



# Skills for Care Workforce Development Innovation Fund 2017/18

Application form for individual organisations

Organisation name	
Total funding requested	£



Skills for Care Ltd Registered Charity number 1079836. Registered in England company no. 3866683.  
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## Section 1 – Organisation details

**Applications must be made by adult social care employers. Applications may not be submitted by learning providers or consultants. All sections must be completed. Failure to do so will invalidate your application.**

Do you have a charity, company or other reference or registration number? If so, please state it below. If your organisation is **not** registered as a company or charity, please tick the box provided.

Charity number	
Company number	
Other, please specify	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your outline proposal.

Is your organisation registered with the Care Quality Commission (CQC)?

Yes  No

If yes, please state your CQC provider id

Where is your organisation based? (Please tick all areas in which you are operating)

Eastern     Midlands     Yorkshire & Humber and the North East  
 North West     South West     London and the South East

In which areas will your project run? (Please tick all areas in which you will run this project)

Eastern     Midlands     Yorkshire & Humber and the North East  
 North West     South West     London and the South East

**Please note that the Workforce Development Innovation Fund can only be utilised by adult social care employers based in England**

What type of organisation / business are you?	
If other please describe	
Does your organisation provide any training?	
If yes, is your training internal, and/or external?	

**Lead contact details:**

Name of senior manager	
Job title of senior manager	
Registered address of lead organisation	
Postcode	
Phone number	
Email address	

**Primary contact details:**

Name of primary contact	
Job title of primary contact	
Address	
Postcode	
Phone number	
Email address	

**Please note that Skills for Care will only correspond with the lead contact and primary contact identified here. If these persons change you will need to let us know. Please ensure that details for two different people are completed here to ensure that there is a point of contact in case of absence.**

The following sections 2 to 5 form the critical part of your application. The answers you provide here will be used to determine the outcome of your bid. The character/word limit is restricted to the visible area in each box.

We have included some notes (highlighted in yellow) to help you answer the questions in the application but ensure you read the guidance too.

## Section 2 – Innovation and project outcomes

Check a box below to indicate which priority you are addressing. It is expected that you will only be addressing one priority.

- Priority 1** – improving the supply of potential talent to the adult social care sector by attracting, recruiting and retaining entrants from different groups.
- Priority 2** – taking new approaches to developing the skills adult social care workers need to support hospital discharge or prevent unnecessary admission.
- Priority 3** – developing a mentally healthy workplace to ensure the wellbeing of care staff.
- Priority 4** – developing the skills and knowledge of the workforce in information sharing and cyber security to embed digital working.

**2a: What is your project?**

**(Q2a) Provide a clear and succinct overview of your project.**

**2b: Explain how your project addresses the priority indicated above.**

**(Q2b) Full details of each priority is set out in the guidance document.**

**2c: What will you do to deliver your project?**

**(Q2c) Outline the key stages, what you will do and who will be involved in each stage.**

**2d: What are the (i) outputs and (ii) outcomes of your project within its duration and in the longer term?**

(Q2d) Outputs are activities, services and products produced, i.e. what is delivered. Outcomes are the changes, benefits, learning or other effects that take place as a result of the services and activities provided, i.e. what is achieved. You should explain what will be delivered and achieved during the life of the project and beyond. This must include any tangible products which can be shared with the sector. Any target numbers of participants must be included where relevant.

(i)

(ii)

**2e: What difference will the project make to your partnership by the end of the project and in the longer term?**

(Q2e) Outline the problems or issues that you are trying to solve through this project. You should make it clear what difference will be made by the end of the project, by the end of year 2 and in year 3+.

**2f: What do you expect the impact of this project to be for the wider sector at the end of the project and in the longer term?**

(Q2f) Impact is the difference made. When measuring impact you should include the outputs and outcomes set out in question 2d, which will be achieved by the end of the project and beyond. You should break this response down into impact at the end of the project (year 1), at the end of year 2 and in year 3+. Highlight any relevant experience of evaluating impact within this response.

**2g: Are you working with any third party organisations to deliver or evaluate this project? If so, what is their role in this project?**

(Q2g) This includes others such as learning providers, academic institutions, evaluators, sector specialists etc. Where you are using outside organisations please specify the name of the organisation and outline their involvement.

**2h(i) How will you sustain this project?**

Sustainability is how this can continue beyond the life of Skills for Care funding.

(i)



<p><b>2h(ii) How can this project be scaled?</b>          By scaled we mean that, once tested, it can be easily expanded, e.g. to a wider geographical area.</p> <p><b>(ii)</b></p>
<p><b>2h(iii) How can this project be transferred?</b>          By transferred we mean that it could be used in different adult social care settings in the future.</p> <p><b>(iii)</b></p>

**Section 3 – Beneficiaries of the funding**

<p><b>3a: Who will benefit from this project within its duration?</b>          (Q3a) Specify the number for each group within the table</p>	
Number of care workers	
Number of volunteers	
Number of people who need care and support	
Other, please specify	
<p><b>3b: How will any external organisations or networks benefit from your project within its duration?</b>          (Q3b) Outline how any external organisations or networks will benefit if this application is funded</p>	

## Section 4 – Project costs

**4a: Provide a full cost breakdown of what it will cost to deliver the outputs of your project and provide a rationale as to why this represents value for money.**

(Q4a) You must provide a full cost breakdown of your broken down by the project **outputs specified in question 2d(i)**. Where outputs include qualification units or full qualifications the cost per unit or qualification must be specified. You should also outline how this demonstrates value for money. **You must ensure that VAT is not added to your project costs as this is grant funding and a contribution to the cost of delivering your projects and should therefore be treated outside the scope of VAT.**

<b>Total</b>	£

**4b: As this is a highly competitive fund, it may not be possible to award the full funding requested. If the scale of your project can be reduced, please provide details including the associated cost reductions.**

(Q4b) Detail where it would be possible to scale back the project if required and clearly specify where reduced costs would apply.

