



Ministry of Housing,
Communities &
Local Government

Faith Leader Training Initiative

Programme Specification



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If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

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1. What are we looking for?

In the Integrated Communities Strategy Green Paper, published in March 2018, we committed to supporting the training of faith leaders to strengthen ministering in the British context. We made this commitment because we want places of worship to have well-qualified, informed and confident faith leaders who are outward-looking and involve all parts of the community (especially women and young people). We want faith leaders to be empowered with the skills and knowledge they need to support the changing needs of their congregations. We want to ensure that suitable training is available for religious ministers across all faiths to help broaden their understanding of (and relationship between) a suite of safeguarding topics, relevant legal frameworks and shared values, such as the rule of law, individual liberty, mutual respect, democracy and tolerance of those of different faiths and beliefs. Equipping faith leaders with the confidence and the tools to provide accurate, helpful guidance and advice on these issues will enable religious ministers to support their congregants in the legislative and social context of 21st century Britain. Confident, well-informed faith leaders will make for stronger, more resilient communities.

We are looking for organisations or consortia with the vision, capability and credibility to design and deliver voluntary training courses to faith leaders and those in pastoral roles in faith organisations to support their community. Section 2.3 (below) details our expectations around curriculum content. This training will not broach any theological matters. The commissioning of this training follows a period of engagement with faith leaders across all faiths and beliefs, during which we've sought to understand which topics faith leaders themselves would like to see covered by this training.

Once the contract for the provision of this training is awarded, the successful bidder(s) will be expected to develop a series of discrete products, including:

- A **comprehensive training plan** covering the contents of the curriculum / curricula in detail, as well as a full delivery plan with inbuilt contingencies;
- A set of **training materials** for both face-to-face and online training. We expect a significant proportion of the training provision to be delivered in person, but this should be supported by web-based resources;
- A **dedicated webpage** which signposts visitors to helpful support services (e.g. domestic abuse / mental health support services);
- An **evaluation plan and outcome framework** covering the ways in which participants' progress will be monitored and impact will be measured.

We expect these products to be in place in April/May 2019.

We have a budget of £200,000 available per financial year to fund this initiative from January 2019-March 2020 (further information on programme finance and associated requirements can be found at section 3.3). To be eligible to receive the grant, the organisation, or the lead partner in a consortium bid, must:

- Be a registered charity or have charitable status.
- Be based in England. UK-wide organisations will be eligible to submit bids, providing the work is to be delivered in England
- If applying as a consortium, organisations must have an agreed lead partner to manage the programme and a system for dividing the work and funds between partners and for managing performance.

In assessing bids, we will look for organisations with a credible community presence. Ideally, prospective providers will be able to demonstrate experience in delivering projects and have a proven track-record of accessing and working with faith communities, especially those faith leaders without access to similar training. The Ministry of Housing, Communities and Local Government (MHCLG) reserves the right to only fund projects that meet the eligibility criteria. In instances where bids score equally in the eligibility criteria, we reserve the right to split the grant. We also reserve the right not to award any funding or only a proportion of the eligible funding.

While we are ideally looking for one programme provider (whether a single organisation or a consortium), we would consider splitting the grant between two separate providers. We are also willing to consider proposals which focus on specific geographic areas, at least in part, rather than a nationwide programme. Where providers wish to concentrate their work in specific areas, this should be accompanied by a clear rationale.

We expect the training to be accessible for all faith leaders, regardless of faith or belief, and for all the minimum content to be delivered to all groups, but we do not expect the content to be delivered to all participants in the same way. We expect proposals to show how individual needs will be assessed and met in a tailored way.

We also expect the contracted organisation to work closely with other partners of Government where there are shared / overlapping objectives. For instance, we anticipate the Faith Leader Training initiative will complement the following programmes:

- **Strengthening Faith Institutions (SFI):** A programme which helps places of worship build effective governance structures, develop robust financial management procedures and support Charity Commission registration;

- **Register Our Marriage (ROM):** A campaign working with faith communities to raise awareness on elements of marriage legislation (i.e. the need for UK religious marriages to be registered / the fact that spouses are not protected by English law in unregistered religious marriages which have been conducted in the UK).

The Government will work closely with the successful bidder(s) to ensure appropriate join-up with partners, including SFI and ROM, and to help avoid the duplication of activity.

