities they offer, would help ensure the project engaged with a balance of male & female participants. Referrals from the agencies listed and from within the community gives us confidence we would attract a good mix of young people NEET who are unemployed or economically inactive. Including organisations such as Yellow Submarine would help ensure we engage participants with disabilities in a credible way also.

Partners' existing track records on reaching and then supporting their client groups into employment, education and training gives us confidence we can meet and exceed the outcomes set for this project, within budget. For example, Aspire's job club provision in 2014-15 supported 213 local people in Oxford City facing similar barriers to employment, delivering 465 one-to-one support sessions. Of these participants, 31% moved into education or training and 14% moved into sustained, paid employment.

The project participant target of 220 takes into consideration the likely additional support each community partner could put in place with this funding. It assumes each project participant will receive an intensive engagement (including for example a social activity or work experience session and a one to one support session over a day) on average once a week for between 4-12 months, with 65 people engaged in year 1, 75 in year 2 and 80 in year 3 over the project lifetime. The calculations also allow for quiet times in holiday periods, the likelihood of missed appointments and voluntary disengagement from the project due to the target groups' multiple barriers.

### 17. What targets are you intending to deliver?

For each target listed in the project outline, tell us what numbers of participants you are intending to work with.

- ✓ List all the targets stated in the project outline and give the number you will work with against the original target amount. For example “490 women against a target of 400”.
- ✓ We need to clearly understand the number of people you intend to work with in each of the participant groups, and the percentage of those that will progress to be counted in the results targets. If these differ from the minimum targets provided within the project outline, please explain this difference.
- ✓ If you intend to include any targets that are additional to the ones detailed in the project outline, list these separately.
- ✓ Note that the project must achieve at least the minimum targets provided within the project outline, so your application should not suggest lower targets.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

We will work with 220 people in our project with intensive support activities to improve their work readiness, against a project outline target of 193 people. We feel confident we can achieve this higher overall engagement target, given the diversity of geography and client group of the 9 community partners involved in the project, and their typical rates of engagement for this specific client group in the last 2 years.

A further 100-200 individuals may receive ad hoc signposting or referral support in-year, but not translate into active participants for the project partners e.g. due to lack of eligibility. Job Fairs and Matchmaker events we could support and organise across the county with JobCentre Plus and local authorities would attract c. 300 attendees for each event, not all of whom would be young people NEET engaging in this project.

We would anticipate securing the formal support of over 50 employers in the county for our supported work experience, training and employment support programme.

Within this total engagement figure of 220 we will adhere to the BBO programme outline engagement guidelines and keep a strong gender, ethnic and disability representation, i.e. we will aim to engage with 110 men and 110 women (against the outline target of 96 and 97 respectively); 45 people who are unemployed (against a target of 39); 175 people who are economically inactive (against a target of 154); 44 people with disabilities (against a target of 38); and 22 people from ethnic minorities (against a target of 18).

We expect the following results for the 220 eligible, engaging participants:

25% of the people enrolled on the project move into education or training on leaving, against a project outline target of 17 percent.

20% of the people enrolled on the project move into employment with training (including self-employment) on leaving, of whom 50% were unemployed on joining the project and 50% were economically inactive, against a project outline target of 14 percent.

35% of the people who were economically inactive on joining the project move into employment with training (including self-employment) or job-search on leaving, against a project outline target of 27 percent.

We are confident we can deliver against these higher outcomes targets for the client group and have based this on our community partners' existing track records with this age group. We would also report against additional, wider & softer outcomes, such as improvement in self-esteem and self-confidence, reduced stress & anxiety, feeling more socially included, feeling more hopeful of the future and employment prospects.

100% of participants receive childcare support if they need it, against the same project outline target.

## Part six: Do you have the skills, experience and resources to run the project?

### 18. How will you make sure your organisation can deliver the project?

Explain how you'll find the time, skills and expertise you'll need to ensure your project is successful and that it's compliant with ESF requirements.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

In putting together this bid we have carefully studied the appropriate project documentation to ensure we understand the requirements to deliver this project.