**4c: Detail any contribution that you will make to this project in terms of direct funding or in kind.**

(Q4c) Direct funding is a financial contribution. In kind contributions are non-financial such as time commitment.

## **Section 5 – Grant management**

**5a: If you have previously held grants/contracts with Skills for Care provide grant/contract numbers for a maximum of three completed agreements within the past five years. If you have made any significant changes to your systems and processes please outline the details here.**

(Q5a) The details provided need to be for up to three completed grants/contracts from 2011/12 and will be reviewed to establish your track record of successful grant delivery. You can outline any process improvements here which will improve your grant delivery.

**5b: If you have not held a grant/contract with Skills for Care previously please provide evidence of your track record of delivery of similar grants/contracts. Demonstrate how you successfully met the milestones and delivered quality outcomes. This should include an outline of your monitoring systems.**

(Q5b) You need to demonstrate experience in managing grants/contracts and delivering successful outcomes within the timescales. The outline of your monitoring systems should cover how you will identify any deviation from your plan and your contingency measures.

Form continues on the next page

## Section 6 – Grant summary

Using the information presented in sections 2 and 4, please split your project down into three milestones. Detail what you will deliver within each milestone and the evidence that you will submit to us to demonstrate that the output has been delivered or outcome has been achieved. A progress report completed on a template supplied by Skills for Care will be required for milestones 1 and 2. A project evaluation report and case study completed on templates provided by Skills for Care will be required for milestone 3. Use section 6A to summarise all milestones and any evidence which is over and above the required reports. If you are successful, all qualification outcomes must be claimed as part of milestone 3. Any qualification outcomes must be detailed in section 6B.

**Milestone 1 will be for 40% of the grant value and must be submitted by 13 October 2017.**

**Milestone 2 will be for a further 30% of the grant value and must be submitted by 12 January 2018.**

**Milestone 3 will be for the final 30% of the grant value and must be submitted by 30 March 2018.**

	Milestone details	Evidence submitted
1		
2		
3		

### Section 6B

If you are including qualification or unit completions as an outcome please provide details below. The funding is for awards, certificates and units completed between August 2017 and 30 March 2018.

Unit code or level of qualification	Name of unit/qualification	Number to be completed

## Section 7 – Declarations

### Declaration of interest

Please refer to the application form guidance to determine if you need to make a declaration in this section.

Do you have anything to declare?  Yes  No

You must declare if your organisation or any person in your organisation has any personal or material interest/links with Skills for Care. For example, if your organisation holds a contract with Skills for Care or any individual in your organisation is a committee member, trustee or acting in any other capacity for Skills for Care then we require this to be disclosed at this point.

Name	Declaration/Capacity

### Organisation declaration

- We confirm that all information provided in respect of our application for the Workforce Development Innovation Fund is accurate.
- We confirm that we are an adult social care employer.
- We confirm that the information provided in respect of declarations of interest is accurate. We undertake to advise Skills for Care immediately should any interest come to our notice after this grant is awarded.
- We confirm that we have read the appropriate Skills for Care information and guidance.
- We will maintain an effective communication channel between Skills for Care staff who are involved in this work as requested.
- We will manage the grant in line with the agreed grant milestones and terms and conditions.
- We will ensure that our staff are aware that the funding is provided by Skills for Care.
- We will provide relevant evidence of achievement as specified by Skills for Care in the format requested.
- We understand that the Skills for Care reserves the right to make any resources produced as part of this project available to the sector.
- We understand that we have a responsibility to maintain financial probity and a clear audit trail on funding spent.
- We will provide unique National Minimum Data Set for Social Care reference numbers and registered addresses for each of our establishments and ensure they are fully eligible **where applicable**.

- We understand that claims cannot be made via the Workforce Development Fund for any qualifications or units which are funded through this project.
- We will complete the year end Annual Review and return by the specified date or participate in any evaluation of the funding if requested by Skills for Care.

**Data protection**

We respect your right to privacy and any personal information you give us will be used only as set out here. Information you supply using any electronic form(s) will only be used for the purpose(s) stated on the form and information you provide in emails to us will only be used for the purpose (Which we reasonably believe) that you give it to us for. Beyond what is set out above, we will keep your personal data safe and secure and will not pass on your details to third parties without first receiving your permission, unless we are instructed to do so by a competent legal authority.

**Please complete the section below** to confirm that you will take on the responsibilities detailed above on behalf of your organisation.

Name of lead contact	
Job title of lead contact	
Date	

Tick this box to confirm: you are the named individual above; you are authorised to send this proposal document to us; you are authorised to sign on behalf of your organisation; you understand our obligations under the Data Protection Act.

**For validation purposes this proposal form MUST be returned by the authorised person named above.**