2. What do we want the programme to do?

2.1 Aims

We are looking for organisations or consortia to train faith leaders and those in pastoral roles in faith organisations, with a view to enabling and supporting confident ministering in a 21st century context. This includes training on relevant aspects of the English legal system, such as legislation on safeguarding and equalities. We do not expect faith leaders / pastoral staff to become experts in these subjects, but to develop a basic level of understanding, enabling them to identify issues within their community and signpost people to relevant information and support services. For the purposes of this programme, a 'faith leader' refers to those in officially appointed religious roles as well as leaders, trustees, staff and volunteers in significant pastoral and outward-facing roles within faith institutions and communities.

We encourage proposals that can demonstrate, with clear evaluation frameworks, meaningful change in participants' understanding of the topics in question. Proposals should show evidence of good reach into faith communities, especially those where there is no similar training provision already in place. Whilst we strongly encourage projects that draw on existing best practice and employ methods that have been shown to work in the past, we will only fund new proposals (as opposed to proposals that seek to finance existing projects).

2.2 Selection Criteria

Proposals should seek to equip faith leaders / pastoral staff with the skills they need to confidently support the changing needs of their worshippers. We want faith leaders to be empowered and well-informed, and to incorporate their learning on safeguarding, legislative frameworks and shared values into their day-to-day ministering (e.g. by helping congregations to be outward-facing, and supporting vulnerable worshippers in ways which are compatible with best practice specialist advice). We would like applicants to set out the specific, measurable aims of the proposal and to clearly establish how they'd seek to achieve these aims. The merits of each proposal will be considered in relation to the four measures listed below:

(a) Value for Money

Proposals will need to demonstrate value for money, and we will be looking at how organisations would make the most of the grant. Preference will be given to those proposals which demonstrate innovative thinking, draw on existing best practice and which

include clearly defined details of specific activities, their associated costs and intended results. We will also consider favourably organisations that are able to, or seek to, match funding.

(b) Impact

It is essential that proposals have a positive impact on faith leaders' understanding of the core topics, so they can apply their learning in a ministerial / pastoral context and provide stronger support to their communities. At a minimum, proposals must outline the way in which the training programme would both reach those faith leaders in need of support and improve said faith leaders' knowledge of the topics listed in section 2.3 below. We expect to see both physical and online training provision but not necessarily with an equal emphasis placed on both training platforms. Projects may wish to draw on existing research, data, statistical evidence and case studies to help underpin their preferred approach.

We would encourage proposals are based on consultation with faith organisations and their communities. Organisations must demonstrate an ability to establish credible networks, connections and relationships with faith communities in which the delivery of training would have the greatest impact (i.e. those where no similar training currently exists). As trust takes time to build, we will only be able to select proposals from organisations that are well regarded within communities, with an ability to secure the endorsement of key community figures. We will give preference to bids that contain examples of previous successful work in this area. We will give preference to projects that propose to work in partnership with other organisations. This could mean, for example, partnering with existing programmes, or linking with a national organisation for specialist training provision.

(c) Measurement and Evaluation

The training programme will need to be monitored and evaluated adequately. Each proposal should include a section on monitoring mechanisms and evaluation methodology. Monitoring information should include information about the characteristics of participants taking up the training opportunities (gender, age, ethnicity and religious affiliation/faith group, location) as well as information on the participants' progression through the programme from starting through to completion. Information on management arrangements, including reporting frequency can be found in section 5 (below).

We will only assess proposals that are able to independently demonstrate, measure and evaluate their impact. We encourage proposals to explore a wide range of independent impact evaluation methods, including attitudinal surveys (to measure changes in reported attitudes and behaviours over a defined period of time in both trained and non-trained (controlled cohort) faith leaders.

The proposal should also show how the individual needs of participants will be identified and met (through a process evaluation method). While the number of individuals who have undertaken the training course will be an important consideration, the key success criterion will be demonstrable evidence of measurable change in the participants' knowledge, attitude and behaviours linked to the core topics covered in the programme. Participants must demonstrate their capacity to identify safeguarding issues and the steps they would take to ensure the best course of action is taken when such issues and situations arise.

We expect proposals to show how they will use independent evaluation to assess progress.

Evaluation data must include:

- Level of knowledge of participants at the start, immediate end and 3-6 months after completion of the course;
- Evidence that participants can independently assess safeguarding concerns and identify a positive course of action (for example, through scenario training);
- Feedback from faith leaders, their congregations, and other members of institutions supported within 3-6 months of training delivery on the extent to which learning on safeguarding issues has been applied in the setting of faith institutions and communities;
- Case studies from trainees demonstrating an understanding of the core topics and the interrelationship between safeguarding, legislation and shared values.

Monitoring data must include:

- Number of individuals trained in person;
- Number of people accessing (and completing where appropriate) online training provision;
- Number of faith denominations supported;
- Number of people accessing 'further support' sections of the webpage.