Oxford City Council has just finished delivering a successful ESF project and all Audits were passed without issue. We aim to build on this learning and for this project we will appoint a dedicated resource within the Council who will be responsible for audit and governance of the full project. This resource will be line managed by someone who was involved in delivering the ESF project to provide maximum resilience.

We however recognise that the Audit and Monitoring requirements may be challenging for our partners and we will use our experience to provide support to them, ensuring smaller organisations can access these funds whilst minimising risk.

During our ESF project we gained an excellent understanding of the requirements of the Managing Authority as specified in COUNCIL REGULATION (EC) No 1083/2006 including article 60 and COUNCIL REGULATION (EC) No 1828/2006 articles 13 to 16.

As a result of this we understand the importance of document retention and will have the appropriate policy within our project. We understand that we are required to keep project documentation for 10 years after the end of the project and have procedures in place to govern this process.

Oxford City Council uses the Agresso General Ledger system to manage its Finances. Project funds will be accounted for separately and this will be achieved by setting up a specific cost centre for the project. Finance colleagues have been engaged in the early development of this project and will be supporting us for the duration of the Project should the bid be successful.

The Agresso system meets the requirements described in Article 15 of Regulation 1828/2006.

A project partnership agreement will be established which will include specific reference to the documentation required to keep in respect of expenditure incurred, and outcomes obtained. Regular monitoring meetings will be held with partners for the duration of the project.

### 19. What experience do you have in running similar projects?

Provide details of your organisation's relevant experience, what you've learned from your previous work and how this will help you with the project you'd like us to fund. Include any experience you have of managing European funding.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Across the partnership there is extensive experience and expertise in delivering tailored and holistic employment support to disadvantaged young people NEET and overcoming barriers to work including debt, housing, childcare and mental health. This support has been delivered by project partners to young people who are ex-offenders, refugees, (vulnerable to) homelessness, young people with drug and alcohol issues and with a variety of physical and mental health problems. A great deal of learning has been obtained through this work, but the most important thing is the personalisation of support. People tend to have more than one issue to solve when it comes to moving into employment. As such it's important to understand their whole situation up front, and to work in partnership with other providers to ensure the right support is given at the right time. This is the approach we intend to adopt in this project, as outlined above.

The Council has recently completed the successful delivery of a project funded by the ESF. This focussed on supporting people in the private rented sector on benefits, into employment. It ran for 12 months, dealt with 230 participants and achieved 64 employment outcomes. In delivering the project, we achieved full compliance with the audit requirements.

Oxford City Council has experience of managing other European funding, such as delivering a significant Education Attainment Programme in partnership with the University of Oxford. The value of this Programme is 420,00 EUROS for 3 years. The Programme is in its third year of delivery and showing demonstrable results

**20. Will you be working with other organisations to deliver your project?**

Yes  No

If yes, list all your partners, their relevant experience and what they will deliver as part of your project. Partners will work with you to develop and manage your project and will have a role in decision making. They can also deliver services for the project.

Write up to 225 characters in each box (about 30 words). The boxes should increase as you type.

Organisation name	Relevant experience	Services or activities they will deliver
Aspire Oxfordshire Community Enterprise Ltd	Contracted employment, training & work experience provider in Oxfordshire's homeless pathway, drug/alcohol treatment and probation services since 2001. Provider of community job clubs for 2.5 years in Oxford city.	Delivery partner located in Oxford for engagement, work readiness support and enterprise work experience to young people NEET. Lead delivery partner to e.g. organise project partners' quarterly meetings, share Best Practice.
Oxford City Council	Have been running employment support programmes for the last 36 months, including one funded by ESF.	Lead partner. Responsible for ESF reporting, auditing and compliance and providing support to project partners to fulfil these responsibilities
South Oxfordshire Food & Education Alliance (SOFEA)	Worked with local schools and young people NEET to provide training and work experience programmes including through their warehouse enterprise and strong links to local business community, for 2+ years.	Delivery partner located in South Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support, local business engagement and enterprise work experience activities to young people NEET.
Banbury Young Homeless Project (BYHP)	BYHP has been supporting young unemployed people aged 16-25 (many vulnerable to homelessness)	Delivery partner located in North Oxfordshire to provide engagement, 1-2-1 support, accredited training,

