

# Luton Adult Learning's Community Learning Fund 2020/21

## Application Form

Organisation Name:



Education & Skills  
Funding Agency

Part-funded by the European Social Fund



**European Union**  
European  
Social Fund



**Please delete as applicable.**

In the 2019/20 academic year was the aggregate value of ESFA funding that you received over £100K?	
YES	NO
Do you anticipate that it will exceed £100K in the 20/21 financial year?	
YES	NO
Are you on the ESFA list of declared sub-contractors? <a href="https://www.gov.uk/government/publications/sfa-subcontractors-list">https://www.gov.uk/government/publications/sfa-subcontractors-list</a>	
YES	NO
Do you have any potential or actual conflict of interest?	
YES	NO
If you have answered 'yes' to the last question please provide more details.	

Office Use only - Stage 1 Due Diligence Checks								
Accounts / statements provided		Word Count compliance:				<b>Compliance:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Initials: Counter:		
Organisation status		2		3			4	
Questions all answered (Y/N)		5		6	n/a		7	
Delivers learning (Y/N)		8		9			10	n/a

## SECTION 2 - Project Details

<b>Project Title:</b>	
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<b>Total amount of funding applied for:</b>	£
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<b>Total number of learners to be engaged</b>		<b>Number of hours of learning per learner</b>	
<b>Number of learners expected to successfully achieve</b> <i>(see guidance notes for more detail)</i>			

<b>1. Delivery period</b>	
State the start and end dates of your project. The project must be delivered within the timescales specified within the prospectus.	
<b>Project Start Date:</b>	<b>Project End Date:</b>

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## **2. Project Summary and overview**

Please tell us about your project. Give a clear description of your project that will enable the panel to understand what you propose to deliver. You should include: overall aim; objectives; activities and delivery methods including how you will comply with Covid safety guidance and online delivery ; outputs and expected outcomes including the skills/knowledge learners will develop as a result of the project.

**(350 words max)**

### 3. Target groups

(500 words max)

Please tell us about your target group(s) of learners. Your answer must address the following points:

- *Which specific groups of people your project is designed to engage.*
- *How you have identified a need for the project and how you have ensured that it does not duplicate any existing provision offered in the local area.*
- *The barriers to engaging with learning faced by your target group and how your project will overcome these.*
- *Which geographical area(s) you expect your learners to come from, where you will deliver your project and why it will be delivered there.*
- *How you will recruit your learners, including detail of any marketing/promotion you intend to undertake and how you will ensure these offer equal opportunity to all potential learners.*
- *What experience your organisation has of working with these learner groups.*

#### **4. The learner journey**

**(700 words max)**

Please explain each stage of the learner journey including the systems and processes that will be used to monitor and record the learner journey. Your answer must address the following points:

- *How you will identify and record each learner's starting point and establish their individual needs.*
- *How you will ensure you meet the individual needs of all learners.*
- *How you plan to deliver learning online to comply with local or national lockdowns and Covid responses.*
- *How you will help learners improve their carbon footprint.*
- *How you will maintain social distancing and implement Covid 19 safety measures in the learning environment.*
- *How you will support, monitor and record ongoing learner progress and achievement of their learning goals.*
- *How you will support, monitor and record learner progression once their programme has ended.*

### **5. English, Maths, IT Skills & British Core Values**

**(300 Words Max)**

Please describe how you will embed Functional Skills (English, Maths and IT), and British Core Values into the delivery of your project. Your answer must address the following points:

- *How you will identify and record individual learner needs.*
- *How you will provide support to meet individual needs whilst learners are on programme.*
- *How you will embed opportunities within the delivery of your programme for learners to improve their skills in English, Maths and IT.*
- *What support you will provide for learners to progress onto further learning where there is an identified need.*

- *How you will use ILT within the delivery of your programme.*
- *How you will embed British Core values within your programme. (Democracy, The rule of law, Individual Liberty, Mutual respect and tolerance for those with different faiths and beliefs)*



