

**Grant application template: Local Supported Employment**

The following information is to identify you as an applicant and to support correspondence during this grant application. Please refer to the Guidance to which this application template is attached for further information on defined terms and concepts in this template.

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| Name and address of local authority (LA) and, if relevant, any other LAs forming part of a Cluster. |  |
| Contact name and telephone number: |  |
| Email address: |  |
| How many Participants are you proposing to start on LSE provision. (Please complete the profile template provided). |  |
| How will you work with Adult Social Care to identify potential LSE Participants? |  |
| Are you and, where applicable, all LAs in your cluster, a County Council or Unitary Authority (including Metropolitan Councils and London Boroughs)? (Yes/No) |  |

1. The following information will be compliance checked. Should any response in the next section be ‘no’ or ‘null’, your grant application will not be evaluated and you will not be selected to participate in this Initiative.

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| **1.1 Supported Employment Model -** Are you and, where applicable, all LAs in your Cluster committed to delivering Local Supported Employment using the 5 Stage Supported Employment Model? (Please provide more detail in section 4.5) (Yes/No) |  |
| **1.2.1 Funding -** Please provide information on the total expenditure profile for the Local Supported Employment service you and, where applicable, all LAs in your Cluster propose to provide during the period of this Initiative and complete the profile template spreadsheet provided. This should include spend covered by DWP funding and LA match funding.  (**100 maximum word count**)  (This will **not** be scored) |  |
| **1.2.2 Funding -** Are you and, where applicable, all LAs in your Cluster committed to maintaining at least this level of expenditure throughout the period of this Initiative?  (Yes/No) |  |
| **1.3 Match funding –** Are you and, where applicable, all LAs in your Cluster committed to providing match funding the LSE Initiative should you be selected? (Yes/No) |  |
| **1.4 Implementation -** Please provide an explanation of the cost estimates to support the design and implementation period should you be selected.  (**100 maximum word count**)  (This will **not** be scored) |  |
| **1.5 Disability Confident –** [Have your LA and, where applicable, all LAs in your Cluster achieved or are] working towards achieving Disability Confident Leader Level 3?  (Yes/No) |  |

1. The following information will help us identify the geography and design of your LA. The specification makes clear our intention to work with a number of LAs which cover a number of characteristics to help us undertake a robust evaluation of this initiative. Where applicable, please also include details in relation to LAs in your Cluster.

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| 2.1 Is your LA or Cluster **predominantly** rural or urban?  Please use the [definitions](https://www.gov.uk/government/collections/rural-urban-classification) provided by the Office for National Statistics for England and Wales. |  |
| 2.2 Do you currently operate a Supported Employment service for people who are eligible for the LSE Initiative? (Please provide more detail in section 4.1) |  |
| 2.3 Is your LA or Cluster **predominantly** in Wales, the [North of England (NW, NE, WM, EM, Yorkshire and the Humber) or the South of England (SW, SE, London, Eastern)](https://www.ons.gov.uk/methodology/geography/ukgeographies/eurostat) |  |

1. The following information will help us understand the Fidelity arrangements you will put in place for provision of LSE. Where applicable, please also include details in relation to LAs in your Cluster.

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| 3.1 Will you be appointing an Activity Delivery Partner (a third-party partner instructed to carry out any part of the LSE provision on behalf of your LA)?  (Yes/No) |  |
| 3.2 Will you or the Activity Delivery Partner you plan to appoint have a model Fidelity Kitemark or equivalent for Supported Employment at the start and throughout the Activity Delivery period? (Yes/No). |  |
| 3.3 **(If the answer to 3.2 is Yes)** Who awarded the model Fidelity Kitemark or equivalent? |  |
| 3.4 **(If the answer to 3.2 is No)** Who do you plan to appoint to carry out Fidelity assessments of the LSE service provided by you/your appointed Activity Delivery Partner?  Please provide details of expected Fidelity Assessment costs in the profile template provided. |  |

1. This part of the questionnaire in split into four key sections, which are:

* **Section A:** Supported Employment provision design
* **Section B:** Evidence of joint working across services for the benefit of Participants
* **Section C:** Protecting Participant data
* **Section D:** Sustainability

The Assessment Criteria and Scoring Methodology for the questions in this part of the questionnaire are set out in Appendix A: Grant Application Instructions And Assessment Criteria.

