



National Jobs Guarantee Scheme Application Form

Please note this is not the official Application Form for the National Jobs Guarantee Scheme. This document is part of the supporting documentation and may be used to reference questions or support the drafting of Applications, however all Applications must be submitted via the Application Form on Find a Grant.

Please read the National Jobs Guarantee Scheme Application Instructions and Assessment Criteria document before completing your Application(s).

Part A

Section 1 - Eligibility

1.1 Eligibility Statement

As outlined in the National Jobs Guarantee Scheme Grant Guidance (“Grant Guidance”), DWP welcomes applications from a range of organisations with experience delivering employment, skills, youth, and wraparound support services.

To be eligible as a Delivery Partner for the Jobs Guarantee, organisations must:

- Provide for the full Delivery Area (details on the geography of each Delivery Area are available in the ‘National Jobs Guarantee Scheme Area Maps’ on GOV.UK).
- Be capable of delivering the expected volume of referrals across the lifetime of the scheme in the relevant Delivery Area (details on this can be found in sections 2.3 and 2.5 of the Grant Guidance).
- Source and provide jobs from a range of sectors and employers across the delivery area.
- The lead organisation must be sufficiently established with a minimum trading history of three (3) years.
- The lead organisation must have a minimum turnover that is equivalent to the total grant value amount they are applying for.

We welcome applications made in partnership across organisations. Applications that do so should state the lead organisation that will sign the Grant Funding Agreement and Data Sharing Agreement and hold the relationship with DWP. They should also complete sections 2-7 as the lead delivery organisation.

Organisations can bid for all Delivery Areas but can only be appointed as the lead Delivery Partner in a maximum of four (4) of these areas. Turnover requirements will be considered for each individual bid, however, where organisations are successful in

multiple bids, DWP will assess against the combined turnover requirement. Where an organisation fails against this combined requirement, DWP will award to an Delivery Area, in line with the Tiebreaker and Multiple Awards advice in the National Jobs Guarantee Scheme Application Instructions and Assessment Criteria document (“Instructions”).

By continuing with this application, you understand that, if successful, you will be responsible for delivery of the Jobs Guarantee in the Delivery Area(s) applied for. Successful applicants must meet the eligibility criteria set out above, some of which will be assessed through answers to section 3 ‘Additional Organisation Details’. If an application is considered ineligible due to the answers provided in this section, no further sections will be reviewed or scored.

In some instances, Mayoral Strategic Authorities and Devolved Government representatives will be invited to advise in the assessment of applications for their relevant Delivery Area (further details on this can be found in the Instructions). By submitting this application, you acknowledge and agree to this process.

DWP will conduct standard Grant due diligence checks as part of the application process in line with the Grants Centre of Excellence guidance.

This form should be completed with reference to the National Jobs Guarantee Scheme Grant Guidance and the Instructions. All scored or pass/fail responses are determined in accordance with the assessment criteria given in the Instructions. Any weightings applicable to a scored response are also detailed within those Instructions.

Section 2 – Required checks

2.1 Organisation Details

All applicants are asked for certain information. This information will allow DWP to carry out compliance and due diligence checks and prevent fraud. These are the questions required to complete a due-diligence check.

Please note if you are bidding in partnership across organisations, this section should be completed by the lead organisation.

Organisation legal name	
Organisation type (e.g. limited company)	
Registered address	
Charity Commission number (if applicable)	

Companies House number (if applicable)	
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2.2 Grant Funding Details

All applicants are asked for certain information. Your response to the first question in this section should cover the amount of funding required to deliver the Grant Recipient Funded Activities, as set out in Schedule 3 of the Grant Funding Agreement. Please note this value should only include delivery organisation costs: wraparound support costs and administration costs to deliver for the planned number of participants. It should not include wage costs for the six month job, or employer onboarding costs as these are employer costs and will be reimbursed separately by DWP. Please note that the question "Where the funding will be spent?" is built into Find a Grant. Please select the area most relevant to the delivery area you are applying for. The Delivery Area you are applying for will be captured in a later question.

How much does your organisation require as a grant?	
Where the funding will be spent?	

Section 3 – Additional Organisation Details

3.1 Organisation Details

(Please note if you are bidding in partnership across organisations, this section should be completed by the named lead organisation).

Note that we will use information provided in this section to assess your bid against the outlined eligibility criteria.

Email Address	
Description of the organisation	
If your organisation has previously operated under a different name, please state that name here	
Details of any Subcontractors and/or Sub-Partners to this bid (you must have obtained appropriate consent to include in this bid)	
Do you intend to provide for the full geography of the Delivery Area you are applying for? (yes/no)	

Do you intend to deliver the expected volume of referrals required across the lifetime of the grant for the Delivery Area you are applying for? (yes/no)	
Do you intend to reach a range of employers and sectors and implement an open, fair and transparent process for employers to apply to offer roles on the National Jobs Guarantee Scheme? (yes/no)	
Please state in years the trading history of the lead organisation	
Please provide a statement of the most recent yearly turnover for the lead organisation.	
Have you (as the lead organisation) faced any previous grant clawbacks or terminations? If so, please provide details on this. (not pass/fail)	
Are there any conflicts of interest that could compromise your delivery of the Jobs Guarantee, if so, how will you mitigate this? (not pass/fail)	

Section 4 – Lead Contact Details

4.1 Lead Contact Details	
Name	
Job Title/Position in organisation	
Email address	
Telephone Number	

Section 5 – Grant Information

5.1 Per participant grant funding	
<p>Please specify the total amount of per Participant funding required for Grant Recipient funded activities (excluding Employer Activities - subsidised wage related funding and Employer Onboarding Costs).</p> <p>This figure must be within the range of £2,150 to £2,650 funding allowance per participant covering the grant period and indicative demand as set out in the Grant Guidance.</p>	

Section 6 – Geographic Area

<p>6.1 - Please select which Delivery Area you are submitting this bid for. (Please note an individual bid must be submitted for each area – please indicate which area this bid relates to)</p>		
Delivery Area		
<p>7.2 - If you are applying for more than four Delivery Areas please provide a preference order for your applications in the event you are successful in more than four areas.</p>	1	
	2	
	3	
	4	

Section 7 – Assurance and Data Security

<p>7.1 Please explain whether you have the sufficient infrastructure, systems and mechanisms in place to support effective delivery of the scheme. This should include how you will support the following:</p> <ul style="list-style-type: none"> • Compliance with monthly Management Information (MI) reporting. • Compliance with monthly and quarterly grant reviews. • Evaluation of your delivery of the scheme. • Protect against fraud and error (including evidence of how you will track and report on the use of grant funds).
<p>Word count: 500</p>
<p>7.2 Please demonstrate how you will ensure compliance with all applicable data protection legislation, including the UK GDPR and Data Protection Act 2018, and provide assurance that personal data will be processed lawfully, securely and appropriately.</p>
<p>Word count: 250</p>
<p>7.3 Please demonstrate how you will provide assurance that you meet, or will meet, UK Government cyber security requirements, including relevant DWP security policies and a minimum baseline equivalent to Cyber Essentials. If you plan to use digital tools (e.g. an appointment booking tool) please list these here.</p>
<p>Word count: 250</p>

Part B – Qualitative Questions

Section 8 – Delivery Plan

<p>8.1 Please explain the practical arrangements you have in place to deliver the Jobs Guarantee. Your response should include:</p> <ul style="list-style-type: none"> • An outline of how you will deliver across the entire geography of the Delivery Area for the duration of the scheme.
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- If using Subcontractors and/or Sub-Partners in your delivery of the scheme your response should include:
 - Details of who Subcontractors and/or Sub-Partners are and plans for onward funding arrangements e.g. whether this would be managed through grants or contracts.
 - Who the Subcontractor and/or Sub-Partner is supporting (e.g. geographic area, category of Participants).
 - How many Participants the Subcontractor and/or Sub-Partner will support.
 - Details on the activity being delivered by the Subcontractor and/or Sub-Partner.
 - How you will ensure consistency of service to Participants through management of the supply chain.
- How you will work with DWP and Delivery Partners in other Delivery Areas, to share best practice and experience to help the Jobs Guarantee scheme succeed as a whole and ensure Participants receive the best service.

Word count: 750

8.2 Please explain how you will engage employers and secure the required number of jobs for the scheme in line with the Grant Funding Agreement (GFA) requirements. Your response should include:

- Your employer engagement strategy, including plans to align with existing employer engagement networks in your Delivery Area where possible.
- How you will sustain effective relationships with a range of employers throughout delivery of the scheme.
- How you will ensure an open and transparent process for a range of employers to engage in the scheme.
- How you will secure a range of suitable jobs that develop a range of skills and experience that lead to sustained employment.

Word count: 750

8.3 Please explain how you will provide wraparound support to participants on the Jobs Guarantee. Your response should include:

- How you will provide tailored, personalised support to Participants, including preparatory support, support to remain in a job for six (6) months, and support to transition into sustained employment, education or training upon completion of the scheme.
- Please detail specific examples of this support where possible, including any organisations you may work with to deliver this support. Your response should detail how you will identify and support the needs of Participants with a range of support needs expected as set out in the Grant Guidance.
- Your process to ensure all Participants are matched to appropriate jobs, including those with complex barriers or needs.
- An outline of the customer journey for Participants in your delivery area (referencing schedule 4 of the GFA) (We advise applicants cover this bullet separately in 250 words).

