



Cyber Skills Immediate Impact Fund (CSIIF)

Application Form

Please read the Guidance for Applicants document in full before completing your application. When completing the form, avoid the use of jargon or abbreviations. We reserve the right to reject applications that exceed the stated word limit.

Section 1. Organisation Details

1.1 Organisation name <i>If applying on behalf of a consortium please enter the details of the lead organisation.</i>		
1.2 Organisation website		
1.3 Registered address		
1.4 Postcode		
1.5 Country	<i>e.g. England, Scotland, Wales or Northern Ireland</i>	
1.6 Registration number	<i>e.g. Companies House number, Charity registration number, UKPRN</i>	
1.7 VAT number (if applicable)		
1.8 Primary contact name		
1.9 Primary contact job title		
1.10 Primary contact email		
1.11 Primary contact phone number(s)		
1.12 Secondary contact name		
1.13 Secondary contact job title		
1.14 Secondary contact email		
1.15 Secondary contact phone number(s)		
1.16 Number of full time equivalent (FTE) staff employed by the lead organisation		
1.17 Organisation's main activity <i>If applying as part of a consortium, enter the main activity of the lead organisation.</i>		Training provider
		Professional body and organisation
		Registered charity
		Social enterprise

	Further education institution						
	Higher education institution						
	Other (please specify)						
1.18 Pot for application consideration Please select one pot for your application to be assessed against	Pot 1 - Large and/or scaled up initiatives						
	Pot 2 - New, creative and/or innovative initiatives						
	Pot 3 - West Midlands based initiatives						
1.19 Are you applying as part of a consortium?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No				
	Yes	No					
If yes, provide details of all consortium partners involved in this initiative in Annex 5.							
1.20 Do you acknowledge the standard DCMS Standard terms and conditions of Grants as described in Annex 1 of the Guidance for Applicants?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No				
Yes	No						
1.21 In no more than 150 words, describe what your organisation is currently doing, if anything, on cyber security skills development							
1.22 Provide details of any other bids you are submitting for the CSIF including consortium bids, if applicable	<table border="1"> <thead> <tr> <th>Initiative title</th> <th>Sole application (Yes/No)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Initiative title	Sole application (Yes/No)				
	Initiative title	Sole application (Yes/No)					

Section 2. Initiative Description

Should your application be successful, this section will form part of your Grant Agreement with DCMS.

2.1 Initiative title	
2.2 Initiative description	
<i>No more than 400 words. This should include a clear description of the initiative that will be carried out using the funding and describe the initiative aims and objectives clearly. List the outputs, outcomes, impacts and benefits attributable to CSIF funding.</i>	
2.2.1 Please fill out this box if you are applying for funding from Pot 1	
<i>No more than 200 words. You must provide an evidence base that justifies sponsoring of a large and/or scaled-up initiative through CSIF funding. This should include outcomes of previous pilot initiatives, evidence of employer commitment to the project, number of beneficiaries and present a clear requirement for government funding.</i>	
<i>Please leave blank if not applicable</i>	
2.2.2 Please fill out this box if you are applying for funding from Pot 2	
<i>No more than 200 words. You must provide a clear rationale for trialling a new, creative and/or innovative approach. This should include evidence of engagement, or planned engagement with, and support from employers, outline expected number of beneficiaries and present a clear requirement for government funding.</i>	
<i>Please leave blank if not applicable</i>	

2.2.3 Please fill out this box if you are applying for funding from Pot 3

No more than 200 words. You must outline how this initiative will get candidates into cyber security roles (primary focus on penetration testers) within the West Midlands Combined Authority, evidence of employer commitment to the project and potential employment of at least 30 individuals.

Please leave blank if not applicable

2.3 Initiative fit with core criteria

No more than 600 words. Explain how the objectives of the initiative meet the CSIF funding core criteria as set out within the Guidance for Applicants document.

Core criteria 1

Provide clear evidence that initiatives are likely to identify, train and place candidates who have not been previously employed as cyber security professionals into cyber security employment that reflects the training and knowledge acquired through the initiative, within 12 months of initial funding.

(evidence can include certifications awarded to candidates at end of training, organisation engagement with employers, work readiness of candidates).

