**Greater London Authority**

**UK Shared Prosperity Fund**

**Support for Young Londoners programme**

**Universal NEET & Targeted NEET**

**Application Form and Guidance**

**COPYRIGHT**

**Greater London Authority**

**September 2023**

Published by

Greater London Authority

City Hall

Kamal Chunchie Way

London E16 1ZE

**www.london.gov.uk**

**CONTENTS**

[Section 1: Application Guidance 2](#_Toc144893252)

[Completing the Application 2](#_Toc144893253)

[Weighting 5](#_Toc144893254)

[Section 2: Application form 7](#_Toc144893255)

[Gateway Assessment Questions 7](#_Toc144893256)

[Standard selection questionnaire 7](#_Toc144893257)

[Stakeholder equality survey 10](#_Toc144893258)

[Part A - Project Details 12](#_Toc144893259)

[1. Project details 12](#_Toc144893260)

[2. Lead applicant details 14](#_Toc144893261)

[Part B - About your Project 16](#_Toc144893262)

[3. About your project and its strategic fit 16](#_Toc144893263)

[4. Outputs and Outcomes 19](#_Toc144893264)

[5. Finance 21](#_Toc144893265)

[Part C – Programme Management 23](#_Toc144893266)

[6. Project management 23](#_Toc144893267)

[7. Project plan 27](#_Toc144893268)

[Part D – Applicant declaration and data protection 28](#_Toc144893269)

[8. Data protection and General Data Protection Regulation (GDPR) 28](#_Toc144893270)

[9. Applicant Declaration 29](#_Toc144893271)

[Document checklist 31](#_Toc144893272)

# Section 1: Application Guidance

There are two sets of Project Requirements relevant to this programme: Universal NEET and Targeted NEET.

**Universal NEET** will support young people resident in Greater London aged 16 to 24 who are not in education, employment, or training (NEET) and are more ready to engage with the ‘Universal' offer and achieve employment, education, or training outcomes.

**Targeted NEET** will support young Londoners who are furthest from the labour market and experiencing multiple forms of disadvantage and/or have significant additional support needs, including:

* looked-after children or care leavers
* those who are homeless or at risk of homelessness
* those involved in substance misuse and/or criminal activity
* young carers
* those with special education needs or a disability (SEND).

We expect that projects will start between January and April 2024, as set out in the Prospectus, and will finish by 31 March 2025, in line with government’s specified end date for UKSPF. Please note that projects which start before the Grant Agreement has been executed by all parties do so at their own risk.

Payments will be made against the achievement of milestones, outputs and outcomes.

Completing the Application

When responding to the questions in this application form, applicants should carefully consider the aims and objectives of the programme and the Project Requirements (applications will be appraised and scored against this). Applicants should also:

* ensure statements in their responses are clear, full, and appropriately evidenced
* do not assume the evaluators will be familiar with your organisation or its previous activities
* do not exceed the word/space limit as text beyond these limits will not be scored
* do not leave any sections blank
* ensure you have taken on board the findings from the recent stakeholder consultation to understand the barriers often faced by young people who ar NEET.

All parties that will be involved in delivering the project must be named on the application form.

Please ensure the person completing the application fully understands the programme requirements and uses plain English.

All applications will be subject to a gateway assessment (stage 1 of the application assessment process, as described in section 7.1 of the prospectus). This will be conducted to ensure the initial application criteria have been met, only applications that pass the gateway assessment stage will go through to the next scoring stage as set out in the scoring framework and section 7.1 of the prospectus.

Part A does not attract any score but the information that you provide in response to these questions is important to the GLA and without the answers we will not be able to progress your application. Some of the information provided in Part A will be used in the gateway assessment as set out in the scoring framework.

Parts B and C are scored. The maximum score and the percentages allocated to each question and subsection in Parts B and C are shown in the scoring framework. Question 3.7 will be scored and moderated by a panel of young people (the ‘Young Londoner’s Panel’, see stage 3 of the application assessment process as set out in section 7.1 of the prospectus), comprising representatives of GLA peer outreach team, London Youth Assembly and other stakeholders).

