



Department
for Work &
Pensions

National Jobs Guarantee Scheme

Grant Application Instructions and Assessment Criteria

June 2026

Definitions

Aggregate Quality Score	means the score achieved as set out in the calculations at paragraph 63 ;
Applicant(s) / Grant Applicant(s)	means any person or entity or group of such persons and entities, including any temporary association of undertakings, which makes an Application to deliver the National Jobs Guarantee Scheme in one or more Delivery Areas;
Applicant's Team	means: (i) in the case of any Consortium or Applicant / Subcontractor structures, the Applicant and each of the relevant Consortium members or Subcontractors; and (ii) any officers, employees, agents or advisors of the Applicant and/or (if applicable) of any relevant Consortium members or Subcontractors;
Application / Grant Application	means a National Jobs Guarantee Scheme Application in respect of the services which is or (as the context requires) may be submitted in response to these Instructions by an Applicant;
Application Window	means the period of time in which an Applicant has to submit an Application for the National Jobs Guarantee Scheme Grant;
Artificial Intelligence (AI)	means the ability of a computer or computer-controlled robot to perform tasks that are commonly associated with the intellectual processes characteristic of humans, such as the ability to reason;
Associated Documents	means, in addition to these Instructions, any other documents or information which DWP may from time to time provide or make available in connection with the Grant Application process;
Authority	means the SECRETARY OF STATE FOR WORK AND PENSIONS whose principal address is at Caxton House, Tothill Street, London, SW1H;
Conditional Notice to Proceed	means notice to an Applicant of a successful Application prior to the signing of a Grant Funding Agreement;

Consortium	means a group of organisations or individuals that collectively wish to apply for the Grant with one party acting as the lead of such consortium;
Delivery Area	means one of the Delivery Areas as set out in Appendix 1 of these Instructions and within the Grant Guidance. This is referred to as the Territory within the Grant Funding Agreement;
Delivery Partner	means the organisation who is awarded the relevant Grant for a specific Delivery Area, also referred to as the Grant Recipient;
Devolved Governments	means certain legislative and administrative powers are transferred or 'devolved' from the UK Parliament and Government to those in Scotland, Wales and Northern Ireland;
DWP	means the Department for Work and Pensions
Eligibility Questions	means DWP's selection questions used to determine which Applications move forward to the assessment of Part B;
Employer Funded Activities	means the funded activities which are set out at Schedule 3 Part B of the draft Grant Funding Agreement
Employer Onboarding Costs	means the Eligible Expenditure comprising the costs of providing onboarding support to Funded Employees as specified in Schedule 6 of the draft Grant Funding Agreement;
Final Overall Score	means the score achieved as set out in the calculations as set-out at paragraph 70 ;
Final Quality Score	means the score achieved as set out in the calculations as set-out at paragraph 63 ;
Final Unit Cost Score	means the score achieved as set out in the calculations as set-out at paragraph 68 ;
Find a Grant	means the UK database of advertisements for Grants maintained by the Grants Management Function within Cabinet Office Home - Find a grant ;
FOIA	means the Freedom of Information Act 2000;

Government	means DWP, HM Treasury, the Cabinet Office or any other department, office and/or agency of the Crown;
Grant	means the sum or sums the Authority will pay to the Grant Recipient in accordance with Clauses 4 and 5 and subject to the provisions set out at Clause 27 of the draft Grant Funding Agreement
Grant Cost Register	means the document completed by the Applicant with full costings to deliver the National Jobs Guarantee Scheme in a particular Delivery Area as set out at Schedule 2 Part B of the draft Grant Funding Agreement ;
Grant Funding Agreement	means the agreement signed by both DWP and the Grant Recipient setting out the requirements of the grant and agreement;
Grant Guidance	means the document headed "National Jobs Guarantee Scheme Grant Guidance" on Gov.uk;
Grant Recipient	means the organisation who is awarded the relevant grant for a specific Delivery Area and who holds the grant agreement with the Authority;
Instructions	means these National Jobs Guarantee Scheme Grant Application Instructions and Assessment Criteria;
Jobs Guarantee	means the National Jobs Guarantee Scheme as more particularly described in Schedule 4 of the National Jobs Guarantee Scheme Grant Funding Agreement;
Mayoral Strategic Authority (MSA)	means a regional governing body in England;
Participant	means each referred individual who has been referred to the Grant Recipient and who has subsequently engaged with the Grant Recipient through an initial meeting at which they agreed to engage in the scheme;
Sub-Partner(s)	means a consortium member or an organisation appointed by the Grant Recipient (lead Delivery Partner) to deliver aspects of the scheme within the Delivery Area;

