

WYLLN IAG FUND APPLICATION – PROJECT PROPOSAL FORM

PROJECT SPONSOR DETAILS

Name of organisation:			
Address:			
Post Code:			
Contact:			
Position in Organisation:			
Email Address:			
Tel:		Fax:	
Legal Status:		Type of Organisation:	
Matrix Accreditation	Yes	No	Awaiting Accreditation
<p>I confirm that the activity stated in this application form cannot be funded from other mainstream or public funding. This activity does not duplicate or displace other activity within the same area.</p> <p>Signature: _____</p> <p>Position in Organisation: _____</p> <p>Date: _____</p>			
Please select	First Submission	<input type="checkbox"/>	Resubmission (application Approved in Principle)
		<input type="checkbox"/>	<input type="checkbox"/>

For Office Use

Project Reference No:		Initial Check Complete: <i>Any further actions required prior to Appraisal Panel</i>	
Appraisal Panel Date:			

IAG ACTIVITY SUMMARY

Please summarise the project

1. AIMS & OBJECTIVES:

Please state the aims and objectives that the project will achieve

2. TRACK RECORD

Please describe organisational expertise and experience in delivering similar projects

3. DEMAND FOR THE PROJECT:

Please describe why the project is needed and give information about demand

4. ACTIVITY MANAGEMENT

Please describe how the project will be managed and delivered

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Programme Activity:	Managed by:

DELIVERY

5. Target Group(s): <i>Please detail target client groups and sectors</i>		
6. Geographical Area(s):		
7. Timescale: <i>Please give key milestones & dates of delivery for each one</i>	Timescale	Description
8 Outputs and Outcomes:	Please state how many outputs you will achieve for each of the following outcomes:	
	1. No. of IAG Interventions	
	2. No. of Learners into HE as a result of IAG intervention	
	3. No. of validated learner feedback forms complete	
	4. Customer satisfaction %	
	5. No of resources produced	
	6.	
	7.	
	8.	

<p>9.Skills required: <i>Please detail the qualifications and competencies held by key individuals delivering the project and any identified training needs</i></p>	
<p>10. Organisational Contribution: <i>Please detail any organisational contribution to the project</i></p>	
<p>11. Evaluation, monitoring and reviewing strategies: <i>Please detail internal monitoring & reviewing strategies</i></p>	
<p>12a. Role of Partners: <i>Please outline the role of partners and consultation undertaken</i></p>	

<p>12b. Partners: <i>Please list all partners who will be involved in the project</i></p>	
<p>13. Sustainability <i>Please detail any sustainable elements of the project upon completion</i></p>	

Project Budget and Funding Required						
			Funding			
			WYLLN	Match Provided	Match Source	Total Cost
Project Set Up	Description Of Costs		£	£	Cash or Inkind	£
Recruitment						
Publicity						
Project Set Up Sub Total					-	
			Funding			
Staff Costs			WYLLN	Match Provided	Match Source	Total Cost
Position	Hrs/Week	Hourly Rate inc NI & Pension	£	£	Cash or Inkind	£
Staff Costs Sub Total					-	
			Funding			
Project Delivery	Description of Costs		£	£	Cash or Inkind	£
Resources						
Materials						
Equipment						
Hospitality						
Project Delivery Sub Total					-	
Overheads						
Rent						
Utilities						
Stationery						
Insurance						
Overheads Sub Total					-	

15. Project Funding Summary:

From the information you have entered in section 14 please complete the funding summary box below. The information you have provided in section 14 and 15 will be used as part of the assessment criteria for your application.

Project Funding Summary	WYLLN Funding (£)	Match Funding (£)	Total Cost (£)
Project Set Up			
Staff Costs			
Project Delivery			
Overheads			
WYLLN Funding Required		Total Project cost	

Guidance Notes

Section 1 IAG Activity

IAG Activity Summary

Please provide basic information on the proposed IAG activity as detailed in the corresponding Expression of Interest Form

1. Aims & Objectives

The aims and objectives of the activity must contribute in some way to the overall WYLLN aims;

- Engage 1000 employers in higher level skills development
- 7500 work based and vocational learners assisted to engage in HE
- 3000 learners progressing into HE courses
- 500 opportunities for staff development created for the network

The aims noted here should correspond to those within the approved Expression of Interest Form.

2. Track Record

Please provide information on similar projects undertaken by the organisation to demonstrate organisational expertise in delivering similar projects.

3. Demand for the Project

Provide evidence/information that supports the demand for this activity, this could be feedback from consultation events, independent research published articles and papers.

