**Lancashire County Council**

**Multiply Community Grants**

**Application Guidance Notes**

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| A – Project Contact Details |
| Please accurately complete your organisation’s contact details, as these will be used to get in touch with you with any queries or information about the progress of your application. Please ensure that you provide a postcode.The contact name given at question A3 should be the main person responsible for submitting the application.  |
| B - About Your Organisation |
| This section is to provide us with some background information on what your organisation already does, what size it is and who already benefits from your organisation. B2. WHO IS INVOLVED: By ‘paid staff’ we mean full time equivalent (FTE) members of staff so an organisation with 4 half time staff would put ‘2 FTE’. ORGANISATION STATUS: We will check publicly available information about companies, CICs and registered charities and may seek similar public information about unincorporated bodies. Please ensure you provide the relevant registration number in B3.B5. Please provide further information here if your organisation is already in receipt of any other Multiply funding. B6. If you have answered yes to this question, this does not mean that you are not eligible to apply but the Multiply Grants Team may request further information. B7. We need confirmation of your organisation’s turnover for the last financial year. By ‘last financial year’ we mean the last publicly available accounts which would preferably be for a financial year ending less than 12 months from the date of your application.N.B. The figure in B8 must match the relevant figures in the accounts submitted with your application.If your organisation has only just been in operation for 12 months and you do not have ‘published’ accounts available yet, please contact the Multiply Grants Team for advice.To be eligible to apply your organisation turnover must be equal to or less than £1.6 million. |
| C - About Your Project Proposal |
| The details you provide in this section will be used as the basis for your grant offer. C1. PROJECT SUMMARY: Explain your big idea in just one sentence – if successful this may be used on our website and in press releases to sum up your project proposal. We are not asking about the wider aims and work of your organisation as a whole, which you have already told us at question B5. (You may find it easier to answer Question C9 first and then summarise this here). **[Max 50 words]**C2. COMPLETION OF PROJECT – your project activity must be delivered **by 28th February 2025**. This is the maximum end date for all projects and cannot be exceeded so we need you to confirm here that you will be able to deliver your activity in the timeframe given.C3. CHECKING ELIGIBILITY OF PARTICIPANTS: Please outline the steps that you will take to ensure that all participants of your project are eligible, e.g. a process for discreetly checking documentation without stigmatising participants, and retaining evidence whilst protecting confidentiality and data security. **[max 200 words]**Please see Annex 4 for the full list of participant eligibility requirements for this programme. C4. PARTNERSHIPS: This section is an opportunity for you to tell us about any other organisations (if any) that you may be working with and also any arrangements for referrals, joint working or payment. Please also use this section to detail partners that you will work with to secure any referrals into your project but also for any onward referrals – please see **Annex 3** for detailed rules and guidance on partnership working.**[Max 250 words]**C5. GEOGRAPHIC AREA(S) OF DELIVERY: Please tick all areas that your project will be delivered. Please note ALL project delivery must take place within the Lancashire County Council area - **Please note that the unitary authority areas of Blackpool and Blackburn with Darwen are not included.**C6. INTERVENTION: Please tick the intervention that most closely relates to your project delivery. You can tick more than one intervention. If you choose more than one intervention please put the number of participants you estimate being supported under these interventions. This would be evidenced on the learners ILP. If you are delivering training for a person under two or more interventions you will need an ILP for each intervention. C7. PROJECT OUTPUTS AND OUTCOMES: This question is broken into 5 parts: **No. of participants taking part in initial engagement or outreach activities** – this could be bitesize workshops to engage new learners, 1:1 initial consultations or other short activity (usually up to 2 hrs with 1 or 2 learning outcomes).**No. of participants continuing with your project and taking part in structured or substantive learning activities -** This would be evidenced by enrolment on to a course over a period of time (typically over 2 GLH) with 4 or more structured learning outcomes set for the participant using a learner record. **No. of participants achieving a maths qualification?** E.g. functional skills maths at entry level, level 1, level 2.**No. of participants progressing into other training** – this could be further maths training at a higher level or other training pertinent to the individual either within your organisation or with another provider.**No. of participants gaining employment or progressing within the workplace** – these outcomes would be reported before the end of March 2025 and evidence would be required.You should aim to provide good value for money but please ensure that your participant and outcome numbers are realistic as failure to achieve these numbers may impact on your grant payments.C8. HOURS OF LEARNING: Please specify for each participant the anticipated number of guided hours of learning (actual contact time with participants), as well as the number of non-guided hours (self-directed study time). C9. FULL PROPOSAL DETAILDfE guidance is that the grants can support a wide range of activities including but not limited to: * Bitesize workshops to engage new learners
* Debt management
* Flexible functional skills qualifications (outside of the workplace)
* Functional skills in the workplace
* Intensive 12-week courses
* Remote/blended courses
* Courses for prisoners or for those recently released on licence
* Intensive short courses for the unemployed to achieve Maths at Entry or L1 or L2
* Financial awareness & budgeting skills for leavers of the care system
* Vocational courses
* Family numeracy