Scoring Scale	means the scores set out in the table at paragraph 40 ;
Submission Deadline	means the final time and date for receipt of Applications by DWP through Find a Grant as set in the timetable at paragraph 4 of these Instructions, or such other times and dates as may be subsequently communicated by DWP to Applicants for these purposes;
Successful Applicant	means the Applicant appointed by DWP as the Grant Recipient as a result of the Application process to deliver the National Jobs Guarantee Scheme in one or more Delivery Areas;
Unit Cost	means the cost per Participant as calculated in the Grant Cost Register or the minimum and maximum amount as set-out in Application Section 5;

Introduction

1. These instructions, together with the National Jobs Guarantee Scheme Grant Guidance (“Grant Guidance”) and all other information and documents to which they refer, are designed to ensure that each completed Grant Application (“Application”) is treated fairly. It is important, therefore, that you provide all the information asked for in the format and order specified.
2. Please read the information and instructions carefully as non-compliance with the instructions may result in the disqualification of your Application from this exercise. Grant Applicants (“Applicants”) need to ensure that they have read all the documentation contained within this pack thoroughly.
3. Please note that these instructions, and all other information or documents to which they refer are issued as part of the National Jobs Guarantee Scheme only. DWP reserves the right to amend, clarify, add to or withdraw all or any part of the National Jobs Guarantee Scheme Application Instructions and Assessment Criteria (“Instructions”), the Grant Guidance, the Grant Funding Agreement, and any documents attached or annexed there to, at any time during the Application process, including varying any timetable or deadlines set out in these Instructions.

Application Process

4. The Application window will open on Tuesday 09 June 2026 and will be open for five (5) weeks until 09:00 (9am) on Monday 13 July 2026. We will aim to notify successful Applicants of the intention to award in September 2026 and expect Grant Funding Agreements to commence by November 2026 to facilitate first referrals in November 2026.

Activity:	Date:
Application Window will open on Find a Grant	Tuesday 09 June 2026
Information session(s) on the Application process	Thursday 11 June 2026 (followed by a regular schedule available in ‘Key Dates’ section of Find a Grant)
Deadline for clarification questions from interested parties	17:00 on Friday 26 June 2026
Published responses to clarification questions	Weekly during bidding window and final upload by Monday 06 July 2026
Submission Deadline for Grant Application	Monday 13 July 2026 09:00 (9am)
Commencement of Application assessments and approval process	Tuesday 14 July 2026
Proposed Grant funding award notification	September 2026
Expected commencement date of National Jobs Guarantee Scheme Grant Funding Agreement and first referrals	November 2026

5. Applications must be submitted through Find a Grant and clearly state which of the twenty-five (25) delivery areas the proposal relates to. Applicants can apply to be the lead Delivery Partner in as many of the delivery areas as they want; a separate application must be submitted for each area. However, a single organisation will only be awarded to deliver the Jobs Guarantee as the lead Delivery Partner in a maximum of four (4) out of the twenty-five (25) Delivery Areas.
6. The application is split into three (3) areas, which are:
 - Part A - Applicant Details and Eligibility Questions
 - Part B - Qualitative Questions
 - Part C - Grant Cost Register

Application Completion

7. We welcome Applications made in partnership across organisations. Applications that do so should clearly state the lead organisation that will sign the Grant Funding Agreement and hold the relationship with DWP and outline how they will work in partnership with others to deliver the Grant objectives (details of which are set out in Section 2.1 of the Grant Guidance).
8. No additional documentation should be submitted with the Application, unless otherwise specified (see below).
9. We have applied a maximum word count on your response to all scored questions. These limits are provided in the Application form and any words exceeding the allocated word count will be disregarded entirely and will not be evaluated.
10. You are responsible for ensuring that your Application form has been fully completed and all information included prior to the Application Submission Deadline. Please allow sufficient time to submit your Application. It is recommended that you allow time for a final check to be undertaken prior to the Submission Deadline. It will not be possible for you to submit any further information after the application exercise submission deadline and any Applications received after the Submission Deadline will be rejected.
11. Information Technology (IT) problems within your own system will not be considered reasonable grounds for late submission. You may modify and resubmit your Application at any time prior to the Submission Deadline. If you experience any IT issues with Find a Grant or accessibility issues, please contact dwp.jobguaranteeteam@DWP.GOV.UK ahead of the deadline. Applications cannot be modified after the Submission Deadline.
12. All Applicants will be liable for all costs incurred in the preparation and submission of their Application. DWP will not be liable for these costs and the Grant Recipients cannot use any Jobs Guarantee Grant funding to cover costs incurred in the preparation and submission of their Application.
13. Each Applicant may wish to take its own advice (including legal, financial or tax advice) and should enter into its own discussions with Subcontractors and/or Sub-Partners in respect of the preparation and submission of its Application and shall do

so at its own risk and in compliance with all applicable laws and regulations.

