



Department
for Education

Application completion notes

**Strategic School Improvement Fund
round 3**

January 2018

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Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to support leaders of teaching schools, multi-academy trusts and local authorities to apply for the strategic school improvement fund.

Who is this publication for?

This guidance is for applicants to the Strategic School Improvement Fund:

- Teaching schools
- Multi-academy trusts
- Local authorities

Main points

This purpose of this document is to provide details on how to complete the online application form for the strategic school improvement fund. It has been written to reflect the questions on the online application form and designed to guide applicants through the form.

The column in blue in these completion notes includes instructions and/or examples of responses to the questions and/or information which we require you to state in each section of the online application form. The examples used are fictional and should only be used as a guide for how the applicant might respond.

As you work your way through the online application form, please refer to the corresponding section in these completion notes. For a glossary of roles and the requirements of the fund, please refer to the overview guidance on [GOV.UK](https://www.gov.uk).

DfE will not accept applications sent through by email. All applications must be made through the online portal available on [GOV.UK](https://www.gov.uk).

If you have any problems, please contact ssif.enquiries@education.gov.uk

Things to be aware of:

- A [word version of the application](#) is available for you to craft your answers offline. We recommend that you use this offline version to draft your answers and then input the finalised text online once you are happy with the content.
- All character count limits are inclusive of spaces and punctuation.
- You may not be asked all the questions in this document, as some questions are dependent on how the previous question is answered, for example some questions are only relevant to MAT applicants.

- You will need the URN's for all schools involved in the application form as you will be asked to enter this within the online form, you can find them on the [Get information about schools](#) website. All other information such as school name will be pulled through automatically for you.
- You will be able to see all the page numbers at the top of the form, however, you can only open those pages which have been fully completed. All pages must be completed in order.
- Prior to submitting an application, the applicant must have secured the explicit agreement of all involved parties to undertake their specific roles and confirmed this in the relevant sections.
- You cannot return to your application once you have submitted it.
- A pdf of your application will be emailed to you once you have submitted the form. If this has not come to your inbox, please check junk and spam folders.
- You are able to save and return to your application at any point prior to submission.

Please ensure you select the save function on each page throughout the application process to ensure no information is lost.

Section 1 – Applicant details

Question	Instructions
PAGE 1 of the ONLINE FORM	
<p>1. What type of organisation are you:</p> <ul style="list-style-type: none"> • Teaching School • Multi-Academy Trust • Local Authority <p>If you are a teaching school, please enter your 6-digit URN so we can locate the details for your school.</p> <p>Is your teaching school also part of a MAT? Yes/no</p> <p>If you are a Multi-Academy Trust, what is your Companies House Number?</p>	<p>Applicants should tick the most relevant organisation type. If you are a Teaching School and also a Multi-Academy Trust, please apply using the details of the organisation to which the funding would be paid to should your application be successful.</p> <p>Your URN is the unique identifier that we will use to track and monitor your application. You can find the URN on the Get information about schools website.</p> <p>Your Companies House Number is the unique identifier that we will use to track and monitor your application. You can find your Companies House Number on GOV.UK.</p>

<p>If you are a Multi-Academy Trust, please select your Local Authority.</p> <p>If you are a local authority, what is the name of your local authority?</p>	<p>Select your local authority name from the drop down selection.</p> <p>Select your local authority name from the drop down selection.</p>
<p>2. How many applications are you submitting in this round?</p>	<p>This is the total number of applications you will be submitting in Round 3 of SSIF.</p>
<p>3. Has this application been discussed with your teaching school council regional representative?</p>	<p>Please select yes or no.</p>
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	

Section 2 – Project details

Question	Instructions
<p>PAGE 2 of the ONLINE FORM</p>	
<p>Overview</p> <p>4. What is the title for your project? (max 300 characters):</p>	<p>The title of your project should be short and concise for example: <i>Reducing the attainment gap in reading at KS2 by improving decoding skills</i></p>
<p>5. What is the overall aim/final impact that you are looking to achieve through this project? (max 2,000 characters)</p>	<p>What is your overall aim/ the final impact that you are looking to achieve? Think about where you want to ultimately end up, for example: <i>This application aims to increase teachers' engagement in teaching decoding skills; increase engagement across local schools and support networks, and enable the earlier identification of 'gaps' in learning across local schools. It will work with KS2 teachers to develop their understanding and effective implementation of decoding techniques and, by doing so, intends to improve pupil outcomes in KS2 literacy.</i></p>
<p>6. What is the planned start date for your project?</p>	<p>(No start date should be earlier than 1st September 2018)</p>
<p>7. What is the planned end date?</p>	<p>(No end date should be later than 31st March 2020)</p>

