



European Union
European Structural
and Investment Funds



WORKFORCE FOR THE FUTURE

Stage 1: Project Proposal Application Form (Expression of interest / proposal overview)

Form to be completed for project applications including the
Backbone Service.

Providers must:

- Return one electronic copy of the signed and completed Stage 1: Project Proposal Application Form and any additional information requested to the West of England Combined Authority (WECA) Workforce for the Future Team by **4pm on the 06/04/20** via the following email address:
workforceforthefuture@westofengland-ca.gov.uk

WECA will not accept, nor consider, any project expressions of interest which are received after the above stated time and date or on an alternative form.

Please send any queries to: workforceforthefuture@westofengland-ca.gov.uk



Section 1: Consortia Details		
Consortia Name:		
Lead Partner Organisation/ Name:		
Lead Partner Contact:	Name:	Contact Details (Tel & Email):
Key Partners: (Name all involved in the consortia and project delivery)	1.	2.
	3.	4.
	5.	6.
	7.	8.

Section 2: Proposal		
Project Name:		
Project Intervention Area [tick all that apply]	Backbone <input type="checkbox"/>	SME <input type="checkbox"/>
	Participants <input type="checkbox"/> <i>Please specify</i>	Sector <input type="checkbox"/> <i>Please specify</i>
	Training/Placement <input type="checkbox"/> <i>Please specify</i>	Geographic <input type="checkbox"/> <i>Please specify</i>
	Other, please specify:	



European Union

European Structural
and Investment Funds



<p>Challenge Addressed: <i>What challenge is being addressed and what evidence is there to support this?</i> (300 words max)</p>	
<p>System Improvement: <i>What system improvement is being made?</i> (150 words max)</p> <p>It may be helpful to review the Monitoring & Evaluation Plan in Appendix 1</p>	
<p>Project Description: <i>What is the project, the nature of the business support offer, the results you anticipate and how does the proposal support ESF Priority 2.2</i> (500 words max)</p>	
<p>Project Geography: <i>Where will the project activity take place?</i></p>	
<p>Project Legacy: <i>What legacy will be created from the project, how will this be achieved and sustained?</i> (500 words max)</p>	



<p>Added Value and Additionality: <i>What linkages are there to other initiatives, if any, and how will this proposal complement but not duplicate efforts?</i> (300 words max)</p>		
<p>ESP¹ Objective Supported [tick all that apply]</p>	<p>Integrating our employment, skills and education system to ensure it is aligned with demand and responsive to changing patterns of employment</p>	<input type="checkbox"/>
	<p>Enabling all young people to achieve their potential</p>	<input type="checkbox"/>
	<p>Supporting everyone who is able to work by helping to address their barriers to employment and progression</p>	<input type="checkbox"/>
	<p>Empowering people to progress within employment, including access to better higher paid opportunities</p>	<input type="checkbox"/>
	<p>Ensuring employers are able to recruit and retain the diverse skills and talent they need to thrive from within and beyond the region</p>	<input type="checkbox"/>

Section 3: Proposal Funding & Delivery			
<p>Proposal estimated cost:</p>	<p>£</p>		
<p>Estimated cost per output²:</p>	<p>£</p>		
<p>How has the cost of the intervention been derived? <i>What work is planned to take place, expected number of days work and type of work, staffing costs etc</i> It may be helpful to review the Monitoring & Evaluation Plan in Appendix 1 to help in establishing numbers etc (Max 300 words)</p>			
<p>Delivery Start Date:</p>	<p>mm/yr</p>	<p>Delivery End Date:</p>	<p>mm/yr</p>

¹ ESP – WECA Employment and Skills Plan - <https://www.westofengland-ca.gov.uk/employment-skills-plan/>

² CO23 - Number of **supported** micro, small and medium sized enterprises (including co-operative enterprises and enterprises of the social economy)



European Union
European Structural
and Investment Funds



WORKFORCE FOR THE FUTURE

Stage 2: Project Full Application Form (Detailed application form)

Providers must:

- Return one electronic copy of the signed and completed Stage 2: Project Full Application Form and any additional information requested to the West of England Combined Authority (WECA) Workforce for the Future Team by **4pm on the 06/04/20** via the following email address:
workforceforthefuture@westofengland-ca.gov.uk

WECA will not accept, nor consider, any project expressions of interest which are received after the above stated time and date or on an alternative form.

Please send any queries to: workforceforthefuture@westofengland-ca.gov.uk



Please note that sections in blue formed part of the Stage 1 application so details can be carried across, if there are changes to information previously completed please highlight these.