14. Any support or guidance set out in this document pack or otherwise provided by DWP or any other body in connection with the application process does not and will not imply any support for an individual Application in advance of Conditional Notice to Proceed (itself not a funding commitment), nor will it imply or confer any liability on the DWP for the inputs to or outputs undertaken by each potential Applicant. Nothing in the document pack constitutes or can be considered as financial, account, tax, or technical advice.

DWP's Rights

15. Subject to its obligations to act in a transparent, proportionate and non-discriminatory manner and in addition to DWP's rights specified in these Instructions, DWP reserves the right to:
 - waive or change the requirements of these Instructions at any time prior to the Submission Deadline. Any such amendment will be numbered, dated and issued by DWP via Find a Grant. Where amendments are significant, DWP may, at its discretion, extend the Submission Deadline and if so, will communicate details of any such extension via Find a Grant;
 - withdraw these Instructions at any time, or re-invite Applications on the same or any alternative basis
 - choose not to award any Grant as a result of the Application process; or
 - make whatever changes it sees fit to the timetable, structure or content of the Application process.

No Collusion in Application

16. Applicants (and their Subcontractors and/or Sub-Partners, advisors, or group companies) must not:
 - Fix or adjust any part of their Application through agreement with another person.
 - Share or communicate Application value or related information with anyone except DWP.
 - Agree with another person to prevent them from submitting an application.
 - Disclose or allow access to Application information to any other person.
 - Offer or provide money, inducements, or valuable consideration to influence actions or omissions related to Applications.
 - **Exception for Co-Participants** - Consortium members working on the same Application may share necessary information for preparing that joint Application.
 - **Consequences of Breach** - DWP may disqualify the Applicant from the grant competition. Additional criminal or civil remedies may apply.

- **Preventive Measures** - DWP can require Applicants to implement procedures or actions to prevent or stop collusive behaviour.

Clarification Questions

17. Details on the national rollout of the Jobs Guarantee will be available through these Instructions, the Grant Guidance and the Grant Funding Agreement, all of which will be made publicly available on GOV.UK. We recommend that Applicants review all of these documents prior to submitting an Application.
18. Alongside these documents, a 'Jobs Guarantee National Scheme Q&A Document' will be published on Find a Grant in the supporting documentation.
19. A post-launch webinar will be held on **11 June 2026** to outline the key requirements and criteria, followed by an opportunity for attendees to ask questions and seek clarification with the Application process – please sign-up [here](#). This will be followed by a regular schedule of at least three further drop-in sessions (schedule available in 'Key Dates' section of the Find a Grant advert), providing further opportunities to ask questions and seek clarification to support the Application process.
20. A question and answer log will be updated after the webinar and each drop-in session and published weekly on **Find a Grant**. This will also reflect and respond to any additional written questions received during the Application Window. Please note the deadline to submit clarification questions ahead of the Application Submission Deadline is at 17:00 on 26 June **2026**.
21. **Please note:** any questions submitted through this process must state the name of your organisation and the Delivery Area(s) you are considering applying for. Questions that do not provide those details (and their respective responses) will not be published on Find a Grant.
22. Questions during the application window should be submitted via email to dwp.jobguaranteeteam@DWP.GOV.UK. Note that in all cases, DWP's handling of Grant Applications and clarification questions submitted will be subject to the UK Government's obligations under the Freedom of information Act (FOIA), Environmental Information Regulations (EIR), and any other applicable legislation which may result in the information submitted being disclosed.
23. Applicants may submit questions to clarify the published guidance, criteria, or process. However, questions seeking special consideration, lobbying for policy changes, or influencing assessment outcomes outside the formal process will not be accepted. All queries will be reviewed, and any response that provides useful clarification will be added to the public question and answer log. Where questions address similar themes, a single response will be provided by DWP. Questions already addressed in the guidance, appendices, or existing responses, or those deemed irrelevant, will not receive a separate reply.
24. Should there be anything in your clarification question which you feel is sensitive to your area, please identify this when raising the question. In cases such as this, DWP may respond only to the prospective Applicant that has asked the clarification question (i.e. and not include the question or answer in the question and answer log). This will apply in cases where DWP is satisfied that (a) the clarification

question is sensitive to that Applicant's area and (b) responding only to that prospective Applicant would not be contrary to a fair competition.

25. Where DWP is not satisfied the above criteria are met, we will provide the questioner with the opportunity to either withdraw the clarification question or confirm that the question and answer can be included in the question and answer log.
26. Applicants must not directly or indirectly canvass any Minister, public sector employee or agent regarding this Grant Application or attempt to procure any information – the above process must be followed. Any attempt to do so may result in an Applicant's disqualification from this Grant Application.