	to improve their work and life skills with the help of the local business community, thus improving their futures.	work readiness support and local business work experience activities to young people NEET.
Base 33	Provides intensive support to young people aged 13-24 experiencing challenges due to e.g. homelessness, drug & alcohol misuse. Includes a team of specialist youth workers experienced in engaging vulnerable young people.	Delivery partner located in West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and local business work experience activities to young people NEET
Trax	Offers accredited training, basic skills and work experience programmes to young people aged 13-19 including in mechanics, catering and push bike maintenance. Provides 1-2-1 tailored support and onsite youth counselling.	Delivery partner located in Oxford to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET
Synolos	A multi-trade/subject workshop & training centre offering accredited training in practical subjects, basic skills, tasters & enterprise programmes to young people aged 13-24 e.g. furniture making, creative/printing services.	Delivery partner located in West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET.
Yellow Submarine	The leading provider of engagement, employment and training services to young people with disabilities in Oxfordshire. Operator of two social enterprise cafes and an NVQ accredited training provider.	Delivery partner located in Oxford, South & West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET with disabilities.
ACE Training	A specialist construction training centre providing apprenticeship and pre-apprenticeship training in brickwork, bench joinery, groundworks and carpentry in a hands-on workshop based learning environment.	Delivery partner located in Kidlington & North Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET.
Oxford United Community Trust	Set up and run the Oxfordshire business networking group 'United in Business'. Run regular networking events for hundreds of Oxfordshire businesses and has run youth and community programmes in East Oxford for many years.	Delivery partner located in Oxford to provide engagement, 1-2-1 support, accredited training, work readiness support, work experience and engagement activities with local businesses to young people NEET.
Oxfordshire County Council Early Intervention Service (EIS)	Includes Early Intervention Hubs, Specialist NEET Services and Youth, Engagement and Opportunities Team, funded by the local authority.	To help the partnership identify the most socially excluded young people according to their records and help ensure interventions tie-in with statutory provision.


**21. How will your partnership operate?**

Describe the processes and structures you have developed or will put in place to ensure your partnership works together well, gets value for money and links up more widely with other organisations.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Oxford City Council (lead partner) and Aspire Oxford (lead delivery partner) would incorporate a steering group of the partnership organisations to agree on governance and strategic management arrangements during the development phase, and then meet on a quarterly basis throughout the delivery of the project. The group would also be responsible for partnership management, referrals and quality control.

Each organisation in the partnership would be responsible for delivering clear geographical & thematic (e.g. 1-2-1 support, work experience) elements of the project to participants, with some partners also taking responsibility for specific client groups (e.g. Yellow Submarine would support the majority of disabled participants). Adopting this model would therefore provide a very short supply chain. This will foster good communication, effective partnership working and avoid wasting money by paying excessive management fees and indirect costs.

The organisations involved in delivery are all either local charities or not-for-profit with a common social purpose, so would reinvest any surplus back into the project and client group. They would seek to ensure all young people accessing the project would be supported via an agreed, consistent framework of service provision; as such there would be an agreed set of standards, consistent across the partnership. Monitoring and evaluation of service provision would therefore be made far simpler, consistent and cost-effective.

The project approach and activities necessarily encourage and facilitate interaction between the young people NEET engaged through the project with local employers, businesses, FE/HE providers and statutory services. Between them the project partners already attend all strategic-level meetings in the county concerning the client group. This would ensure that service provision is linked well with other organisations.