The information provided in Part B question 3.1 (project summary) and question 4 (output and outcome tables) will be used in the gateway assessment as set out in the scoring framework.

Ensure that you provide the information asked for in the correct place in the application form. To ensure that you have the best possible chance of scoring well ensure that you answer each question and that the answer that you give relates to that specific question. The GLA reserves the right to reduce the score of one or more questions where specific responses in one question contradict information provided elsewhere in the application form (including the supporting documents). Where a question is not scored, assessors will still consider the response provided by the applicant as part of their review of the application form.

When a question asks ‘why’ you think your approach is appropriate you may wish to consider, as appropriate, (i) using examples from delivery you have previously been engaged in, or (ii) referring to research or examples of work carried out elsewhere.

All answers must be typed using **Arial font, point size 12 and should be saved in Microsoft Word format**.

Some responses are limited to a word count. For questions that carry word limits, applicants must not exceed the stated word limit. If applicants exceed the word limit, we will assess the response up until the point at which the word limit has been reached. Text within any tables will be counted towards the total word count for the answer.

Applicants should note that they **must achieve a score of 3 or above on ‘key questions’** to pass stages 2 and 3 of the application assessment process. These key questions are indicated in Part B and Part C and will be scored first, after the gateway assessment. Note that key question 3.7 will be scored by the Young Londoners’ Panel (stage 3 of the assessment process). If any of the answers do not achieve a score of 3 or above the application will be eliminated from the assessment process, the remaining questions will not be scored and the application will not be considered for funding. Further information on stages 2 and 3 of the application assessment process is provided in section 7.1 of the prospectus.

Applicants will be required to submit a completed Payment Trigger Calculator (PTC) detailing the cost of delivering the project and the outputs and outcomes to be delivered. This should include individual staff costs for everyone working on the project, as well as the number and type of outputs and outcomes you propose to deliver. The information on project funding and targets that you provide in the application form (in response to questions 4 and 5 and other questions where applicable) should reflect the information that you have entered in the Payment Trigger Calculator (PTC). Where there are differences between the information contained in the application form and the Payment Trigger Calculator (PTC), the information contained in the PTC will be used as the basis of the scores awarded during the assessment of the application. Therefore, please ensure that the contents of the application form and PTC agree.

On the Targeted NEET projects, payment will only be made for one distance travelled (“Participant Progress”) outcome per participant. In the PTC and in table 4B below, the number entered against the “Participant Progress (Distance travelled since enrolment)” outcome should be the number of individual participants achieving **at least one** distance travelled outcome.

The GLA recognises that young people on the Targeted NEET projects may achieve more than one distance-travelled soft outcome and therefore Table 4B also requests that you provide details of the types of distance travelled soft outcomes that your project will deliver and provide the total number of participants that may achieve each of these soft outcomes (i.e. a single participant may be counted against more than one type of distance travelled soft outcome).

It is the responsibility of the applicant to obtain for themselves, at their own expense, any additional information necessary for the preparation of their application.

It is important that you complete, sign and submit all the documents required for this application. Failure to submit any of the documents may mean that your application will fail and not go forward for scoring.

If you are applying to deliver in more than one sub-regional Grant Package Area (GPA) then a separate application must be completed for each GPA.

***Please note that a list of required documents (the Document Checklist) is provided at the end of this Application Form and Guidance document. Please use this to ensure you have included all supporting documentation before you submit your application.***

Please ensure where information has not been embedded in the application you submit:

* + a fully completed Payment Trigger Calculator (PTC)
  + a participantjourney diagram
  + a project organogram

As part of the delivery of the UKSPF People and Skills programme, it is important that we understand the organisations who apply for and receive UKSPF. This information will help us to support our stakeholders and enable us to develop improved future programmes reaching more diverse stakeholders who have not previously engaged.

