**APPLICATION PACK**

1. **What you need to do:**

* Read this guidance.
* Complete the application form and return to [skillsbanksubmissions@sheffieldcityregion.org.uk](mailto:skillsbanksubmissions@sheffieldcityregion.org.uk) along with all evidence required by **5pm Thursday 19th December 2019**
* Ensure that your organisation understands that they will be required to demonstrate the impact and outcomes of the investment made by SCR and are happy to accept the contract terms (Appendix 3).
* If you require clarification and/or support please submit your request in writing to [skillsbanksubmissions@sheffieldcityregion.org.uk](mailto:skillsbanksubmissions@sheffieldcityregion.org.uk) you should receive a response within 2 working days of the request.

1. **The rationale for this fund:**

**Sheffield City Region is looking to drive up economic growth through a demand-led approach to skills and are inviting Post 16 providers to apply for grants towards the cost of upskilling their workforce to meet employer demand.**

**This is a revenue funding stream and the success of your application will be linked to the clarity of how this grant will assist you in changing the way your training provision meets the employer needs of Sheffield City Region employers.**

This grant is being made available in response to feedback that revenue support was needed to help Post 16 providers upskill their staff and raise capacity in order to be able to respond to identified business need. Its aim is to upskill post 16 providers with a view to them widening their skills offer against evidenced employer need. It will provide revenue investment towards some or all the following: knowledge transfer, non-accredited training, accredited training.

The Sheffield City Region’s economic strategy is clear: to create a larger and stronger private sector by increasing the total GVA, the number of businesses and jobs. To be successful in achieving this ambition, a responsive, high quality and effective skills offer will need to be developed to secure growth.

For the first time in a generation it is private sector jobs growth that is driving our economy, adding £1.34bn of GVA in just two years. In the five years to 2015, the fastest growing sectors were business services and manufacturing, growing by 28% and 13% respectively. However, inequality has remained high and significant parts of the population and business have not benefitted from economic growth.

According to UKCES Employer Skills Survey 2015, the number of companies with skills gaps is 16%, higher than the average in England of 14%, with 6% reporting they are struggling to fill vacancies and 31% of these being hard to fill. This is in addition to lower than national averages for the number of residents qualified to Level 3 and above (51.6% compared to 56.9%) and above average figures for the number with no qualifications (8.9% compared to 8.0% Great Britain average).

Our vision for the Sheffield City Region is set out in the Strategic Economic Plan 2015 – 2025 which includes a focus on developing a skilled workforce and the need for more highly skilled occupations which will contribute to increasing the regions GDP. We will only achieve this if we have enough highly skilled residents to fill such vacancies and our provider base, therefore, needs to be able to deliver a quality skills curriculum which offers local businesses and their employees the courses/training they need. We know that there are gaps in our capacity to offer the training that employers need and recognise that high quality teaching leads to high achievement of skills and qualifications.

Through this scheme we are seeking applications from Post 16 providers for workforce training/knowledge transfer that clearly builds capacity against the following areas:

* Advanced materials and composites
* Engineering
* Digital Technologies/capabilities
* Healthcare Technologies (smart devices, digital, food engineering…….)
* Multi Skilled/disciplinary (technology/digital into traditional trade occupations)
* Modern methods of construction

We are however interested to hear from applicants who can clearly evidence employer demand they are unable to meet outside these areas.