Subheadings have been provided for this question using OFSTED’s ‘three i’s’ to help you structure your answer, each section will be weighted equally. **[Max 600 words for full question]**INTENT – what is the rationale for your project, why is it needed and how have you identified this need - Your answer should draw on any hard evidence you have such as:* Local research & statistics
* Feedback from previous learners
* Any anecdotal evidence from your organisation’s own experience & knowledge
* Specific requests from individuals or focus groups in the community

COURSE IMPLEMENTATION: Please give as much detail as possible about the project including the activities that will take place, subjects to be studied, the method of delivery.Please state clearly if you are proposing to offer accredited training as you may be required to report these outcomes in the end of project report. INTENDED IMPACT: what progress will the learner make as a result of this activity and information on progression routes or activities for the learner following on from your project.C10. LEARNING OUTCOMES: The overall purpose of Multiply Community Grants is to move learners closer to gaining a Level 2 qualification in maths, so you should indicate here what outcomes the learners will achieve from the activity that you are proposing. This can include hard outcomes, such as improvements in basic maths skills or a qualification, or soft outcomes, e.g. improvements in confidence with numeracy. Please list the outcomes in the table provided and then explain how you will achieve them**. [100 words per outcome]** C11. QUALITY ASSURANCE: Explain what internal systems your organisation has to ensure you can deliver high quality activities. Your answer should:* indicate what measures you will put in place to ensure participants receive a quality experience (including any quality systems your organisation may use),
* detail the experience, skills and training of the staff who will deliver this project.

When developing your project you must consider that all activity supported through this funding programme may be subject to inspection by OFSTED, the Office for Standards in Education, Children’s Services and Skills, therefore the learning experience received by your participants (learners) is of paramount importance. You will need to ensure you build the following aspects into your delivery:* An induction process and enrolment into the programme
* An initial assessment process
* Completion of an Individual Learning Plan (ILP)
* Gathering participant feedback
* A measurement of distance travelled and expected destination (soft outcomes)

Any Information, Advice and Guidance (IAG) work should be delivered to Matrix Standard. The Matrix Standard is a quality standard for information, advice and guidance (IAG) given by staff and volunteers, whether to learners, other staff or other volunteers. For further information visit <http://www.matrixstandard.com> **[250 words]**D - Your Proposed Project BudgetThe amount you can apply for is between **£10,000 - £25,000.** Please provide a budget with a detailed breakdown of your expenditure for this project. The budget template has been split into three main headings Staff, Participant Costs and Other Costs. Within these headings we have provided sub-headings please only use the headings that are relevant to your project and provide further detail in the description column. Please ensure this section is as accurate as possible as this information will be used to create the grant offer letters for successful applicants and will be used to reconcile claims. Please be realistic with your budget proposal to avoid any underspend at the end of your project.**IMPORTANT - Please make clear if costs (e.g. tutor costs) are internal costs incurred OR payments to outside bodies.**The answers you give will be used to assess the value for money offered by your project. High costs or unusual purchases will be queried and you may, as a result, be offered a grant that is lower than the amount you originally requested. There will be a requirement to provide us with monthly reports which will allow us to monitor activity and expenditure of the grant. This will also be an opportunity for you to address any issues or changes that might have come up. **Multiply Community Grants is NOT a capital programme.** Small equipment purchases can be made but usually not total more than £1,000. No individual item can be over £500 (including VAT). Variation once the budget has been agreed, you may vary the items within a budget heading after consulting the Multiply grants team, but transfer between budget headings is only usually permitted up to a level of 10% of the total grant.  **See Annex 1 for further detailed guidance on eligible and ineligible expenditure.** |
| **E – Policy Implementation** |
| E1. INSURANCE COVER: Please confirm that you will have appropriate insurance in place to deliver the learning activities. Minimum cover expected is : * **Public Liability** Insurance cover for of at least £5 million
* **Employers Liability** Insurance cover for of at least £5 million.