In the spirit of this, we have requested that all organisations applying for UKSPF answer several questions about their organisation. This is included within the application as a Stakeholder Equality Survey. The information will provide the GLA with a baseline to work from when future funding opportunities arise. We will store and analyse the data anonymously; organisation and individual nameswill not be recorded alongside the data.

Weighting

Questions within Part B and Part C of the application form carry a weighted score. Complete, good quality responses which are supported by evidence will attract higher marks than those which do not meet these criteria. In addition. question 3.7 is a key question and will be scored by the Young Londoners’ Panel. Please take this into consideration when completing your application.

The application form asks a series of questions:

About the Project (Part B)

Your application must describe the range of activities that your project will offer and explain clearly how the proposed milestones, outputs and results will be achieved. The methodology should highlight how the activities will be undertaken as well as what activities will be undertaken.

Value for Money (Part B, questions 4 and 5)

The GLA will award a score for questions 4 and 5 of the application form based on the expenditure breakdown and number of outputs and outcomes proposed for the funding requested. The complexity and perceived cost of the activities proposed as part of the participant’s journey will also be considered.

Programme Management (Part C)

The application must give details of the delivery team, including any partners, explaining their role(s) and details of relevant experience, processes, and systems in place to deliver the project, considering key risks and addressing equality, diversity and inclusion (EDI).

# Section 2: Application form

# Gateway Assessment Questions

|  |  |  |
| --- | --- | --- |
| Standard selection questionnaire | | |
| This questionnaire collects information required as part of the gateway assessment stage (stage 1) as set out in the scoring framework and prospectus. | | |
| 1. Please indicate if, in the last 5 years, you, your organisation, or any partners have been convicted anywhere in the world of the following offences.  Please note that these are ‘mandatory exclusion’ questions. If you answer "Yes” to any of these questions your application will not be progressed.  For further details please refer to [Regulation 57 of the Public Contracts Regulation 2015](https://www.legislation.gov.uk/uksi/2015/102/regulation/57). | | |
|  | Yes | No |
| Participation in a criminal organisation | ☐ | ☐ |
| Corruption or bribery | ☐ | ☐ |
| Fraud | ☐ | ☐ |
| Terrorist offences or offences linked to terrorists or terrorism | ☐ | ☐ |
| Money laundering | ☐ | ☐ |
| Child labour or other forms of forced labour or trafficking of human beings | ☐ | ☐ |
| Any offence in connection with the proceeds of drug trafficking | ☐ | ☐ |
| Any offence under the Modern Slavery Act 2015 | ☐ | ☐ |
| 2. Please indicate if, in the last five years, you, your organisation, or any partners, have been found to be in breach of your obligations relating to the payment of taxes or social security contributions. | | |
|  | Yes ☐ | No ☐ |
| If you have answered “Yes” please:   1. Provide details of the breach (including dates and values) 2. Indicate whether you, your organisation, or your partner, have, as of the date of your application to this call, fulfilled your/their obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any interest accrued or fines. 3. If you/they have not fulfilled your/their obligation to pay the amount due, please explain the reason.   Please note that a breach of obligations relating to the payment of taxes or social security contributions may result in ‘mandatory exclusion’ if the obligation to pay the taxes or social security contributions due has not been fulfilled prior to the deadline for submitting an application, however the GLA will take into account the value of the outstanding amount and/or the reason why the outstanding amount has not yet been repaid. For further details please refer to [Regulation 57 of the Public Contracts Regulation 2015](https://www.legislation.gov.uk/uksi/2015/102/regulation/57). | | |
|  | | |
| 3. Please indicate if, at any time in the past three years, you, your organisation or any of your partners have: | | |
|  | Yes | No |
| Been declared bankrupt or been the subject of insolvency or winding-up proceedings, where your/their assets are being administered by a liquidator or by the court, where you/they are in an arrangement with creditors, or where your/their business activities are suspended. | ☐ | ☐ |
| Been found guilty of grave professional misconduct. | ☐ | ☐ |
| If you have answered “Yes”, please provide details (including dates) of the people/organisations involved, the findings/action taken against you/them, and any actions you/they have taken to prevent such circumstances arising again in future. | | |
|  | | |
| 4. Please indicate if, at any time in the past five years, you, your organisation or any of your partners have: | | |
|  | Yes | No |
| Had a contract or grant agreement terminated earlier than the original agreed end date, or had funding withdrawn by a funder? | ☐ | ☐ |
| Had the value of a contract or grant agreement reduced by more than 10% of the original contract/grant value? | ☐ | ☐ |
| If you have answered “Yes”, please provide   1. details of the project(s)/contract(s) (including dates, funding/contracting organisation and activity delivered) 2. the reason(s) for the early termination, reduction in grant/contract value(s), or failure to repay funding. 3. details of the measures that have been taken to ensure that these circumstances do not recur and to demonstrate the current reliability of the organisation despite the existence of a relevant ground for exclusion from this grant award process. | | |
|  | | |