Clarifications by the Authority

27. DWP may need to clarify details of an Application and in those instances DWP will send any questions to the named representative of the Applicant by email detailed in this application, who should arrange for a reply to be provided by the stipulated clarification response deadline, if a response is received after this deadline, DWP may discount the response.
28. DWP may seek independent financial and market advice to validate any information submitted and/or declared by an applicant, or to assist in the assessment of an application.

Baseline Security Standard

29. Where the successful Applicant's personnel including employees and Subcontractors/Sub-Partners are to be given access to the Authority's Data (as defined in the Grant Funding Agreement), the Applicants attention is drawn to the Grant Funding Agreement. Full details of the actions required to comply with the above procedures, can be found in the following guidance and a PDF version of this document can be viewed on gov.uk:
30. ['HMG Baseline Personnel Security Standard'](#).
31. Applicants are expected to meet the costs associated with any security checks required in relation to their participation in the Application process.

Part A – Applicant Details and Eligibility Questions

32. DWP will mark Eligibility Questions as described below. To score a "PASS", the Applicant must adequately address all key points. The responses must give a reasonable degree of confidence that the Applicant has the capability, resource and experience to properly perform the Grant. Where an Applicant scores a "FAIL" for any question, DWP will treat the Application as non-compliant and reject it.
33. The following sections form Part A.

Application Section 2 – Required checks (Not scored)

Organisation legal name
Organisation type (e.g. limited company)

Registered address
Charity Commission number (if applicable)
Companies House number (if applicable)

How much does your organisation require as a grant?	Please enter the total amount of the Grant Funding applied for (excluding VAT and Employer Costs)
Where the funding will be spent?	Please select the area most relevant to the delivery area you are applying for.

Application Section 3 - Additional Organisation Details (Pass/Fail)

Do you intend to provide for the full geography of the Delivery Area you are applying for? (yes/no)	If you cannot provide full coverage in the Delivery Area you are applying for, even if you can provide partial coverage, please answer no. In this case your Application will be rejected.
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)	If the answer to this question is No your Application will be rejected.
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)	If the answer to this question is No your Application will be rejected.
Please state in years the trading history of the lead organisation	To apply organisations will need to have been trading for a minimum of three (3) years
Please provide a statement of the most recent yearly turnover for the lead organisation	Your yearly turnover must equal or exceed the total grant funding you are applying for. If your turnover is less than the total grant funding applied for your Application will be rejected. Where organisations are successful in multiple Applications, DWP will assess against the combined turnover requirement.
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)	
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Application Section 4 - Lead Contact Details (Not scored)

Name
Job Title/Position in organisation
Email address
Telephone Number

Application Section 5 - Grant Information (Not scored)

Please specify the total amount of per Participant ("Unit Cost") funding required for Grant Recipient funded activities (excluding Employer Activities - subsidised wage related funding and Employer Onboarding Costs). 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.	
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Application Section 6 - Geographic area you are applying for (Not scored)

Insert the Delivery Area this Application is for from the drop-down list
If you are applying for more than four (4) Delivery Areas please provide a preference order for your applications in the event you are successful in more than four (4) Delivery Areas.

Application Section 7 – Assurance, Data Protection and Security (Pass / Fail)

34. If any of the questions in this section are marked as a fail the Application will be rejected.
35. Applicants may wish to access the following resources in relation to these questions:
 - Minimum Government Cyber Security Standard: [The Cyber Security Standard - UK Government Security - Beta](#)
 - Cyber Essentials [Cyber Essentials | National Cyber Security Centre](#)
 - DWP Security Policies: [DWP procurement: security policies and standards - GOV.UK](#)

Assurance (500 words) Pass / Fail

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:

- 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)

36. A response will be assessed as a fail if either:

- a) The response fails to address the question, or,
- b) The response fails to demonstrate the relevant requirements in the question, or,
- c) There are significant weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question with insufficient explanation and evidence.

Data Protection (250 words) Pass / Fail

7.2 - Applicants are asked to demonstrate how they 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.

37. A response will be assessed as a fail if either:

- a) The response fails to address the question, or,
- b) The response fails to demonstrate the relevant requirements in the question, or,
- c) There are significant weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question with insufficient explanation and evidence.

Data Security (250 words) Pass / Fail

7.3 - Applicants are asked to demonstrate how they meet, or will meet, UK Government Cyber Security requirements, including relevant DWP security policies and a minimum baseline equivalent to Cyber Essentials. If they plan to use digital tools (e.g. an appointment booking tool) those should be listed here.

38. A response will be assessed as a fail if either:

- a) The response fails to address the question, or,

- b) The response fails to demonstrate the relevant requirements in the question, or,
- c) There are significant weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question with insufficient explanation and evidence.

