Home Decarbonisation Skills Training Competition Phase 2

Application Form

[Withdrawn - Applications to the Home Decarbonisation Skills Training Competition Phase 2 are now closed.]



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# Introduction

The lead partner for the bid should complete this form. This form should be completed in conjunction with the guidance found on [GOV.UK](https://www.gov.uk/government/publications/home-decarbonisation-skills-training-competition-phase-2). Forms should be returned no later than 23:00 on 25th August 2023. Once completed please email in PDF format (preferably) to Midlands Net Zero Hub (MNZH) at HDTrainingCompetition@nottinghamcity.gov.uk. In the subject line please include ‘HD Training Competition’ and the specific Work Package(s) your proposal relates to.

There is no application proforma separate to this form. Applicants need to clearly answer each question under the headings set out below in order to set out their proposal, demonstrate how it meets the requirements of the selected work packages, and meets a clear industry need.

Index of Application questions

Section A: (Lead) Applicant Details [Not scored]

Section B: Partner/Sub-contractor Details [Not scored]

Section C: Project Details [20%]

Section D: Deliverability and Supporting Evidence [10%]

Section E: Subsidy Control and Public Sector Frameworks [Pass/Fail]

Section F: Breakdown of Costs and Funding [25%]

Section G: Project Management and Governance [10%]

Section H: Record Keeping, Course Attendees, Delivery Consistency and Financial Management & Control [15%]

Section I: Project Team [15%]

Section J: Summary of Supporting Documentation [5%]

Section K: Declaration and Signature [Pass/Fail]

# Application Form

|  |  |  |
| --- | --- | --- |
|  | Section A: Lead Applicant Details [Not Scored] | Guidance  |
| 1 | Applicant organisation |  | Primary contact details: These should set out the details for the day to day contact for the project who will lead on engagement with MNZH. Please also enter the details of an alternative contact from the lead bidder in the case the primary contact is not available. |
| 2 | Primary Contact |  |
| 3 | Name |  |
| 4 | Job Title / Position in the Organisation |  |
| 5 | Address |  |
| 6 | Post Code |  |
| 7 | Direct Telephone Number |  |  |
| 8 | E-mail Address |   |  |
| 9 | Alternative Contact |  |  |
| 10 | Name |  |  |
| 11 | Job Title / Position in the Organisation |  |  |
| 12 | Direct Telephone Number |  |  |
| 13 | E-mail address |  |  |
| 14 | Company / Charity registration number |  |  |
| 15 | For private sector applicants, what is the size of the enterprise applying for funding? (small, medium, large) |  |  |
| 16 | Company/charity registration number (where applicable) |  |  |
| 17 | VAT number (where applicable) |  |  |

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| --- | --- | --- |
|  | Section B: Partner/Sub-contractor Details [Not Scored] | Guidance  |
| 1 | Name of other Partner(s) / Sub-contractor(s) |  |  |
| 2 | Partner(s)/ Sub-contractor(s) address(es) including postcode. |  |  |
| 3 | Partner(s) / Sub-contractor(s) Company / Charity registration number. |  |  |
| 4 | Partner(s) / Sub-contractor(s) Role(s). |  |  |
| 5 | Will (each) Partner/ Sub-contractor provide match funding? (Y/N/n.a.) |  |  |
| 6 | Is an SLA / partnership agreement / contract in place for each/the Partner. (Y/N) If not when it will be? |  |  |