4. Activity Management

For key activity within the project, please provide information on the activity and individuals/roles within the organisation responsible for the management of the activity, for example;

IAG Interventions – face 2 face and phone IAG sessions delivered in the workplace

Audit and Evaluation – customer satisfaction survey sent through the post/over the phone two months following the intervention/customer tracked for a period of 'x' months following the intervention/destination tracking

Quality Assurance – staff providing IAG services are appropriately qualified, work to relevant professional standards and receive continuing professional development

Project Activity

IAG Interventions
Audit & Evaluation
Quality Assurance

Managed By

Level 4 Qualified Guidance Practitioners
Contract Manager
Office Manager

Please consider the wider aspects of the Project activity as indicated above

Section 2 Delivery

5. Target Groups

Please provide information on the proposed Target Groups as detailed in the corresponding Expression of Interest Form

For the Commissioned activity funded through WYLLN, the target groups are;

- Individuals qualified to level 3, but not in learning or employment
- Advanced modern apprentices outside of FECs
- Employees already in learning (at level 3 or above) outside of FECs
- Employees qualified to level 3 or above, but not in learning
- Employees skilled to level 3 but not qualified
- Individuals skilled to level 3 but not in employment or learning

It is anticipated the Partnership funding will support activity with those learners in FECs

Additional information detailing the beneficiaries of the activity is welcomed, e.g specific sector groups, organisations

6. Geographical Areas

Please provide information on the proposed Geographic Area as detailed in the corresponding Expression of Interest Form

WYLLN covers the whole of West Yorkshire, all activity must be focused within the geographical boundaries of West Yorkshire

7. Timescales

Please provide information on key milestones (possibly linked to the activity detailed in 4. Activity Management) and dates for delivery of each one.

This information will be used to support WYLLN in the contract monitoring activity

8. Outputs

Please state how many outputs you will achieve for each of the outcomes noted. If there are additional outputs, please note down and indicate the anticipated volume.

To provide some perspective, our overall WYLLN Initiative targets are;

- 25 Progression agreements
- Establish a credit framework
- 21 new programmes in response to employers' needs
- Engage 1000 employers in higher level skills development
- 7500 work based and vocational learners assisted to engage in HE
- 3000 learners progressing into HE courses
- 500 opportunities for staff development created for the network
- 3 new programmes for each sector

9. Skills Required

Please detail the relevant skills, qualifications and competencies held by key individuals delivering the project including those individuals noted in, 4. Activity Management, and provide information on the experiences of the individuals in relation to their proposed role within the project.

Also advise of any identified training needs and how these needs will be realised. The training needs may be linked to familiarisation with some of the challenges around progression into HE for the target market.

10. Organisational Contribution

Please detail any organisational and/or other sources of funding/resources that will be used to supplement and contribute to the project.

For example,

- Utilising existing systems & processes for monitoring and tracking clients
- Using own premises for the delivery of IAG at no additional costs to the project
- Match funding from another source

11. Evaluation and Monitoring Strategies

Please provide information on the processes that support the evaluation and monitoring strategies. Also include information on previous experiences and projects where these processes have been implemented.

12a & b. Role of Partners

To ensure a collaborative approach including key partners within the West Yorkshire Lifelong Learning Network we would like information on any partners involved in your project and how they will be involved in the project.

Please include any consultation and /or research undertaken with the partners

13. Sustainability

Where possible WYLLN needs to ensure sustainability of activities to maximise the longer term impact of the project and associated funding.

Please provide information around the sustainability of the project upon completion and/or any legacy, for example;

- Upskilling employees
- Community/organisational culture change

14. Budget and Profile of Funding Needed

The proposal should be costed using a full cost recovery method and should be as detailed as possible. For example, different staff types should be identified; administrator, marketing, academic, and the level of their involvement, e.g. 0.5 FTE for 6 months. Staffing costs should include national insurance and pension costs and any pay awards and/or increments expected to be paid during the project's lifetime.

Non-pay costs have been split into three main cost headings, Project Set Up, Project Delivery and Overheads. The Project Set Up cost heading should be used to detail any costs associated with getting the project up and running. These will be the costs incurred before the project starts delivering IAG outputs. The types of expenditure listed in each cost heading are only examples and may not be



relevant to your project. Please amend the budget profile in section 14 for all cost headings to suit the needs of your project.

The Project Delivery cost heading concerns the costs that are directly attributable to the project and should include anything that will be specifically purchased for the project. It is important to detail these specific items at this stage to help us with the assessment of your project, e.g. – computer equipment.

The Overheads cost heading should include the day to day running costs of the project, e.g. – estimates of utility and service charges, (you will be asked to provide a breakdown of how these have been calculated where shared costs have been apportioned – for HEIs, the full economic costing model may be used).

Proposing organisations are free to include any costs appropriate to the activity. However, organisations should note that one of the criteria for approving proposals will be value for money.

Please note that all costs should be inclusive of VAT.

Proposing organisations should note that the WYLLN welcomes any match funding/leverage for any commissioned activities and that this be clearly delineated in the proposal in section 14. Match funding can be in the form of cash funding from other sources or in-kind contributions.

If you have questions or queries relating to the completion of the finance sections 14 and 15 please contact:

Alan Spain

Finance Administrator

West Yorkshire Lifelong Learning Network

Tel : 01484 471103

Email : a.spain@hud.ac.uk

Project Proposal Assessment Criteria

	Criteria
A	Proven ability to reach particular target groups
B	Proven Specialism in particular activity
C	Demonstrable evidence of sustainable and innovative activity with target groups or target activity
D	Proven experience of delivering to a particular brief
E	Demonstrable evidence of partnership working, in particular with WYLLN stakeholders
F	Capacity to cover a large geographical area if appropriate
G	Proven monitoring capabilities
H	Demonstration of good performance in meeting objectives and targets
I	Capacity to ensure sound financial procedures and auditing systems
J	Value for Money
K	Matrix Accreditation

Project Proposal Submission Schedule

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