

WYLLN IAG Activity Commissioning Procedure

Rational

The West Yorkshire Lifelong Learning Network Project Review Panel will commission work which supports and enhances the key objectives outlined in the WYLLN Plan.

Institutions, organisations or individual consultants from both education and non-education sectors may be commissioned to undertake activity.

West Yorkshire Lifelong Learning Network aims to include as wide a range of organisations as possible in the delivery of its objectives

The following criteria will be used to support the commissioning decision making process;

- Proven ability to reach particular target groups
- Proven specialism in particular activity
- Demonstrable evidence of sustainable and innovative activity with target groups or target activity
- Proven experience of delivering to a particular brief
- Demonstrable evidence of partnership working, in particular with WYLLN stakeholders
- Capacity to cover a large geographical area if appropriate
- Proven monitoring capabilities
- Demonstration of good performance in meeting objects and targets
- Capacity to ensure sound financial procedures and auditing systems
- Demonstration of value for money
- Matrix accreditation

Assessment Mechanism

All who have declared an interest may submit an Expression of Interest form for the first stage of the commissioning process.

The Expression of Interest will be reviewed against the Target Groups and aims of WYLLN IAG strand

Successful applicants will be invited to complete a Project Proposal Form.

A Project Review Panel will be convened which will include an external partner. No provider will be involved in the assessment process.

Upon submission, the Project Proposal Form will be evaluated against the detailed evaluation criteria by the Project Review Panel. A period of negotiation may then take place to revise funding, outcomes or targets for example. Partners may be approached if there are any gaps in the sub regional objectives that require additional activity.

NB Any partner submitting a proposal cannot be guaranteed funding

WYLLN IAG Fund Application - Summary of Commissioning Process

- Organisation/applicant submits a 'Declaration of Interest' via e-mail to Joanne Lambert. J.lambert@hud.ac.uk
- WYLLN circulate an Expression of Interest form for completion with rationale for review
- Upon completion, Expression of Interest form sent to Joanne Lambert for review by the WYLLN Team.
- WYLLN Team review submitted Expressions of Interest against target groups and aims of WYLLN IAG strand
- Expression of Interest Forms may be submitted at any time
- If Expression of Interest approved, WYLLN send a Projects Proposal Form for completion and submission to along with the WYLLN IAG Activity Commissioning Procedure including the Assessment Criteria.
- If Expression of Interest not approved, WYLLN write to unsuccessful applicants advising of reasons.
- Project Proposals must be submitted in line with the submission deadlines noted below.
- WYLLN to review submitted Project Proposals with the Project Review Panel against Assessment Criteria. Request changes to content and budgets and resubmissions of Project Proposals as required
- Write to organisation/applicant confirming approval of project and funding. Request signed Project Proposals to be returned.

WYLLN IAG Fund Application - Project Review Panels

Project Review Panel	Date of Review	Date for Submission of Project Proposal
1	Jan 2008	21 st Dec 2007
2	May 2008	18 th April 2008
3	Sept 2008	22 nd August 2008
4	Jan 2009	19 th Dec 2008