# Stakeholder equality survey

This section of the application form is for information only and is not scored.

|  |  |
| --- | --- |
| Please complete the following information for the lead project partner only | |
| What year was your organisation established? |  |
| How many full-time equivalent staff are employed within your organisation? | ☐ 1 – 10 |
| ☐ 11 – 50 |
| ☐ 51 – 100 |
| ☐ 101 – 250 |
| ☐ 250 + |
| What was your turnover for the last financial year, 2022/2023? | ☐ £0 – £250,000 |
| ☐ £250,001 – £1,000,000 |
| ☐ £1,000,001 – £3,000,000 |
| ☐ £3,000,001 – £5,000,000 |
| ☐ £5,000,001 + |
| What geographical area does your organisation deliver in? | ☐ Local (ward or borough level) |
| ☐ Sub-regional (multiple London boroughs) |
| ☐ Regional (multiple national regions e.g., London and the South East) |
| ☐ National (all of England or the UK) |
| ☐ International (covering outside the UK) |
| Has your organisation previously received funding through the Greater London Authority? | ☐ Adult Education Budget (AEB) |
| ☐ European Regional Development Fund (ERDF) |
| ☐ European Social Fund (ESF) |
| ☐ Energy, environment, community grants, housing covid recovery |
| ☐ UK Community Renewal Fund (UKCRF) |
| ☐ Other, please state: |
| ☐ No |
| Would you describe your organisation as led by a particular protected characteristic group?  This would usually mean over 51% or more of your trustees/board are from that group. | ☐ Black, Asian or Minority Ethnic |
| ☐ Disabled |
| ☐ Ex-offender |
| ☐ Faith |
| ☐ Female |
| ☐ Transgender |
| ☐ Older people |
| ☐ Other, please state: |
| Does your organisation deliver to a particular protected characteristic group?  This would usually mean 51% or more of your beneficiaries define as being from this group. | ☐ Black, Asian or Minority Ethnic |
| ☐ Disabled |
| ☐ Ex-offender |
| ☐ Faith |
| ☐ Female |
| ☐ Transgender |
| ☐ Older people |
| ☐ Other, please state: |

# Part A - Project Details

This section is not scored.

Please complete the application form in full referring to the application form guidance and scoring framework for further information.

|  |
| --- |
| 1. Project details |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 Lead applicant / organisation name | |  | | |
| 1.2 Project name | |  | | |
| 1.3 Intervention | | Programme  (Please indicate below which programme you are applying to deliver, Targeted NEET or Universal NEET. You must only select one). | | UKSPF requested (£) |
| Support for Young Londoners | | Universal NEET | |  |
| Targeted NEET | |  |
| 1.4 Confirm which Grant Package Area (GPA) you are applying for.  Please note that an application can only cover one GPA. | | Central (GPA 1) | |  |
| East (GPA 2) | |  |
| South (GPA 3) | |  |
| West (GPA 4) | |  |
| 1.5 Start date: |  | | 1.6 End date (no later than 31/03/2025): |  |