**22. How were the partners identified and selected?**

Describe the process you used to select the most appropriate lead organisation and partner organisations.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Oxford City Council is the lead partner. The Council brings real value to this bid by operating as the lead organisation in an ESF reporting and compliance capacity. It has completed an ESF funded project so has the necessary experience to fulfil this role. OCC is large enough to manage the funding and disbursement to partners, has experience at multi-agency working as a key member of City and Countywide strategic and operational partnerships, and enjoys a reputation for service delivery and staff investment (IiP Gold, CSE accreditation). It has important leverage and influence with employers including as a commissioner of contracts and services and a good relationship with other Local Authorities in Oxfordshire.

Aspire is the lead delivery partner. It has provided employment support to Oxfordshire residents young and old faced with barriers to employment associated with homelessness, offending histories and substance misuse, since 2001. It has delivered community-based employment support to local residents in deprived wards of Oxford City (Blackbird Leys, Wood Farm, Littlemore and Barton), known as 'Job Club', since 2013. This is achieved by genuine partnership working engaging proactively with Children's Centres, Community Centres, Libraries, Schools, Probation Service, Local Authorities, HE/FE providers, Housing Associations, the National Careers Service and local employers.

Delivery partners have been chosen according to a selection process and criteria informed by: Aspire and OCC attending the series of LEP and Big Lottery workshops over the last 18 months and attending lead partner advisory meetings held by OCVA; requesting Expressions of Interest from each partner; hosting in-depth consultation meetings with project partners in November 2015; and ensuring partners have read, understood and commented on the stage 1 application form. Selection also included basic due diligence, checking partners' links to/reputation in the community, assessing their engagement & outcomes track record for young people NEET and weighing their added value to the partnership.

### 23. How have you considered whether your project may be subject to State Aid rules?

For information about State Aid visit [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

Give details of:

- where your advice about State Aid came from and how you've taken account of this in developing your project
- any organisations in your area providing similar goods or services
- how our funding would affect your competitive or financial position in relation to other organisations providing similar goods or services
- the amount of funding you've received in the last three years that was classed as State Aid.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

We have read the guidance documents on the gov.uk website in relation to State Aid, and have taken advice from our Legal Department.

The funding will be used to provide training and employment support to young people NEET.

The training will be provided to the recipients on a non-commercial basis (generally by third sector bodies), and will have no effect on any competitive market place. On this basis there is no reason to believe that the £30k funding to be used for this purpose should be counted in any "de minimis" state aid calculation.

## Part seven: Your organisation and contact details

### 24. What is the full legal name of your organisation, as shown on your governing document?

The Oxford City Council

### 25. Does your organisation use a different name in your day to day work?

- Yes  No

If yes, what other name do you use?

Oxford City Council

**26. What is the main or registered address for your organisation?**

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

Organisation name	Oxford City Council
Sub-building name/number	
Building name	Town Hall
Building number	
Street	St Aldates
Town or city	
Postcode	OX1 1BX

Phone number one	01865 252461
Phone number two or text phone	01865 249811

**27. What is the main email address for your organisation?**

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

pwilding@oxford.gov.uk

**28. Does your organisation have a website?**

Yes  No

If yes, what is its address?

http://www.oxford.gov.uk/

**29. What type of organisation are you?**

Select all options that are relevant to you.

Charity	Registered charity <input type="checkbox"/>	Charitable unincorporated association <input type="checkbox"/>
	Charitable incorporated organisation <input type="checkbox"/>	Charitable trust <input type="checkbox"/>
	Exempt charity <input type="checkbox"/>	Excepted charity <input type="checkbox"/>
	Charity (Royal Charter or Act of Parliament) <input type="checkbox"/>	
Company or mutual society	Company limited by shares <input type="checkbox"/>	Company limited by guarantee <input type="checkbox"/>
	Company listed publically <input type="checkbox"/>	Community interest company limited by shares <input type="checkbox"/>
	Community interest company limited by guarantee <input type="checkbox"/>	Community interest company listed publically <input type="checkbox"/>
	Credit Union <input type="checkbox"/>	Limited liability partnership <input type="checkbox"/>
	Industrial and provident society <input type="checkbox"/>	Co-operative <input type="checkbox"/>
	Friendly society <input type="checkbox"/>	