<p>8. Please confirm if you are applying under any of the following flexibilities (full details can be found on GOV.UK):</p> <ol style="list-style-type: none"> for special schools, pupil referral and alternative provision unit for applications supporting SEND pupils in mainstream schools for first and infant schools 	<p>Please indicate if your application is to support schools which may be disadvantaged by some of the performance related eligibility criteria.</p> <p>Where applications are to support improvements in such schools we will allow some flexibility in the requirement for 70% of supported schools to meet one or more of the eligibility criteria– please consult ssif.enquiries@education.gov.uk to discuss your application before submitting it by the closing date.</p>
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Please ensure you have selected save at the end of each page to ensure no information is lost.

PAGE 3 of the ONLINE FORM

<p>Supported schools</p> <p>9. Please list all supported schools.</p>	<p>Please list ALL schools you will support through the project. You can do this by entering the schools URN. The school details will automatically be pulled through. Please check the details are correct and click 'Add School'</p> <p>Once you have clicked 'Add School' the details will be populated into a table at the bottom of the screen.</p> <p>PLEASE NOTE: you will not be able to progress through the form until at least 4 schools have been added and you have confirmed that they have agreed to the support.</p> <p>For Multi-Academy trusts – at least 25% of supported schools must be outside of the MAT.</p>
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PAGE 4 of the ONLINE FORM

<p>Evidence-based programme of work</p> <p>ISSUE:</p> <p>10. What is the issue/improvement need you are going to address in order to achieve your aim/final impact? (max 2,000 characters)</p>	<p>Please include in your answer:</p> <ul style="list-style-type: none"> A definition of the issue/improvement need and the evidence about why the improvement is a priority for schools in the area, including baseline data where possible, particularly in the performance measures you are trying to improve. Research evidence supporting your assumption that this issue is linked to your final impact
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	<ul style="list-style-type: none"> • Evidence of how you will ensure that the support will reach the schools which need it most and that they are able to fully benefit from it, including why you have selected the schools you are supporting. • Details of what has already been done or is being done to address this need in these schools.
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PAGE 5 of the ONLINE FORM

<p>INPUT:</p> <p>11. What will you actually do/deliver to address the improvement need in order to achieve the final impact/outcome identified and what is the rationale and evidence for why this will work including how that evidence translates into the specific activity you are proposing? (max 3,000 characters)</p>	<p>Please include in your answer:</p> <ul style="list-style-type: none"> • How have you identified the approach, that your project will take, to achieving your desired outcomes and overall impact? • The rationale and evidence for why this will work. Where possible this should be backed up by robust educational theory and research, for example, this could include evidence for a particular reading strategy (eg phonics) drawing on wider research about its impact. Evidence from the EEF toolkit could be a starting point. • What type of research has led to the strongest evidence that the proposed programme is likely to have an impact? Randomised controlled trial, quasi-experimental design trial, pre and post test data, case study data – please refer to Classification of Evidence on GOV.UK. • Detail how this evidence approach translates into the specific activity you are proposing? • If there is a mathematics focus please explain how the work complements the work of the local Maths Hub, and how the hub is either directly involved or will be kept informed of progress throughout the project.
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Please ensure you have selected save at the end of each page to ensure no information is lost.

PAGE 6 of the ONLINE FORM

<p>Action plan/Timeline</p> <p>12. Please provide details of the high-level</p>	
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<p>action plan in terms of main activities and milestones for the proposed project. There is no limit to the number of activities / milestones you can add to your action plan.</p>	<p>For activities: please explain the specific activity undertaken during the start and end dates. For example: <i>delivery of CPD on systematic synthetic phonics to teachers across the 12 schools involved.</i></p> <p>For milestones: these must be specific milestones against which the progress of the project can be monitored and measured.</p> <p>PLEASE NOTE: your action plan will be used to monitor your application should your application be successful.</p>
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	
<p>Page 7 of the ONLINE FORM</p>	
<p>Providers and their Track Record</p> <p>13. Who will be delivering the activities outlined, what is their track record in delivering programmes of a similar size and nature to this programme of work? (please include your organisation in this list)</p>	<p>Please list ALL providers, these are organisations you will work with to support the schools identified.</p> <p>For each provider, please set out their track record of successful delivery of past projects of a similar size and nature to the one in this application.</p>
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	
<p>Page 8 of the ONLINE FORM</p>	
<p>Outputs</p> <p>14. What are the specific changes within the classroom that you anticipate as a result of this activity? (1,000 characters)</p>	<p>Outline here the anticipated changes in the classroom and how this builds on existing effective teaching and delivery of the national curriculum</p>
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	
<p>Page 9 of the ONLINE FORM</p>	
<p>Short Term Outcomes</p> <p>15. What are the short-term outcomes to be achieved throughout the project? What performance indicators will you use to evidence that your project is on track to deliver its final impact?</p>	<p>Short term outcomes will likely be changes in practices, skills, behaviours and knowledge and please add specific examples.</p> <p>Applicants should include here the evidence that will be used to demonstrate this.</p>
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	