|  |  |
| --- | --- |
| 1.7 Delivery must be within the Greater London area. Universal NEET projects are expected to operate across the whole GPA. Targeted NEET projects should be delivered within the GPA, but may focus on more localised provision. | |
| What percentage of participants do you envisage will come from the following boroughs? | Percentage of  participants (%) |
| **Central London** |  |
| Camden | % |
| City of London | % |
| Hackney | % |
| Haringey | % |
| Islington | % |
| Kensington & Chelsea | % |
| Lambeth | % |
| Lewisham | % |
| Southwark | % |
| Tower Hamlets | % |
| Wandsworth | % |
| Westminster | % |
| **East London** |  |
| Barking & Dagenham | % |
| Bexley | % |
| Bromley | % |
| Enfield | % |
| Greenwich | % |
| Havering | % |
| Newham | % |
| Redbridge | % |
| Waltham Forest | % |
| **South London** |  |
| Croydon | % |
| Kingston upon Thames | % |
| Merton | % |
| Richmond upon Thames | % |
| Sutton | % |
| **West London** |  |
| Barnet | % |
| Brent | % |
| Ealing | % |
| Hammersmith and Fulham | % |
| Harrow | % |
| Hillingdon | % |
| Hounslow | % |

|  |  |  |
| --- | --- | --- |
| 2. Lead applicant details | | |
| 2.1 Does the lead applicant organisation operate under another name? If yes, please confirm what it is. |  | |
| 2.2 Organisation type (charity, limited company, voluntary, public sector etc.). |  | |
| 2.3 Charity or company registration number. |  | |
| 2.4 VAT registration number. |  | |
| 2.5 Registered address. |  | |
| 2.6 Activity delivery address(es), if different. |  | |
| 2.7 Key contact name for the project. |  | |
| 2.8 Role within the organisation. |  | |
| 2.9 Email address. |  | |
| 2.10 Phone number. |  | |
| 2.11 Alternative contact name. |  | |
| 2.12 Alternative contact email address. |  | |
| 2.13 Alternative contact phone number. |  | |
| 2.14 Lead organisation's website address. |  | |
| 2.15 Are there other partners involved in the project?  If yes, please list them below. Please add additional rows as required | | Yes/No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name** | | **Support / Activities to be provided** | **Value of UKSPF grant the partner will receive (£)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

Please list below any other project partners who will not be paid

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | | **Support / Activities to be provided** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

# Part B - About your Project

This section is scored and includes **key questions** which **must score 3** or above to proceed.

Question 3.7 will be scored **by a panel of young people** (the Young Londoners’ Panel, as set out in section 7.1 of the prospectus).

|  |
| --- |
| 3. About your project and its strategic fit |

All projects funded by UKSPF should address the requirements of the prospectus and the Project Requirements for the relevant programme of activity.

**Please consider equality, diversity and inclusion (EDI) and environmental sustainability in your response. This will be considered when scoring your application.**

**Please ensure you have taken on board the feedback from the stakeholder consultation and demonstrate how you will address the barriers that young people who are NEET may face.**

