

East Berkshire Community Learning and Skills Service

Commissioning of Small Grants for Community Projects

2016/17 academic year Programme (version 2)

within the Royal Borough of Windsor and Maidenhead and
borough of Slough

Guidance

**This guidance should be read in conjunction with the
“Commissioning of Small Grants for Community Projects”
application form for bids of up to £5,000 to deliver community
learning activities within the Borough of Slough and the Royal
Borough of Windsor and Maidenhead.**

Guidance for organisations applying for a grant of up to £5,000 to deliver
community learning activity within the Royal Borough of Windsor and
Maidenhead and the borough of Slough

1. Background

In December 2011 the Department of Business, Innovation and Skills published a document entitled “New challenges, new chances” and included within it is a statement of the purpose of government-supported Community Learning with a series of objectives (see Appendix One). These objectives have been adopted by the East Berkshire Community Learning and Skills Service (the “Service”), a shared service between Windsor and Maidenhead (RBWM) and Slough Borough Councils.

The Service welcomes applications that complement existing work which contributes to meeting outcomes that have been identified within Slough Borough Council’s and/or the Royal Borough of Windsor and Maidenhead’s strategic plans.

Our Service mission and vision is:

Our mission is:

“Supporting residents through learning to improve their skills for employment and quality of life”

With a vision to:

“Deliver quality learning, advice and skills to residents to enable them to improve their opportunities for education and employment and to contribute to the success of the local economy and their quality of life”

2. East Berkshire Community Learning

All organisations that are successful in receiving funding under this *Commissioning of Small Grant for Community Projects* scheme will be added to the Service’s Partnership of providers. Partners will receive emails about this and other programmes, the work of the Trust and important developments affecting the Service. This is an evolving umbrella organisation with its core partners being the community learning providers who currently receive community learning funding. These include:

- East Berkshire College
- East Berkshire Community Learning and Skills Service (shared service between Slough and Windsor and Maidenhead Councils)
- Workers’ Educational Association (WEA)

3. Aims and Outcomes

The aim of this small grant for community projects scheme is to support the voluntary and community sector either to develop their own programmes or to work together to develop one-off projects in response to identified need. This programme is part of a wider framework of activity that is aimed at widening participation and capacity building in community learning.

This grant scheme is devised for working with groups of residents and cannot be used for “one to one” work with individuals. All eligible residents must be over the age of 19. The project should have clear aims and linked to some education outcomes. The applicant will need to consider how their application contributes to the shared service’s priority groups set out in section 5.

4. Programme information

Time scale for delivery

All delivery must be started and completed within the academic year of 1st August 2016 and 31st July 2017. This is for one-off projects – no future bids will be accepted.

Type of Activity

Below are types of activities that may be considered for funding:

- A one off workshop or a series of workshops on a particular subject.
- A project that focuses on a particular local issue or subject that a group of residents are interested in exploring.
- A creative piece of work such as art, film video, photography, drama etc.
- A project with a group of parents and children.
- Activities for residents who have poor English and/or maths skills and/or have low levels of confidence.
- Research/local consultation linked to a community learning activity – for example focus groups, workshops that identify local community need.
- Opportunity for local residents to be involved in developing local plans, or a new facility – this would need to include group activities.
- Support in starting a new self help group that has education outcomes e.g. reading group, group for exchanging skills.
- Supporting/training of volunteers within community groups.

Venue(s)

Each venue nominated for use will be expected to have an up to date building risk assessment available. When considering venues it is important that they are accessible for wheel chairs and have a disabled toilet. If a crèche is to be offered then there should be adequate facilities for young children.

Progression

When considering your programme or activity you need to consider where your participants can progress to as a result of their learning. This may, for example, be more involvement in their children's learning, helping in school, more independent living, joining a club or special interest group, employment, volunteering, improving their English or Maths or another course or a qualification course. Learners may find that they have increased in confidence to use libraries, sports facilities or change careers, return to work, start a business of their own or undertake volunteering.

5. Priorities

Target Groups

The Service has identified a number of target groups that it would be particularly interested in supporting:

- Residents, who are unemployed and in particular young people aged 19 to 24 who are not in employment, education and training.
- Residents in low waged/skilled jobs or who would like to return to work.
- Adults with low skill levels in maths, English and Language, I.T. including the digitally excluded.
- Adults with learning difficulties and/or disabilities.
- Adults who are recovering from mental health issues.
- Parents with children in need of targeted support.
- Particular groups of learners who are not being catered for by other providers e.g. those with dyslexia.
- People living in rural communities.

In addition Slough is seeking to increase engagement with White British communities (Slough's last Ofsted inspection identified this as an area for improvement).

Priority Areas

The Service has identified some priority geographical areas where we would be particularly interested in supporting:

a. Within the following wards of Windsor and Maidenhead:

- Maidenhead: Belmont, Furze Platt, Oldfield, and Riverside
- Windsor: Clewer wards (North, East and South)
- South of Borough: part of South Ascot

b. Within the following wards of Slough

- Britwell
- Foxborough
- Chalvey

The applicant will need to state which of the above areas it intends to undertake work in.

