



Removing Barriers to Apprenticeships

APPLICATION FORM

February 2020

DEADLINE FOR THE RETURN OF THIS FORM

Thursday 16th April 2020

Name of Organisation

Company or Charity Registration Number

Please do not complete this form until you have read and understood the specification and guidelines

Please return completed application forms to ApprenticeshipandTechEd@greatermanchester-ca.gov.uk

By Thursday 16th April 2020

DETAILS OF YOUR PARTNERSHIP (unscored)**Lead Organisation**

Name of Lead Organisation:	
Contact name: Position Held:	
Second contact name: Position Held:	
Registered address of Organisation:	
Daytime telephone:	
E-mail address:	
Website Address:	

Partner Organisations (please list all that are applicable)

	Partner 1	Partner 2	Partner 3
Name of Partner Organisation			
Contact name: Position Held:			
Registered address of Organisation:			
Daytime telephone:			
E-mail address:			
Website Address:			

FUNDING REQUEST AND BUDGET (12%)

Please complete the 2 tables below with your overall funding request (between £25,000 and £50,000) and the expenditure budget for the project

	£	Details
Amount of Grant Requested		
Match funding – cash		
Match funding – in kind		

	July – December 2020	January – June 2021	July – December 2021	January – June 2022	Beyond July 2022	Total
<i>Expenditure line</i>						

Evaluation Criteria – Stage 1
<p>1. Project Summary (Max 500 words) 15%</p> <p><i>Give an overview of your proposal for testing a new model or approach to Removing Barriers to Apprenticeships in Greater Manchester. Include details of the target audience, why they are under-represented and the barrier(s) they face. Also detail the Apprenticeship opportunities being created including the number and the Apprenticeship Standard. Outline how the proposal meets an identified gap or need across the apprenticeship workforce.</i></p>
<p>2. Delivery Model and Timeline (Max 1000 words) 15%</p> <p><i>Describe the delivery model (or theory of change) you intend to use, including key referral pathways, staffing programme delivery and on programme support. Please include a timeline that illustrates key milestones throughout the project.</i></p>
<p>3. Partnership Arrangements and Collaborative Working (Max 500 words) 12%</p> <ol style="list-style-type: none"> <i>Detail who is the lead organisation and the key partners? What will the role be of each of the partner organisations?</i> <i>Why is your partnership best placed to deliver your proposed project? Details to include general track records; any quality standards (include the Apprenticeship Providers UKPRN number); experience of working with the target group and delivering apprenticeship programmes; length and strength of working relationship between partners; and the partnerships access to potential apprentices.</i> <i>Explain the steps you will take as the lead organisation to ensure all partners policies and procedures are in place (e.g safeguarding, health and safety etc.)</i>

4. Target audience (Max 500 words) 12%

- a. Which under represented group will your proposal look to create apprenticeship opportunities for and what specific barrier(s) will be addressed through the provision? How have you identified these barriers? Please include an evidence base that demonstrates the need for the project.
- b. The groups you work with are likely to be vulnerable, how will ensure robust safeguarding and minimisation of risk?

5. Outcomes and Impact (Max 300 words) 12%

- a. What outcomes do you expect to achieve e.g. number of apprenticeships you expect to create through this programme? What added value will the project have?
- b. How will you monitor the impact of your work?

6. Scalability and Legacy (Max 300 words) 12%

How will your programme be scalable beyond the funded period? What is your plan for further rollout?

7. Social Value (Max 300 words) 10%

Please detail how, if your project is successful and beyond the stated project outputs and outcomes, you will contribute to social value across Greater Manchester. Please refer to Greater Manchester's Social Value Policy to inform your response.

Evaluation Criteria – Stage 2 – Balancing Criteria

We want to develop the most balanced portfolio of projects possible, the balancing criteria will be used to inform discussion and decisions of the projects that successfully make it through the Stage 1 evaluation process.

Please provide information under the following headings that you think would aid our decision. We may want to hold discussions with you at the 2nd stage to clarify any of your responses.

We want our investment to benefit learners throughout Greater Manchester. Which GM Boroughs will you work in?	NO MORE THAN 150 WORDS
We want our investment to reach the most diverse range of potential learners. Who is your target audience and how will you ensure your project reaches your target audience?	NO MORE THAN 150 WORDS
We want our investment to support a variety of apprenticeship standards. Which standard will you be delivering and how does that connect to the Local Industrial Strategy?	NO MORE THAN 150 WORDS

DECLARATION

The declaration below must be completed by the Chair of your Board/Management Committee or Chief Executive Officer.

On behalf of the organisation, I confirm that the information given in this application form is true and correct.

I undertake to inform GMCA of any changes in the project/organisation's circumstances that would affect this application.

Name (BLOCK LETTERS)

Position in Organisation

Signature

Date

Please note by signing this declaration, you are allowing us to consult with your partners and stakeholders. We reserve the right to ask any applicant to provide additional information or clarification over and above what is submitted in your application as part of our appraisal process.

Thank you for filling in this form. Please check it carefully before returning to ApprenticeshipandTechEd@greatermanchester-ca.gov.uk. You must include the following documents and confirm that you have included them by ticking the relevant box(es). If any of these documents are available online please provide a reference link to the website rather than a hard copy.

<p>1. The Combined Authority requires a minimum level of economic and financial standing for this grant. Please self-certify by answering 'Yes' or 'No' that you meet the requirements set out. The requirements will include the follows:</p> <ul style="list-style-type: none"> a. The filing of accounts at Companies House must not be overdue. b. The organisation must be making a profit before tax. c. Any unsatisfied County Court Judgements may be taken into account depending on their value against the organisation's annual turnover. <p>You must be able to have a positive response to all the above to self-certify as 'Yes'.</p>	
<p>2. If requested at a later stage, are you able to provide a copy of Audited /Independently Verified Accounts for your organisation for the last two years? If answering no, then please indicate an alternative means of demonstrating financial status below:</p>	
<ul style="list-style-type: none"> a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts, or an alternative means of demonstrating financial status) 	
<p>3. Please self-certify whether you already have, or can commit to obtain, prior to grant award, the levels of insurance cover indicated below:</p> <ul style="list-style-type: none"> a. Employer's (Compulsory) Liability Insurance = £10 million b. Public Liability Insurance = £10 million c. Professional Indemnity Insurance = £5million <p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. GMCA may request evidence of valid policies ahead of grant award.</p>	
<p>4. Health and Safety Policy that complies with current legislative requirements attached</p>	
<p>5. Safeguarding Policy (Please attach safeguarding policy of apprenticeship provider)</p>	
<p>6. Equality, Diversity and Inclusion Policy</p>	