|  |
| --- |
| 3.1 Please provide a summary of your project (maximum of 250 words).  This question is not scored, but the information provided will be considered as part of the gateway assessment stage (stage 1) of the application assessment process to ensure that the proposed project aligns with the Project Requirements. |
|  |
| 3.2 Please explain which groups of young people your project will work with. Please describe the needs and priorities of the target group(s) in your chosen sub-region and how your project will address these. Please also explain your rationale for your chosen delivery geography. (Maximum of 750 words). |
|  |
| 3.3 Please explain your project’s approach to outreach and engagement and how this meets the Project Requirements (maximum of 750 words).  **This is a key question and must score 3 or more to proceed.** |
|  |
| 3.4 Please describe a young person’s journey through your project and explain the support that will be offered to address barriers to participation, and enable a young person to progress into or towards an employment, education, training (EET) outcome (maximum of 750 words).  Your description should include but is not limited to:   * set out what a young person’s journey / personalised progression plan will look like from the point of engagement to support to remain ‘in-EET’. * the wrap-around support that will be available to the young person to address any barriers and ensure that they can engage as fully as possible with the provision. * how you will measure the distance travelled by the young person since joining the project, for example, improved confidence, motivation, personal development, etc.?   **This is a key question and must score 3 or more to proceed** |
|  |
| 3.5 Explain how you will engage with and support employers and other organisations across different sectors who will provide progression routes into EET for your target groups (maximum 500 words).  Please ensure you take into account the findings of the recent stakeholder consultation and explain how your project will ensure there are a variety of progression routes available to match participants' skills and aspirations.. |
|  |
| 3.6 How will your project add value to and avoid duplicating relevant national and local programmes? How will the project link with provision in your chosen sub-region and which partner organisations will you work with to ensure you can meet all the needs of your target group? (Maximum 500 words). |
|  |
| 3.7 How have you considered the feedback and needs of young people in your project design, and how will you involve young people in the continuous improvement of your project? (Maximum 750 words)  **This is a key question and must score 3 or more to proceed.**  **Please note that this question will be scored by the Young Londoners’ Panel.** |
|  |

|  |  |
| --- | --- |
| 4. Outputs and outcomes | |
| **Table 4A- Confirm the number of outputs listed below that your project will achieve** | **Total** |
| (OP001) Starts |  |
| (OP38) Engagement with Key-Worker Support Services (economically inactive people only) |  |
| (OP50) Supported to participate in education |  |
| (OP41) Supported to gain employment |  |
| (OP51) Number of people taking part in work experience programmes |  |
| (OP48) Number of socially excluded people accessing support |  |
| (OP52) Number of people supported to engage in life skills |  |

|  |  |
| --- | --- |
| **Table 4B - Confirm the number of outcomes listed below that your project will achieve** | **Total** |
| (OC42) In education or training following support |  |
| (OC43) In employment including self-employment following support |  |
| (OC41) Young People familiarised with employers’ expectations, including standards of behaviour |  |
| (OC45) Young people reporting increased employability through the development of interpersonal skills funded by UKSPF |  |
| (OC49) Number of people with proficiency in pre-employment and interpersonal skills |  |
| (OC65) Number of young people going into good jobs. |  |
| Total number of participants achieving “Participant Progress” – i.e. at least one distance travelled outcome. |  |
| Please list the types of distance travelled outcomes that your project is proposing and the number of participants you expect to achieve these (insert additional rows below as required). | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Table 4C - Confirm the number of participants you will engage from the following equality groups** | **Total** |
| Black, Asian and Minority Ethnic people |  |
| Females |  |
| Disabled people and people with health conditions |  |

|  |
| --- |
| 4.1 Please explain why your project represents good value for money (maximum 500 words).  Your explanation should include but may not be limited to:   * An explanation of why the volumes of outputs and outcomes and conversion rates you have proposed in the PTC are realistic and achievable, and the evidence you have to support this * How your proposal is informed by previous delivery and / or benchmarked against similar projects. |
|  |
| 4.2 Please explain the rationale for the distance-travelled payable outcomes (“Participant Progress”) proposed in the PTC, including how they will be evidenced (maximum 500 words).  **(Targeted NEET applications only)** |
|  |

|  |
| --- |
| 5. Finance |

Please complete the finance tab in the Payment Trigger Calculator (PTC).

|  |  |
| --- | --- |
| 5.1 Please explain why your planned expenditure is appropriate to the delivery of your project (maximum 500 words).  Your explanation should include but is not limited to:   * provide further details about the expenditure requested, including the rationale behind the amount of funding requested for each cost. Please ensure you justify the expenditure and why it is required. * how your project costs will support the needs of your participants. | |
|  | |
| 5.2 Are you providing match funding which will complement the UKSPF activity? | Yes/No |
| If yes, please indicate the amount of funding, the source(s), and how it complements the UKSPF grant (maximum 500 words).  Please note, there is no requirement for you to include match funding and **this question is not scored**. | |
|  | |
| 5.3 Only VAT that cannot be recovered from HMRC as part of the VAT system is eligible to be included in your project costs. Will VAT be included in the expenditure of your project?  **Please note the response to this question will not be scored.** | Yes/No |
| 5.4 Successful applicants will receive a milestone payment on signing their funding agreement. Please explain what you would spend the money on (maximum 500 words). | |
|  | |

