

West of England Combined Authority

Digital Skills Investment Programme:

medium-and-higher-level skills:

Grants Programme

GRANT APPLICATION FORM

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## Appendices

## Appendix A: Specification & Guidance Document - separately attached

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|  | 1. INSTRUCTIONS  |

### INSTRUCTIONS

1.1.1 The West of England Combined Authority (“the Authority”), is inviting you to submit an application for the provision of those services described in this application form and in Section 2 below (Specification & Guidance) (“the Service”).

1.1.2 You are required to submit your application to meet the specification set out in this application form and in Section 2 below, failure to do so will result in your application being excluded and not evaluated further.

1.1.3 It is essential that you comply with the following instructions in the preparation and submission of your application. The Authority reserves the right to reject any application that does not comply with these instructions.

1.1.4 Applications must be received by **12 noon on Monday 1st March 2021**. Any application submitted after this date and time will be disregarded by the Authority.

1.1.5 Applications must be submitted electronically to digitalskills@westofengland-ca.gov.uk including the words ‘digital skills’ in the subject line.

1.1.6 If you have any questions about this application, please direct these to Adam Hickman at digitalskills@westofengland-ca.gov.uk. Please note that any questions you raise during this application process that are not commercially sensitive will be published publicly on the WECA website.

1.1.7 An application submitted in accordance with this application document will be deemed to remain open for acceptance or non-acceptance by the Authority for a period of 90 days from the closing date stipulated. The Authority may accept the application at any time within this prescribed period. The Authority shall, however, not be bound to accept any application.

1.1.8 If your application is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority for the provision of the Services (“the Agreement”). The Grant Agreement shall incorporate the terms and conditions published with this Application.

1.1.9 Your application must be completed in full and in English.

1.1.10 Your application must be submitted in Microsoft Word.

1.1.11 Your application must be signed and dated where required.

**Social Value**

1.1.12 Social Value is extremely important to WECA and its partners, and we are committed to a performance and evidence-based approach to Social Value. We will expect you to outline your approach to Social Value in Section 5.4 of the Application Form and Social Value will form part of the assessment of applications.

**Living Wage**

1.1.13 The Authority is currently working with the Living Wage foundation <https://www.livingwage.org.uk/> to be recognised as a Living Wage employer. You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

**Modern Slavery and Responsible Procurement**

1.1.14 The Authority is committed to responsible and ethical procurement practices, and aims to achieve this through its Procurement Strategyand supporting policies.

1.1.15 The Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which it is absolutely committed to preventing, within its supply chains.

1.1.16 The Authority is committed to sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations, including: economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

|  |  |
| --- | --- |
|  | 2. SPECIFICATION  |

### 2.1 SPECIFICATION

2.1.1 Please see Appendix A - Specification& Guidance Document

|  |  |
| --- | --- |
|  | 3. APPLICATION EVALUATION AND SELECTION PROCESS  |

### 3.1 APPLICATION EVALUATION AND AWARD CRITERIA

3.1.1 The evaluation in this Application process is undertaken in stages, as follows:

3.1.2 Stage 1: This will include Pass/Fail criteria to ensure you are an eligible organisation / consortia to apply for this funding, plus Due Diligence questions.

3.1.3 Stage 2: Evaluation of the Applicant’s response to quality questions 1 and 2 using the criteria set out below in section 3.8.1. Any application that scores a 1 or a 0 on either of these questions will be excluded from the process and their application will not be evaluated further.

3.1.4 Stage 3: Applicants who score a 2, 3 or 4 on both questions 1 and 2 will then have the rest of their applications evaluated by the panel using the criteria set out below in section 3.8.1.

3.1.5 The information supplied by Applicant’s in response to the Quality Assessment questions will be evaluated by WECA using the criteria and designated weightings as set out below.

