

**Careers Local Enterprise Grant**

**Application Form**

**Contact & Submission Address:**

[Careerslocal@nottscc.gov.uk](mailto:Careerslocal@nottscc.gov.uk)

Economic Development Team

Nottinghamshire County Council

County Hall

West Bridgford

Nottingham

NG2 7PQ

**February 2017**

**Introduction**

Prior to filling in this form it is strongly advised that you read the **Careers Local Enterprise Grants Appraisal Guidance Notes & Eligibility Criteria** that provides information on how decisions will be made.

References to:

* “The funding” throughout this document means the Careers Local Enterprise Grant
* ‘NCC’ means Nottinghamshire County Council
* Managing Agent means Nottinghamshire County Council

The respective boxes within this form expand when text is added to them. A word limit applies to some questions and we ask applicants to address each question as clearly, succinctly and fully as possible, as it may form part of the funding agreement should your application be successful.

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| **Section 1 – D2N2 Employability Framework** |
| **1.1 Does your Educational Institution have an Employability/Enterprise Plan? If you answer ‘no’ your application will be rejected, please contact NCC if you require further clarification.** |
| Yes  *Please submit with this application*  No |
| **1.2 Has the plan been developed with a local employer involvement or a Careers and Enterprise Company Adviser?** |
| Yes  Name of Employer and/or CEC Advisor:  No |

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| **Section 2 – Applicant Organisation Details** | | |
| **2.1 Applicant Contact Details**  *Please provide details of the main contact for the application who will be able to answer questions about the application if asked* | | |
| **Contact Name & Job Title:** | Click here to enter text. | |
| **Name of Educational Institution:** | Click here to enter text. | |
| **If a partnership application, please name all the educational institutions covered:** | Click here to enter text. | |
| **Applicant Address inc. Post Code:** | Click here to enter text. | |
| **Tel No:** | Click here to enter text. | |
| **E-mail:** | Click here to enter text. | |
| **2.2 Which Local Authority is your Educational Institution based in (tick all that apply).** | | |
| Ashfield District Council  Bassetlaw District Council  Broxtowe Borough Council  Gedling Borough Council  Mansfield District Council  Newark & Sherwood District Council  Nottingham City Council  Rushcliffe Borough Council | | Amber Valley Borough Council  Bolsover District Council  Chesterfield Borough Council  Derby City  Derbyshire Dales District Council  Erewash Borough Council  High Peak Borough Council  North East Derbyshire District Council  South Derbyshire District Council |

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| **Section 3 – About Your Proposal** | |
| **3.1 Please describe the activities you propose to undertake which will be supported by the Careers Local Enterprise Grant, and how these activities relate to the objectives of the D2N2 Employability Framework.**   * *Your answer should outline the specific planned activity, how and where the activity will be delivered and the level of employer involvement associated with the planned activities.* * *Your answer should link your proposed activities to the objectives of the D2N2 Employability Framework with a clear rationale provided to demonstrate the links made, please refer to the section on the D2N2 Employability Framework in the guidance notes for further information if required.*   **[500 Words Max] [15 Marks]** | |
| Click here to enter text. | |
| **3.2 Please describe how through the activities you propose to undertake, duplication will be avoided, and where activities funded by the Careers Local Enterprise Grant will add value.**   * *Activity funded by the grant cannot replace existing activity being delivered by the school or an external provider or any statutory obligations you may have.*   **[300 Words Max] [10 Marks]** | |
| Click here to enter text. | |
| **3.3 Please describe how the activities you are planning will reduce the participants’ chances of becoming NEET.**   * *Your answer should include a reasoning for the proposed activities relating to reducing participants’ chances of becoming NEET, supported by a relevant evidence base.*   **[300 Words Max] [15 Marks]** | |
| Click here to enter text. | |
| **3.4 How have/will you identify the young people who will benefit from the proposed activities?**   * *Your answer should demonstrate a clear rationale for identifying young people and the age group of the young people you intend to support through the proposed activity. The grant can only support young people aged 15 – 19 years old who have been identified as at risk of NEET.*   **[300 Words Max] [5 Marks]** | |
| Click here to enter text. | |
| **3.5 The Careers Local Enterprise Grant is specifically designed to support young people at risk of becoming NEET, please indicate below the number of young people at risk of becoming NEET that you will support through your proposed activity?**  **[No Score – Information Only]** | |
| Click here to enter text. | |
| **3.6 How have/will you ensure equality of access to the proposed activities?**   * *Your answer should demonstrate how you intend to ensure that access to activities will be provided such that protected groups such as participants with SEN are not disadvantaged.* * **[300 Words Max] [10 Marks]** | |
| Click here to enter text. | |
| **3.7 What are the activities anticipated start and completion dates?** *Please note that:*   * *Activity cannot be backdated or started before a funding agreement is signed with NCC*   **[No Score – Information Only]** | |
| **Start date** Click here to enter a date. | **End date** Click here to enter a date. |
| **3.8 Do you have a preferred provider from the Provider Framework developed by NCC?**  **[No Score – Information Only]** | |
| Yes  Name of Provider:  No | |
| **3.9 Do you wish to use the Innovation Funding for this activity? If so please name & address of the provider.**  **[No Score – Information Only]** | |
| Click here to enter text. | |
| **3.10 In the event you wish to procure services from a provider outside of the framework, or use CLEG funds to deliver employability and enterprise skills internally, please describe how you have or will procure this service.**   * *Your answer should indicate the specific services you intend to procure/provide.* * *If procuring services, how you intend to procure them to ensure a fair and transparent process as explained within the guidance notes, and the time scales associated with this procurement.* * *If providing services internally, describe how you will evidence the costs you wish to claim against that are indicated within section 7 of this form.*   ***Applicants intending to procure/provide services outside of the framework are required to fill in Section 8 indicating quality assurance measures to be taken.***  **[300 Words Max] [No Score – Information Only]** | |
| Click here to enter text. | |

