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| West Dunbartonshire Council Picture Logo | This is a picture of the Working4U Logo. |   |

**West Dunbartonshire UKSPF Multiply Grant Guidance**

**Nov 2024**

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# Introduction

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government’s ambitious Levelling Up agenda and a significant component of its support for places across the UK. The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. Underneath the overarching aim of building pride in place and increasing life chances, there are three UKSPF investment priorities: communities and place; supporting local business; and people and skills.

## West Dunbartonshire Strategic Employability Group

The West Dunbartonshire Strategic Employability Groupconsists of employability partner agencies from the West Dunbartonshire Community Planning Structure. The West Dunbartonshire Strategic Employability Group is chaired by West Dunbartonshire Council and has met, as an active partnership, for several years. Its purpose is to support the implementation of local and national employability policy through collective leadership, joint planning and co-commissioning.

The West Dunbartonshire Strategic Employability Group has created an UKSPF Multiply Grant Programme to support a co-commissioned approach to numeracy support in West Dunbartonshire.

The West Dunbartonshire UKSPF Multiply Grant Programme aims to: support people to develop numeracy skills for their personal, community, family and work life.

The West Dunbartonshire UKSPF Multiply Grant Programme will:

* Add value to the funding and other resources already available locally and create opportunities for innovation and collaboration.
* Provide a new co-commissioning process for the allocation of funds.

At this point in time (Nov 2024) there is approximately £80,000 to £100,000 available to allocate through the grant programme.

This document, and the associated grant application form, outlines the intentions, principles and priorities to be met through the new West Dunbartonshire UKSPF Multiply Grant Programme supporting numeracy skills provision in 2024/25.

# Grant Outcomes and Principles

All provision supported through the grants programme should also comply with the following **principles** that the West Dunbartonshire Strategic Employability Group feel are critical in providing the best support to people to enable progress towards sustainable outcomes.

* Services should be configured around the needs of the clients rather than delivery partners.
* Ensure lived experience shapes service design and delivery as outlined in the Scottish approach to service design.
* Ensure that the design of services have considered the needs of those with protected characteristics.
* Provide additionality to existing provision available in West Dunbartonshire with connectivity, where permissible, to established provision and building progression routes into further learning, training, Further/Higher Education and other appropriate provision, as well as supporting access to employment.
* Applicants should be prepared to make use of the Working4U pages within the West Dunbartonshire Council website and associated social media platforms to advertise activities and promote regular good news stories. This will include posting all provision funded through the grants programme on our Strategic Skills Pipeline portal, westdun.wixsite.com/sspipeline more information and training on this will be made available with grant award documentation.

# What Type of Provision are we looking for?

Multiply boosts funding for adult numeracy, enabling local areas to deliver more innovative approaches and reach more people.

## Overall Objective of Multiply

The overall objective of Multiply is to increase the levels of functional numeracy in the adult population across the UK. The following success measures for the whole programme at a national level have been identified as follows:

1. More adults achieving maths qualifications / participating in numeracy courses (up to, and including Level 2/ SCQF Level 5).

2. Improved labour market outcomes e.g. fewer numeracy skills gaps reported by employers, and an increase in the proportion of adults that progress into sustained employment and / or education.

3. Increased adult numeracy across the population – this overall impact, which goes beyond achieving certificates or qualifications, will track both the perceived and actual difference taking part in the programme makes in supporting learners to improve their understanding and use of maths in their daily lives, at home and at work – and to feel more confident when doing so.

## Multiply interventions for West Dunbartonshire:

• S42: Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications.

• S43: Courses for parents wanting to increase their numeracy skills in order to help their children and help with their own progression.

• S48: New intensive and flexible courses targeted at people without Level 5 maths in Scotland, leading to an equivalent qualification (for more information on equivalent qualifications, please see Qualifications can cross boundaries (PDF, 974KB)).

• S49: Courses designed to help people use numeracy to manage their money.

## Multiply Outcomes and Outputs for West Dunbartonshire:

• Number of adult numeracy courses run in a local area through Multiply

• Number of people participating in Multiply funded courses

• Number of adults achieving maths qualifications up to, and including, Level 2 equivalent

• Number of people referred from partners onto upskill courses

• Number of different cohorts participating in numeracy courses (e.g. learners in prison, parents etc)

West Dunbartonshire Strategic Employability Group is keen that potential grant applicant partners use their expertise, local knowledge and links with other partners to develop creative and innovative proposals that they have confidence there is demand for and that meet gaps in service delivery. The grant programme will allow providers to come forward with their own ideas and suggestions for new services and provisions based on evidence of need.