### 3.2 APPLICATION AWARD CRITERIA

|  |  |
| --- | --- |
| **Award Criteria for Quality Questions**  | **Percentage** **Weighting** **(100%)**  |
| **3.2.1**  | **Quality Assessment** The Applicants’ responses to each of the Quality Assessment questions 1 to 6 will each be evaluated and a score from 0 (zero) to 4 (four) in accordance with the Scoring Criteria (set out in Section 3.8 below) will be allocated to each response. Each score will then be weighted in accordance with the weightings allocated to each question, such that the total weighting applied to the Quality Assessment shall be that stated in this table.   |   |
| **3.2.1.1**  | **Question 1: PROGRAMME CONTENT, DESIGN & DELIVERY**  | **35%**  |
| **3.2.1.2**  | **Question 2: MEETING THE FUND OBJECTIVES**  | **20%**  |
| **3.2.1.3**  | **Question 3: RELEVANT EXPERIENCE**  | **10%**  |
| **3.2.1.4**  | **Question 4: FINANCIAL VALUE FOR MONEY & OUTPUTS/ OUTCOMES**  | **20%**  |
| **3.2.1.5**  | **Question 5: PROJECT MANAGEMENT**  | **10%**  |
| **3.2.1.6**  | **Social Value Question**  | **5%**  |
| **Total Weighting**  | **100%**  |

### 3.3 NEGOTIATIONS

3.3.1 WECA reserves the right to make an award decision without holding any clarification meetings, or negotiation meetings with Applicants. Should WECA wish to enter into negotiations, negotiation meetings may be held with Applicants to discuss their applications in their entirety.

3.3.2 In the event that negotiations are required, negotiations will not be scored, but the results of the negotiation will be used to amend application evaluation scores in relation to relevant parts of an application.

### 3.4 ALLOCATION PROCESS

3.4.1 The highest ranked Applicant(s) will be considered for the award of a grant agreement, subject to the appropriate coverage of digital skill areas, geographical location, target groups and successfully passing the financial due diligence process and having sufficient capability and capacity.

3.4.2 From the initial submissions received, if WECA do not have sufficient coverage of digital skill areas, geographical location and target groups WECA will enter into negotiations with bidders to discuss their initial submission and ensure that sufficient coverage of digital skill areas, geographical location and target groups. As per the above this will be done on a ranking basis.

### 3.5 DUE DILIGENCE

3.5.1 As part of the evaluation of Applications, WECA will undertake due diligence prior to making a recommendation for funding.

3.5.2 Appendix B has the Due Diligence declaration, which must be completed and submitted alongside your Application. Due diligence includes supplying the last three years full filed accounts and authorising WECA to undertake a credit check with a third party credit reference agency. This process is a requirement of securing funding and is needed in order to ensure funding in only provided to financially sound and compliant organisations.

3.5.3 As part of the assessment of submissions, WECA may have further due diligence questions in addition to those requested in Appendix B. Applicants must ensure that they have a representative available to answer any clarification questions (if they arise) in relation to its Application submission and must be prepared to provide WECA with copies of all documentation requested in respect of any self-certification.

### 3.6 SCORING METHODOLOGY

3.6.1 The Quality Assessment and Social Value Questions requested in this Application will be evaluated in accordance with the Scoring Methodology set out in section 3.8

### 3.7 QUALITY ASSESSMENT

3.7.1 Applicants shall submit responses to Quality Assessment Questions set out in Section 5 of this application document.

3.7.2 Applicants are not permitted to append any additional appendices that have not been issued or requested by WECA. Any appendices submitted that were not issued by WECA will not be taken into account by the panel when evaluating.

3.7.3 WECA has the absolute discretion to disregard any appendices, either in part or in full, that contain information that is not relevant supporting information.

3.7.4 Responses to each Quality question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.1 and that score shall then be weighted in accordance with the percentage weighting allocated to the individual Quality Assessment question or Social Value question.

3.7.5 Responses to the scored Social Value question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.2 and that score shall then be weighted in accordance with the percentage weighting allocated to the Social Value Question.