1. **What you need to know:**

* The fund can be used to build the capacity of post 16 providers who are based in/have a delivery location in the Sheffield City Region to enable them to respond to the regions evidenced business needs.
* Individual learners must be aged 19yrs or over and employed by the provider
* It is a revenue funding stream made available to cover the associated costs of workforce training/knowledge transfer
* All activity must be completed by March 31st 2021
* Grants will be awarded against applications for funding towards some or all of the 3 areas targeted by this fund: accredited training, non-accredited training, knowledge transfer.
* Grants, are for a maximum of £15,000 (per application) as a contribution towards staff development. If you require a larger grant than this, please make this clear in your application, together with suitable justification, for SCR to consider.
* Applicants are invited to submit single applications for initial consideration, although there may be scope for additional applications once initial proposals have been assessed.
* Should the volume of eligible applications exceed the amount of grant available we reserve the right to close the call for bids, undertake a further bid evaluation or, negotiate price and volumes with providers.
* Grants will be awarded to applicants based on the quality of their applications, evidence of employer demand/need and proposed/evidenced project outputs, scored against the Scoring Criteria set out in Appendix 2, and on a first come first served basis.
* Evidence of spend will be collected and outcomes from the investment will be monitored according to the terms and conditions set out in the contract (Appendix 3, Schedules 1 - 3). Failure to provide evidence of actual costs will result in non-payment/claw back.
* Payment terms will be agreed on a case by case basis dependant on level of grant, timescales and volumes.
* State Aid applies to this project.
* This scheme is being operated under a State Aid Block Exemption for training aid.
* Applicants will be expected to make a contribution towards project costs, aid intensity will not exceed 50% of the eligible costs but may be increased up to a maximum aid intensity of 70% of the eligible costs, as follows:
* by 10% if the training is given to workers with disabilities or disadvantaged workers
* by 10% if the aid is granted to medium sized enterprises
* by 20% if the aid is granted to small enterprises.
* Applicants must clearly state the level of intervention requested and provide justification.
* Applicants must ensure that there is no risk of any activity being “double funded”.
* Training proposals must adhere to Government policy as set out in the ESFA funding rules for the academic year 2018/19. E.g. requests for funding cannot contravene FE loans policy.
* We will not fund Training proposals which are linked to mandatory qualifications and/or requirements e.g. Health & Safely/First Aid/Licenses
* We would not normally fund Providers to deliver In-House training.
* We reserve the right to modify, amend or provide further clarification regarding documents at any time prior to the deadline for completion – any significant changes will result in a deadline extension.
* Special conditions of grant will be applied to manage performance.
* All grant recipients will be required to evaluate the impact of their activity and submit a report within 6 weeks of conclusion.
* We reserve the right not to grant funds to the lowest cost or to any provider.
* We reserve the right to change the scope, scale and timing of future rounds of grant.

1. **Indicative Timescales:**

* The deadline for receipt of applications for round 3 is 5pm, **Thursday 19th December 2019**.
* Applications will be assessed and scored against the scoring criteria, the indicative results of which will be communicated to applicants by 10th January 2020.

**FOR FURTHER INFORMATION**

* State Aid Guidance = <https://www.gov.uk/guidance/state-aid>
* ESFA regulations = <https://www.gov.uk/guidance/sfa-funding-rules>
* <http://sheffieldcityregion.org.uk/>

**APPENDIX 1: Skills Bank**

The SCR Skills Bank is a central pillar of the first growth deal the Government and SCR negotiated. Its designation as a national demonstrator project signalled both our, and Government’s, commitment to testing a new approach to the deployment of training funds. This was based upon skills / workforce development funding being used as a direct lever to stimulate business / economic growth.

Skills Bank places the purchasing power for skills in the hands of employers. Fundamental to the approach will be a financial contribution by the employer toward the cost of the training and a mechanism for ensuring any agreed employer contribution is made.

Skills Bank is an integral part of the business support offer of the SCR LEP. Supporting businesses with a clear growth plan through co-investment in the development of their workforce.

Skills Bank invests in responsive skills provision for businesses operating in the SCR and will be sufficiently flexible to ensure the offer to business meets both immediate and emerging skills needs. The range of support funded will be broad – encompassing full qualifications; units and bespoke training packages. Investment from the Skills Bank will only be made where mainstream and other publicly funded skills activity is unable to address the skills needs of employers, unless otherwise agreed.

Provision funded by the Skills Bank will not displace provision already available through other routes or FE Advanced learning loans, and any future changes to publicly funded Education and Training must be adhered to.

**APPENDIX 2 – Scoring Criteria**

Applications will be scored independently by a panel of officers and moderated to agree a final score.

