# NATIONAL CITIZEN SERVICE WALES PILOT 2014

**APPLICATION FORM**

**DEADLINE FOR SUBMISSION – 5pm 3rd July 2014**

Please note that information submitted in this form may be shared with other parties as part of the assessment process and made available to the public in line with the Freedom of Information Act (2000).

**Information provided in these sections will assist the assessment team to process and understand your proposal. Your proposal may not be eligible for assessment if these sections are not completed fully.**

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| **KEY IDENTIFYING INFORMATION** | |
| **Organisation name/ lead organisation name (if a consortium application)** |  |

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| **CHECKLIST OF DOCUMENTS REQUIRED – PLEASE TICK** 🗹 | |
|  | Summary data and answers to written assessment questions - (on this form) |
|  | Completed excel spreadsheet template of twelve sheets |
|  | * Copies of the last two years audited’ financial accounts **OR** * Where your organisation is less than two years old please provide   a combination of three of the documents listed in the General Guidance Notes. Please list here which three supplied:  1.  2.  3.  For consortiums these documents should be for the lead organisation (not partners). |

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| **CERTIFICATION** |
| * I certify that the information contained in this proposal is truthful and accurate. I understand that any misleading statements (whether deliberate or accidental) given at any stage during the proposal process will render this proposal invalid and may make the organisations named in this proposal ineligible to receive NCS funding. * I also understand that the organisation named above would be responsible for all grant management and receipt of payments for distribution to other partners if this proposal is successful.   I understand that decisions on award of grants are at the discretion of the Minister for Civil Society.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signed |  | | Date |  | | [Chief Executive Name ]  (in BLOCK CAPITALS) | |  | | | | On behalf of (organisation’s name) | |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signed |  | | Date |  | | Chair Name  (in BLOCK CAPITALS) | |  | | | | On behalf of (organisation’s name) | |  | | | |

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| **CONTACT INFORMATION ABOUT YOUR ORGANISATION/ LEAD ORGANISATION** | |
| **Contact address for this proposal**  *Please include postcode.* |  |
| **Contact Name & Position** | *This should be the person we can contact for any queries on this application or to invite you to further selection or negotiation discussions.* |
| **Email** |  |
| **Phone** |  |
| **Charity Registration and/or Company Registration Numbers** |  |
| **Turnover for last full year of operation** |  |

**IF YOU ARE APPLYING AS A CONSORTIUM:**

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| **ABOUT YOUR CONSORTIUM** | | |
| **Please describe the roles of each organisation in your partnership / consortium and how you propose to manage the relationships between them** | | |
|  | *Name of organisation and description of proposed role* | *Brief description of status,  eg: charity* |
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| **Do some of the partners already have experience of working together as a consortium or is this a newly formed group to deliver NCS in Wales?** |
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**Section 1: publicity and recruitment stage  
maximum score of 100**

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| Things to do before beginning to answer these questions. **1. Have you read all relevant sections of the specification? 2. Have you read the relevant sections in “the Detailed Notes for completing your application form”?** |

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| 1a) Please describe how your recruitment campaign(s) will work and how you will ensure you reach a good mix of young people from different backgrounds. Your plans should include intermediaries including parents/carers, schools, youth workforces, local authorities, businesses and local stakeholders – to include local Third Sector organisations in Wales and Communities First Lead Delivery Bodies. You should also explain any plans for media, marketing or advertising campaigns. Wales is a bilingual nation, you MUST include the costs of provision of all materials in the mediums of English and Welsh in your media planning. **(3 pages – maximum score of 30)**  **Requirement** – Applicants should demonstrate their understanding of the NCS ethos, vision, and ways of working and confirm that they can supply a communications plan by August 2014 and that they will comply with centrally set marketing and communications strategy and follow guidelines. |
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| 1b)Please explain how recruitment progression will work from young people hearing about the scheme to expressing an interest through to being fully signed up to take part (excluding receiving payments from participants), and describe how parents/guardians will be involved in this process. Please also set out your provisional targets for securing interest and sign up by month and your plans for dealing with potential drop outs before the phases of the scheme begin.  **(2 pages – maximum score of 20)** |
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| 1c) The Welsh Government and UK Cabinet Office are interested to receive proposals which include a specific focus on trialling ways of supporting young people with a particular support need to participate in mixed NCS groups. In these cases, financial models with a slightly higher grant-funded contribution to account for additional support measures will be considered within the overall maximum grant available. Please explain how you will ensure that potential barriers to participation are removed.  **Requirement –** Proposals should set out plans alongside the core delivery proposals for how groups needing more support could participate, including estimated additional funding required.  **Requirement –** Applicants should explain how they will work with more targeted organisations and stakeholders, schools/colleges and businesses to engage and support hard to reach groups.  **Requirement –** Applicants should demonstrate how they will achieve social mix reflecting the local cohort of young people  **(2 pages – maximum score of 20)** |
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| 1d) Please explain how you will ensure that the Welsh context for delivery of NCS is to be catered for including involvement of and support for the Welsh language. Please explain past experience of delivery in Wales whether by lead organisation or consortium members. Where there has not been such delivery please explain how contacts with Welsh community organisations and Welsh Government programmes for young people will be developed.  **Requirement** – Proposals should set out details as to how the Programme will be delivered bilingually (Welsh and English) setting out how this will occur in each stage of the programme.  **Requirement** – Proposals should set out existing links to and with Welsh Third Sector organisations, or where there are no links at present, how they intend to build relationships with organisations within Wales that will allow them to follow the guidelines and strategy set out in the Welsh Government’s Youth Engagement and Progression Framework October 2013.  **(3 pages – maximum score of 30)** |
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**Section 2: delivery and post NCS  
maximum score of 100**

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| Things to do before beginning to answer these questions. **1. Have you read all relevant sections of the specification Annex A and B? 2. Have you read the relevant sections in “instructions for completing your application forms”? 3. Have you completed the “residential venues breakdown” in the excel template?** (the residential venues breakdown is not scored separately but supports your answers to 2b and c) |

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| 2a) Please set out your plans for delivery of **phase one**, the introductory phase where expectations are set and relationships are built. This MUST include an explanation of delivery via a bilingual medium  **(2 pages – maximum score of 10)** |
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| 2b) Please set out your plans for delivery of **phase two**, including the residential programme, team-building and outdoor activities which are challenging, developmental and attractive to young people **(3 pages – maximum score of 30)** |
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| 2c) Please set out your plans for delivery of **phase three, four and five**, including how you will:  - develop a broad programme of activities based in the local community, which are challenging, developmental and attractive to young people.  - support young people to design a social action project on a cross-community basis.  - support young people to complete their social action project.  - deliver the celebration event and ongoing opportunities fair/event.  **(9 pages – maximum score of 50)** |
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| 2d) Following the conclusion of phase 5 of your NCS pilot, please set out your plans for connecting NCS graduates with existing opportunities for ongoing support, mentoring and community involvement for young people.  **Requirement -** Applicants should set out how they will encourage continued social action amongst their NCS graduates including how they would ensure that the NCS graduates become a distinct and visible ground in their communities.  **Requirement -** Applicants should state how they would expect to raise additional funding to support this activity.  **Requirement -** Applicant should also state mechanisms and strategies whereby NCS graduates can be referred onto existing social action programmes in Wales to continue their social action journey.  **(1 page – maximum score of 10)** |
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**Section 3: staffing and management**

**maximum score of 60**

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| Things to do before beginning to answer these questions. **1. Have you read all relevant sections of the specification Annex A? 2. Have you read the relevant sections in “instructions for completing your application forms”? 3. Have you completed the “autumn staffing ratios” and “all staffing roles and costs” sheets in the excel template?** (the staffing templates are not scored separately but used to illustrate your answers to questions 3 and 4) |

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| 3a) Please explain your overall approach to the staffing ratios and roles illustrated in the excel templates. You should also describe the kind of background and experience that you expect paid staff and volunteers to have, and which roles you anticipate filling internally or recruiting for externally.  **Requirement** –Applicants should include a staffing and resourcing plan demonstrating in detail the resourcing and staffing required to support recruitment and planning activities for the duration of the programme.  **(2 pages – maximum score of 20)** |
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| 3b) Please also set out your plans for common induction and support of your staff, and how these plans will ensure consistent and quality delivery of support to young people. You should also ensure that there is sufficient staff resource to provide a bilingual programme. Please also explain how you will ensure that staff have particular skills or knowledge, such as guided reflection, safeguarding or promoting diversity and inclusion.  **Requirement** - Applicants should confirm their commitment to staff training  **Requirement** – Applicants should provide details of their delivery staff recruitment and training plans including the rationale. Recruitment proposals should demonstrate commitment to equality and diversity and an appropriate balance of staff featuring volunteers.  **(2 pages – maximum score of 20)** |
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| 3c) Please set out your proposals and structures for the management of your NCS pilot and for dealing with risk. For those bidding as a partnership or consortium, this should include how you will ensure successful planning, preparation and delivery across a range of partners to ensure the core NCS programme is delivered in a consistent and coherent way.  Please insert a diagram if you wish.  **Requirement** - Proposals should also set out details of the key senior staff who will be involved in the project. This should include relevant knowledge, skills and experience; their roles and responsibilities. Proposals should also include the total number of staff envisaged in the delivery of NCS expressed as full time equivalents.  **(2 pages including any diagram – maximum score of 20)** |
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**Section 4: funding**

**maximum score of 20**

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| Things to do before beginning to answer these questions. **1. Have you read all relevant sections of the specification in Annex A?  2. Have you read the relevant sections in “instructions for completing your application forms”? 3. Have you completed the finance sheets 5 to 12 in the excel template?** (The finance model that you set out in the excel document, including the overall cost, the cost per participant and overall cost-effectiveness, will not be scored separately but will be taken into account alongside your total overall score when judging the strength of your proposal) |

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| 4a) Please set out a clear strategy for using the Government grant to secure additional funding, support and in-kind contributions to run your proposed pilot. Please also describe how you will manage risks to income generation over the funding period.  High scores will be given to proposals that set out innovative ways for involving young people, parents, schools, local authorities, local and national businesses, philanthropists, public services, charities and other parts of society to provide funding, sponsorship, volunteers and free goods and services.    Engagement with businesses could include providing funding towards the costs of the programme or sponsorship for particular elements such as food or transport, or allowing their staff to volunteer to support the programme  Please attach your fully costed project plan that is asked for in the specification:  **(2 pages - maximum score of 20)** |
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**Section 5: involvement of young people in planning and design and performance management and control systems.**

**maximum score of 20**

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| Things to do before beginning to answer this question **1. Have you read all relevant sections of the specification in Annex A? 2. Have you read the relevant sections in “instructions for completing your application forms”? 3. Have you answered all the other sections of the application form so that you can refer back to other answers?** |

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| 5a) Please describe how you have involved young people in planning to date and how you intend to involve them in future planning, making reference to your recruitment, delivery, staffing and funding proposals outlined in sections 1 to 4 above.  **(1 page - Maximum score of 10)** |
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| 5b) Please describe your proposed information systems to monitor activity and performance, including how such information will be maintained securely. Note this should include how Applicants intend to collect hold and secure the information necessary for management information as detailed in the specification.  **Requirement** - Applicants should confirm that they will obtain the necessary permissions, as required, from the relevant people to share data.  **Requirement** - Applicants should demonstrate what quality accreditation they already have or what quality standards principals they apply.    **(1 page - Maximum score of 10)** |
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