Please contact the Multiply grants team in advance of your application if you want more detailed advice on insurance cover.E2. RISK ASSESSMENT: Please **give details** of how you implement your Health & Safety Policy. Please **explain** how you will ensure the health and safety of your participants on this proposed project. In particular explain how you will carry out risk assessments of your proposed activities and the control measures you will have in place to minimise any risks. **[Max 200 words]**E3. SAFEGUARDING - Safeguarding covers the full range of preventative measures in place to protect young people, high needs learners and vulnerable adults from potential danger, including sexual, physical, emotional and financial abuse, neglect and acts of omission and discriminatory abuse. In answering this question please tell us about your Safeguarding Policy and **explain** how you implement this, giving a clear outline of your own safeguarding processes in relation to the protection of vulnerable adults on this proposed project. If you are working with a High Needs Learner, you should plan as if such Learners were Children. What is a High Needs Learner?* + Aged 19 to 25
	+ With learning difficulties and / or disabilities requiring additional support
	+ With an Education & Health Care Plan (EHCP)

 **[Max 200 words]****E5 – EQUALITY & DIVERSITY:** Promoting equality, diversity and inclusion is relevant to all your participants on this proposed project (as well as staff trustees and volunteers) and across all your activities. Equality means enabling everyone to participate and have opportunity to achieve their potential. In this way, we help create a fairer society. An equalities approach recognises that people’s social identity impacts on their life and educational experience. Diversity means recognising individual differences and promoting these as a positive contribution or asset to the community.The Equality Act 2010 brings together all previous equality legislation and now covers nine protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation). For more information see: <https://www.gov.uk/equality-act-2010-guidance>For a helpful summary check the EHRC website [www.equalityhumanrights.com](http://www.equalityhumanrights.com).In answering this question, please refer to your Equality and Diversity Policy and **explain** how you implement this, providing specific information about how you have designed your project to nsure equality and diversity is considered in all aspects. **[Max 200 words]** |
| **F – Declaration** |
| In order to ensure proper accountability and ownership of the bid, the declaration statement needs to be confirmed by both the person submitting the application (our main contact) and also a member of your Management Committee/Board of Trustees. This should normally be someone in an unpaid role, except in the case of CIC directors.F1.5 DOUBLE FUNDING: Multiply Community Grants must not be used for **double funding** projects. Where it is found that a Multiply Community Grant has double funded a project, the funding award will be cancelled and all funds must be repaid. |
| **G – Document Checklist** |
| Please complete the checklist and use it as an opportunity to fully review your application prior to submission. If you have failed to meet any of the checklist requirements, your application is incomplete and will **not** be scored so please ensure that all the documents and accounts etc. are emailed with your application.**Please be aware that if you are successful, you will also be required to submit copies of all the policies detailed in the document checklist. Checklist** |
| **Application Deadline and Submission Procedure** |
| The application form and supporting documents should be submitted electronically (by email) on or before the listed deadline date. **Your application form must be in WORD Format**Please submit applications to: multiplylancs@wea.ac.uk**APPLICATIONS MUST BE RECEIVED BY THE DEADLINE STATED. ANY RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.** |

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| **Annex 1: Guidance on Eligible Expenditure** |

Multiply Community Grants should fully fund the delivery costs of a distinct piece of activity – the project. The funding must be for the full project cost.