The criteria below will be used to score your application.

|  |  |
| --- | --- |
| **Score** | **Description of Response** |
| 0 | Unacceptable Response   * No responses/insufficient detail in response to questions * Some/all question(s) not answered * Difficult to identify outcomes/impacts of the project * No/little in the way of evidence to support rationale/need for project * Very high risk that the applicant will have serious difficulties delivering the required outcomes for the project |
| 1 | Poor Response   * Gaps/insufficient detail in response to questions * Gaps in evidence to support rationale/need for project * Project outcomes/impacts either missing or not relevant to project * High risk that project outcomes are unlikely to be met |
| 3 | Good Response   * Complete and good response to questions * Good supporting evidence which is relevant, credible and supports the project * Project outcomes/impacts clearly outlined and relevant to project * Confidence that project outcomes/impacts are likely to be delivered |
| 5 | Excellent Response   * Comprehensive and detailed response to questions * Clearly defined and detailed evidence to support rationale/need for project * Significant outcomes/impacts clearly outlined and directly relevant to project * The proposed approach will result in project outcomes/impacts being exceeded. |

**APPENDIX 3 – Contract Terms and Conditions**

[CONTACT NAME]

[TITLE]

[ADDRESS]

Dear ……..

**[CONTRACT NUMBER] – [Skills Bank PRovider Capacity development Fund]**

I refer to recent discussions in respect of your successful bid for £XXX (XXXXX) of funding (“Funding”) from the Barnsley Doncaster Rotherham Sheffield Combined Authority (“Authority”) towards the cost of delivering the Project (as detailed in Schedule 1).

[RECIPIENT FULL LEGAL TITLE] (“the Recipient”) agree that they will deliver the Project in accordance with the bid submitted to the Authority (attached at the Appendix) and the attached schedules 1 - 7 (“Schedules”).

The Recipient will:

1. deliver the Project including the outputs set out in Schedule 3 in accordance with the terms of this Agreement; and
2. deliver the project detailed in Schedule 1 and submit the claim for the funding in accordance with Schedule 2 no later than the claim submission date set out in Schedule 2
3. submit quarterly reports to the Authority’s Grant Manager alongside the claims submission as detailed in Schedule 4 using the approved claim form provided by the Authority; and
4. not make any material change to the project without following the Change Control Procedure as detailed in Schedule 5; and
5. Financial claims shall be sent by [RECIPIENT] within 14 working days of the end of the relevant claim period to [scrcafinance@sheffield.gov.uk](mailto:scrcafinance@sheffield.gov.uk) and the Grant Manager.
6. keep all records, invoices and other relevant documentation required by the Grant Letter (and as otherwise reasonably required by the Authority’s Grant Manager) and produce the same to the Authority, on request.

Any queries from [RECIPIENT] can be directed to the Authority’s Grant Manager:

Sue Sykes – Assistant Director Programme and Performance Unit

[sue.sykes@sheffieldcityregion.org.uk](mailto:sue.sykes@sheffieldcityregion.org.uk).

**APPENDIX 3 – Contract Terms and Conditions cont……….**

1. **Local Government Transparency Code 2015**

## As a Local Authority, the Purchaser must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. If the value of this Contract exceeds £5,000, or if any extension or variation to the Contract results in its total value exceeding £5,000, the following details of the Contract will be published by the Purchaser on its website on a quarterly basis:

a) reference number: *[CONTRACT NUMBER]*

b) title of agreement: [NAME OF PROJECT]

c) local authority department responsible: *SHEFFIELD CITY REGION EXECUTIVE TEAM*

d) description of the goods and/or services being provided: *[PROJECT DESCRIPTION]*

e) Service Provider name and details: *[RECIPIENT NAME AND ADDRESS]*

f) sum to be paid over the length of the contract or the estimated annual spending or budget for the contract: [*£XXXX]*

g) Value Added Tax that cannot be recovered: *ZERO*

h) start, end and review dates: [START AND END DATE]

i) whether or not the contract was the result of an invitation to quote or a published invitation to tender: *OPEN CALL*.

j) whether or not the Service Provider is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number: *[XXXX]*

The Service Provider will notify the Purchaser as soon as reasonably possible of any change to the information included, and the Service Provider consents to the Purchaser publishing the information set out above on a quarterly basis.

Subject to written confirmation that the Recipient confirms adherence to the conditions detailed within this letter, the Authority hereby agree to grant the Funding to the Recipient in accordance with the terms of this Agreement and in particular Schedule 3.

Yours faithfully

**Stephen Davenport**

**Principal Solicitor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[RECIPIENT FULL NAME] agree to the above terms

…………………………………………….