# Part C – Programme Management

|  |  |
| --- | --- |
| 6. Project management | |
| Please limit your answer to each question in this section to maximum of **500 words.** | |
| 6.1 Please provide details of the project management systems and processes you will have in place to manage the grant, including but not limited to:   * governance arrangements, * recording and evidencing participant management information (MI), outputs and outcomes * managing the submission of claims to the GLA * management and monitoring of performance against outputs and outcomes including equality and diversity targets, and * where applicable, the arrangements for managing your delivery partners. | |
|  | |
| 6.2 Please set out the roles and responsibilities of staff who will be involved in the delivery of your project (including staff managed by your delivery partners, if applicable). Please also state if staff are already in post or if they are yet to be recruited.  For staff who will provide mentoring support to young people on the project, please explain; how you will ensure these staff are suitably diverse, qualified and experienced; how these staff will be recruited (if not already in place); and the average and maximum caseload of young people the mentors will support? | |
|  | |
| 6.3 Please demonstrate how you will be able to deliver all your project activity within the timescales available (the GLA expects projects to start delivery by 1 April 2023 at the latest and, in line with the UKSPF programme requirements, project delivery must end by 31 March 2025). Please note that the information you provide in your project plan in response to question 7 will also be considered when this question is scored. | |
|  | |
| 6.4 Please provide details of any previous experience your organisation has managing and delivering similar programme(s) of activity. | |
|  | |
| 6.5 Please outline the key risks you envisage could affect the delivery of your project, and how these risks would be mitigated.. | |
|  | |
| 6.6. Please explain how you will ensure the safeguarding of participants that are being supported by your project. This should include:   * Ensuring staff have appropriate DBS checks * Making sure that any concerns or disclosures are acted upon quickly and that staff have appropriate training * Measures to ensure risk assessments and appropriate supervision of participants are in place where a young person is going on a placement (including where elements are delivered virtually).   **This is a key question and must score 3 or more to proceed.** | |
|  | |
| 6.7 Please outline how you will positively promote and encourage equality and diversity and inclusion throughout the lifetime of the project. | |
|  | |
| 6.8 Please confirm how the project will contribute to the environmental themes identified in the prospectus. | |
|  | |
| 6.9 Please confirm you have an active Anti-Fraud policy and/or statement in place that will be adopted by the project. | Yes/No |
| 6.10 Please confirm you have an active Conflict of Interestpolicy, and a conflict of interest register will be established for the project. | Yes/No |
| 6.11 Please confirm you have a health and safety policy that meets with legal requirements as set out in the Health and Safety at Work Act 1974 | Yes/No |
| 6.12 Procurement of goods and services (including procurement of third parties to support delivery of the project): |  |
| For **Contracting Authorities**, please confirm you will comply with the [Public Contract Regulations (PCR) 2015](https://www.legislation.gov.uk/uksi/2015/102/contents/made) | Yes/No/Not applicable |
| For **non-Contracting Authorities**, please confirm you will comply with the thresholds for procurement, as outlined in the draft grant funding agreement. | Yes/No/Not applicable |
| 6.13 Subsidy Control: Have you considered subsidy control (or Special Drawing Rights) in the designing of your project and how you will ensure you will comply with the [Subsidy Control Act 2022](https://www.legislation.gov.uk/ukpga/2022/23/enacted). | Yes/No |
| 6.14 Please confirm you have read, and will comply with, the UKSPF branding and publicity[guidance](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6). | Yes/No |

|  |
| --- |
| 7. Project plan |

Within the timeframe for your project, we are keen to understand how it will be set-up, delivered and monitored. Please include key milestones and dates below.