Identify - Describe how your initiative will identify candidates to take part in the scheme and who have a demonstrable intention of getting into the UK cyber security profession.

Train - Describe how these candidates will be trained and outline duration, accreditation and other relevant information.

Place - Describe how your initiative will achieve the employment outcomes of getting individuals into cyber security within 12 months of initial funding.

Core criteria 2

Demonstrate a realistic prospect of becoming self sustainable within 12 months of initial funding. As and when government funding ceases, confidence would be needed to assure DCMS that the removal of funding from this initiative would not affect the continued viability of the applicant organisation.

2.4. Equality and diversity

No more than 200 words. Describe how your initiative is inclusive and achieves the government's equal opportunities and diversity aims. Are there any specific equality issues relating to this initiative and the proposed beneficiaries? What measures will you implement to accommodate these requirements?

The assessment process will give additional weighting to initiatives that focus on helping more women candidates. If applicable to initiative, provide a detailed plan for, and a commitment to, placing women (making up at least 50% of initiative cohort) into cyber security roles.

Where applicable, show the percentage split for beneficiaries within the following categories that your initiative will be targeting.

%	Women
%	Neurodiverse individuals
%	BAME
%	Other, please specify:

2.5 Initiative additionality

No more than 150 words. Describe how this grant will allow you to implement the initiative and deliver value that you would otherwise not be able to.

2.6 Initiative location

2.7 How many individuals will benefit from the initiative?

2.8 Of the total initiative beneficiaries (in Q2.7), how many will directly benefit from the DCMS funding of the initiative?

Section 3. Initiative Implementation, Delivery & Impact

Should your application be successful, this section will form part of your Grant Agreement with DCMS.

3.1 Initiative start date (dd/mm/yyyy)	
3.2 Initiative completion date (dd/mm/yyyy)	
3.3 Deliverables and milestones dates	
<i>No more than 300 words. Provide a brief description of the deliverables under the identify, train and place priorities, with clear milestone dates. Highlight any dependencies that will allow each deliverable / milestone to be delivered.</i>	
<i>If available, attach a one page project plan (e.g. Gantt chart or timeline plan on a page). This will be considered in the assessment phase.</i>	
3.4 Capability and capacity to deliver the initiative	
<i>No more than 250 words. Provide evidence to demonstrate that:</i> <i>- your organisation has previous experience in delivering initiatives of a similar scope and / or scale within cyber security;</i> <i>- specialist expertise is in place, or will be recruited, to run and manage initiative activities and if applicable, indicate any certifications or qualifications held by your industry experts.</i>	
3.5 Subcontract details (if applicable)	
<i>No more than 100 words. Provide details of any plans to subcontract (outside of the consortium, if applicable) any part of the initiative activities.</i>	

3.6 Social & economic benefits

No more than 150 words. Provide details on the wider socio-economic impacts of the initiative, explaining how it will add value to the UK economy and how its results/outputs will be disseminated and advertised within society.

3.7 Cyber Security Body of Knowledge (CyBOK)

Provide details, if any, on the CyBOK key knowledge areas that your training will address (e.g. Operating Systems & Virtualisation Security, Cryptography, Cyber-physical systems security, Software Security, etc.). If not applicable, illustrate how your training is relevant to identifying, training and placing candidates into cyber security roles.

3.8 Monitoring, evaluation and lessons learned

No more than 250 words. Taking into account DCMS requirement expectations set out in the Guidance for Applicants, explain how you will monitor, evaluate and capture lessons learnt through evidencing outputs, measuring outcomes and impacts of your initiative.

Explain what inputs, data and records you will collect to evidence initiative outcomes. How will you make sure that you can attribute skills and employment outcomes directly to the CSIF?

3.9 Initiative risks

Describe briefly the top 3 risks to the success of the initiative.