MHCLG will seek to review and sign off the tests which participants need to complete following on from their training programme. We want the evaluation to produce findings about what has worked well and the contexts associated with those results.

(d) Sustainability

We want the benefits of the programme to continue after funding ends. This means a clear plan for ensuring sustainability should be included in all bids.

Such a plan could involve:

- Arrangements to continue maintaining the webpage after funding ends;
- How new and emerging issues that arise will be addressed;
- Training to be delivered in a way that allows those trained to continue to apply their skills and / or share them with others after the programme ends (for instance, through peer training programmes).

Should the training programme not continue after 31st March 2020 (the point at which current funding expires), MHCLG reserves the right to make any MHCLG-funded training materials publicly available, free of charge.

2.3 Training content

We expect the training to be accessible for all faith leaders, regardless of faith or belief, and for all the minimum content listed below to be delivered to all groups, but we do not expect the content to be delivered to all participants in the same way. We would expect training to be delivered in a way that brings people of different faiths together but recognises that faith specific provision may be required. Bidders should set out in their proposals the feasibility of this approach. We expect this to mean that training will often be provided in faith specific classes, but we welcome innovative ideas for ways to bring participants together. We would expect a significant proportion of the training provision to be delivered in person and this should be supported by web-based resources (see section 2.4 below). There should also be opportunities for follow-up engagement with trainees, with a view to clarifying points of uncertainty and continuing to evaluate learning. There are many topics which faith leaders could usefully benefit from. Following a survey and discussions with faith leaders, we understand that issues of safeguarding, equalities legislation and shared values are some of the topics on which faith leaders would like to develop their understanding.

At a minimum, we expect the training provision to ensure faith leaders are well-equipped and well-positioned to teach their congregations about their rights and responsibilities in the following areas, as well as to be able to identify issues, support affected individuals and signpost people to relevant guidance, legislation and support services in the following areas:

- Domestic Abuse;
- Forced Marriage;
- Female Genital Mutilation;
- Child Sexual Abuse and Exploitation;
- Mental Health.

Training programmes should also cover:

- Marriage legislation;
- Equalities legislation;
- Hate crime legislation and how to respond to / report hate crime;
- Shared values.

The training programme may consider including (among other things):

- Financial and data management, including tax law and GDPR.

We know that a range of highly detailed, informative material on several of the abovementioned topics already exists. Where this is the case, we want prospective providers to lay out how they will tailor and curate that information into a coherent package. We also know the quality and skillset of those individuals delivering face-to-face training will be one of the most significant factors influencing learner outcomes. We would therefore like prospective providers to make clear in their applications how they will ensure those delivering the training are appropriately skilled and qualified.

2.4 Products and Outcomes

We expect a significant portion of the training to be delivered in classroom-based, face-to-face settings, with complementary digital media to support 'in person' training. In addition, we expect the training programme to be supported by a webpage, to act as the 'face' of the programme and be a place where faith leaders (regardless of their participation in the training programme) can easily:

- Access information and resources related to those topics listed in section 2.3. This should include content on how to recognise safeguarding concerns, a user-friendly, 'plain English' overview of an individual's rights and responsibilities and links to local and national support services;
- Find out about relevant events and support groups.

The webpage should be kept up-to-date and include metrics to evaluate its effectiveness, including, for example:

- The number of visits to the webpage;
- The amount of time visitors spend viewing the webpage;
- The number of clicks throughs to other links;
- The number of times documents embedded within the webpage are downloaded.

The organisation should actively promote this webpage to ensure a high level of hits from target faith groups, for example through search engine optimisation, linked banners from other sites and a social media campaign.

Note. We will not fund an entirely new website: instead the page(s) must be part of an existing website, such as that of the bidding organisation.

3. Application Guide

3.1 Target beneficiaries

We expect faith leaders across all denominations and beliefs, as well as staff, trustees and volunteers operating in faith settings to benefit from the training and support elements of this programme. Those who attend faith institutions and members of the wider community would benefit indirectly from better trained faith leaders.

3.2. Location

Funding is only available to organisations based in England / UK-wide organisations operating in England. Projects based outside England, including in the territories of the Devolved Administrations, will not be considered.

3.3 Finance

Bidders are invited to state the total amount of funding they calculate would be required to deliver a programme which meets (or exceeds) the above criteria. Bidders must bear in mind that the total funding available for this project is up to £200,000 per financial year and that MHCLG will be considering bids that will deliver the best value for money and will view favourably those that deliver more than detailed in the specification.