### 3.8 SCORING METHODOLOGY

#### 3.8.1 Quality Questions Scoring Methodology

|  |  |
| --- | --- |
| **Scoring criteria**  | **Max score**  |
|  |  |
| **Assessment**  | **Interpretation**  |  |
| **Unacceptable**  | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response. OR No response  | **0**  |
| **Serious Reservations**  | Satisfies the requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response.  | **1**  |
| **Minor Reservations**  | Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response.  | **2**  |
| **Acceptable**  | Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with evidence to support the response.  | **3**  |
| **Good**  | Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measure required to provide the supplies. Response identifies factors that will offer potential added value, with evidence to support the response.  | **4**  |

The allocation of a score of 1 (one) or less for the following questions: Quality Question 1 and / or Quality Question 2 in accordance with the above scoring system will result in your submission being **excluded** as not meeting the minimum requirements and minimum acceptable score required.

**3.8.2 Social Value Scoring**

The following scoring methodology shall be used for the Social Value qualitative response:

The following scores shall be awarded based on the proposals received and the degree of confidence that, on the basis of the facts known to the evaluation panel at the time of making the assessment, the proposal meets the interpretation of the applicable score. Factors which the evaluation panel will take into account in making this assessment are set out below for each score*.*

|  |  |  |
| --- | --- | --- |
| **Criteria** **Assessment**  | **Classification**  | **Score**  |
| **Unacceptable**  | No response submitted, or response fails entirely to demonstrate an ability to meet any of the requirements.  | 0  |
| **Poor**  | Response is partially relevant but generally poor. The response addresses all requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements (or any of them) will be fulfilled or contains major inconsistencies. Alternatively, the response fails to address the majority of the requirements. The response provides significant reservations that the bidder will deliver the social value commitment.  | 1  |
| **Satisfactory**  | Response is relevant and fair. The response addresses all requirements and demonstrates a fair understanding of the requirements but lacks details on how certain social value offers made will be delivered or contains some inconsistencies. Alternatively, the response fails to address all of the requirements. The response provides some concerns that the bidder will deliver the social value commitment.  | 2  |
| **Good**  | Response is relevant and good. The response addresses all requirements and is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled but includes some ambiguity or minor inconsistencies as to how social value offers made will be delivered. The response provides confidence that the bidder will deliver their social value commitments.  | 3  |
| **Excellent**  | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides comprehensive and clear details of how social value offers made will be delivered. The response provides a high level of certainty that the bidder will deliver their social value commitments.  | 4  |

### 3.9 Modern Slavery and Responsible Procurement

3.9.1 The answers provided in your response will be evaluated on the basis of pass/exclude. Applicants who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads WECA, acting reasonably, to conclude (considering the risk that the relevant answer concerns the applicant’s ability to properly perform the contract) that it would be inappropriate to select the applicant on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the application process up to the award of agreement.

3.9.2 In respect of section 5.6 and your responses at 5.6.4 and 5.6.6, where you have stated “agree” to both, your response shall constitute a pass. Where you have stated “disagree” to one or both, your response shall constitute a fail.

### 3.10 EVALUATION PANEL

3.10.1 The evaluation panel will individually score responses to the Quality Assessment questions in accordance with the above procedure, after which, the panel will come together to moderate and produce a single score for each Applicant’s response to each Quality Assessment question.

|  |  |
| --- | --- |
|  | 4. TERMS AND CONDITIONS  |

4.1 Prior to the award of any grant, there will be a Grant Funding Agreement which will need to be agreed and signed by both WECA and the successful applicant(s).

|  |  |
| --- | --- |
|  | 5. APPLICATION RESPONSE  |

**Stage 1 – Initial Eligibility**

**By continuing with this application you are confirming that:**

1. Your proposal is based in the West of England Combined Authority (WECA) geographical area and the benefits will be delivered within this area, i.e. Bath and North East Somerset, Bristol or South Gloucestershire local authority areas.
2. Any employers in the consortium have a base in the WECA geographical area.
3. Training providers / organisations in the consortium have demonstrated links with employers in the WECA region.
4. The candidates that will participate in the training will be resident in the WECA region.
5. You have secured at least 30% match funding.
6. You have completed the **due diligence** information (Appendix B) and returned this with your submission.