**NAME**

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**TITLE**

Date: ……………………………………

**SCHEDULE 1**

**PROJECT**

**Background**

**Priorities**

**Project Scope**

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 2**

**FUNDING**

**2.1 Payments**

The Authority will pay the Funding up to the Maximum Amount in accordance with Funding Profile set out in clause 2.2 of this Schedule and at the intervention rate against the Eligible Costs set out in clause 2.3 of this Schedule.

**2.2 Funding Profile**

The Maximum Amount is [XXXX]. The Funding Profile refers to the profile of drawdown of the Maximum Amount against Eligible Costs.

Table 1 - Funding Profile

|  |  |  |
| --- | --- | --- |
| **Total** | **2019/20** | **2020/21** |
|  |  |  |

**2.3 Eligible Costs**

The Eligible Costs refers to the Expenditure incurred by the Recipient (set out in the table below) against which the Funding is released at the Intervention Rate (set out in the table below).

Table 2 - Eligible Costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package** | **Eligible Costs** | **% Intervention Rate** | **SCR Annual Breakdown** | |
|  | **2019/20** | **2020/2121** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**2.4 Claim Submission Date**

The claim submission dates will be XXXXXX

2.5 In order to allow flexibility across the Project, the Recipient is able to request revisions to the Eligible Costs to include virements between the work packages.

2.6 Should the Recipient intend to submit a request to vire or vary eligible expenditure, the Recipient is to ensure that –

1. all virements and variations are formally notified in writing to the Authority in accordance with the Change Control Procedure as detailed in Schedule 6; and
2. all formally approved virements and variations to the Funding Profile will not exceed the total Eligible Costs.

2.7 In consideration of any requests to vire or vary eligible expenditure the Authority will review the wider Programme implications to ensure adherence to the Programme Allocations.

2.8 The Recipient accepts liability to meet all expenditure above the Maximum Amount to ensure delivery of the Works and achievement of the Project Outputs.

**2.9 Clawback**

To the extent that the Outputs are not delivered by the Final Review Date the Authority shall be entitled to demand repayment of that element of the Funding paid that represents the Funding given to the Recipient for delivery of those Outputs. The Recipient shall repay any Funding repayable under this clause within 30 days of receiving a written demand. To the extent that repayment is not made within 30 days of receipt of the demand the amount outstanding shall be a debt to the Authority.

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 3**

**OUTPUTS**

The Recipient will achieve the following Outputs in accordance with Eligible Costs as detailed in Schedule 2.

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 4**

**MONITORING AND EVALUATION**

4.1 The Recipient shall during and throughout the Project Monitoring Period submit Progress Reports. If specific evidence is required by the Authority at any time to support a claim it shall be detailed against the Qualifying Expenditure and the Recipient shall provide such receipted invoices and other reasonable evidence that the Qualifying Expenditure has been paid and incurred as shall be required by the Authority.

4.2 Progress Reports to the Authority shall be prepared by the Recipient quarterly in arrears during each Claim Period. Without prejudice to the generality of this or to the right of the Authority to specify a specific report format, each report shall provide detail relating to –

1. Time, in accordance with Eligible Costs as detailed within Schedule 2, specifically –

* a brief description of each of the schemes including commencement and completion dates; and
* planned activities in the year to which the reporting period sits within (ie. 2018/19, 2019/20, 2020/21); and

1. Cost, in accordance with Schedule 2, specifically –

* the amount of the claim; and
* any actual or expected variance against the profile of the Grant; and
* any proposed re-profiling of the Grant; and

1. Quality, in accordance with Schedule 3, specifically -

* the quarterly profile of the Project Outputs; and
* any actual or expected variance against the profile of the Project Outputs; and
* any proposed re-profiling of the Project Outputs by the Recipient.

1. All requests for virements and variations will take into account Time, Cost and Quality changes and will be submitted in accordance with Schedule 5.

4.3 If specific evidence is required by the Authority at any time to further support a Progress Report it shall be advised by the Authority and the Recipient shall provide such additional information within 7 days.