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| --- | --- | --- |
|  | Section C: Project Details [20%]Please note: * avoid overly technical terminology, as a non-expert should be able to understand your description
* keep descriptions focussed on the activity(ies) of the project.
 | Guidance  |
| 1 | Provide an Executive Summary of your planned project (max 300 words). |  | General short summary as specific details will be provided in rows below. |
| 2 | Outline the specific activities to be undertaken as part of this project in line with the completion objectives and work packages outlined in the Guidance Document. (max 300 words) |  | Clearly outline what work package you are bidding for(in the Guidance Document, the competition objectives are found in section 3.1 and work packages in section 4.1) |
| 3 | Describe how the project meets each of competition requirements max 600 words) |  | See Guidance Document for competition requirements in section 4 |
| 4 | Describe how the project meets a clear skills or knowledge gap related to home decarbonisation, and what evidence you have to support this. (max 150 words) |  |  |
| 5 | Will the project be delivered: online, face-to-face, both? (choose one answer) |  |  |
| 6 | Who will deliver the project?  |  |  |
| 7 | Who will benefit from the project? |  |  |
| 8 | Outline the benefits (i.e. jobs created, individuals employed, qualifications achieved etc). (max 150 words) |  |  |
| 9 | Describe the composition of the courses to be delivered. (max 200 words) |   |  |
| 10 | Which standards will these courses meet? (i.e. National Occupational Standards, NVQ, PAS). Please provide the accredited course details separately as supporting documentation. |   | Provide details of registered courses and the accreditation body applicable. All applicable accredited courses need to be valid and evidenced |
| 11 | Please provide evidence of your Registered Training Provider status separately as supporting documentation. |  |  |
| 12 | Outline the proposed outcomes and how each of these will be measured (i.e. number of individuals trained, level/standard trained at, level of trainee satisfaction etc). (max 150 words) |  | This section should highlight the following clearly: Total training places promised per course/qualification,  |
| 13 | Outline the methods, messages and channels that are part of your stakeholder engagement and communication plan. (max 100 words each) |  |  |
|  |
|  |
| 14 | As you are expected to promote the scheme and recruit trainees, outline the actions you will take to target those not in education, employment or training? (max 150 words) |  |  |
| 15 | Please provide your project timescale separately following the format shown and adding rows as needed (note the last training day is 31st March 2024). | PROJECT TIMESCALE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task List |  |  |  | … /… /… | … /… /… |  |  |
| [TASK 1] |  |
| [TASK 2] |
| … |
| … |
| [TASK ...] |
| [TASK ...] |

 |

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| --- | --- | --- |
|  | Section D: Deliverability and Supporting Evidence [10%]Page Count: 2 A4 (Excluding supporting documentation) | Guidance  |
| 1 | List any Key Performance Indicators to measure your delivery against. (max 150 words) |  | This section should also highlight clearly total training places promised per work package (if applicable)  |
| 2 | List any supporting evidence you are able to provide to demonstrate you can deliver your proposal within the competition timeframe? (max 150 words) |  |  |

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| --- | --- | --- |
|  | Section E: Subsidy Control and Public Sector Frameworks [Pass/Fail]Page Count: 1 A4 (Excluding supporting documentation) | Guidance  |
| 1 | Are you currently receiving any public funding? (Y/N) [not scored] |  |  |
| 2 | Can you set out any public funding that you have received for similar purposes? |  | Previous winners of the Skills Training Competition please outline how much has been awarded in previous years.  |
| 3 | Are you on any public sector frameworks? (Y/N) [not scored] |  |  |
| 4 | If you are, which one(s)? [not scored] |  |  |

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| --- | --- | --- |
|  | Section F: Breakdown of Costs and Funding [25%]Page Count: 2 A4 (Excluding supporting documentation) | Guidance  |
| 1 | What is the amount requested? |  | Amount excluding matched funds (Please state the amount in exact figures and in percentage relative to the full project cost) |
| 2 | What is the match amount? |  | This is the contribution to be made by either the candidates or other source of funding |
| 3 | What is the total project amount? |  | Total amount including matched funds |
| 4 | Please confirm the cost per training session? |  | Total Cost / Total Training Sessions = Cost per training session |
| 5 | Please confirm the cost per learner (excluding matched funding)? |  | amount requested / total number of learners = Cost per learner(where the cost per learner varies across the different course/work packages offered please list out or attach list separately) |
| 5i | Please confirm how much you propose to charge a trainee for enrolling in training?  |  | When the learner signs up for training how much will they be charged |
| 6 | Please complete the match funding table and add rows as needed (print screens or letters/certificates separately ??) |

|  |  |  |
| --- | --- | --- |
| Breakdown of each match funding element | Source of funding | Applicable conditions or ring-fencing attached to the source (i.e. letter or certificate of confirmation) |
|  |  |  |
|  |  |  |
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 |
| 7 | Please complete the funding sources table and add rows as needed |