Part B – Qualitative Questions

39. Part B contains the qualitative Application assessment questions, which assess the Applicant's proposal to deliver DWP's National Jobs Guarantee Scheme requirements as set out in the Grant Guidance.

Qualitative Scoring Methodology

40. The responses in the Application will be scored against the criteria and weightings using the scoring scale set out below.

Score	Definition
0 Poor	The response: (a) is substantially incomplete or fails to answer the question (including the elements set out in the question); and/or (b) demonstrates a poor/no understanding of the relevant requirement(s) of the Grant Guidance and/or the question. There are major weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question with no explanation or evidence.
1 Limited	The response: (a) fails to address significant parts of the question (including the elements set out in the question); and/or (b) demonstrates a limited understanding of the relevant requirement(s) of the Grant Guidance and/or the question. There are significant weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question with insufficient explanation and evidence.
3 Satisfactory	The response: (a) addresses some parts of the question (including the elements set out in the question); and/or (b) demonstrates an adequate understanding of all of the relevant requirement(s) of the Grant Guidance and/or the question. The level of detail provided is generally adequate for meeting the relevant requirement(s) of the Grant Guidance and/or the question, though there are weaknesses in relation to specific parts of the proposals for meeting the relevant requirements of the Grant Guidance and/or addressing the elements set out in the question and/or a lack of supporting evidence.
5 Good	The response: (a) addresses most parts of the question (including the elements set out in the question) and/or

Score	Definition
	(b) demonstrates a strong understanding of the relevant requirement(s) of the Grant Guidance and/or the question. The level of detail provided is generally sufficient though there are some minor weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and/or in addressing the elements set out in the question and/or the supporting evidence.
7 Excellent	The response: (a) fully answers the question (including All the elements set out in the question); (b) demonstrates an excellent understanding of the relevant requirement(s) of the Grant Guidance and the question. The response demonstrates an ability to deliver to a high standard. There are no weaknesses in the proposals for meeting the relevant requirement(s) of the Grant Guidance and the elements set out in the question and the proposals include comprehensive detail and supporting evidence with no weaknesses which provides an excellent level of assurance and confidence.

41. The qualitative Application assessment questions (sections 8-11) will be assessed using the criteria below. These questions will have 90% of the overall weighting. The Grant Cost Register (Section 12) will be scored separately and allocated the remaining 10% of weighting as set out in Part C.
42. Each question will only be scored based on the response provided to that question. Information provided elsewhere will not be taken into account.
43. In the event an Applicant scores an unweighted moderated score of between zero (0) and one (1) for any question in sections 8-11 or does not provide an answer to all questions within sections 8-11, the Application will be deemed an unsuccessful Application and rejected. Applications not deemed to be a rejected Application will be considered a valid Application.
44. Where twenty (20) or more Applications are received within a Delivery Area, DWP reserves the right to amend the process set out in paragraph 43 to: In the event an Applicant scores an unweighted moderated score of between zero (0) and three (3) in any question in sections 8-11 or does not provide an answer to all questions within sections 8-11, the Application will be deemed an unsuccessful Application and rejected.

Application Section 8 - Delivery Plan

45. This criterion assesses the overall strength and feasibility of your delivery approach.

Practical delivery (750 words)

8.1 Explain the practical arrangements you have in place to deliver the Jobs Guarantee. Responses should include:

- An outline of how you will deliver across the entire geography of the Delivery Area for the duration of the scheme.
- 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.

46. This section should provide assurance that you have a clear and reasonable plan to deliver the Jobs Guarantee across the whole geography of the specified Delivery Area and deliver the expected volume of referrals for the specified Delivery Area (further details on this can be found in the Grant Guidance and at Appendix 1). If applicable, Applicants should make clear where and how Subcontractors and/or Sub-Partners play a role in delivery, including details of how many Participants they will support and how those Participants will receive a consistent service throughout the Delivery Area.
47. To note, Applicants are asked in section 11 to provide details on the performance management of Subcontractors and/or Sub-Partners and are therefore **not** required to provide that information in their response to this question. Applicants should also explain how they will collaborate with DWP and other Delivery Partners (in other geographies) of the Jobs Guarantee scheme, to support national delivery and ensure the successful delivery of the scheme.

Employer engagement (750 words)

8.2 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. Responses 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, fair 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.

48. This should clearly set out how you intend to engage and retain strong relationships with employers throughout the lifetime of the scheme. This should cover plans to utilise existing employer networks and/or align with local employer strategies where possible to avoid duplication in local approaches. This should also cover how you will ensure there is an open, fair and transparent process for all employers to engage in the scheme (as outlined in the Grant Guidance); and how you will secure a range of acceptable jobs that reflect the local labour market where possible. More detail on **acceptable employment** can be found in the Grant Funding Agreement.