4.4 The recipient will submit Progress reports in line with the table set out below:

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 5**

**CHANGE CONTROL PROCEDURE**

**VIREMENTS AND VARIATIONS TO THE IN YEAR AND TOTAL PROJECT ALLOCATIONS**

**5.1 Project Fund Virements**

The Recipient Project Managers are responsible for optimising resources and for managing their budgets prudently.

Virements are intended to enable the Barnsley Doncaster Rotherham Sheffield Combined Authority (BDRS CA) Executive and Project Managers to manage budgets with a degree of flexibility, provided they remain within the overall Budget and Policy Framework as determined by the BDRS CA.

Key controls for virements are that:

1. They must be approved in line with this change process;
2. They must not create additional overall budget liability, for example by creating future commitments from one-off additional spending;
3. All parties to the virement must agree to it.

**5.2 Submission and Assessment of Virement Requests**

All requests for virements will be submitted in line with regular reporting periods (or ad-hoc in an emergency).

Each virement request will make clear changes to Time (when funding will be claimed and works undertaken), Cost (changes to total cost and the Project Funds requested) and Quality (changes to Project Outputs).

Virements will be reviewed by the BDRS CA and the impact of the virement on the project value for money will be tested to ensure this is not diminished below an acceptable level.

**5.3 Approval of Virements**

Approval of the virement must be in line with the limits shown below and within overall funding limitations:

1. Under £10,000 per individual change and under £100,000 in aggregate:  the virement may be accepted by the SCR Senior Finance Manager on behalf of the Section 73 Officer.
2. £10,000 and Over for an individual change OR £100,000 or over: the virement may only be approved by the BDRS CA.

**APPENDIX 3 – Contract Terms and Conditions cont……….**

All virements must be assessed in terms of changes to Project Outputs and investment objectives to ensure there is no reduction when calculated at a programme level.

**5.4 Where a virement would represent a major change of outputs and outcomes it must be approved by the SCR MCA regardless of its value.**

If the cumulative effect of virements is over £100,000, or an individual virement is over £10,000 these must be approved by the Executive (as above).

Where SCR MCA approval is required this will first be reported to the Skills Executive Board for endorsement before onward reporting to the SCR MCA, hence Project Manager will need to take into account the 6 week reporting cycle deadlines for such approvals.

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 6**

**publicity and branding**

**APPENDIX 3 – Contract Terms and Conditions cont……….**

**SCHEDULE 7**

**DEFINITIONS AND INTERPRETATION**

**AGREED TERMS:**

In this Agreement unless the context otherwise requires the following words and expressions shall have the following meanings:

**“Agreement”** means this agreement, comprising these clauses and the schedules thereto;

**“Change Control Procedure”** means the process as set out in Schedule 5;

"**Commencement Date**" means the date from which expenditure and Project Outputs may be attributed to the project;

"**Completion Date**" means the date by when the expenditure and Project Outputs must be achieved;

**“Eligible Costs”** means the specific costs as detailed in Schedule 2, Table 2 – Eligible Costs;

“**Final Review Date**” means the date that all the Project Outputs will be evidenced to the Authority;

"**Financial Year**" means the Authority's financial year which runs from 1 April to 31 March;

"**Funding**" means the amount provided by the Authority as reimbursement of Eligible Costs defrayed by the Recipient in relation to the Project, in accordance with Schedule 2;

"**Grant Manager**" means the person appointed by the Authority from time to time to manage the Grant in relation to this Agreement and notified any time to the Recipient or his or her replacement from time to time;

"**Maximum Amount**" means the maximum amount of Grant available to be claimed by the Recipient including non-recoverable VAT (if any), as detailed in Schedule 2;

“**Programme**” means Skills Bank Provider Capacity Development Fund

"**Project**" means the eligible activity and Eligible Costs as detailed within Schedules 1 and 2;

"**Project Manager**" means the Recipient’s manager of the Project and any replacement from time to time as agreed by the Authority;

**“Project Monitoring Period”** means from Commencement Date to Final Review Date;

**"Project** **Outputs**" means the performance measures of the Works, as set out in Schedule 3;

**“Quarter”** means a three calendar month period in the Financial Year, the first Quarter commencing on the same date as the Financial Year;

"**Works**" means the revenue activity necessary to deliver the Project Outputs.