**Section A - Supported Employment provision design**

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| **4.1.1 – Provision design**  If applicable, please provide information on the Supported Employment you and, where applicable, any LAs in your Cluster currently provide. Within this section include details of current staffing level, approach, number of Participants starting on provision and job outcome levels.  If you (or any LAs in your Cluster) do not currently provide Supported Employment, please outline the reasons for this.  (This will **not** be scored) |
| **500 maximum word count** |
| Please enter your response in the box below. |
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| **4.1 – Provision design**  Please provide information on the service you and, where applicable, any LAs in your Cluster propose to provide to Participants should you be selected as part of this Initiative. Within this include:  a. How many staff do you (and any LAs in your Cluster) and/or your Activity Delivery Partner intend to employ to deliver LSE , over and above any existing staff delivering Supported Employment, over the period of this Initiative, and associated estimated costs? Please include staff profile in Profile Template provided.  b. The rationale behind the number of Participants you (and any LAs in your Cluster) propose to start on LSE provision as a result of this funding if you are successful in your grant application.  c. The characteristics of Participants you (and any LAs in your Cluster) intend to support as a result of this Initiative, in other words, type of impairment: learning disability, autism or both and age.  d. How your proposed service relates to your LA’s (and any LAs in your Cluster) existing plans and strategies.  (This question will be scored) |
| **1000 maximum word count** |
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| **4.2 – Participant support**  Please provide information on the quality of support a Participant is expected to receive should you be selected to participate in this Initiative, including:   1. Anticipated caseload size per Job Coach/Employment Advisor. 2. How you intend to ensure the support provided to Participants adheres to the 5 Stage Supported Employment model of Customer Engagement, Vocational Profiling, Employer Engagement, Job Matching, In-Work Support and Career Development. 3. How you will encourage your employer network to sign up to becoming Disability Confident   Where applicable, please also include details in relation to LAs in your Cluster.  (This question will be scored) |
| **400 maximum word count** |
| Please enter your response in the box below. |
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| **4.3 – Activity delivery**  Please provide information on the delivery approach you and, where applicable, any LAs in your Cluster, intend to provide should you be selected as part of this Initiative. Within this include:  Intended delivery approach, including whether internal, partner and contracted delivery and the rationale for this.  Information about the steps required to ensure activity delivery is in place, including any expected recruitment or procurement timeframes.  How your intended approach relates to any other services you currently provide and relationships (including contractual) you have in place.  (This question will be scored) |
| **500 maximum word count** |
| Please enter your response in the box below. |
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| **4.4 – Implementation**  Please provide information on how you and, where applicable, any LAs in your Cluster, will implement the provision design proposed, including:   1. How will you ensure your organisation is able to support all activity required to provide Local Supported Employment, for example, development of a new team and data sharing arrangements. 2. If applicable, how you will ensure contracted relationships are put in place and/or scaled, monitored and managed to support activity delivery and anticipated volumes. 3. Your proposed implementation period activities and how will this ensure the Initiative delivers successfully across the 30-month Activity Delivery period 4. Your experience of putting in place the relationships required to support delivery as proposed.   (This question will be scored) |
| **500 maximum word count** |
| Please enter your response in the box below. |
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| **4.5.1 - Delivering Supported Employment**  Please describe how you and, where applicable, any LAs in your Cluster will ensure you deliver LSE using the 5 Stage Supported Employment model. Include:   1. How you plan to meet the standards and requirements of the ‘Place, Train, Maintain’ model. 2. What MI you propose to gather.   (This question will be scored) |
| **400 maximum word count** |
| Please enter your response in the box below. |
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| * + 1. **Delivering Supported Employment**   Where Supported Employment is currently provided, describe how the approach described in response to question 4.5.1 above differs from your current approach. Where applicable, please also include details in relation to LAs in your Cluster.  (This question will **not** be scored) |
| **300 maximum word count** |
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**Section B*:*** **Evidence of joint working across services for the benefit of Participants**

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| **4.6– Local integration**  Please describe your intended approach to integration across all appropriate local services, including:   1. Links with locally commissioned services for people with learning difficulties, autism or both   Where applicable, please also include details in relation to LAs in your Cluster.  (This question will be scored) |
| **400 maximum word count** |
| Please enter your response in the box below. |
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**Section C – Protecting Participant data**

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| **4.7- Data handling**  Please clearly describe how Participants’ data will be kept secure and how you and, where applicable, any LAs in your Cluster will securely establish eligibility, this should include:   * How you will meet established standards for data security. * How you will seek and manage Participant consent, including across your Activity Delivery Partner(s), with reference to how you currently do this in similar services.   (This question will be scored) |
| **500 maximum word count** |
| Please enter your response in the box below. |
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**Section D – Sustainability**

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| * 1. **Future plans**   Please clearly describe how you would intend to continue providing Supported Employment beyond the end of Initiative. Where applicable, please also include details in relation to LAs in your Cluster:   * If you **currently provide** a Supported Employment service, if you would continue to provide an extended service and how you would approach and fund this. * If you **do not currently provide** a Supported Employment service, if you would continue to provide a service and how you would approach and fund this.   (This question will be scored) |
| **500 maximum word count** |
| Please enter your response in the box below. |
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