Public sector	Community council	<input type="checkbox"/>	Parish council	<input type="checkbox"/>
	Town council	<input type="checkbox"/>	Local authority	<input checked="" type="checkbox"/>
	NHS Trust foundation	<input type="checkbox"/>	NHS Trust - other	<input type="checkbox"/>
	Health authority	<input type="checkbox"/>	Local health board	<input type="checkbox"/>
	Non departmental public body	<input type="checkbox"/>	Police authority	<input type="checkbox"/>
	Fire service	<input type="checkbox"/>	Prison service	<input type="checkbox"/>
	Other	<input type="checkbox"/>		
School	State school	<input type="checkbox"/>	Community school	<input type="checkbox"/>
	Foundation or Trust school	<input type="checkbox"/>	Voluntary aided school	<input type="checkbox"/>
	Voluntary controlled school	<input type="checkbox"/>	Academy	<input type="checkbox"/>
	City technology college	<input type="checkbox"/>		
Other	Individual	<input type="checkbox"/>	Sole trader	<input type="checkbox"/>
	Further or higher education	<input type="checkbox"/>	University	<input type="checkbox"/>
	Independent school	<input type="checkbox"/>	Non charitable unincorporated organisation	<input type="checkbox"/>
	Faith based organisation	<input type="checkbox"/>	Parochial church council	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Give any reference or registration numbers you have:**

Charity Commission for England and Wales  
 Charity Commission for Northern Ireland (or HMRC number)  
 Office of the Scottish Charity Regulator  
 Companies House  
 Financial Conduct Authority  
 Health Authority number  
 School reference number


Other reference or registration numbers

--

Please give details:

--

**30. When was your organisation set up?**

Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. If you're a school or statutory organisation, check with your administrative body - if you don't know the exact day or month, please give us an approximate date.

Day  Month  Year

**31. What is your VAT status?**

For more information on VAT see the HM Revenue and Customs website <http://www.hmrc.gov.uk/vat/>

VAT registered  Not VAT registered

If you are VAT registered, what is your VAT registration number? Your VAT number should be between 9 and 12 numbers long and have no spaces.

VAT number:

**32. Is your organisation independent, or a branch or department of a larger organisation?**

Independent

An independent organisation will have its own governing document and can manage its own funds and staff.

Branch or department

To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation's governing document), produce its own annual accounts (which may be included in its parent organisation's accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent.

If you are a branch, what is the name and address of the larger organisation?

Organisation name	
Sub-building name/number	
Building name	
Building number	
Street	
Town or city	
Postcode	

If we offer a branch a grant we will ask the larger organisation to accept overall responsibility for it. For branches where there is insufficient local control, the parent organisation will need to apply.

**33. How many people are on the board or committee that runs your organisation?**

**34. Are there any restrictions on who can join your organisation?**

For example:

- if your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.
- we would expect there to be an open and transparent joining process, including a right of appeal. For this reason we usually consider proposing and seconding to admit new members as unacceptable.

Yes       No

If yes, what restrictions do you have and why do you have them?

Write up to 375 characters, including spaces (about 50 words)

As a Local Authority, an individual can stand for election as a Councillor subject to the rules laid out by the Electoral Commission.

Any individual eligible to work in the UK can apply to work at the Council, subject to our recruitment policy.

**35. What is your organisation's current financial position?**

Select one option and fill in the amounts from your accounts or financial projection.

- Information from the latest accounts approved by your organisation
- 12 month projection because you've been running for less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

All organisations, including schools and statutory organisations, need to provide this information.

Accounting year ending      Day       Month       Year

Total income for the year      £

Total expenditure for the year      £

Surplus or deficit at the year-end £

Total savings or reserves at the year-end £

If there are any qualifying statements you wish to make about your financial position, or the information you've provided to us above, please tell us here:

### 36. Have your accounts been independently audited?

Not all organisations are required to get their accounts audited (by a registered auditor who gives an opinion on the accounts). Some get them independently examined instead which is a less rigorous external review carried out by an independent person with relevant skills and experience. If your accounts are independently examined and not audited, select No.