Section 1: Consortia Details		
Consortia Name:		
Lead Partner Organisation/ Name:		
Lead Partner Contact:	Name:	Contact Details (Tel & Email):
Key Partners: (Name all involved in the consortia and project delivery)	1.	2.
	3.	4.
	5.	6.
	7.	8.
Is a Service Level Agreement in place across all partners?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Proposal		
Project Name:		
Project Intervention Area [tick all that apply]	Backbone <input type="checkbox"/>	SME <input type="checkbox"/>
	Participants <input type="checkbox"/> <i>Please specify</i>	Sector <input type="checkbox"/> <i>Please specify</i>
	Training/Placement <input type="checkbox"/> <i>Please specify</i>	Geographic <input type="checkbox"/> <i>Please specify</i>
	Other, please specify:	



European Union

European Structural
and Investment Funds




<p>Challenge Addressed: <i>What challenge is being addressed and what evidence is there to support this?</i> (300 words max)</p>	
<p>System Improvement: <i>What system improvement is being made?</i> (150 words max)</p> <p>It may be helpful to review the Monitoring & Evaluation Plan in Appendix 1</p>	
<p>Project Description: <i>What is the project, the nature of the business support offer, the results you anticipate and how does the proposal support ESF Priority 2.2</i> (500 words max)</p>	
<p>Project Geography: <i>Where will the project activity take place?</i></p>	
<p>Project Legacy: <i>What legacy will be created from the project, how will this be achieved and sustained?</i> (500 words max)</p>	



<p>Added Value and Additionality: <i>What linkages are there to other initiatives, if any, and how will this proposal complement but not duplicate efforts?</i> (300 words max)</p>		
<p>ESP³ Objective Supported [tick all that apply]</p>	<p>Integrating our employment, skills and education system to ensure it is aligned with demand and responsive to changing patterns of employment</p>	<p><input type="checkbox"/></p>
	<p>Enabling all young people to achieve their potential</p>	<p><input type="checkbox"/></p>
	<p>Supporting everyone who is able to work by helping to address their barriers to employment and progression</p>	<p><input type="checkbox"/></p>
	<p>Empowering people to progress within employment, including access to better higher paid opportunities</p>	<p><input type="checkbox"/></p>
	<p>Ensuring employers are able to recruit and retain the diverse skills and talent they need to thrive from within and beyond the region</p>	<p><input type="checkbox"/></p>

³ ESP – WECA Employment and Skills Plan - <https://www.westofengland-ca.gov.uk/employment-skills-plan/>



Section 3: Proposal Funding			
Proposal cost:	£		
Estimated cost per output ⁴ :	£		
<p>How has the cost of the intervention been derived? <i>What work is planned to take place, expected number of days work and type of work, staffing costs etc</i> It may be helpful to review the Monitoring & Evaluation Plan in Appendix 1 to help in establishing numbers etc (Max 300 words)</p>			
<p>Annual Costs - Forecast <i>Please complete the Forecast columns on the 'Quarterly Breakdown' tab. Please note:</i> 1. Costs will need to be listed against all years that outputs and results are expected to be delivered. 2. We will pay flat rate overheads at a cost of 15%, if the amount is greater than this please explain 3. Please make sure that indirect costs are counted only once in either a specific cost category or in the flat rate overheads</p>	<div style="text-align: center;">  Annex%20J%20-%20OWFTF%20Financial' </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Financial Completion Date:</td> <td style="width: 30%;">mm/yr</td> </tr> </table>	Financial Completion Date:	mm/yr
Financial Completion Date:	mm/yr		
Reason for flat rate overhead costs greater than 15%			
<p>Evaluation and Legacy Costs Have you included these costs in the overall project costs, if not what are the anticipated costs and what work and engagement is planned to be delivered</p>	Evaluation:		
	Cost - £		
	Timings -		
	Planned engagement in evaluation and deliverables -		
	Legacy:		
	Cost - £		
	Timings -		
	Planned work and outputs e.g. case studies-		

⁴ CO23 - Number of **supported** micro, small and medium sized enterprises (including co-operative enterprises and enterprises of the social economy)



State Aid*: Are there any unresolved State Aid issues? Consider questions 1-4 when answering

**It is the responsibility of the promoter to provide confirmation that there is either a no state aid position, or a compliant position has been established. Promoters are advised to seek independent legal advice where necessary.*

- 1) Is the assistance granted by the state or through state resources?
- 2) Does the assistance give an advantage to one or more undertakings over others?
- 3) Does the assistance distort or have the potential to distort competition?
- 4) Does the assistance affect trade between Member States

Yes

No

Please note: The Full Application should be accompanied by a letter from the Chief Financial Officer of the Lead Partner stating that:

- *They have approved the final application for submission to the West of England Combined Authority.*
- *All relevant financial approvals are in place within the lead and key partners organisations to deliver the project as set out in the full application.*
- *All appropriate financial due diligence has been undertaken by the lead partner in respect of the full application.*

They are responsible and accountable for ensuring that the project delivers good value for money in the use of public resources, that being the suitability and effectiveness of the project as well as the outputs and outcomes achieved in return for the public resources received. .