**Please** **tick this box to confirm your agreement to the statements above:**

**Stage 1 – For Information Only**

**Consortia Details:**

|  |  |
| --- | --- |
| **Lead Organisation Name** |   |
| **Lead Contact Name & Position**  |   |
| **Lead Organisation Address**  |   |
| **Email Address** |   |
| **Telephone Number** |   |
| **Title of Digital Training Course** |  |
| **Geographical location of course**  |  |

|  |  |  |
| --- | --- | --- |
| **Consortia Members:**  |  |  |
| **Organisation Name & Address**  | **Lead Contact Name & Email.**  | **Summary of role and responsibilities within consortia.**  |
|  |   |   |
|  |   |   |
|  |  |  |

## Proposal Summary – For information only

## Employer Involvement - Brief Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of** **Employers** **Actively** **Involved in programme**  | **Job Vacancies identified with** **guaranteed interviews include:** **number of** **vacancies per** **role & salary band**  | **Committed amount of Match** **Funding contributed (In-kind or otherwise)**  | **Employer contribution to** **proposal planning,** **design and delivery** **e.g. planned** **content or** **influenced delivery mode, plan to deliver** **masterclasses, mentoring candidates etc.**  | **Location of Employer**  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

Target group and numbers to be trained – Brief Overview (information only)

|  |  |
| --- | --- |
| **Target group of participants**  | **Numbers to be trained**  |
|   |   |
|   |   |
|   |   |
|   |   |

### 5.1 APPLICATION RESPONSE (STAGES 2 AND 3)

5.1.1 You must respond to the 6 quality questions (inclusive of the value for money question) and the Social Value question contained in this section of the Application Document.

5.1.2 You must complete the Declaration and Company Information section of this Application.

5.1.3 WECA reserves the right to reject any application where the Application Response has not been fully completed.

### 5.2 QUALITY QUESTIONS

|  |  |
| --- | --- |
| **1**  | **Quality Question 1 - PROGRAMME CONTENT, DESIGN & DELIVERY (35% Weighting)**  |
| **1a**  | **1a. Using appropriate evidence, outline the need for the training you will deliver if successful and how this matches a specific identified employer / sector digital skills gap of need(s). Be clear about the specific sector gaps and job roles this training will prepare participants for and which types of employers this training will support within the local economy.** **(max 350 words)**  |
|   | Response: |
| **1b**  | **1b. Clearly define your target group of participants for this training. Justify why you have chosen this group. Outline how your programme will recruit your target group in a bespoke manner, ensuring it is inclusive/accessible, removing barriers to participation and supporting them to ensure high levels of programme retention and completion.** **(max 250 words)**  |
|   | Response: |
| **1c**  | **1c. Describe the content of your programme and delivery plan.** **Please complete the table and provide a narrative to support this information. This is your opportunity to paint a picture to the evaluation panel of the experience you want to provide for participants and how this prepares them for the identified job roles. Be clear on what the training will look like week by week and how you will structure the course to remove barriers for your chosen target group and meet their specific needs. Also ensure you outline which consortia partners will be involved in delivering each section so we can clearly see how all members contribute.** **(max 750 words)**  |
|   | Response: |
| Wk No. | **Overview of Content**  | **Delivery mode e.g.**  | **Logistics – location,**  | **Which consortia partners are**  |
|  |  | **Classroom/faceto-face, online live webinar, elearning modules**  | **delivery days, hours/timings**  | **involved in the delivery and what will they do?**  |
| **1**  |  |   |   |   |
| **2**  |  |   |   |   |
| **3**  |  |   |   |   |
| **4**  |  |   |   |   |
| **5**  |  |   |   |   |
| **6**  |  |   |   |   |
| **1d**  | **1d. Describe how you will support the transition of those who complete the programme into employment. How do you envisage this process taking place, encompassing the guaranteed interview by employer partners? What additional support will take place for those who are unsuccessful in the guaranteed interview stage?** **(max 250 words)**  |
|   | Response: |
| **1e**  | **1e. Outline what makes your proposed training programme different, unique and innovative from existing provision. Explain how your proposal can complement and add value to other digital skills provision outside of your programme and how you will ensure participants continue to progress and/or are signposted to other provision where appropriate. NB: Please note existing provision includes existing boot camps, Apprenticeships, FE/HE provision, other commercially available courses, as well as other programmes WECA is involved with (e.g. Workforce for the Future, Future Bright, Talent Retention Platform, Growth Hub, Employability & Skills Portal etc)****(max 250 words)**  |
|   | Response: |