Participant support (1,000 words)

8.3 - Explain how you will provide wraparound support to Participants on the Jobs Guarantee. Responses should include:

- How you will provide tailored, personalised support to Participants, including preparatory support, support to remain in a job for six months, and support to transition into sustained employment, education or training upon completion of the scheme.
- 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 support Participants with the 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).

49. This should clearly set out how you intend to provide both tailored and personalised support to Participants before and during their time in the job, and as they prepare to exit the scheme. Applicants should demonstrate awareness and understanding of the complex barriers facing Participants of the scheme. This should include an awareness of barriers that may be relevant in the Delivery Area being applied for. Applicants must demonstrate how they will consider these barriers or support needs when providing tailored support plans and when matching Participants to jobs.

Application Section 9 - Organisational Capability

50. This criterion assesses specifically your ability to deliver the Jobs Guarantee at pace and effectively within local areas.

Delivery at pace (750 words)

9.1 - Please detail your high-level plan which captures the key milestones and indicative timings 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.

51. Applicants should demonstrate how they are set up to deliver the Jobs Guarantee from November 2026, detailing how they will mobilise and implement the scheme. Applicants should detail how they plan to accept referrals and deliver wraparound support and guarantee job opportunities for the required volumes at the required pace. Applicants should state where they have, and/or how they intend to develop, local relationships to support their setup and delivery of the scheme. Where Applicants intend to scale up volumes, details of the timeframe and dependencies should be provided.

Previous experience (750 words)

9.2 - Detail any previous experience and evidence you have of delivering similar schemes. Responses here 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.
- 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.

52. Applicants should evidence why they are suitable to be appointed as a Delivery Partner for the scheme, drawing on their experience from projects or programmes

of a similar value or service, implemented at a similar pace and their experience of working with cohorts similar to those referred to the Jobs Guarantee.

Local insight and alignment (750 words)

9.3 - 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. Responses here should consider how delivery plans align 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.

53. Applicants should demonstrate their knowledge of the Delivery Area they are applying for. This should include understanding of the barriers facing young people within the Delivery Area; awareness of the local labour market including the challenges, opportunities and priorities within the Delivery Area; and an explanation of how they will align with the existing employment support provision, including any relevant local systems, networks or initiatives.

Application Section 10 - Value for Money

54. This criterion assesses whether the proposed delivery plan and Grant Cost Register represent an efficient and justifiable use of public funds.

Narrative and Value for Money (500 words)

10.1 - Applicants should provide a narrative and rationale for the construction of their Grant Cost Register, drawing out specifically what has been allocated to particular categories (i.e. administration, management and overheads versus funding on employer engagement and funding spent directly on support to Participants. This includes a reasoning for the split of costs across you and any Subcontractors and/or Sub-partners on the following:

- % management
- % administration
- % employer engagement
- % participant support
- % overheads

Application Section 11 - Governance and Risk

55. This criterion assesses how you intend to manage delivery of the Jobs Guarantee, including how you will work with any Subcontractors and/or Sub-Partners and how you will manage any risks to delivery.

Management and Set-up (500 words)

11.1 - Applicants should clearly set out here how they intend to oversee and manage the grant. Responses should include:

- How bidders will performance manage any Subcontractors and/or Sub-Partners involved in their delivery.
- Reference to any necessary governance or escalation routes as well as decision-making processes.

Risk Register (500 words)

11.2 - This section asks Applicants to set out the top risks to their effective delivery of the Jobs Guarantee.

- 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.

Scoring Part B Questions

56. Each question will be scored and weighted in line with the below:

Section	Question	Word Count	Weighting (% of total)	Maximum Weighted Score
Delivery Plan	8.1 – Practical arrangements	750	11	77
	8.2 – Employer engagement	750	13	91
	8.3 – Wraparound support	1,000	13	91
Organisational Capability and Local Insight	9.1 – Deliver at pace	750	12	84
	9.2 – Evidence and experience	750	12	84
	9.3 – Local alignment	750	11	77
Cost Register Narrative and Value for Money	10.1 – Narrative and rationale	500	7	49
Governance and Risk	11.1 – Management and setup	500	6	42
	11.2 – Risk register	500	5	35
		Total Available	90	630

57. The quality criteria are considered to be critical for the success of Jobs Guarantee. Any Application which when evaluated receives a moderated pre-weighted score of one (1) or below for any response to a question in relation to these quality criteria will result in that Application being eliminated from the competition.

58. Assessment of the above quality criteria is a two-step process, comprising:

- Independent assessment; and
- Moderation.

Independent Assessment

59. During the independent assessment process, each assessor will separately (i.e. without conferring with other assessors) scrutinise the quality of answers given by the Applicant in their Application. Each assessor will then allocate the mark for the answer in accordance with the marking scheme above. The scores will then be submitted for moderation as set out below.