Section 4: Delivery

Delivery Start Date:	mm/yr	Delivery End Date:	mm/yr
-----------------------------	-------	---------------------------	-------

Key milestones and activities:	Milestone/Activity	Completion Date [mm/yr]

Are there any other organisations who you will need involvement from/with in order to deliver this project?
(this does not include SME engagement or consortia partners)

Support to SMEs
What support is to be provided to SMEs, how will this be delivered, what engagement is planned and are SME links already established?

Support to be provided...

How will the support be delivered...

What engagement plans are there...

Are there already links with SMEs?

Yes No

If 'No' is support from the backbone service required

It may be helpful to review the Monitoring & Evaluation Plan in Appendix 1 to help in establishing numbers etc



<p>What is your experience in the area of intervention? (300 words max)</p>	
<p>Project Metrics - please summarise below the numbers and also explain the rationale and workings for arriving at these figures and any demand or other assumptions made. Also complete the Monitoring and Evaluation Plan contained in Appendix 1</p>	
<p>Key ESF deliverables:</p>	<p>Output: SMEs supported <small>Click or tap here to enter text.</small> Result: SMEs successfully completing projects <small>Click or tap here to enter text.</small></p> <hr/> <p>Rational and evidence:</p>
<p>Key WECA deliverables</p>	<p>SME productivity: Increase in SMEs productivity following intervention GVA: Increased GVA as a result of the project</p> <hr/> <p>Rational and evidence:</p>
<p>Other metrics</p>	<p>Participants: Number of learners <small>Click or tap here to enter text.</small> Placements/SME roles: Number of roles in SMEs <small>Click or tap here to enter text.</small> Qualification Progression: <small>Click or tap here to enter text.</small> <i>Add any additional measures....</i></p> <hr/> <p>Rational and evidence:</p>



Section 6: Management & Risk			
Have all partners been involved in the production of the project risk register, see Appendix 4		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are the top three project risks and how will these be mitigated and managed, please reference back to the Risk Register embedded in Appendix 4			
Risk	RAG Rating	Mitigations	RAG Rating
1			
2			
3			
How will the project be delivered - what are the roles and responsibilities of the project delivery team / consortia and their experience			
How will the project be managed and governed?			
Please provide a brief overview of the project teams experience and track record in delivering similar projects			
<p>Please note: As part of the application please provide an overview/structure of the project delivery team and their roles</p>			



Section 7: Additional Supporting Information	
<p>Values / Themes: How will you seek to support the values in your project (Ambitious, Creative, Collaborative, Supportive), please explain in no more than 400 words</p>	
<p>Equalities and Diversity: Is there an Equality and Diversity Plan which outlines how E&D will be integrated into the project and managed. This should be one document that all partners are in agreement on - please use the template in Appendix 2 or one that covers off the same points at a minimum.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Sustainable Development: Is there a Sustainable Development Plan which outlines how this will be integrated into the project and managed. This should be one document that all partners are in agreement on - please use the template in Appendix 3 (tbc) or one that is already in existence for your organisation that all partners will adopt.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Other documents in support of the full application are required, a list of these are included in Appendix 5, Checklist.



European Union
European Structural
and Investment Funds









**WEST OF
ENGLAND**
Combined Authority

Appendix 1 - Monitoring and Evaluation Template



For monitoring and recording purposes during the project the following documents should be used, those to be completed at the outset are shaded in green, those following project support are shaded in grey:

Annex G - Outputs & Results Profile	 Annex%20G%20-%20Output%20and%20
Annex M - Learner Monitoring Spreadsheet	 Annex%20M%20-%20Learner%20-%20N
Annex Q - SME Monitoring Spreadsheet	 Annex%20Q%20-%20SME%20Monitorin
Annex P - Learner Progress Form	 Annex%20P%20-%20Learner%20Progres
Annex N - SME Support Summary Form	 Annex%20N%20-%20SME%20Support%
Annex O - SME Meaningful Activity Completion Form	 Annex%20O%20-%20SME%20Meaningft



Project: [Name] Consortia: [Name]

1. Scheme background and context

- Provide a short description of the scheme, including costs, the delivery timeframe and an explanation of the wider delivery context.
- A summary of the key milestones should be provided with expected and actual completion dates.