|  |  |
| --- | --- |
| **2**  | **Quality Question 2 - MEETING THE FUND OBJECTIVES (20%** **Weighting)**  |
|  **2a** | **The key objectives of the Digital Skills Investment Programme are to:** * **Address locally identified digital skills gaps; supporting employers to recruit to hard-to-fill vacancies requiring specialist digital skills and improve productivity.**
* **Building capacity amongst employers to co-design & co-deliver training in a way that is agile and aligns sharply with the specialist digital skill requirements of local employers.**
* **Supporting WECA residents to undertake training which will result in better quality employment and/or progression routes in digital roles both within digital companies and across all sectors e.g. finance, health, manufacturing etc. Career progression is a key focus.**
* **Diversify the digital talent pipeline by targeting groups that are currently under-represented in digital roles and designing training programmes to meet their specific needs.**

**How does your proposal meet the four funding objectives?** **(max 500 words)**  |
|   | Response:   |
|  **3**  | **Quality Question 3 – RELEVANT EXPERIENCE (10%)**  |
|   | **With reference to all members of the consortia who are part of the delivery team, please provide details of the experience they have in delivering training either in a formal or informal setting and relevant qualifications. We are particularly interested in employer focused specialist digital skills training, whether this was privately funded, government funded training/education or through other grant funding, and, if appropriate, please share data regarding the impact of this training i.e. numbers of participants and successful completers, destinations of those on the training etc.** **If this is not possible for individual consortia members, please use this answer to outline why they feel able to contribute to the training and how they may be supported by other members of the consortia to do so. We recognise new partnerships may have a varied level of past experience in different settings and we want to give the opportunity for this to be expressed.** **(max 350 words)**  |
|   | Response:      |

|  |  |
| --- | --- |
| **4**  | **Quality Question 4 - FINANCIAL VALUE FOR MONEY & OUTPUTS AND** **OUTCOMES (20% Weighting)**  |
|   | **4a. Please complete the financial annex (attached separately as Appendix C)****Please also complete the budget spreadsheet below providing a cost breakdown. We are wanting to see the types of activity you will be spending the budget on e.g. project management, training delivery, facilities recruitment. And the detail that sits underneath this e.g. Marketing; advertising, design time, printed flyers.**  |
| **Financial Summary**  |
| **No of programme places available**  |  |
| **Total project cost (All costs covered by fund and match)**  | £ |
| **Total amount requested from the fund**  | £ |
| **Total match funding (In-kind and/or cash)**  | £ |
| **Total overall cost to deliver the programme per person (Unit Cost) \*1**  | £ |
| **Total fund amount requested per person \*2**  | £ |
| \*1 The overall costs for the whole programme proposed divided by the number of participants proposed. \*2 The amount of funding requested from this application divided by the number of participants proposed. |
| **Success Targets (We recognised these are targets not absolutes and the % starters in different categories will depend very much on your target cohort)**  |
| **Number of programme completions**  |   |
| **% of starters who complete the training**  |   |
| **Number supported into better or new digital roles**  |   |
| **% of starters who are supported in to better or new digital roles**  |   |
| **Programme Participant Demographic Targets**  |   |
| **% of starters who will be female**  |   |
| **% of starters who will be BAME**  |   |
| **% of started who will have a disability**  |   |
| **% of starters who will have other underrepresented characteristics**  |   |
| **Job Roles Working Towards**  |
| **Employer Name**  | **Job Title**  | **Expected Salary**  |
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| **4b**  | **4b. Based on your knowledge of job roles requiring specialist digital skills and any previous experience of delivering training, provide a narrative to justify the proposed budget and success targets you have outlined above and in the financial schedule and explain why it offers value for money.** * **Please benchmark the costs of your provision against the nearest equivalent already in the market.**
* **Explain, and evidence where possible, how you have come to the success target figures you have suggested.**
* **Explain the significance of your match funding to the success of your programme.**
* **Where any of the funding is proposed to be spent on other areas other than training provision please use the narrative to explain and justify this.**
* **An explanation of the impact that you will deliver for individuals participating in the programme e.g. increased skill levels, movement into better/sustainable employment.**
* **The level of job you are training for, the target candidates and level of match funding should be considered when discussing value for money.**