#	Risk description	Impact description	Mitigation action
<i>R1</i>			
<i>R2</i>			
<i>R3</i>			

Section 4. Initiative Finances

4.1 Organisation annual income	£
Provide a copy of your annual report and audited or certified accounts, covering the last two years (<i>or similar published information about your organisation if available</i>).	
If you are a new organisation or have limited trading history, please provide: <ul style="list-style-type: none">- A projection of your first year of activity- Bank statement for limited trading history- Two contact references from industry stakeholders for the last financial year	
4.2 Total initiative cost (incl. VAT)	£
4.3 Amount of funding requested (incl. VAT)	£
Cannot exceed 50% of total initiative cost. Cannot exceed 50% of lead applicant organisation's annual collective income	
4.4 Other sources of finance	
<i>Have you received or do you expect to receive any other funding for this proposal (e.g. are you applying for other government grants or any external financing to fund this initiative?).</i>	
<i>If Yes, provide details including source and amount.</i>	
4.5 Financial management	
<i>No more than 200 words - Describe the financial management systems and processes you will put / already have in place to ensure you can evidence and account for expenditure accurately and transparently. This may include separate cost centres, separate bank accounts, clear roles and responsibilities within your finance team.</i>	
4.6 Budget breakdown	
<i>Describe how you will spend the grant received from the Fund. Provide a detailed budget breakdown including funding split by DCMS and organisation (and consortium partners if applicable) and by cost categories and profile.</i>	

4.7 Payment profile

No more than 150 words. Outline your financial expectations (e.g. would you require finance transfer prior to commencing the proposal, when you would expect to receive funding, which frequency i.e. monthly / quarterly / set dates in arrears / advance and why). When payment is requested upfront, a clear reasoning for this will need to be outlined.

Complete Annex 3 Cash Flow Profile to support your answers.

Section 5. Documentation Checklist

Use the checkboxes to indicate which documents you have / have not included.

All documents including annexes must be submitted electronically. Please rename your files using the following naming convention: “*Lead applicant name*” + “*_name of document*”.

Examples: *CompanyName_ Application form.doc. CompanyName_Annex 3.doc.*

Document required and attached	Yes/no
1. Fully completed application form within the stated word limits. A completed version in Word format and signed copy of Section 6 Authorisation.	
2. Copies of all consortium partnership agreements signed by each of the initiative partners (alternatively, correspondence from an authorised representative at each partner organisation confirming involvement in this initiative and acknowledgment of this application) if applicable.	
3. Project plan (e.g. Gantt chart or timeline plan) Optional.	
4. Copy of annual report and audited or certified accounts, covering the last two years (or alternative requirements as set out in section 4.1, if available).	
5. Evidence in support of request to be paid at point of need, rather than in arrears, if applicable.	
6. Signed Constitution, Certificate of Incorporation, Articles of Association or similar. Provide these documents if you are not an existing government supplier.	
7. Contact details for two referees of organisations that have previously worked with you to deliver a project (e.g. reference from a government or local government organisation).	

Section 6. Authorisation

General Data Protection Requirements (GDPR)

See Annex 2 of the Guidance for Applicants for details of the GDPR requirements relating to this application form. By proceeding to complete and submit this form, you consent that you have read and understood the statements in Annex 2 and agree with its terms.

I declare that I have the authority to represent [insert name of organisation] in making this application.

I understand that acceptance of this application does not in any way signify that the initiative is eligible for Cyber Skills Immediate Impact Fund (CSiIF) or that funding has been approved towards it.

On behalf of [insert name of organisation], I confirm that:

- [insert name of organisation] has the legal authority to carry out the initiative; and
- The information provided in this application is accurate

Signature:

Date:

Name:

Role:

Completed applications should be returned to the CSiIF team at: csiif@culture.gov.uk.

Please note:

- **The deadline for applications is 09:00 on Monday 5th November 2018**
- All applications received by the closing date will be assessed following the closing date
- Any applications received after the closing date will not be assessed
- All information and guidance relating to this Fund can be found on gov.uk (link to gov.uk [here](#))
- As the application process is competitive, the CSiIF team is not able to answer individual questions about the proposed initiative or respond to requests for support in completing the application
- If any information (including attachments) supplied within this form are found to be incorrect, misleading or fraudulent, we reserve the right to reject your application

Annexes

Please see list of annexes supporting your application.