(indicative 250 words)

Milestones	Completion Date
	<i>mm/yyyy</i>

2. Logic Model

- Complete a logic model to reflect the project scope i.e. all the activities covered by the investment. Ensure also that there is a clear progression between the steps in your logic model.
- State assumptions between the investment and the predicted outcomes and impacts.
- For all outputs and outcomes, please provide an annual profile and clearly state the time period over which these will be created, also provide a breakdown e.g. by skills level, learner type, SME sector.
- Please define the impact area of the intervention ie West of England or other geographical scale.

(indicative 350 words)



Logic Model

Context and Rationale					
Provide a brief description of the strategic objective (Employment Skills Plan) that the project supports and also what challenge and system improvement the project is seeking to address.					
Objectives	Resources/ Input	Activities	Outputs	Direct & Indirect Outcomes	Impact
The aims/ objectives of the project are: (Ensure that <u>all aims/objectives are SMART</u>)	In order to achieve the set of activities to fulfil these aims/ objectives we need the following: (Resources should not be limited to money e.g. grant, in-kind, project team, specialist support, etc. The inputs define the scope of the project being considered in the logic model)	In order to address the aims and objectives we will accomplish the following activities: (What will the money be used for? e.g. project management, marketing, etc):	We expect that, once accomplished these activities will produce the following deliverables: (Provide measurable outputs e.g. number of SMEs engaged with and supported, learners engaged and completing activity, etc)	We expect that if accomplished these outputs will lead to the following <u>change</u> e.g. SME workforce development plans, placements, skills progression, web resource, etc: (Ensure that <u>all outcomes are SMART and relevant to the aims/objectives to allow for attribution; distinguish between direct and indirect outcomes</u>)	We expect that if accomplished these activities will lead to the following changes: (quantitative economic impacts e.g. jobs and/or GVA, SME productivity)
•	•	•	•	•	•
•	•	•	•	•	•



3. Evaluation design and methodologies

- *Describe your key evaluation questions e.g what do you want to find out?*
 - *Referring back to the outcomes and impacts stated in the logic model (section 2), describe your evaluation methodology (ie. process, outcome or impact, or a combination).*
 - *Identify your audiences and evaluation stakeholders, and what their evaluation needs may be.*
 - *Are the scheme beneficiaries easily identifiable and accessible?*
- (indicative 300 words)*

4. Data requirements

4.1 For schemes fully or part-funded via the Local Growth Fund only

- *Relevant performance indicators will be provided for each project when a draft logic model is shared at, or prior to, submission of a Full application for approval.*

4.2 Data collection methods

- *Provide an overview of the data collection systems and approaches including timing and frequency of data collection.*
 - *Describe links with other monitoring activities where relevant.*
 - *Where appropriate, provide maps showing the spatial coverage of the data collection.*
- (indicative 250 words)*



4.3 Data collection and establishing the baseline

- Refer to the scheme logic model to help structure the baseline data collection and reporting activities.

Metric (inc. Target)	Unit	Frequency	Data source (& Responsibility)	Baseline date	Reporting to?
Inputs					
e.g. Expenditure	£, by source	Quarterly	Supplier invoices; Quarterly grant claims - Finance Officer	Full application approval on 4th May 2020	Highlight Report, Progress & Case Study requests
Outputs					
e.g. SMEs supported	No.	Quarterly	Project Monitoring Documents - Project Lead	May 2020	Highlight Report, Progress & Case Study requests
Outcomes and impacts					
e.g. SME productivity increase connected to the intervention - xx by 20xx (delivery)	No.	Annual	Direct FTE numbers. Estimates of indirect jobs created using economic impact toolkit - Project Lead	May 2020	Highlight Report, Progress & Case Study requests

5. Delivery plan

- Provide a project plan and timeframe for data collection and reporting of monitoring and evaluation findings (ie. when key activities will take place, including baseline work, interim and final findings). (indicative 250 words)

6. Resourcing and Governance

- Provide details of the monitoring and evaluation budget, including details of source and what costs/activities this will pay for.
- Clarify procedures for risk management and any quality checking.
- Describe opportunities for different stakeholders to input into the scheme evaluation process.
- Provide a contact responsible for delivering the plan, including name, address, telephone, email. (indicative 250 words)

7. Dissemination

- Provide details of how the findings from the evaluation will be used. What will the evaluation inform and who will be the audience?
- Please provide details of how the findings from the evaluation will be communicated to key stakeholders and lessons disseminated. (indicative 250 words)

Appendix 2 - Equality and Diversity Template



Equality & Diversity Impact Assessment and Plan

Project - [INSERT NAME]
Consortia - [INSERT NAME]

Step 1: What is the project / proposal?