**(Excluding the tables and spreadsheet, max words 500)**  |
|  | Response: |
| **4c**  | **4c. Please outline your plans to ensure sustainability of the partnership/project after the investment of public funding has come to an end.** **(Max 250 words)** |
|  | Response: |
| **5**  | **Quality Question 5 - PROJECT MANAGEMENT (10% Weighting)**  |
|  | 5a. Please provide details of how you will manage the project to ensure the delivery of high quality training. Please complete in detail the risk register and the project plan provided below – with clear timescales identifying key stages and specific activity to be delivered throughout e.g. establishing governance processes, start up and mobilisation, creation of materials and resources, marketing and recruitment, delivery, support in to employment etc. Please also outline plans to gather employer/participant feedback and evaluate the performance of your project  |
| **Risk Register**  |
| **No**  | **Risk**  | **Likelihood**  | **Impact**  | **Mitigation**  |
| **1**  |    |   |   |   |
| **2**  |    |   |   |   |
| **3**  |    |   |   |   |
| **4**  |    |   |   |   |
| **5**  |    |   |   |   |
| **6**  |    |   |   |   |
| **Project Plan –** **Project timescales e.g**. marketing, participant recruitment, delivery commencement – reflected for each cohort.   |
| **Activity & Key milestones**  | **Milestone completion date**  |
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|  | **5b. Outline plans to gather employer/participant feedback and evaluate the performance of your project. This should align to your success targets in question 4a, and also include details of the number and types of progression/sign posting into other programmes.** **(Max 200 words)**  |
|  | Response:  |

### 5.3 SOCIAL VALUE QUESTION

5.3.1 WECA is committed to ensuring sustainability and positive Social Value outcomes are delivered in the local economy and wider environment. Applicants should ensure that in the delivery of their programme they fulfil their obligations, including those set out in this question and response.

5.3.2 By social value we are referring any additional social impact that you will deliver directly as a result of this funding. Please do not refer to any generic corporate social responsibilities or what we are contracting with you to deliver through this grant.

5.3.3 Proposals must relate directly to you winning funding through the Digital Skills Investment Programme and should be proportional to the overall contract value.

5.3.4 For the purposes of this contract, ‘Local’ & ‘Locally’ means the West of England Combined Authority geographical area.

### 5.4 SOCIAL VALUE RESPONSE

5.4.1 This section should explain how you will engage with relevant stakeholders and delivery partners on the delivery of Social Value

|  |
| --- |
| **Response To Social Value (5% weighting)** |
|    (1000 words max)  |

5.4.2 You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

|  |
| --- |
| 5.4.3 **Response To Living Wage** |
| Yes / No (delete as appropriate)   |

### 5.5 SUBSIDY CONTROL

5.5.1 Grants funded through this Digital Skills Investment Programme will be subject to the UK’s subsidy control measures.  This will be set out in your Grant Offer Letter.