6. Staffing

Staff must have the appropriate qualifications and or experience to deliver the activity(s).

7. Enrolment Data and Registers

It is a condition for all our providers to complete the Service's enrolment form (or a an alternative, agreed by the Service). Those providers who are delivering several sessions will also be required to complete registers provided by the Service or use their own if it conforms to the requirements of the Skills funding Agency and the East Berkshire Community Learning and Skills Service.

8. Funding and monitoring

Bids of up to the value of £5,000 are invited which must include tutor costs. Community Learning Trust funding is increasingly seen as a contribution to the delivery of local learning and skills activity and therefore the Service is keen to identify additional funding that can be added to any funding that is allocated to your particular application. This may be in the form of voluntary staff time, match funding, venue costs and/or contributions from the participants.

The concept that those who can afford to contribute to activities is one of the Partnership's principles. Therefore we encourage applicants to consider charging, where appropriate a nominal participation fee. Details should be included in part three of the application form.

Monitoring and payments

The service will pay:

1. 50% of the total grant after they have signed their contract letter and completed additional documentation
2. The final 50% payment is made after all quality assurance documentation, enrolment and achievement data have been received (see below).

The final 50% payment is made upon satisfactory receipt of:

1. Fully completed enrolment forms for all those who took part in the activity
2. Completed registers, if the programme was more than one session.
3. A final report from the organisation that will include:

- a. The profile including the numbers of people that took part.
- b. A brief overview of how the activity went and if you would have changed anything if you repeated the activity.
- c. A summary of the feedback of the views of participants.
- d. How well the outcomes were met.
- e. An income and expenditure breakdown.

9. Quality Assurance Framework

This funding is subject to Ofsted inspection and all successful applicants will be expected to have a clear process for planning, delivering and evaluating the success of the activity.

All programmes should have clear aims with educational outcomes. It is also important for there to be a process through which participants can evaluate their experience, highlight what they have gained and if the education outcomes for the programmes have been met. We have a framework in place to support/advise you on the above.

10. Due Diligence

In order for the Council to enter into a contract with any organisation it is important that the organisation completes a due diligence check. Appendix one of the application forms should be completed and returned with your application. If your organisation/group does not meet the due diligence conditions then you may wish to consider partnering with a sponsoring organisation.

11. Registration on UKPRN

It is a Skills funding Agency (SfA) condition that all providers have a UKPRN registration number. To register as a provider you must access the website via the link <http://www.ukrlp.co.uk> and select "Register" on the left hand side of the screen. The registration requests basic company information, the SfA must be able to verify the provider through some external registration (e.g. through companies house, charity etc.).

The four step process takes approximately five minutes. In order to ensure registration is successful, you will need a) your organisation's registration number, b) a valid email address, used to contact you and c) a registered legal address for the organisation.

If you have any problems, please ring the UKRLP help desk on 0845 2021600.

13. Application process

Read the application form for an explanation of the application process including the scoring process. The Service will make one of three decisions:

1. Application fully accepted
2. Deferred with additional clarification required
3. Rejected with an offer of feedback and additional support given to resubmit if the application is considered to have merits

All organisations who submit an application will be allocated a member of staff with whom the Service will be able to liaise with, this would normally be one of the Service's neighbourhood learning coordinators who will monitor and support the organisation through the implementation right through to the final payment.

Sponsoring organisation

For those small organisations/groups of individuals who are not registered as a charity or do not have any formal constitution but would like to apply for a small grant then they can partner with a sponsoring agency (council department, health agency, larger voluntary organisation) who will be accountable for all the financial aspects of the project.

Further information

If you have an idea and would like support on how to complete the application form then please contact the Service on 01753 476611 and ask for the manager responsible for commissioning:

Safia Mohamud
Email: Safia.mohamud@slough.gov.uk
Tel: 07747 564385

Appendix One: NEW CHALLENGES, NEW CHANCES

Further Education and Skills System Reform Plan: Building a World Class Skills System (BIS)

OBJECTIVES

- Focus public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills.
- Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot.
- Widen participation and transform people's destinies by supporting progression relevant to personal circumstances, e.g.
 - improved confidence and willingness to engage in learning
 - acquisition of skills preparing people for training, employment or self-employment
 - improved digital, financial literacy and/or communication skills
 - parents/carers better equipped to support and encourage their children's learning
 - Improved/maintained health and/or social well-being.
- Develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to:
 - increased volunteering, civic engagement and social integration
 - reduced costs on welfare, health and anti-social behaviour
 - increased online learning and self organised learning
 - the lives of our most troubled families being turned around.
- Commission, deliver and support learning in ways that contribute directly to these objectives, including:
 - bringing together people from all backgrounds, cultures and income groups, including people who can/cannot afford to pay
 - using effective local partnerships to bring together key providers and relevant local agencies and services
 - devolving planning and accountability to neighbourhood/parish level, with local people involved in decisions about the learning offer
 - involving volunteers and Voluntary and Community Sector groups, shifting long term, 'blocked' classes into learning clubs, growing self-organised learning groups, and encouraging employers to support informal learning in the workplace
 - supporting the wide use of online information and learning resources
 - minimising overheads, bureaucracy and administration.