Please briefly explain your project in Plain English, avoiding acronyms and jargon. This section should explain how the project will impact service users, staff and/or the wider community.

1.1 What is the project?

Step 2: What information is available?

Please use this section to demonstrate understanding of who could be affected by the project.

2.1 What data or evidence is there that explains who could be affected by the project?
2.2 Are there any gaps in the data?
2.3 How have communities and groups that could be affected been involved / or will be involved?



European Union

European Structural
and Investment Funds



Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the project / proposal have any potentially adverse impacts on people with protected characteristics?
3.2 Can these impacts be mitigated or justified? If so, how?
3.3 Does the project / proposal create any benefits for people with protected characteristics?
3.4 Can they be maximised? If so, how?



Step 4: Impact and assessment

This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings can be measured going forward.

4.1 How has the impact assessment informed or changed the project / proposal?
4.2 What actions have been identified going forward? Reference in Objectives and Actions table
4.3 How will the impact of your project / proposal and actions be measured moving forward?

Objectives and Actions

Please use the table below to reference the key actions identified in section 4.2. The objectives and actions will be continuously monitored in order to gauge both progress and the impact of these actions on the achievement of the project and will form part of the post project completion evaluations.

Objectives	Key Actions	Intended Impact

Appendix 3 - Sustainable Development Template



European Union
European Structural
and Investment Funds



To be confirmed

We're awaiting confirmation on the level of evidence to support this requirement.

If you have a Sustainable Development Plan that your organisation works to please include as part of your application and we will advise if any further details are required. If you do not have a Sustainable Development Plan please advise and we'll work with you to ensure that this is completed to an adequate level.



European Union
European Structural
and Investment Funds












Appendix 4 - Risk Register



Risk%20Register%20
Template%20v1.xls)



Appendix 5 - Checklist of documents to include with the full application

Full Application Form		<input type="checkbox"/>						
Annex J Financial Claim Form - forecast columns [Quarterly Breakdown tab]		<input type="checkbox"/>						
<p style="text-align: center;">Monitoring and Evaluation Plan Including completion of forecasts within the following Annex's</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Annex G - Outputs & Results Profile</td> <td style="text-align: center;">  Annex%20G%20-%20Output%20and%20 <input type="checkbox"/> </td> </tr> <tr> <td>Annex M - Learner Monitoring Spreadsheet</td> <td style="text-align: center;">  Annex%20M%20-%20Learner%20-%20N <input type="checkbox"/> </td> </tr> <tr> <td>Annex Q - SME Monitoring Spreadsheet</td> <td style="text-align: center;">  Annex%20Q%20-%20SME%20Monitorin <input type="checkbox"/> </td> </tr> </table>		Annex G - Outputs & Results Profile	 Annex%20G%20-%20Output%20and%20 <input type="checkbox"/>	Annex M - Learner Monitoring Spreadsheet	 Annex%20M%20-%20Learner%20-%20N <input type="checkbox"/>	Annex Q - SME Monitoring Spreadsheet	 Annex%20Q%20-%20SME%20Monitorin <input type="checkbox"/>	<input type="checkbox"/>
Annex G - Outputs & Results Profile	 Annex%20G%20-%20Output%20and%20 <input type="checkbox"/>							
Annex M - Learner Monitoring Spreadsheet	 Annex%20M%20-%20Learner%20-%20N <input type="checkbox"/>							
Annex Q - SME Monitoring Spreadsheet	 Annex%20Q%20-%20SME%20Monitorin <input type="checkbox"/>							
Equalities and Diversity Plan		<input type="checkbox"/>						
Sustainable Development Plan (to be confirmed)		<input type="checkbox"/>						
Risk Register		<input type="checkbox"/>						
<p style="text-align: center;">CFO Letter of Support</p> <p>To cover at a minimum that</p> <ul style="list-style-type: none"> - they have reviewed the application and are in support of it - the organisation is able to cashflow the project in advance of any payments being made by WECA to the lead organisation, who will then arrange for payment to supporting organisations in the consortia and that relevant financial approvals are in place for this - all appropriate due diligence has been undertaken - <i>if the lead organisation within a consortia</i> - they are prepared for the organisation to be responsible and accountable for ensuring the project delivers good value for money in the use of public funds and resources 		<input type="checkbox"/>						
Project Team Structure Chart		<input type="checkbox"/>						