## 6. Activity Schedule

**How will the project be delivered?** Complete the table below identifying the activities, outputs, expected outcomes and evidence for your project and when they will be delivered. The table should include as a minimum project set-up/planning, development of programme, marketing and promotion, recruitment of learners, initial and on-going assessment of learners, delivery of learning, completion and achievement and evaluation. Please be clear about how you will evidence outcomes for learners. **An example has been included. Insert more lines if needed**

Month	Activities	Outputs	Outcomes what will change? Evidence of change how will we know? ( <i>where appropriate</i> )
<b>Example</b> January 20 February 20	<i>Delivery of a 5 day Healthy Eating course. 1 day per week x 5 weeks</i>	<i>12 learners attend and complete a 30 glh Healthy eating course.</i>	<ul style="list-style-type: none"> <li>• <i>All learners gain improved knowledge of a healthy diet. (ILP's, course diaries, feedback / review forms)</i></li> <li>• <i>All learners improve their diet (case studies, learner questionnaire, learner interviews)</i></li> </ul>

**7. Project Staff****(150 words max)**

Please tell us about the staff that will work on the project. Please detail their role in the project together with their relevant experience and qualifications.

**8. Project Management****(250 Words max)**

Describe how you will manage your project. Your answer should include:

- *The relevant experience of your organisation.*
- *The systems/processes you will use to manage staff, data and performance against contract.*
- *How you will ensure the quality of your delivery.*

**9. Project Impact and sustainability**

*(200 words max)*

Please explain the expected benefits that your project will continue to have - to your organisation, to the community and/or to individuals - once the activity has been delivered.

**10. Project Costs - Please provide a full breakdown of project costs**

Description	Cost (£)
<b>Project support costs</b> - project management, administration, marketing and promotion (please list)	
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
<b>Sub Total</b>	£0.00
<b>Learner Costs</b> - programme development, learning delivery (tutor), venue hire, resources	
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
<b>Sub Total</b>	£0.00
<b>Learner Support Costs</b> - childcare, travel, translation etc.	
	£0.00
	£0.00
	£0.00
<b>Sub Total</b>	£0.00
<b>Total Project Costs</b>	<b>£0.00</b>

Projects where the “per learner” costs are deemed as too high will not be funded.

**Please enter your project figures into the table below:**

	<i>Example</i>	<b>Your Figures</b>
<b>a) Total Project Costs</b> (Total amount of funding applied for)	<b>£8640</b>	
<b>b) Number of learners</b> expected to successfully achieve	<b>70</b>	
<b>c) Number of hours of learning</b> per learner	<b>24</b>	

**Added Value.****(150 words max)**

Explain how your project represents good value for money. You should include detail of any 'in kind' contributions that you will make including volunteer time, shared resources etc

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### Section 3 – Additional information, finance and banking

#### A. Project Partners

List in the table below any partner organisations or groups that you will work with to deliver your project and the nature of their role. Your answer should include referral and support organisations.

Organisation Name	Role in the project

**B: Contracts** Have you contracted with the Skills Funding Agency (now Education & Skills Funding Agency) or Luton Adult Learning in the last 3 years? *(place a cross in the appropriate box):*

Yes

No

If yes, provide brief details (include contract number, dates, etc.):

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**Please provide a brief description of any grants / funding you have received within the last 3 years.** Include contract values, funding body, number of outputs delivered against targets.

**Please note: You are required to provide a copy of your organisation's latest audited accounts or last 3 month bank statements with the submission of this application. Failure to do will result in your application being rejected at Stage 1 and will not progress to Stage 2 marking.**

### C. Bank Details

Bank Name			
Bank Address			
Account Name			
Sort Code		Account Number	

### Declaration

I declare that:

- The information provided is accurate and that any funding awarded will only be used to support the activities described in this application. I accept that if it becomes evident that the information given is inaccurate or if funds are used for other activities then the funding may be withheld or clawed back.
- If successful in the application my organisation will fully commit to the contracting process and I understand any delay in agreeing and signing our Service Level Agreement may lead to the funding being withdrawn.
- I am authorised to sign on behalf of the organisation for this funding

Name	
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Position	
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Date	
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**Please return the completed application, as per the instructions in the prospectus, no later than: 3.30 pm, Friday 25<sup>th</sup> September 2020**