**Multiply Community Grants cannot simply be used to meet your core running costs.**

**What cannot be supported:**

* Projects that promote political beliefs
* Projects that promote religious beliefs
* Projects benefiting people aged under 19
* Projects that include the costs of building, repairs or structural work
* Projects that displace, replace and / or duplicate any existing adult numeracy provision such as activity funded through existing Adult Education Budget statutory entitlement for maths qualifications
* Projects that are normally the responsibility of the Government or another public service provider/agency

**Eligible Costs**

You will be asked in section D to give a breakdown of your expected project expenditure under 3 different headings:

1. **Staff Costs** (these costs relate to own organisation’s staff and any other people you employ to deliver your project). Please use the sub-headings provided (management, coordinator, teaching, pastoral or other)

Staff costs can include employer’s national insurance and superannuation costs. The application must account for any expected increases in grade or pay scale for the staff involved. Staff costs may include those costs covered in a person’s contract of employment that are taxable incentives linked to pay and pension contributions.

1. **Participant Costs** (these costs are costs incurred by the project on behalf of the people you are supporting) Please use the sub-headings provided (Awarding body costs, learner and learning support and learning materials)
2. **Other Costs** (any other project running cost not included in the above such as development of resources, premises, room hire, volunteering expenses and other small equipment costs).

### Ineligible Costs:

### You cannot claim for:

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| * Expenditure not supported by appropriate evidence
* Any expenditure before the agreed project start date or after the agreed project end date (as stated in your grant agreement)
* Loan and current account interest or any other financial charges
* Consultancy fees for the completion of the application form
* Staff time spent completing the application form
* Purchases of equipment over **£1000 in total**
* Purchase of equipment over **£500** **limit** **per individual item**
* Purchase of buildings
* Cost of finance leases
* Expenditure not related to the project
* Any statutory training that employers must provide under health and safety legislation
* Bank Charges
* Legal Fees
* VAT
* Any cash payments over £50
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**Value Added Tax**

**VAT** which is recoverable, by whatever means, is ineligible, even if it is not actually recovered by the final beneficiary or individual recipient. Irrecoverable VAT can be claimed as an eligible cost provided the claim is substantiated by appropriate evidence from the organisation’s auditors or accountants.

Moreover, the public or private status of the final beneficiary or the individual recipient is not taken into account for the determination whether VAT constitutes eligible expenditure in application of the provisions of this rule.

**Direct and Indirect Costs**

Please note that there is an important distinction made between **direct** and **indirect** project costs.

### Direct Costs

These are costs that can be directly related to the project activity e.g. salaries of staff working on the project, participant costs and other costs such as stationery and postage.

### Indirect Costs

Indirect costs are shared organisational costs and so cannot be connected directly to project activity and are therefore difficult to attribute to the project e.g. telephone costs, insurance, rates, gas, electricity and water.

Indirect costs can be claimed provided they can be proven to be fair and equitable (a greater proportion of the costs should not be charged to the project as opposed to your organisation as a whole).

* The estimates used to calculate the percentage must be based on actual costs and backed up by a full audit trail of these costs from the previous financial year.

We can only pay actual costs incurred, e.g. you cannot include the cost of your own training room at the normal rate you let others book it – therefore if you intend to claim for indirect costs, we will require you to evidence how you have calculated the costs. **The maximum limit for overheads to be claimed is 20% of the total grant amount.**

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| **Annex 2: If Your Application is Successful:****Documentation, Monitoring, Support and Payment** |

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**What we will require from you:**

All successful applicants will be invited to a mandatory online induction meeting. Monitoring and grant payment processes will be explained in detail during this meeting.

All successful applicants will be required to sign a grant agreement from the WEA, as the Multiply Community Grant Awarding Body, agreeing to the terms and conditions of grant awards which include the following:

1. Spending the grant only on the project activities identified in the approved application
2. Completing and retaining all project documentation as detailed in the grant agreement
3. Ensuring all of your project participants are eligible and keeping accurate records of what documents have been seen
4. Monitoring the progress of learners and ensuring they have access to relevant information, advice and guidance, linking to other funded provision where applicable
5. Submission of monthly reports to provide us with information on how your project is progressing. This will include information on participants and expenditure.
6. Supplying evidence to support all expenditure e.g. invoices, staff timesheets, payroll records, job descriptions, expenses payments and receipts.
7. Supplying copies of bank statements for the period of the grant – only transactions relevant to this project will be required all other information can be blanked out if preferred.
8. Displaying the Multiply logos on all forms, letters, posters, leaflets and other publicity materials that are produced for your project
9. Completing an End of Grant Report and Case Study
10. Providing required evidence in line with funder requirements

Successful applicants will be provided with further project management guidance and templates of documentation to be completed.