Moderation

60. The moderator will review the marks allocated by the individual assessors in the assessment.

61. Where the scores allocated by individual assessors in the assessment are different, the moderator will facilitate a conversation between the assessors so that they can

agree on the score to be awarded (where agreement cannot be reached the moderator has the final decision).

62. Once moderated, the awarded mark will be multiplied by the relevant question weighting (as set out in the table above) to produce a weighted score for that question.
63. The weighted score an Application receives for each question will be added together to form that Application's aggregate quality score ("Aggregate Quality Score"). Each Aggregate Quality Score will then be converted into a Final Quality Score as follows:
- Each Application for that Area will receive a Final Quality Score based on the formula:

a / b

where:

a is the Aggregate Quality Score of the Application whose Final Quality Score is being calculated; and

b is the highest Score from the Scoring Scale, which is seven (7).

Example:

Applicant	Aggregate Quality Score	Calculation	Final Quality Score
A	542	542/7	77.4286
C	538	538/7	76.8571
B	526	526/7	75.1429
D	520	520/7	74.2857

Part C – Grant Cost Register

64. Applicants must provide the Grant Cost Register (using the template provided in the Find a Grant advert in the Supporting Documents). The Grant Cost Register should be fully completed and uploaded along with the completed Application Form by the deadline Submission Date.
65. Scoring of the Grant Cost Register is determined based on the total cost per Participant ("Unit Cost"). This is set out in the table below.
66. As set out in the Grant Guidance, DWP expects this to be between £2,150 and £2,650. Where an Applicant's cost per Participant exceeds £2,650 Applications will be deemed ineligible. Where an Applicant's Unit Cost is lower than £2,150, responses to 10.1 should clearly state how the required funded activities (as set out in the Grant Guidance) will be effectively delivered in line with the proposed Unit Cost. DWP reserves the right to deem the Application non-compliant if the Applicant cannot sufficiently demonstrate how they would deliver the programme for the Unit Cost below the £2,150.

Assessment of Grant Cost Register

67. The Grant Cost Register contains a list of pricing and supporting assumption fields for which Applicants are required to submit. Applicants must complete all sections within the Grant Cost Register to be eligible for further assessment.
68. The financial scores will be relatively assessed which is calculated as follows:
- The Application with lowest Unit Price for that Delivery Area will be awarded a Final Price Score of 10.
 - Each other Application for that Delivery Area will receive Final Unit Price Score based on the formula:
$$(a / b) \times 10$$

Where:
a is the lowest Unit Cost for that Area; and
b is the Unit Price of the Application whose Final Unit Price Score is being calculated.

69. **Example** (based on the lowest Unit Price for an Area being £2,150):

Applicant	Total Unit Price	Calculation	Final Unit Price Score
C	£2,150.00	Lowest Unit Price	10
D	£2,409.60	$2,150.00/2,409.60 \times 10$	8.9226
A	£2,599.99	$2,150.00/2,599.99 \times 10$	8.2693
B	£2,650.00	$2,150.00/2,650.00 \times 10$	8.1132

Final Overall Score Calculation and Ranking

70. The Final Quality Score for the Application from Part B will be combined with the Final Unit Price Score for the Application from Part C (the Grant Cost Register) to create the Final Overall Score for the Application.
71. The Final Overall Scores for each area will be ranked in order with the Applicant with the highest Final Overall Score will be recommended as the Preferred Applicant. All scores will be to four (4) decimal places.

Example:

Applicant	Final Quality Score	Final Unit Price Score	Final Overall Score
A	77.4286	8.2693	85.6978
C	76.8571	8.1132	84.9704
B	75.1429	10.0000	85.1429
D	74.2857	8.9226	83.2084

Part E: Disclaimer

72. The applicant pack comprising: National Jobs Guarantee Scheme Grant Guidance, Application Form, Grant Application Instructions and Assessment Criteria and the draft Grant Funding Agreement are issued as part of the National Jobs Guarantee Scheme and are separate to previous application resources published for Phase One of the Jobs Guarantee Scheme. DWP does not guarantee the levels of funding available, or that funding will be made available.
73. Each Applicant may wish to take its own advice (including legal, financial or tax advice) and should enter into its own discussions with supply chain partners in respect of the preparation and submission of its application and shall do so at its own risk and in compliance with all applicable laws and regulations. Any support or guidance set out in this document pack or otherwise provided by DWP or any other body in connection with the application process does not and will not imply any support for an individual pilot application in advance of Conditional Notice to Proceed (itself not a funding commitment), nor will it imply or confer any liability on the DWP for the inputs to or outputs undertaken by each potential applicant. Nothing in the document pack constitutes or can be considered as financial, account, tax, or technical advice.