Yes  No

If yes, give the name and address of your auditor:

Ernst & Young LLP  
Forbury Road  
Reading  
RG1 1YE

### Contacts

We need the date of birth and home address for all of your contacts. This includes a previous address if they've not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more in our Good Governance Guide (available by searching 'good governance' on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or by contacting our Big Advice Team) and the Data Protection policy at the end of this form.

### Primary contact

#### 37. Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We call this the primary contact.

Title	<input type="text" value="Mr"/>
Forenames	<input type="text" value="Paul"/>
Surname	<input type="text" value="Wilding"/>
Date of birth (dd/mm/yyyy)	<input type="text" value="/ /"/>
Job title or position held	<input type="text" value="Revenues &amp; Benefits Programme Manager"/>

Home address:

Flat number	<input type="text"/>
Building name/number	<input type="text"/>
Street	<input type="text"/>
Town or city	<input type="text"/>

Postcode

Have they lived at this address for the last three years?  Yes  No

If no, give their previous home address:

Flat number

Building name/number

Street

Town or city

Postcode

Daytime phone

Evening phone

Mobile number

Email

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

If your primary contact has any of the following communication needs, please let us know here. These include things like: audiotape, Braille, a community language, hard copy letter, large print, sign language, Textphone, voice activated software, or something else. Please give details:

Which address should we use for any correspondence? Select one:

Main organisation address

Home address

Other address

If another address, what is it?

Flat number

Building name/number

Street

Town or city

Postcode

### Legally responsible contact

#### 38. Who in your organisation will be legally responsible for the funding?

This cannot be the same person as the primary contact. We call this person the legally responsible contact.

The legally responsible contact must be over 18 years old and is responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form and that the funded organisation meets our monitoring requirements.

Title

Forenames

Surname

Date of birth (dd/mm/yyyy)

What is their job title or position?

The legally responsible contact must hold one of the following positions. Tick just one box:

Company

- director  
or  
 company secretary

School

- head teacher

Local authority or health body

- chief executive  
or  
 director

Town, Parish or Community Council

- clerk to the council  
or  
 office bearer  
or  
 chair

All other types of organisations

- chair  
or  
 vice chair  
or  
 treasurer

Tick to confirm the primary contact and legally responsible contact are different people:

Home address:

Flat number

Building name/number

Street

Town or city

Postcode

Have they lived at this address for the last three years?

Yes  No

If no, give their previous home address:

Flat number

Building name/number

Street

Town or city

Postcode

Daytime phone

01865252339

Evening phone

Mobile number

Email

jyates@oxford.gov.uk

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

If your legally responsible contact has any of the following communication needs, please let us know here. These include things like: audiotape, Braille, a community language, hard copy letter, large print, sign language, Textphone, voice activated software, or something else. Please give details:

## Conflicts of interest

### 39. Are you are aware of any potential or actual conflicts of interest?

Yes       No

If yes, describe what these conflicts of interest are. Write up to 1,050 characters, including spaces (about 150 words). The box should increase as you type.

## Part eight

### Data protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Members of Parliament or Government departments for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk), by telephoning our advice line on 0345 4 10 20 30, or by writing to:

Customer services  
Big Lottery Fund  
2 St James' Gate  
Newcastle upon Tyne  
NE1 4BE

We'd like to keep in touch with your organisation about the Big Lottery Fund including information about new funding programmes and other Lottery good causes. If you'd rather not receive this type of information, please tick this box.

### Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

### Check your application is complete

By submitting this application you confirm that:

- the legally responsible contact named in question 37 and the board or committee that runs the organisation named in Part seven, have authorised this application.
- you've read the Guide to delivering European funding (available at [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)) and understand that the requirements we've set out will form the basis of our terms and conditions of grant, if you are awarded any money.
- you agree we may use the information you have provided for the purposes described under the Data Protection Act and Freedom of Information Act above.

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