

Grants to pilot curriculum programmes in science, history and geography

Application form

July 2018

# Completing an application

The Department has published a specification of requirements for the Curriculum Programme Pilot. This provides information on the aims of the fund, assessment criteria and the funding available. **Please read through the requirements before completing this application form.**

Further information on what is expected in each section of the form has been provided to support applicants in completing their applications. Please refer to these prompts throughout to ensure that questions have been addressed fully. Further supplementary information is also provided at the end of this document.

A limit on the number of words is stated for some sections; any text that exceeds the stated limit will not be assessed.

Please complete all sections of the application form, noting that applicants may be required to add further rows in some sections if they are submitting more than three programmes.

## Submitting an application

Please email a single Word or PDF version of completed application forms to [curriculumfund.application@education.gov.uk](mailto:curriculumfund.application@education.gov.uk).

The organisation name of the lead applicant and the words ‘Curriculum programme pilot application’ should be included in the email “subject” field when submitting the application.

If an application successfully reaches stage 4 in the process, applicants will be required to submit their successful programmes in their entirety, as well as be prepared to attend an interview with the selection panel. This will take place in early October, and further information will be provided in due course to successful applicants.

## Deadline

The Department for Education must receive all completed applications by email by **11:45pm on Monday 17 September 2018.** The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application on time.

## Costs and expenses

Applicants will not be entitled to claim from the Department any costs or expenses which may be incured in preparing their proposal whether or not the proposal is successful.

## Contact

Please contact [curriculum.fund@education.gov.uk](mailto:curriculum.fund@education.gov.uk) with any questions.

# Section 0: School and Programme information

About the lead school, partner schools and other partners. The information in sections 0.1-0.4 is not scored or used in the assessment process. Section 0.5, grounds for mandatory exclusion, will be considered and may result in applications not progressing to stage 1.

**Section 0.1: About the lead school (required)**

*Complete the section below, ensuring it is consistent with information on ‘Get Information about Schools (*[*Get information about schools - GOV.UK*](https://get-information-schools.service.gov.uk/)):

| **Lead school details** | **Please complete in full** |
| --- | --- |
| Lead contact name |  |
| Lead contact position |  |
| Email address |  |
| Phone number |  |
| School URN |  |
| If an academy, the academy trust Companies House number and Group ID |  |

**Section 0.2: About any partner schools (if applicable)**

*We are accepting bids from lead schools with a consortium of other schools or other organisations, as detailed in paragraph 14 of the specification of requirements. Please complete the section below if the lead school is submitting an application with a consortium of other schools. This includes where the application is led by a multi-academy trust (MAT) on behalf of all schools within the trust, or led by a teaching school on behalf of all schools within the alliance:*

| **Lead school** | **YES** | **NO** |
| --- | --- | --- |
| Is the application being led by a MAT on behalf of all its schools? |  |  |
| Is the application being led by a teaching school on behalf of all schools within their alliance? |  |  |

If answered YES to either of the questions in section **0.2**, please provide their details in the table below. Further rows may be added if required:

| **School name** | **Lead contact name** | **Type of school** | **URN** |
| --- | --- | --- | --- |
| Partner school |  |  |  |
| Partner school |  |  |  |
| Partner school |  |  |  |
| Partner school |  |  |  |
| Partner school |  |  |  |

**Section 0.3: About any other partners (if applicable)**

*Complete this section if the lead school is planning to work with other partners, such as local authorities or relevant religious authorities with a role in school improvement, on the pilot. Please select the situation that currently applies. Further rows may be added if required:*

| **Partner** | **Name of partner organisation** | **Type of organisation** | **Agreed to work together** | **Currently in discussion** | **Not yet approached** |
| --- | --- | --- | --- | --- | --- |
| Partner 1 |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |
| Partner 3 |  |  |  |  |  |
| Partner 4 |  |  |  |  |  |
| Partner 5 |  |  |  |  |  |

**Section 0.4: Subjects and key stages (required)**

*Please complete this section to show which programmes have been submitted in this application. Applicants are not more or less likely to be successful in their application with more or fewer programmes, as each programme will be considered on its own merits. Please select as appropriate:*

| **Subject/Key stage** | **YES** | **NO** |
| --- | --- | --- |
| Science – key stage 2 |  |  |
| Science – key stage 3 |  |  |
| History – key stage 2 |  |  |
| History – key stage 3 |  |  |
| Geography – key stage 2 |  |  |
| Geography – key stage 3 |  |  |

**Section 0.5: Grounds for mandatory exclusion (required)**

*Please answer the following questions in full on behalf of the lead school. Note that this information will be used as grounds for mandatory exclusion, and may result in applications not being progressed to stage 1.*