### 5.6 MODERN SLAVERY AND RESPONSIBLE PROCUREMENT STATEMENT

5.6.1 If you are, or there is a company in your supply chain that is, a relevant commercial organisation as defined by section 54 (“Transparency in Supply Chains etc.”) of the Modern Slavery Act 2015 (“the Act”), confirm your and/or their compliance with the annual reporting requirements contained within that Section, and provide any details including the relevant URL in the box below.

|  |
| --- |
| 5.6.2 **Response to Modern Slavery Statement**  |
|  **Yes / No / N/A** (delete as appropriate)  <Suppliers Response>   |

5.6.3 Regardless of turnover, please confirm on behalf of your organisation that:

1. You will comply with the requirements of the Act;
2. You will ensure your sub-contractors shall comply with the requirements of the Act;
3. iii) You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery;
4. You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery;
5. You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour;
6. You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;
7. Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;
8. WECA may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to the WECA in these exercises;
9. You, and/or WECA will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; WECA will support suppliers that have been identified (either through WECA/Council led due diligence activities or Supplier led activities) that fall below the required standards and agree to make improvements;
10. WECA may refer for investigations via the National Crime Agency’s national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crim Board that has a responsibility for modern slavery;
11. The Council may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statements at 5.6.

|  |
| --- |
| 5.6.4 **Response To Modern Slavery Statement**  |
|  Agree / Disagree (delete as appropriate)   |

5.6.5 Please confirm on behalf of your organisation that:

1. You are committed to improving ethical and sustainable practices locally and globally;
2. You will uphold and work in compliance with the Core Expectations of the WECA Responsible Procurement Strategy;
3. You will willingly and openly work with WECA Procurement to further their ambitions in relation to responsible, ethical, and sustainability issues;

|  |
| --- |
| 5.6.6 **Response To Responsible Procurement Statement**  |
|  Agree / Disagree (delete as appropriate)   |

|  |  |
| --- | --- |
|  | 6. DECLARATION & COMPANY INFORMATION  |

### 6.1 DECLARATION & COMPANY INFORMATION

Before submitting your application/quotation, you must ensure that you sign and date below.

I/We hereby offer to supply the above mentioned goods and/or services for all orders placed as a result of this process at the price detailed in this application/quotation.

I/we hereby certify that I/we have not canvassed, nor will canvass anymember, director, employee or adviser of WECA in connection with this application/quotation and the proposed award of the Contract by WECA; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done, or will do any such act.

I/we hereby certify that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the amount of the quotation or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this quotation). I/we agree that WECA may, in consideration of this quotation, and in any subsequent actions, rely upon this statement.

I understand that the submission of this application/quotation is not a guarantee of funding.

|  |  |
| --- | --- |
| Signed   |   |
| Name (Block Capitals)  |   |
| Designation  |   |
| Email  |   |
| Telephone  |   |
| For & on behalf of  |   |

### 6.2 COMPANY INFORMATION

|  |  |
| --- | --- |
| Full name of Organisation  |   |
| Address    |   |
| Telephone  |   |
| Email  |   |
| Website  |   |

### 6.3 COMPANY STATUS

|  |  |
| --- | --- |
| Sole Trader  |  |
| Partnership  |  |
| Public Limited Co.  |  |
| Private Limited Co.  |  |
| Other (please state)  |  |
| If your company is a private or public limited company, a co-operative society or charity, please give: |
| Registration No  |  |
| Registration Date  |  |
| Registered Address   |  |
| VAT Reg. Number (where applicable)  |  |

###  6.4 LETTER FROM CHIEF FINANCIAL OFFICER

### This 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 partner 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.*

**6.5** A summary of the documents that need to be submitted as part of this application is below. Please tick to confirm these have all been submitted to

digitalskills@westofengland-ca.gov.uk.

|  |  |
| --- | --- |
| 1. Digital Skills Application Form
 |  |
| 1. Appendix B: Due diligence response
 |  |
| 1. Appendix C: Financial annex
 |  |
| 1. Letter from Chief Finance Officer
 |  |