Please insert additional rows as needed.

|  |  |
| --- | --- |
| **Project Milestone/Activity** | **Target date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Part D – Applicant declaration and data protection

|  |
| --- |
| 8. Data protection and General Data Protection Regulation (GDPR) |
| The Greater London Authority has been designated as a ‘Lead Authority’ for the UKSPF and will be a Data Controller for all UKSPF related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data.  The Department for Levelling Up, Housing and Communities (DLUHC) will also be a Data Controller for all UKSPF-related Personal Data collected in this application and submitted to DLUHC, and for the control and processing of Personal Data.  The Lead Authority and DLUHC will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).  As a Processer of UKSPF-related Personal Data your organisation and the Lead Authority must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).  By proceeding to complete and submit this form, you consent that the Lead organisation and its contractors, where relevant may process the Personal Data that it collects from you. Also, to use the information provided as part of the reporting to DLUHC for funding from the UKSPF in accordance with its privacy policies. For the purposes of assessing your bid, the Lead Authority and DLUHC may need to share your Personal Data with other government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.  Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time). |

|  |  |  |
| --- | --- | --- |
| 9. Applicant Declaration | | |
| I declare that I have the authority to represent the lead applicant in submitting this application.  I understand that acceptance of this application form by the GLA does not in any way signify that the project is eligible for funding under the UKSPF or that any such funding has been approved towards it.  On behalf of the lead applicant and having carried out full and proper inquiry, I confirm to the GLA that:   * the lead applicant has the legal authority to carry out the project; * the lead applicant has not entered into any agreements with other organisations aimed at distorting competition in relation to this open call; * the lead applicant has not sought to unduly influence the decision-making process related to this open call; and * the information provided in this application is accurate.   I also confirm to the GLA that:  I have informed all persons, whose personal information I have provided in this application, of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;  I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies and the Department’s Privacy Policies;  I shall inform the Lead Authority if, prior to any UKSPF being legally committed to the lead applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority in deciding whether to fund the proposal;  Any match funding, if applicable, that has been set out in this application will be in place prior to any award of UKSPF; and  I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.  I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.  I confirm that I understand that if the lead applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support. | | |
| **Signed for and on behalf of the organisation** |  | **Date** |
|  |
| **Name** |  | |
| **Position** |  | |

# Document checklist

**Please ensure you have completed the following documents and submitted them with your signed application form (sent to** [**UKSPF@london.gov.uk**](mailto:UKSPF@london.gov.uk)**):**

1. **Payment Trigger Calculator** (to be submitted as an Excel document)
2. **Participant journey diagram**
3. **Project organogram**

If not embedded within your responses, please submit the participant journey diagram and project organogram as separate Word or PDF documents.

Private, voluntary-sector and charitable organisations are also required to submit the following supporting documents with their UKSPF Application Form:

1. **Financial accounts** for the most recent three years
2. **Proof of existence** - Certificate of Incorporation, Charities Registration, VAT Registration Certificate or alternate form of incorporation documentation
3. **Proof of trading** - Financial Accounts/Statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets.

The GLA must receive fully completed eligible applications and all the required supporting documents no later than the application deadline of **5:00pm on Wednesday 18 October 2023.**

We will not consider applications submitted after the deadline unless evidence of technical issues when submitting (screenshots) is provided. We will only review reported issues submitted via email to [**UKSPF@london.gov.uk**](mailto:UKSPF@london.gov.uk) **before 5:00pm on 18 October 2023**. Issues reported after this time will be considered late submissions and therefore will not be considered.

Completed applications (including supporting documents) should be submitted via email to [**UKSPF@london.gov.uk**](mailto:UKSPF@london.gov.uk). Word or Excel documents are eligible. **Please do not submit the application form or Payment Trigger Calculator** **as** **PDF documents.**

Please read section 6.2 of the prospectus for detailed guidance on submitting an eligible application.