**0.5i:** Please indicate if, within the past five years the applicant, their organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.

| **Convictions** | **YES** | **NO** |
| --- | --- | --- |
| Participation in a criminal organisation |  |  |
| Corruption |  |  |
| Fraud |  |  |
| Terrorist offences linked to terrorist activities |  |  |
| Money laundering or terrorist financing |  |  |
| Child labour and other forms of human trafficking |  |  |

***0.5ii:*** *If answered yes to any questions in section 0.5i please provide further details in the text box below, including; I) date of conviction, specify which of the grounds listed the conviction was for, and the reasons for the conviction; II) identity of who has been convicted; III) If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents:*

| **0.5iii: If answered YES to any of the questions in 0.5i -** | **YES** | **NO** |
| --- | --- | --- |
| Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? |  |  |

| **0.5iv: Non-Payment of tax** | **YES** | **NO** |
| --- | --- | --- |
| Has it been established for the applicants’ organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? |  |  |

***0.5v:***If answered YES to question 0.5iv, please provide further details in the text box below. Please also confirm the applicant has paid, or has entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.

*Note: The DfE reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.*

## Section 1: Eligibility criteria

Applicants must demonstrate that the lead applicant meets the eligibility criteria. This section will be assessed as pass or fail, and only applications that pass will be taken forward

| **1.1 Ofsted effectiveness** | YES | NO |
| --- | --- | --- |
| Was the lead school rated as good or outstanding for overall effectiveness in its latest Ofsted inspection? |  |  |
| Does the lead school have a pending Ofsted report awaiting publication? |  |  |
| Has the lead school had a first inspection? |  |  |

**1.2 Relevant published data**

Please answer the following questions in full on behalf of the lead school. This section will be judged pass/fail as a whole, taking into account an explanation of how the relevant measures will be improved.

In the table below, please select if the lead school is **below the national average** in any of the relevant data below, as published in 2017:

| **School level** | **Standards** | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- | --- |
| Primary | Pupils meeting expected standard in reading, writing and maths at KS1 and KS2? |  |  |  |
| Primary | Pupils meeting the expected standard in the Phonics Screening Check? |  |  |  |
| Secondary | Achieving EBacc at grade 5/C or above? |  |  |  |
| Secondary | Entering EBacc? |  |  |  |

If answered YES to any of the questions in **1.2**, please provide a short explanation (max. 200 words) as to how these measures will be improved to at least the level of the national average in the next 2 years. This can include using results of internal assessments and/or any provisional 2018 data that has been provided to schools by the Department before the application deadline. Note that provisional 2018 data may be considered as it becomes available through the assessment process.

If answered N/A to any of the questions in **1.2**, please explain why there is no relevant data and, if possible, an indication of what the first set of results are expected to be:

## Section 2: Minimum requirements

In line with stage 2 of the assessment process, applicants must demonstrate that their programmes and the delivery proposals each meet the minimum requirements set out in tables 2 and 3 of the specification of requirements.

**2.1 Programme requirements**

*Please explain below how each of the programmes submitted meet the minimum requirements set out in table 2. Applicants need to complete each requirement for each programme submitted, and will need to add new tables if submitting more than three programmes. Please note the maximum word limit associated with each response, though do not feel all available words must be used.*

### Programme 1 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Minimum requirement** | **Explanation** |
| --- | --- |
| **A**. Be consistent with the stated aims of the National Curriculum, as given within each subject specific programme of study.  *(Maximum 200 words)* |  |
| **B**. Contain the resources listed in table 2 of the accompanying specification of requirements, or be on track to contain them by the pilot start date.  *(Maximum 500 words)* |  |
| **C**. Science programmes at key stage 3 must be structured in disciplines of physics, chemistry and biology.  *(Maximum 200 words)* |  |
| **D.** Programmes must be knowledge-rich, and have whole-class teaching and teacher-led instruction at its core (as outlined in paragraph 5 of the accompanying specification of requirements).  (Maximum 500 words) |  |

### Programme 2 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Minimum requirement** | **Explanation** |
| --- | --- |
| **A**. Be consistent with the stated aims of the National Curriculum, as given within each subject specific programme of study.  *(Maximum 200 words)* |  |
| **B**. Contain the resources listed in table 2 of the accompanying specification of requirements, or be on track to contain them by the pilot start date.  *(Maximum 500 words)* |  |
| **C**. Science programmes at key stage 3 must be structured in disciplines of physics, chemistry and biology.  *(Maximum 200 words)* |  |
| **D.** Programmes must be knowledge-rich, and have whole-class teaching and teacher-led instruction at its core (as outlined in paragraph 5 of the accompanying specification of requirements).  (Maximum 500 words) |  |