The bid must provide a detailed breakdown of funding to cover all above-mentioned elements. The bid must also break down the funding into separate financial years (2018 / 2019 and 2019 / 2020), including administrative costs, by financial year. Please note that, due to funding restrictions, any funds awarded for the 2018 / 19 financial year must have been spent (left the organisation's bank account) before the end of the financial year on 31st March 2019. Proposals must demonstrate that applicants are able to spend the funds for which they've bid, bearing in mind the limited time available.

MHCLG will work closely with the successful provider(s) to ensure the programme meets the targets set out in the final grant funding agreement. MHCLG must approve the training materials before the funding for 2019 / 20 will be provided, unless there are exceptional / extenuating circumstances. A formal progress check of training will occur in October 2019, but there will also be monthly reviews. A final review will be conducted in February 2020.

3.4 Deliverability

Bids should explain how the organisation will manage the programme delivery to achieve best value for money and use of resources. The approach will be evaluated for viability. To show deliverability, an organisation or consortium could, for example, outline plans to:

- Establish a steering board;
- Manage a project work plan;
- Manage assessment of impact;
- Respond quickly and calmly to difficulties and ensure project remains on track;
- Ensure due diligence procedures are followed for partners and sub-contractors.

3.5 Restrictions

None of the funds awarded can be spent on:

- Activities promoting a religious faith or belief, acquisition of religious objects or the cost of supporting religiously-employed personnel;
- Any party-political activity;
- Purchasing capital items, including expenditure on assets such as buildings or equipment;
- Residential training.

This is not an exhaustive list. Public money will not be provided to organisations that do not support British values including democracy, human rights, equality before the law, and participation in society. This includes extremist groups. MHCLG will exercise appropriate due diligence prior to awarding a contract to determine the bidder's suitability to deliver the training in light of the abovementioned considerations.

3.6 Consortium Bids

MHCLG is looking to award a grant to either individual organisations (which would have to be registered charities or have a charitable status), or a consortium. A consortium proposal would have to be led by a registered charity or an organisation with a charitable purpose but could include charities, private companies and/or public sector bodies:

- If a consortium is proposed the group must nominate a lead partner to whom MHCLG would grant the funding.

It would be the responsibility of the lead organisation to make arrangements for distributing funding and for accountability amongst consortium partners.

4. Next Steps

4.1 To apply

Fill out the attached application form. Completed application forms should be sent to FaithLeaderTraining@communities.gov.uk with the subject line "Faith Leader Training". Applications will be acknowledged by email within two working days of receipt. The closing date for applications is 20 December 2018 at 17:00. We aim to announce the successful bid(s) on 18 January 2019. The delivery of training should begin in April / May 2019, with set up commencing in January 2019.

4.2 Funding decisions

Recommendations about who will be commissioned to deliver the faith training programmes will be made by a panel of civil servants. Bids will be assessed on the quality of the application and the extent to which the application meets the evaluation criteria (attached). Recommendations will be put to Ministers, whose decisions will be final. We will be able to offer feedback to unsuccessful bidders who meet the eligibility criteria but whose proposal is not accepted by the panel. MHCLG reserves the right to ask bidders for additional information or to consider making changes to the bid.

4.3 Communication with winning organisation or consortium

We will write to you offering you a contract for the activity you have outlined, setting out the detailed terms and conditions in an accompanying grant agreement. We will request copies of any further documentation required.

4.4 Evaluation Criteria

Refer to the document titled 'Evaluation Criteria' for the full details regarding the selection criteria we will use.

5. Management Arrangements

The MHCLG contact is Will Jacobs (william.jacobs@communities.gov.uk). Meetings will be held with MHCLG on a regular basis. In general, funding will be paid in appropriate tranches according to the delivery timetable, on the proviso that suitable progress has been made. The successful bidder(s) must keep MHCLG informed of any major changes to approaches or timelines.

By applying, projects are also agreeing to use any MHCLG forms requested of them. This includes monthly monitoring forms and other measures. You are also agreeing to cooperate with reasonable requests for publicity e.g. meeting with Ministers, quotes for media publications etc.

Data Protection Act

MHCLG will use the information you give us during the assessment of your application and the life of your award (if successful) to administer and analyse the bids, and for our own learning purposes.

We may share information with organisations and individuals with a legitimate interest in this initiative. We have a duty to protect public funds and for that reason we may also share information (in line with the Freedom of Information Act) with government departments.

MHCLG's General Data Protection Regulation (GDPR) principles include the following:

- We will process all personal data fairly and lawfully;
- We will only process personal data for specified and lawful purposes;
- We will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date;
- We will not keep personal data for longer than is necessary;
- We will keep all personal data secure;
- We will endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection.