

**Department for Work and Pensions**

**Reducing Parental Conflict Programme**

**Poverty, Families and Disadvantage Directorate**

**Level 1, Third Floor, Kings Court, 80 Hanover Way, Sheffield, S3 7UF**

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| **date** |  |

**Evidence & Dissemination Grant 2023-25 – Ref: Competition**

**Grant Application Form**

**1. Section 1 – Applicant Details**

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| **1.1 Organisation Details** | |
| **Organisation Name:** |  |
| **Charity No. or Companies House Registration No.** |  |
| **Project Title (Your reference):** |  |

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| **1.2 Lead Contact Details** | | |
| **Name:** |  |  |
| **Email:** |  | |
| **Phone Number** |  | |
| **Job Title / Position in Organisation:** |  | |
| **Organisation Address:** |  | |
| **Address Line 1:** |  | |
| **Address Line 2:** |  | |
| **Address Line 3:** |  | |
| **Address Line 4:** |  | |
| **Town / City:** |  | |
| **Postcode:** |  | |
| **Website:** |  | |

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| **1.3 Summary of the aims and objectives of your organisation** |
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| **1.4 If this is a Cluster application please list all Cluster Members here. If a single application please enter 'Not applicable'.** |
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| **1.5** **What is your Annual Income as shown in your most recent audited accounts?**  (Please provide a copy of your most recent audited accounts) |
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| **1.6 Since 2019, has your organisation been in receipt of other grant funding from a government department?**  **If so, please give details of what that is for, the period it covers and the team you liaised with. Please list the past 3 years if applicable and a failure to provide this information may delay / affect your application.** | | | |
| **[Insert Department Name] Funding Source** | **Details** | **Period** | **[Insert Department Name] Team you liaised with** |
| **Social Enterprise Investment Fund** |  |  |  |
| **Health & Social Care Volunteering Fund** |  |  |  |
| **Innovation, Excellence, Strategic Developments Fund** |  |  |  |
| **Strategic Partner Programme** |  |  |  |
| **Other funds – give details** |  |  |  |

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| **1.7 Has a member of the Board of Trustees / Directors signed-off this proposal to be made?  Please provide his/ her contact details** |
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| **1.8 References & Other information that is relevant to your application for this Grant (Please list all relevant information on prior work in the field that we can access. We will seek your approval to take up references to supplement your grant application.** |
| |  |  |  | | --- | --- | --- | | **Name:** |  |  | | **Email:** |  | | | **Phone Number** |  | | | **Job Title / Position in Organisation:** |  | | | **Organisation Name:** |  | | |
| **Short details of the Project (include dates):** |

**2. Section 2 – Eligibility**

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| **2.1 Have you applied for similar funding for a project that will complement this Grant? And if so, please describe similar project or service that is currently being undertaken?** |
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| **2.2 Please confirm that you can deliver the activity in England?** |
| Yes  No |
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| **2.3 Do you meet the Eligibility Criteria as set out in the Supporting Information?** | |
| You are a non-profit, private sector or public sector organisation, not an individual, parternship or sole trader? | |
| You have a UK registered bank account which has been operational for at least three years? | |
| You are willing to carry out the Funded Activities on a not-for-profit basis? | |
| You have no history of insolvency? | |
| You have other sources of income during the grant period? | |
| If successful, you believe you would pass the checks in the Government Grants Due Diligence Checklist | |
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| **2.4 Please state the legal structure of your organisation** | |
| A Charity registered on the charity commission website | |
| A Corporate body – company limited by guarantee (registered at Companies House) | |
| A Community Interest Company (registered at Companies House or CIC regulator) | |
| A co-operative (we will need to see your govering documents) | |
| An Independent Provident Society (we will need to see your governing documents) | |
| New Charitable Incorporated Organisation (CIO) | |
| None of the above, but the organisation has a formal constitution (set of rules) or governing document which shows its objectives and management structure | |
| Other (please specify and include details): We confirm that we have included the following:   * Equal Opportunities Policy Statement |
|  Health and Safety Policy Statement |

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| **Cluster Details (if applicable) please list the Cluster Members** |
| |  |  |  | | --- | --- | --- | | **Name:** |  |  | | **Email:** |  | | | **Phone Number** |  | | | **Job Title / Position in Organisation:** |  | | | **Organisation Address:** |  | |   Cluster Member 2   |  |  |  | | --- | --- | --- | | **Name:** |  |  | | **Email:** |  | | | **Phone Number** |  | | | **Job Title / Position in Organisation:** |  | | | **Organisation Address:** |  | |   Please describe the Cluster and details of any MoU in place. (Ideally the application from the Cluster must include a letter of support from each Cluster Member involved in the Cluster. Each letter of support should include, as a minimum:  • an overview of how the Cluster will work together to complete the grant activity  • an outline of the relevant experience and/or expertise of the Cluster Members  • the roles/responsibilities of Cluster Members and the resources they will contribute (if any)  • details of a nominated management level contact officer  • details of the lead Cluster Member who will make the Application (as above in 2.5) |
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| **Notes - A “Cluster” is a group of organisations who choose to work together for a common specific purpose.**  **In a sub-contract relationship, an organisation who is awarded a grant may agree with another organisation for them to undertake part of the work. In this kind of relationship, the sub-contractor will be ‘appointed’ and paid for their work by the main grant recipient.**  **DWP will only enter into a grant agreement with the lead organisation. The lead organisation will be accountable and responsible for the grant. The lead organisation must complete this application form and identify all other members of the proposed Cluster in the application (see section 2.5 above). Following award, all payments may only be made to the lead organisation.**  **The lead organisation, as the direct and primary recipient of the grant funds, is accountable to the DWP for the performance of the project, the appropriate expenditure of grant funds by all parties, applicable reporting requirements, and all other obligations of the lead organisation, as specified in the grant agreement.**  **In general, the requirements that apply to the lead organisation, including transparency, accountability, and probity as well as sound financial management and requirements of the award, also apply to all Cluster Members.**  **The Cabinet Office has produced a guide on Working in a Cluster for third sector organisations involved in public service delivery.**  [Working in a consortium](https://www.gov.uk/government/publications/working-in-a-consortium) |

**3. Section 3 – Grant Application**

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| **3.1 Guidelines - Your application should aim to meet the judgement points criteria as set out in the guidance.**   * **If a Cluster please provide details around contributions and split of resources towards the carrying out of the Funded Activities.**   Answer in the box below |
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| **3.2 Delivery**  Applicant to provide detail of how the Applicant would carry out the Funded Activities and ensure EDG requirements are met. Applicants should provide an outline and detail a clear rationale of how the Applicant will deliver the Evidence & Dissemination Grant (EDG) requirements and ensure the Funded Activities are successfully carried out.  **Assessed through:**   * Q1. An outline of how the Applicant will deliver the EDG requirements including examples of Products the Applicant plans to create; an overview of activity that would support successful delivery of the requirements; and the rationale for this.   Applicants should include their response below - Note: please restrict your answer to 1000 words maximum. (Any additional words will not count and will not be scored) |
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| Q2. How connected the Applicant is with wider family support across the public sector and what experience the Applicant has of working in this area by answering the following 2 sub-questions:   * Q2a. What current or recent (i.e. within the last 2 years) experience does the Applicant have of working in Family Policy Areas (including Children’s Social Care)?   Answer in the box below –  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)  Q2b. What experience does the Applicant have of understanding current family policy, anticipating change and responding to this?  Answer in the box below –  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored) |

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| **3.3 Model of Delivery:**  Applicant to give a detailed overview of the proposed delivery model - to include ‘what and how’ Funded Activities will be delivered and provide clear plans for staffing**.**  **Assessed through:**  Q3. An overview of the proposed delivery model – including what and how it will be delivered and by whom by answering the following two sub-questions:  Applicants should include their response(s) below   * Q3a. Please provide details of the Applicant’s existing network in local areas or, if it does not have one, how the Applicant would go about creating one.   Answer in the box below:  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)   * Q3b. Please detail what the Applicant’s experience is in using a variety of communication methods to deliver key messages to an audience.   Answer in the box below:  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored) |
| * Q4. Please detail the amount of people resource the Applicant needs to deliver the requirements.   Note: please restrict your answer to 250 words maximum. (Any additional words will not count and will not be scored)   * Q5. Please detail the Applicant’s plans for staffing and clearly set out appropriate management arrangements   Note: please restrict your answer to 250 words maximum. (Any additional words will not count and will not be scored)   * Q6. How would the Applicant gather feedback on how the Applicant has carried out the Funded Activities and what feedback loops would the Applicant put in place to ensure the Applicant receives feedback from areas the Applicant will be working with and on any Products produced?   Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)  Applicants should include their response(s) below |

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| **3.4 What experience have you to draw upon?**  Applicant (either alone or as part of a Cluster) to set out the experience and capability required to carry out the Funded Activities and meet the EDG requirements**.**  **Assessed through:**  Q7. What internal expertise does the Applicant have to draw on to carry out the Funded Activities by answering the following two sub-questions:  Applicants should include their response(s) below |
| * Q7a. What expertise do you have in gathering, analysing and interpreting data in order to determine impacts of activities and influence decision-making?   Answer in the box below  Note: please restrict your answer to 1000 words maximum. (Any additional words will not count and will not be scored)   * Q7b. What do you have of engaging with specific sectors including, for example Local Authorities, Public Health, Education etc?   Answer in the box below  Note: please restrict your answer to 1000 words maximum. (Any additional words will not count and will not be scored)   * Q8. Please detail the Applicants (individually or for each member of the cluster) organisational setup and how you have the expertise to carry out the Funded Activities and ensure EDG requirements are met   Answer in the box below  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored) |
| **3.5 Timetable & Budget**  Applicant to detail how the Funded Activities could be carried out and what budget/timelines they would need to do this as compared to their proposals as set out in Question 1 1 (i.e. what sort of setup time would be required to mobilise offers, what frequency of events they would expect to run, etc.) as well as any risks and mitigations they perceive in the delivery of their proposals.  It is recognised these will not be final and the Authority will agree specifics with the Grant Recipient post-application.  **Assessed through**  Q9. Please detail how the proposal to deliver the Funded Activities and EDG Requirements as set out in Question 1 could be delivered by addressing the following three sub-questions   * Q9a. Please set out what milestones the Applicant envisages in delivering their proposal, for example what period of set-up would be required, what frequency would they look to publish products or hold events, how long they would aim to work with specific Local Areas, etc.   Answer in the box below  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)   * Q9b – Please detail any risks Applicant envisages in being able to carry out the Funded Activities and the Applicant’s proposed mitigations of those risks, including issues related to delivery (including Local Authority Capacity), commercial, legal, finance and data sharing.   Answer in the box below  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)   * Q9c. Please provide an explanation of how the Applicant would demonstrate the EDG requirements and Funded Activities are being successfully delivered, and if not what the proposed early exit strategy would be.   Answer in the box below  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)  Q10. Please detail the expected costs to carry out the Funded Activities and meet the EDG requirements (including VAT where appropriate) and the financial years within which the costs will fall including the total cost and detail of the breakdown of this cost over the financial periods 2023/24 and 2024/25, including how and over what periods the applicant would apply for release of the Grant Funding.  Note: please restrict your answer to 1000 words maximum. (Any additional words will not count and will not be scored)  Q11. Please provide a summary of how the financial figures have been calculated and derived, including any key financial risks and mitigations  Note: please restrict your answer to 500 words maximum. (Any additional words will not count and will not be scored)    Applicants should include their response(s) below |
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