Part E: Further Information relevant to Applicants

Involvement of Mayoral Strategic Authorities (MSAs) and Devolved Government (DGs)

74. As part of the Application assessment process, a selection of MSA and DG representatives have been invited to join DWP's assessment panels in their relevant Delivery Area to advise and provide insight on the local landscape. As a requirement for this process, those representatives (and the organisation they represent) cannot apply for the Grant as a Grant Recipient, consortium member, Subcontractor or Sub-Partner of a Grant Recipient or an employer of the Jobs Guarantee Scheme.

Use of Artificial Intelligence (AI)

75. DWP may use AI to pre-screen applications to ensure they are compliant. Any applications flagged as non-compliant at this stage will be checked by a DWP representative for a final decision.

Tie Breaker

76. In the event of two (2) or more Applicants achieving the same Final Overall Score, the Applicant with the highest score for section 8.3 will be ranked higher. If scores remain tied, subsequent sections will be considered in the following order until the tie is broken: 8.2, 9.2, 9.1, 8.1, 9.3, 10.1, 11.1, 11.2. The first Applicant to achieve a higher score at any stage will be the Preferred Applicant.

Multiple Awards

77. Applicants will be asked to provide a ranked order of preference for their Applications. DWP will consider Applicant's preference order in determining the award of Delivery Areas alongside, at its absolute discretion, wider value for money including, but not limited to, relative scores in each Delivery Area.

78. If an Applicant is successful in more than four (4) Delivery Areas, allocation will be based on the order of preference indicated by the Applicant on the Application Form. However, DWP, at its sole discretion, reserves the right to award an Applicant more than four (4) Delivery Areas.

Contract Award – Notification

79. Once DWP has reached a decision in respect of the award of a Grant for each Delivery Area, and all formal approval processes have been complete, DWP will notify all Applicants in that Area who have submitted an Application of that decision.
80. The Grant award is subject to the formal approval process of DWP. Until all necessary approvals are obtained, no Grant Agreements will be entered into.

Appendix 1- Delivery Areas indicative bid thresholds

Delivery Area number	Delivery Area	Estimated Demand	Indicative minimum bid threshold (based on expected demand and minimum Unit Cost)	Indicative maximum bid threshold (based on expected demand and maximum Unit Cost)
1	North and East Scotland	1,900	£4,085,000.00	£5,035,000.00
2	South and West Scotland	1,800	£3,870,000.00	£4,770,000.00
3	Wales	2,200	£4,730,000.00	£5,830,000.00
4	North East & Tees Valley	2,500	£5,375,000.00	£6,625,000.00
5	Cumbria & Greater Lancashire	1,700	£3,655,000.00	£4,505,000.00
6	Lincolnshire, East and North Yorkshire	1,700	£3,655,000.00	£4,505,000.00
7	Merseyside	1,900	£4,085,000.00	£5,035,000.00
8	Greater Manchester	3,600	£7,740,000.00	£9,540,000.00
9	West Yorkshire	3,600	£7,740,000.00	£9,540,000.00
10	South Yorkshire	1,700	£3,655,000.00	£4,505,000.00
11	The Shires, Cheshire and the Marches	2,600	£5,590,000.00	£6,890,000.00
12	The Black Country	2,200	£4,730,000.00	£5,830,000.00
13	Birmingham, Solihull & Coventry	4,200	£9,030,000.00	£11,130,000.00
14	East Midlands	2,200	£4,730,000.00	£5,830,000.00
15	Buckinghamshire, Berkshire and Oxfordshire, South Midlands, Leicestershire & Rutland	3,500	£7,525,000.00	£9,275,000.00
16	Cambridgeshire, Peterborough, Norfolk and Suffolk	1,500	£3,225,000.00	£3,975,000.00
17	Hertfordshire & Essex	2,100	£4,515,000.00	£5,565,000.00
18	Devon and Cornwall	1,000	£2,150,000.00	£2,650,000.00
19	Somerset, Gloucestershire and West England	1,300	£2,795,000.00	£3,445,000.00
20	South Central England	2,000	£4,300,000.00	£5,300,000.00

Delivery Area number	Delivery Area	Estimated Demand	Indicative minimum bid threshold (based on expected demand and minimum Unit Cost)	Indicative maximum bid threshold (based on expected demand and maximum Unit Cost)
21	Kent Surrey and Sussex	3,100	£6,665,000.00	£8,215,000.00
22	West London	2,500	£5,375,000.00	£6,625,000.00
23	East and South East London	3,400	£7,310,000.00	£9,010,000.00
24	Central London	3,800	£8,170,000.00	£10,070,000.00
25	South West London	1,100	£2,365,000.00	£2,915,000.00