The provision being applied for should be:

• appropriate for the age and stage of the target participant group

• where possible/appropriate delivered locally in facilities that are accessible to all

• needed locally and not duplicate existing provision

This grant programme will support provision across West Dunbartonshire for residents, aged 19+ who currently do not hold a qualification at SCQF level 5 in maths/numeracy.

## What Makes a Good Application

* Observe the **maximum word limit of 500 words** for each question.
* Please do not attach appendices or documents, as these will be deleted.
* Please consider the scoring criteria below when writing your application.
* Please write succinctly and in plain English**.** Use short sentences and avoid acronyms and jargon. There is no need to use formal language. What is key to a good application is being as specific as you can and assuming the reader knows nothing about your organisation, track record and project even if you have received local funding before to do similar work.
* Ideally you will provide a clear picture for the reader of what you intend to deliver, how you will do this, and what difference it will make to participants as well as how it contributes to the Multiply outcomes and outputs detailed in section 2 above.
* Please provide a strong rationale to show both the need for the services and that there will be a demand from local people to take part in the provision. Identifying, recruiting and sustaining engagement of the number of participants stated is the responsibility of the organisation receiving a grant albeit that local agencies such as the DWP, Working4U and Skills Development Scotland staff may refer clients.
* Please complete all sections of the application form.

## Where is the Grant Application Form?

It is anticipated that this information document and the application form will be published on [Business Grants and Loans | West Dunbartonshire Council (west-dunbarton.gov.uk)](https://www.west-dunbarton.gov.uk/business/grant-and-loan/) on Wednesday 6th Nov 2024.

Completed applications must be submitted to: WDC\_NOLB\_Grants@west-dunbarton.gov.uk by Noon, Tues 19th Nov 2024

## Got a Question?

You should be able to find the answers to most of the questions you may have about this Grant Award Programme within the published documentation.

If, however, after checking through the published documentation, you need to ask a question then please email your query to: WDC\_NOLB\_Grants@west-dunbarton.gov.uk

**Please note that the deadline for submitting questions is noon on Wednesday 13th November 2024.**

## Where Does the Funding for the Grants Programme Come From?

Providers will need to ensure that project participants are eligible for support when participating on this Grant Award Programme, for example participants must be West Dunbartonshire residents and wants to improve their numeracy skills.

## Eligible Spend

Only direct delivery (revenue) costs will be considered as eligible grant expenditure.

## Decision Making

An Assessment Panel will manage the assessment and scoring procedures following the Council’s grant processes. Membership of the Assessment Panel will be drawn from strategic partner organisations represented on the West Dunbartonshire Strategic Employability Group.

Each application will be scored using the scoring criteria below by at least two separate individuals from the Assessment Panel who then meet to agree a moderated score with comments. The moderated score will then be presented to the full Assessment Panel for further comments on strategic fit and moderation if required.

## Scoring Criteria

| **Section** | **Question and Weighting** |
| --- | --- |
| 1 | Applicant Information |  | 0% |
| 2 |  Application Overview | 2.1 | 4% |
| 3 | Project Proposal | 3.23.33.4 | 12%12%12% |
| 4 | Project Impact | 4.1 | 20% |
| 5 |  Cost | 5.1 | 40% |

Each section will be assessed on the basis of:

| **Score** | **Assessment Criteria** |
| --- | --- |
| 5 | Excellent Quality that surpasses the requirements of the West Dunbartonshire Strategic Employability Group. Indicates an excellent application with detailed evidence and no weaknesses. |
| 4 | Good Quality that meets the requirements of the West Dunbartonshire Strategic Employability Group with good evidence throughout and few weaknesses. |
| 3 | Reasonable Quality that meets the requirements of the West Dunbartonshire Strategic Employability Group. The response is generally good, but lacks sufficient detail in places, which highlights a number of weaknesses. |
| 2 | Poor Quality, which poses reservations for the West Dunbartonshire Strategic Employability Group. Lacks convincing detail of the supporting evidence and/or has substantial weaknesses. |
| 1 | Unacceptable Quality, which poses serious reservations for the West Dunbartonshire Strategic Employability Group. Limited or no detail of the proposed approach and/or has substantial weaknesses. |
| 0 | No submission/submission not relevant. |

## Notification of Successful Applications

Application outcomes including grant award letters will be issued from March 2024. Full details of the payment process and terms and conditions of grant, including monitoring and reporting requirements will be included.