Page 10 of the ONLINE FORM	
Long Term Outcomes	
16. What are the long term outcomes that need to be achieved in order for your final impact to be realised, and, what evidence will you gather to determine whether these long-term outcomes have been achieved?	<p>Long term outcomes will likely be changes in pupil performance data or Ofsted results and link to the end aim of the project.</p> <p>Applicants should include here the evidence that will be used to demonstrate this.</p>
Please ensure you have selected save at the end of each page to ensure no information is lost.	
Page 11 of the ONLINE FORM	
Deliverability	
17. How will you monitor that the improvement activities are on track to achieve the outcomes identified, including how providers and supported schools will manage any impact on workload? (Max 2,000 characters)	<p>Please include in your answer:</p> <ul style="list-style-type: none"> • Details of how you will monitor the completion and impact of the activities outlined and who will be accountable for this. • What the process for addressing problems and bringing the project back on track should it falter.
Please ensure you have selected save at the end of each page to ensure no information is lost.	
Page 12 of the ONLINE FORM	
Risks	
18. What are your top 5 risks to success?	<p>For example: <i>There is a risk that XX, as a result of XX, Leading to XX.</i></p>
Please ensure you have selected save at the end of each page to ensure no information is lost.	
Page 13 of the ONLINE FORM	
Sustainability	
19. How will improvements be sustained beyond the period of funding, and how will they be embedded in the schools business as usual operations, including accountability for making it happen?(max 3,000 characters)	<p>Please include in your answer:</p> <ul style="list-style-type: none"> • Details of how you will ensure that supported schools have embedded the improved practices, behaviours, systems and/or people to sustain the improved outcomes, beyond the life of this programme of work. • Details of who will be accountable for ensuring that the improvemet is sustained, including how the governance and leadership of the supported schools will ensure they


	<p>sustain the improvements made.</p> <ul style="list-style-type: none"> • Details of how ongoing costs, if any, to sustain improvements will be resourced after the life of this programme of work.
Page 14 of the ONLINE FORM	
<p>20. How have you ensured that costs are minimised, and the delivery model is cost effective in relation to the scale of activity and intended impact (max2000 characters)</p>	<p>You may find the following benchmarks helpful online.</p> <p>Please include in your answer:</p> <ul style="list-style-type: none"> • How have you optimised resources, and minimised waste and duplication. • The steps you have taken to ensure best value for each element of the costs of your proposal, including any benchmarks used for delivery costs.
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	

Section 3 – Project costs

Please note that in order to progress through this section all costs will need to amount to the total funding requested.

Question	Instructions
PAGE 15 of the ONLINE FORM	
<p>21. How much funding are you seeking from the Strategic School Improvement Fund for this application?</p>	<p>Please enter the amount in £s as a whole number without any commas and without £ signs e.g. 100000.</p> <p>The figure you put in here must correspond to the totals you enter for questions 23 and 24 of this section (section 3).</p> <p>Please note: should you be successful, this is the amount of the grant you will be awarded.</p>
<p>22. Are you, or any other entity that is party to this application in receipt of, or have applied for, other sources of funding for the same activity?</p> <p>a. If yes, please provide details of how much, on what, and where it originates. (max. 1,000 characters)</p>	<p>Yes/No</p>

23. How does the total amount applied for break down into programme costs? Please indicate the estimated level of spend by type per term.

Please click on the  icon to complete the table taking care to list all costs under the appropriate cost type.

Delivery: these are costs of people and resources involved in the direct delivery of activities in the supported schools. They may include costs of supply cover for supported schools in releasing staff to undertake development as set out in the application.

No delivery costs can be classified as application development costs.

Administration: these are the costs relating to anything other than direct delivery, project management and travel and subsistence.

Project Management: this is typically the actual costs of the project manager who is responsible for making sure that the programme of work is delivered as planned, and will include costs relating to monitoring the ongoing delivery of activities and achievement of outcomes.