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| **Section 4 – Outcomes** |
| **4.1 One of the central expected outcomes from the Careers Local Enterprise Grant is an improvement in the employability and enterprise skills of young people considered as being at risk of becoming NEET. Please describe how you intend to demonstrate the achievement of this outcome, and also describe any other outcomes expected to be achieved as a result of your planned activities.**   * *Your answer should include the measures you intend to use to demonstrate improved employability and enterprise skills amongst the target group, with a clear rationale to support the use of the proposed measures.* * *Your answer regarding other anticipated outcomes should describe the expected outcomes and the sources of evidence you believe to be most effective in demonstrating their achievement. (i.e. Improved Attendance, Increased Entry into Apprenticeships/Traineeships, Improved Exam Results, Improved Further Education Staying-on Rates)*   **[300 Words Max] [20 Marks]** |
| Click here to enter text. |

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| **Section 5 – Barriers and Risk Assessment** |
| **5.1 Please identify any barriers and key risks to delivery of the activity and explain how you will address and mitigate against them.**   * *Examples may include engagement of young people, timescales, lack of employer engagement, school timetable.* * *Against each identified barrier / risk, please describe contingency measures to reduce the likelihood of such barriers / risks occurring and to reduce the impact of these where they do occur.*   **[300 Words Max] [10 Marks]** |
| Click here to enter text. |

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| **Section 6 – Sustainability** |
| **6.1 Please describe how the activity could be sustained when the funding ends.**   * *Your answer could include proposals indicating potential sources of funding to support this activity in the future or different ways of achieving the outcomes described in section 4.*   **[300 Words Max]** **[5 Marks]** |
| Click here to enter text. |

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| **Section 7 – Costs and Funding** |
| **7.1 Please provide a breakdown of costs or attach to this application form.**   * *Your answer should include a detailed breakdown of the costs for which you intend to use the Careers Local Enterprise Grant such as travel costs, venue costs, management and evaluation costs etc.* * *You should only include costs which are eligible for funding under the Careers Local Enterprise Grant as part of your bid, please refer to the guidance notes in relation to eligible activity if you are unsure about the eligibility of your proposed costs.*   **[300 Words Max] [10 Marks]** |
| Click here to enter text. |

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| **Section 8 – Quality Assurance** |
| **[Only applicants intending to procure outside of the approved provider framework are required to populate this section.]** |
| **8.1 For Applicants who have chosen to procure from outside the framework either using alternative external suppliers or by utilising internal provision, please highlight how you intend to ensure that young people have access to employability and enterprise skills training of a quality consistent with that provided by the framework.**   * *Your answer should include details of the qualifications and experience of those delivering the training related to the provision of employability and enterprise skills training.* * *Your answer should include details of the quality management process used in the procurement of external services/devising of activities using internal resources.* * *Your answer should include details of how you intend to monitor the quality of provision when being delivered and mitigating actions you propose to take to improve quality in the event that the training is not delivering against identified outcomes.*   **[500 Words Max]** **[No Score – Information Only]** |
| Click here to enter text. |

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| **Section 9 – Data Protection and Freedom of Information** |
| **Data Protection Act**  Nottinghamshire County Council will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.  We may give copies of this information to individuals, organisations including other funding bodies we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have.  These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the proposal. We may also share information with government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention and detection of fraud or where we are otherwise required to disclose the information by law.  We might use the data you provide for our own research purposes and may publish details of the grant award and the name of the organisation which it has been awarded to and in publicity material together with details of any project. All information will be stored securely and will only be shared with other D2N2 Local Authorities supporting the moderation process.  **Freedom of Information Act**  The Council is subject to the requirements of the Freedom of Information Act (“FOIA”) and the Environmental Information Regulations (“EIR”) and if it received a request for information concerning your application it may be required to disclose the information in response to the request. Information disclosed under the FOIA or EIR is publically available. The Council in its absolute discretion must determine whether it will disclose the information that has been requested or whether the information or any part of it is exempt from disclosure.  If information is requested under FOIA or EIR we may release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.  **Declaration**  Nottinghamshire County Council will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that Nottinghamshire County Council will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law. |

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| **Section 10 - Declaration** | |
| I/We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.  We note that Nottinghamshire County Council reserves the right to withhold, vary or reclaim funding if any information supplied through the application process proves to be inaccurate, misleading or untrue.  We have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.  We understand and agree that if we give any further information required by you, after submission of this application form, such information will be treated, for the purposes of the grant agreement (if awarded), as forming part of this application form.  We understand that if approved the proposals will not commence until formal grant approval is received. | |
| **Name:** | Click here to enter text. |
| **Signature** | Click here to enter text. |
| **Job Title** | Click here to enter text. |