- Annex 1 – DCMS Standard terms and conditions of Grants (Guidance for Applicants)
- Annex 2 – General Data Protection Requirements GDPR (Guidance for Applicants)
- Annex 3 – Cash Flow Profile (CSIIF Application Form)
- Annex 4 – Payment Request Form (CSIIF Application Form)
- Annex 5 – Consortium Partner Organisation Details (CSIIF Application Form)

Annex 3

Cash Flow Profile Cyber Skills Immediate Impact Fund (CSIIF) 2018/19 and 2019/20

This document should be used for forecasting the predicted drawdown of the grant. This information is important in enabling DCMS to manage its cash requirement as set out in the DCMS Standard terms and conditions of Grants.

- You must provide an anticipated spend on the initiative (the “Cash Flow Profile”) at least one month before the first claim is submitted to us in each financial year for the grant. We may request and you must provide such additional information as we may reasonably require in addition to the Cash Flow Profile.

Drawdown	Drawdown <i>monthly</i>*
Date*	£
31st December 2018	
31st January 2019	
28th February 2019	
29th March 2019	
30th April 2019	
31st May 2019	
28th June 2019	
31st July 2019	
30th August 2019	
30th September 2019	
31st October 2019	
29th November 2019	
31st December 2019	
Total Drawdown	

* Amend / Delete as appropriate

You should also complete Part 2 of Annex 4 (Payment Request Form - Forecast Commitment Of Grant Committed But Not Yet Claimed) with a forecast of known future commitments ensuring that the above drawdown forecast will be sufficient to meet the corresponding funding requirement.

Annex 4

**Payment Request Form
Cyber Skills Immediate Impact Fund (CSIIIF) 2018/19 and 2019/20**

Part 1 – Claim for Payment of Grantee

This form should be used to outline when you wish to claim the first and subsequent instalments of grant.

- Instalments should normally be claimed monthly (or at other times as may be agreed)
- When making a grant claim, as set out in the DCMS Standard terms and conditions of Grants, we may request and you must supply proof of expenditure and any other supporting documentation and information in addition to the Payment Request Form as we may require

Name of Applicant Organisation:

Period of claim December 2018 to December 2019

Narrative <i>(detail elements of expenditure for which grant is being sought)</i>	Grant claimed this period <i>(excluding administration costs)</i>	Administration costs within the grant claimed this period	Total grant claimed this period	Cumulative grant spend year to date	Cumulative administration costs within grant claimed this period	Total year to date grant claimed
Totals						

Payment Request Form
Cyber Skills Immediate Impact Fund (CSIIIF) 2018/19 and 2019/20

Part 2 – Forecast Commitment of Grant Committed but not yet Claimed

Complete the table below to record the value of those goods and services received that will be funded from the grant but have not been included in the initial or previous claims.

- Forecast commitments should include only those expenses where goods and services have been contracted for or received but not yet invoiced
- Ensure that the funding profile in your Cash Flow Profile at Annex 3 is sufficient to meet these commitments so as to avoid any need for any additional drawdown from DCMS

Narrative <i>(detail elements of expenditure for which grant will be required)</i>	Value of goods and services committed <i>(excluding administration costs)</i>	Administration costs within the grant to be claimed	Total
Totals			

Annex 5

Consortium Partner Organisation Details Cyber Skills Immediate Impact Fund (CSIIIF) 2018/19

Consortium Partner Organisation Details

Enter details of all consortium partner organisations. Repeat table below on additional pages if required.

1.1 Organisation name	
1.2 Organisation website	
1.3 Registered address	
1.4 Postcode	
1.5 Country	<i>[e.g. England, Scotland, Wales or Northern Ireland]</i>
1.6 Registration number	<i>[e.g. Companies House number, Charity registration number, UKPRN]</i>
1.7 VAT number (if applicable)	
1.8 Primary contact name	
1.9 Primary contact job title	
1.10 Primary contact email	
1.11 Primary contact phone number(s)	
1.12 Number of full time equivalent (FTE) staff employed by the organisation	
1.13 Organisation's main activity	Training provider
	Professional body and organisation
	Registered charity
	Social enterprise
	Further education institution
	Higher education institution
	Other (please specify)