Travel & Subsistence: these are the costs incurred by deliverers of improvement activities.

We expect that no more than 35% of the total amount applied for should be spent on administration, (including travel and subsistence), project management and application development costs, such that at least 65% is left to cover direct delivery of improvement activity. The form will automatically calculate this for you.

The total spend across all cost types should equal the total amount applied for.

Please ensure you have selected save at the end of each page to ensure no information is lost.

PAGE 16 of the ONLINE FORM

24. Please provide the breakdown of proposed provision over the lifetime of the application

- **The sum of the total spend here will need to match the total spend for each cost type outlined in question 23 and the total applied for in Question 21.**
- Please note that the 'provider' here implies the organisation providing activities specified in the table above.
- The providers must match the providers you have previously listed in this application.
- The system will automatically total up the amounts for you if you enter a day rate and the number of days required.

Role is selected from the following options:

- NLE
- SLE
- LLE
- NLG
- Teacher
- Head of department / subject leader
- Headteacher / Principal
- School Business Manager
- Consultant
- Administrator
- Training/CPD
- Coach/Mentor
- N/A (e.g for materials and resources)
- Other

Please ensure you have selected save at the end of each page to ensure no information is lost.

Section 4 – Summary information

Question	Instructions
PAGE 17 of the ONLINE FORM	
25. Which Key stage(s) are you targeting: You can select multiple entries	Please indicate which Key Stage(s): <ul style="list-style-type: none">• Early years / Foundation stage• Key Stage 1• Key Stage 2• Key Stage 3• Key Stage 4• Key Stage 5

<p>26. How many pupils do you expect to directly benefit from this application?</p> <p>27. Please provide a short description of what this figure is based upon</p> <p>28. Please specify the school year(s) of these pupils:</p>	<p>Please indicate the total number of pupils you expect will benefit from this application, if successful.</p> <p>Please indicate how you calculated this figure</p> <p>Tick box options.</p>
<p>Contact details</p> <p>Please provide the name and contact details for a single point of contact for us to correspond with. This person will need to email any supporting documents required to us separate to this form and we may need to contact them outside term time.</p>	<p>Please list:</p> <ul style="list-style-type: none"> • Title • First name • Surname • Position • Work telephone number • Mobile telephone number • Email address
<p>Are you the senior responsible officer (SRO)?</p> <p>If no, please confirm the name, position and contact details for the Senior Responsible Officer for this application, including:</p>	<p>The Senior Responsible Officer must be one of the following:</p> <ul style="list-style-type: none"> • Teaching school applicants – SRO must be the Headteacher of the teaching school • Local authority applicants – SRO must be the Director, Assistant Director or equivalent for Children’s Services of the local authority • Multi-academy trust – SRO must be the chief executive officer/accounting officer of the MAT <ul style="list-style-type: none"> • Title • First name • Surname • Position • Work phone number • Mobile phone number • Email address
<p>Please ensure you have selected save at the end of each page to ensure no information is lost.</p>	

Declaration of interests

DfE requires that the applicant and the provider/s offering services funded by this application declare any conflicts of interest they have with organisations party to this application.

The Department for Education defines a conflict of interest as ‘a situation in which someone in a position of trust either within the Department, or from a future or existing contractor, has competing professional or personal interests that may have the potential to distort competition. Such competing interests can make it difficult to fulfill his or her duties impartially.’

In deciding which interests to disclose, those affected by this declaration should ask whether, in the opinion of a fair-minded and informed observer, the interest would suggest a real possibility of bias.

If you declare an interest, we will take a decision on how these will be managed.

Could the personal interests of any party to this application or those of family members or friends be deemed to benefit from this application should it be funded?

If yes, please provide details. Please explain how will this be managed

Are there any other interests you wish to disclose?

If yes, please provide details:

Submission

You are now ready to submit your application

In order for your application to be put forward for assessment, you must submit your application by clicking the ‘submit’ button. To review a copy of your application prior to submitting click on ‘Printable Version’ to download a PDF copy. Once you have submitted your application a confirmation email along with a PDF version of the application will be sent to the email address you have provided

I verify that the information contained in this application is accurate and complete.

Evaluation and policy development

The Department for Education is committed to evaluating its programmes and policies. The Strategic School Improvement fund will be evaluated by external and independent organisations to ensure the programme’s objectives are met in the most efficient and effective manner. We will share application details confidentially to third parties working with or to the Department for Education for the purpose of evaluation and policy development.



Department
for Education

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