The Provider shall provide services in the volumes, outputs of services and financial profiles set out in each award of grant, which **may be different from the application submitted.** Any other changes to the programme will require approval in advance.

# Grant Payment Process

Public Sector Funding dictates that grant payments require to be accounted for in the financial year of delivery. As such, all expenditure must be complete by March 2025.

A maximum of 25% of project costs may be paid up front at the project start date for delivery but a payment schedule will be discussed with the applicant and will be reflected in the award of grant letter.

Further grant payments can be drawn down based on the project expenditure and performance criteria detailed in the Service Specification.

Payments will be processed through West Dunbartonshire Council’s normal accounting system and payment to applicants will be by BACS.

Regular contract monitoring meetings will be conducted by Working4U to ensure that: the project has been implemented as described; financial records associated with the project are in order; publicity arrangements; equality and sustainability policies have been complied with.

Where the applicant is unable to demonstrate sufficient progress towards achieving agreed outputs and targets, future funding may be withheld or reduced. Further details will be outlined in the terms and conditions.

# How we will Monitor and Evaluate the Grants programme

## Performance Management

The key performance indicators for the programme (below) are outlined in the application form and replicate the current UK Government outcomes for current grant funds. They also contribute to the grant programme outcomes:

**Key Performance Indicators (KPI’s)–**

* Number of adult numeracy courses run in a local area through Multiply (numerical value)
* Number of people participating in Multiply funded courses (numerical value)
* Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value)
* Number of courses developed in collaboration with employers.
* Number of people referred from partners onto upskill courses (numerical value)
* Number of different cohorts participating in numeracy courses (e.g. learners in prison, parents etc) (numerical value)

Applicants should be clear about the key performance indicators they will achieve. Ensuring they are relevant to the activity and while these indicators should be stretch targets that represent good value for money they should also provide a realistic indication of what will be achieved.

Successful projects may have additional outputs and outcomes, which they will also monitor and report on.

## Registration and Recording Progress

Personal information will be gathered and recorded by the grant recipient for the following purposes:

* To provide quantitative performance data on registrations, progressions and positive outcomes to inform service delivery adjustments and improvements.
* To provide qualitative performance data in the form of case studies.

Grant Recipients will be expected to complete a registration for each learner participating in a Multiply Programme. Partners can use their own registration paperwork as long as the KPI’s can be evidenced, namely source of referral to enable reporting against KPI -Number of people referred from partners onto upskill courses and the characteristics of learners to enable reporting against the KPI -Number of different cohorts participating in numeracy courses (e.g. learners in prison, parents etc)

Providers will be expected to share with West Dunbartonshire Council some key data on the participants’ journey and outcomes. This will be recorded on our Client Information Management System (CMIS), Advice Pro.

## Reporting Requirements

West Dunbartonshire Council will run reports from the MIS at a project and programme level on a quarterly basis, which alongside qualitative evidence supplied by providers including case studies will be reported to the West Dunbartonshire Strategic Employability Group and the UK Government.

As well as providing quantitative and qualitative measures, monitoring of projects serves a number of purposes. It helps identify successful elements of projects, but conversely can help to identify areas for concern and suggestions can be discussed as to how these might be overcome. Monitoring is vital in enabling West Dunbartonshire Strategic Employability Group to gain greater insight into individual projects, but also to ensure and verify that the funds have been spent as envisaged and acknowledged correctly.

## Evaluation and Continuous Improvement

It is likely that an evaluation will be carried out which will include evaluations of each of the projects supported through the programme alongside an evaluation of the process and collective impact. Grant recipients will be required to provide information and staff /management time to engage with the persons conducting the evaluation.

In addition, grant recipients will be required to establish their own evaluative processes to drive continuous improvement and monitoring processes will include grant recipients evidencing how they do this and to what effect. This will be discussed individually at review meetings.