Word count: 1,000

Section 9 – Organisational Capability and Local Insight

9.1 Please detail your high level plan which captures the indicative timings and key milestones for implementation activities. This plan should explain how your organisation has the capability to stand up delivery of the Jobs Guarantee in line with the timelines for national rollout. Your answer should include:

- The date your team will be in place to start delivering the programme.
- The date you will be ready to receive referrals.
- An explanation for the monthly referral volumes set out in your cost register, including timeframes and dependencies for scaling up activities.
- How you will use existing local relationships and networks, or how you intend to develop these relationships to support fast paced delivery of the scheme.

Word count: 750

9.2 Please detail any previous experience and evidence you have of delivering similar schemes. Where possible, your answer should include:

- Reference to any projects or programmes of a similar value or service.
- Reference to any projects or programmes that were implemented to a challenging timeline.
- Experience of working with young people, those with additional barriers to work and those who are long-term unemployed.
- How this grant aligns with your organisation's goals and/or mission.
- References to where you have delivered projects or programmes in the delivery area you are applying for, including where you have worked effectively with key local stakeholders. You should include references to any public reports/evidence where available.

Word count: 750

9.3 Please explain how you will apply knowledge of the local labour market and align with existing employment support provision in the Delivery Area you are applying for. Your answer should cover how your delivery plan considers and aligns with the following:

- The barriers and support needs of young people within the Delivery Area.
- The local economic priorities in your delivery area, including Get Britain Working Plans and any specific labour market challenges or opportunities.
- Local systems and initiatives, including strategic bodies (e.g., devolved governments, mayoral strategic authorities, local authorities, chambers of commerce, local employers/business) and existing employment support provision within the Delivery Area.

Word count: 750

Section 10 – Cost Register and Value for Money

<p>10.1 Please provide a narrative to explain your Grant Cost Register, including how it represents value for money (please see further details in the Application Instructions document) and reasoning for the split of costs across you and any Sub-contractors and/or Sub-Partners on the following:</p> <ul style="list-style-type: none">○ % management○ % administration○ % employer engagement○ % Participant support○ % overheads
Word count: 500

Section 11 – Governance and Risk

<p>11.1 Please set out how you intend to oversee and manage the delivery of the Jobs Guarantee. Your answer should include:</p> <ul style="list-style-type: none">• How you will performance managing supply chains and any Subcontractors and/or Sub-Partners you intend to use.• Reference to any necessary governance/escalation routes or decision-making processes.
Word count: 500
<p>11.2 Please identify the top three (3) risks to your successful delivery of the Jobs Guarantee and explain how you will manage these risks.</p> <ul style="list-style-type: none">• This may include risks such as establishing local relationships where applicants are not already working in Delivery Areas or sourcing a suitable range of jobs from a variety of employers.• Applicants should include in their risk register how they intend to mitigate against these risks and clearly identify escalation routes and decision-making processes where risks do become critical.
Word count: 500

Part C – Grant Cost Register

Section 12 – Grant Cost Register

<p>12.1 Please upload your Grant Cost Register here.</p>
<p>Applicants will be asked to upload a completed Grant Cost Register. The template for this can be accessed in the ‘supporting documentation’ of the Grant advert.</p>

Section 13 – Declarations

By submitting this application form you agree to the following:

- The information provided in this application is true and correct.
- As outlined in the National Jobs Guarantee Scheme Grant Funding Agreement (GFA) you agree to take account of the Code of Conduct for Recipients of Government General Grants, including ensuring that any Subcontractors, Sub-Partners or employers you utilise or involve in delivering the scheme undertake their duties in a manner consistent with the principles set out in the Code of Conduct.
- You and any Subcontractors, Sub-Partners or employers you utilise or involve in delivering the scheme, as stipulated in the GFA, will adhere to any obligations under the law, including but not limited to the Information Acts and the Human Rights Act 1998. You will also have due regard to anti-bribery and anti-corruption laws, data protection and public procurement, subsidy control, intellectual property, environmental requirements, insurance and any other relevant law or regulation as stipulated in the Grant Funding Agreement.

Confidentiality

By submitting this application form you agree that any information you share with DWP in connection with this application may be shared with:

- Selected Mayoral Strategic Authority or Devolved Government representatives where they are invited to advise on the assessment of applications.
- DWP's agents and advisors and may be used for the purpose of the Jobs Guarantee scheme and future policy (and shall store and retain such information in accordance with good industry practice).

You also agree that:

- You have all necessary consent and licenses to share any information you choose to share with DWP in connection with this application or the Jobs Guarantee scheme.
- DWP is subject to the Freedom of Information Act and the Environmental Information Regulations as amended.
- You shall comply with your respective obligations under the UK GDPR and Data Protection Act 2018.
- By accessing and downloading the documents, you agree to comply with the terms set out above.