### Programme 3 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Minimum requirement** | **Explanation** |
| --- | --- |
| **A**. Be consistent with the stated aims of the National Curriculum, as given within each subject specific programme of study.  *(Maximum 200 words)* |  |
| **B**. Contain the resources listed in table 2 of the accompanying specification of requirements, or be on track to contain them by the pilot start date.  *(Maximum 500 words)* |  |
| **C**. Science programmes at key stage 3 must be structured in disciplines of physics, chemistry and biology.  *(Maximum 200 words)* |  |
| **D.** Programmes must be knowledge-rich, and have whole-class teaching and teacher-led instruction at its core (as outlined in paragraph 5 of the accompanying specification of requirements).  (Maximum 500 words) |  |

**2.2 Delivery requirements**

*Please explain below how the delivery proposals meet all of the minimum requirements set out in table 3 of the accompanying specification of requirements.*

*Responses must include the completion of and reference to the project plan and finance tables in Annexes A and B, for requirements B and E respectively. Responses should be no more than* ***2000 words*** *across requirements A-E, though applicants should not feel that they have to use all available words. Words in the annex will not be included in this word count.*

| **Minimum requirement** | **Explanation** |
| --- | --- |
| **A**. The objectives are **clear and measurable**, and reflect the aims of the DfE’s pilot. |  |
| **B**. The proposal demonstrates **capacity to deliver.** |  |
| **C**. There is a clear plan for **selecting and recruiting schools** to participate. |  |
| **D**. There is a well-developed plan to **implement and refine** the programmes. |  |
| **E.** The proposal demonstrates **value for money**. |  |
| **F**. There are clear **contingency plans** that consider how criteria A-E will be different if only some of the programmes submitted are successful.  *Note: If only submitting one programme in this application, applicants do not need to complete this section, and it will be scored as ‘pass’.* |  |

## Section 3: Programmes

In line with stage 3 of the assessment process, programmes will be scored 0-3 according to how well it meets each of the programme criteria, as detailed in table 4 of the accompanying specification of requirements. Applicants need to provide a short explanation of how the programme meets the criteria, and must provide some sample materials to support this application. Programmes submitted without sample materials will not be considered.

**3.1 Programmes**

*Please describe below how each of the programmes submitted meet the programme criteria set out in table 4 of the accompanying specification of requirements. To support these explanations and to provide further evidence, applicants are* ***required*** *to submit and reference* ***sample pages*** *from their programmes in additional annexes. These sample pages should be:*

* *specific to each criterion, and should not address multiple criteria;*
* *annotated and referenced clearly in responses.*

*Please note that responses to each criterion, not including any annotations on sample pages, must be no more* ***500 words****. Samples from programmes must not exceed* ***18 A4 pages*** *per programme across all criteria. (For example, applicants could submit 3 pages per criterion, or choose to spread the pages less evenly across the criteria).*

*Applicants are reminded that scores for responses to criteria* ***A*** *and* ***B*** *will be* ***doubled****, and so will result in maximum scores of 6.*

*Applicants will need to add tables if more than three programmes are submitted.*

### Programme 1 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Criteria** | **Explanation** |
| --- | --- |
| **A**. The programme is **coherent**.  *(Maximum 500 words)* |  |
| **B**. The content is **knowledge-rich.**  *(Maximum 500 words)* |  |
| **C**. The programme includes **training or guidance** for teachers.  *(Maximum 500 words)* |  |
| **D**. **Assessment materials** support progression.  *(Maximum 500 words)* |  |
| **E**. The intended use of the materials drives the **presentation and structure**.  *(Maximum 500 words)* |  |
| **F**. The programme is **versatile.**  *(Maximum 500 words)* |  |

#### Programme 2 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Criteria** | **Explanation** |
| --- | --- |
| **A**. The programme is **coherent**.  *(Maximum 500 words)* |  |
| **B**. The content is **knowledge-rich.**  *(Maximum 500 words)* |  |
| **C**. The programme includes **training or guidance** for teachers.  *(Maximum 500 words)* |  |
| **D**. **Assessment materials** support progression.  *(Maximum 500 words)* |  |
| **E**. The intended use of the materials drives the **presentation and structure**.  *(Maximum 500 words)* |  |
| **F**. The programme is **versatile.**  *(Maximum 500 words)* |  |