The Multiply Grants Team will publish detailed guidance, to ensure that all successful applicants receive the support they need.

**How will the grant be paid?**

Grant monies will be paid in two instalments via BACS transfer.

The initial payment, in **advance,** of 40% of your agreed project budget will be made once WEA as grant awarding body has received signed acceptance of the grant offer and all other required documentation.

An interim payment, of 30%, once you can evidence the spend of the initial payment plus you have learners started on your programme.

A final grant payment of up to 30% will be made towards the end of the project once agreed paperwork has been submitted. Please ensure you have considered your organisation’s cash flow in order to successfully complete the project.

**PLEASE NOTE:**

**Payment of final instalments may be withheld where it is found that recipients are not adhering to the terms and conditions of the grant offer letter.**

**If agreed milestones are not met we will support you to enable successful delivery. If this is not successful we will intervene to ensure the project is ended.**

**Where it is found that activity has not taken place, or activity delivered is different to the activity proposed in the application process, WEA reserves the right to seek repayments of all grant monies in full, in line with the terms and conditions of your grant offer letter.**

**With the above in mind, please ensure your stated target outputs and outcomes are realistic.**

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| Annex 3: Applicant Organisations Supported by Larger Organisations |

Multiply Community Grants aims not just to assist individuals who face barriers to mainstream adult education but also to assist those community groups supporting them, but who often do not have the capacity to access mainstream funding.

Where an eligible organisation will receive support submitting an application and delivering a Multiply Community Grant funded project from an organisation ineligible to apply in its own right, certain conditions must apply to ensure the spirit and purpose of the funding stream is not distorted.

**At least one individual who is either a paid employee or a volunteer for the applicant organisation must be directly involved in the project management, administration or delivery** (to ensure the applicant organisation gains some experience from the process). However this person must not just be employed/volunteer for the duration of the project but must have a demonstrably longer association with the applicant organisation.

**The larger organisation must provide either some staff time on a voluntary basis to the project or meet a project cost**. We are not expecting the larger organisation to commit significant resources to the project, just to demonstrate a commitment to directly supporting delivery in a manner that is not a financial benefit to them. This contribution must be relevant and appropriately evidenced.

**No more than 50% of the grant should flow to the larger organisation.** Where a larger proportion of the grant is paid out by the applicant organisation directly to the ineligible organisation there is a risk of the application appearing as if it were just a mechanism to enable the supporting organisation to access this funding stream. The programme aims to achieve a “bottom-up” approach to meeting participants’ needs. Projects effectively being delivered by larger organisations are at risk of appearing “top-down” and even where they might clearly meet the needs of the participants they do not address the additional need to build the capacity of the applicant organisation.

**The larger organisation providing the support must also be a not-for-profit organisation.** Even when these conditions are met, if the Grant Panels still have concerns about the level of self-determination of the applicant organisation they will reserve the right to ask for further details or not to recommend their application for support.

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| Annex 4: Participant Eligibility for Multiply Community Grants  |

**NATIONAL MULTIPLY ELIGIBILITY CRITERIA**

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| * 19+ Adults who **don’t already have a GCSE grade C/4 (or level 2) or higher in Maths**
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| * Non-UK Nationals who have ordinarily been resident in the UK for at least the previous 3 years on the first day of learning - any individual with any of the statuses listed below is eligible to receive funding and are exempt from the 3-year residency requirement rule:
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| a) Refugee status | e) Humanitarian protection |   |   |
| b) Discretionary leave to enter or remain | f) Leave outside the rules |   |   |
| c) Exceptional leave to enter or remain | g) Ukraine Family Scheme |   |   |
| d) Indefinite leave to enter or remain. This includes Afghans eligible under the Afghan Relocation and Assistance policy (formally known as Locally Engaged Staff under the intimidation policy). | h) Ukraine Sponsorship Scheme (Homes for Ukraine) and |   |   |
| i) Ukrainian adults and their family members through the Ukraine Extension Scheme |   |   |
| **LANCASHIRE COUNTY COUNCIL RESIDENCY REQUIREMENT** |   |   |
| Learners should be resident or working in the Lancashire County Council area, please note that this **does not include Blackpool and Blackburn and Darwen**. |
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