#### Programme 3 of \_\_\_\_ Science / History / Geography at KS2 / KS3 (please delete as appropriate)

| **Criteria** | **Explanation** |
| --- | --- |
| **A**. The programme is **coherent**.  *(Maximum 500 words)* |  |
| **B**. The content is **knowledge-rich.**  *(Maximum 500 words)* |  |
| **C**. The programme includes **training or guidance** for teachers.  *(Maximum 500 words)* |  |
| **D**. **Assessment materials** support progression.  *(Maximum 500 words)* |  |
| **E**. The intended use of the materials drives the **presentation and structure**.  *(Maximum 500 words)* |  |
| **F**. The programme is **versatile.**  *(Maximum 500 words)* |  |

## Section 4: Assessment of full programmes

If an application is successful to stage 4 of the process, applicants will be required to submit their complete programmes for assessment by an expert panel, and participate in an interview with this panel. This will take place in early October, and further information will be provided in due course to successful applicants.

## Section 5: Due diligence

Applicants and their partner schools/organisations that have demonstrated they satisfactorily meet the assessment criteria and are successful at stage 4 may be subject to due diligence checks. These may include financial viability checks, and checks for teacher misconduct cases. The Department for Education may contact other relevant bodies or organisations, such as Local Authorities, Regional School Commissioners, Ofsted, the Education and Skills Funding Agency and the Teaching Regulation Agency, when performing these checks.

## Section 6: Signatures

By signing on this page I confirm all of the following:

* I confirm that I agree to [**insert name of school**] submitting this application and that all the information included is correct.
* I hereby give my consent for the Department for Education to perform due diligence checks and contact any relevant organisations/bodies (such as the Teaching Schools Council (TSC) and Local Authorities) to do so in respect of this application.

| **Signature** | *[Signature]* |
| --- | --- |
| **Date (DD/MM/YYYY)** |  |

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# Annex A – Project Plan Template

Please provide details of the high-level action plan in terms of main activities and milestones for the proposed project. An example is provided below to give an idea for the kind of information we are looking for. There is no limit to the number of activities / milestones that can be added to the action plan.

| Main activity | Milestone | Person leading and their role | School term and year | Start date | End date |
| --- | --- | --- | --- | --- | --- |
| *[Example] Recruitment of project manager* | *Project manager in post* | *Strategic AP lead at a particular LA* | *Summer term 2018* | *July 2018* | *September 2018* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

# Annex B – Finance Template Guidance

**Instructions:** Please complete the table below taking care to list all costs under the appropriate cost type. Please indicate the estimated level of spend by type per term. A description of each cost type can be found below:

* **Delivery:** these are costs of people and resources involved in the direct delivery of activities in the supported settings. Wherever possible, we ask applicants to be specific about how funding requested relates to project activities and milestones.
* **Administration:** these are the costs relating to anything other than direct delivery, project management and travel and subsistence. This could include the 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 activities.

We also ask that applicants remember that we expect:

* Not to fund capital expenditure;
* Not to fund anything that would be covered within existing funding streams, although we will consider backfill arrangements to facilitate project delivery on a case by case basis; and
* All funding requests to demonstrate value for money.

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

| **Project Cost** | **Jan-Mar 2019** | **Apr-Jun 2019** | **Jul-Sep 2019** | **Oct-Dec 2019** | **Jan-Mar 2020** | **Apr-Jun 2020** | **Jul-Sep 2020** | **Total Spend** | **Notes, including type of cost** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *[Example]*  *1 FTE subject specialist* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *£X,XXX* | *Staffing costs* |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |

# Annex C - Supplementary Information

### Inducements

Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify applications from being considered and may constitute a criminal offence.

### Freedom of information

The Department is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If applicants consider that any of the information included in their proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Applicants should be aware that, even where they have indicated that information is commercially sensitive, the Department may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.

### State Aid

State Aid rules must be adhered to. State Aid is a European law term which refers to forms of financial support from a public body or publicly-funded body, given to organisations engaged in economic activity on a selective basis, which has the potential to distort competition and affect trade between member states of the European Union. Unauthorised State Aid is unlawful aid and if public authorities award State Aid in breach of the rules, the European Commission has the power to require repayment with interest from the aid beneficiary. State Aid may be permitted if it falls under a certain threshold. This is known as de minimis aid. Currently the total de minimis aid granted to any one organisation must not exceed €200,000 over any period of three financial years.

We consider it unlikely that the funding to be provided under this scheme would be considered State Aid. However, applicants should form their own view, taking advice if necessary, as to whether the funding they receive is unlawful State Aid. Furthermore, if applicants have received State Aid from any public body in the previous three financial years they must let us know on the application form. If the applicants’ organisation has received State Aid in the previous three financial years below the de minimis threshold, this could possibly limit the amount for which they are eligible.