|  |  |  |
| --- | --- | --- |
| Breakdown of funding sources | Source is secured? (Y/N) | If not yet secured, provide date it will be secured |
|  |  |   |

 |
| 8 | Does the project budget include VAT you cannot recover from HMRC? (Y/N) |  |
| 9 | If it does, are you able to confirm this by way of a letter from your finance department? (Y/N) |  |
| 10 | When a trainee does not attend the training, how will this be recorded? (max 100 words) |  |
| 10i | - how will the financial implications be managed? (max 100 words) |  |
| 10ii | - how will different cancellation scenarios be dealt with? (max 100 words) |  |
| 11 | What is your cap at £X per night for trainer? (forms part of the value for money and is expected to be reasonable) |  |
| 12 | What is your cap at £X per meal for trainer? (forms part of the value for money and is expected to be reasonable) |  |
| 13 | Please complete the expected travel costs table and add rows as needed |

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| --- | --- |
| Breakdown of expected travel costs | Upper allowance per person |
|  |   |
|  |   |
|  |  |

 | Expenses are expected to be reasonable, demonstrating value for money and will need to be evidenced when submitting claims for payment. |

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|  | Section G: Project Management and Governance [ 10%]Page Count: 1 A4 (Excluding supporting documentation) | Guidance  |
| 1 | Outline the project management and control systems that will be established for the project. |  | Strive to demonstrate that the project (including any delivery partners) has the appropriate capacity to meet the requirements of this competition. |
| 2 | Please provide a separate (excel) risk assessment log that includes mitigating actions for each project risk identified in the format of the table below (add rows as needed). |  |  |

|  |
| --- |
| EXAMPLE RISK REGISTER |
| EXAMPLE Risk | EXAMPLE Mitigation  |
| No. | Risk Owner | Description of Risk | Risk Category  | Impact (I) | Likelihood (L) | RAG Status | Mitigation | Target Date | Action Owner | Impact (I) | Likelihood (L) | RAG Status |
|   | Name the person/ role responsible for monitoring the risk | Brief description of the risk | Select 1 of the following: - Strategic- Policy- Organ/nal- Financial- Reput/nal- Oper/nal - Legal | Select 1 of the following: - Crisis- Critical- Significant- Marginal - Negligible | Select 1 of the following: - Very likely- Likely- Possible- Unlikely- Very unlikely | Leave empty | Brief description of the actions you will take to mitigate the risk | Date by which the mitigation should be complete | Name the person/role responsible for the mitigating action | Select 1 of the following: - Crisis- Critical- Significant- Marginal - Negligible | Select 1 of the following: - Very likely- Likely- Possible- Unlikely- Very unlikely | Leave empty |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |

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|  | Section H: Record Keeping, Course Attendees, Delivery Consistency and Financial Management & Control [15%]Page Count: 5 A4 (Excluding supporting documentation) | Guidance  |
| 1 | To ensure that interventions are recorded and an audit trail is retained to prove intervention validity, outline the methods you will use for deliverable:- collation- calculation - verification (max 150 words) |  |  |
| 2 | Outline the checks that will be carried out to ensure the end participants are eligible and belong to the target group (max 100 words) |  | End participants can be businesses or learners benefitting from the proposal or individuals engaged as part of the proposal. |
| 3 | Outline the controls in place to check that compliance with the eligibility rules during the delivery of the project is maintained (max 100 words) |  |  |
| 4 | Outline the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in training competition claims for payment (max 100 words each) |   | Please reference delivery partners where appropriate in Questions H 4-7. |
|  |
|  |
| 5 | Describe the document management system applied (max 100 words). |  | Please reference delivery partners where appropriate in Questions H 4-7. |
| 6 | Outline actions taken/processes in place for audit trail maintenance and accessibility (including retrieval of original invoices and ensuring availability of evidence of costs incurred) throughout the project and for 12months after its end (max 100 words). |   | Please reference delivery partners where appropriate in Questions H 4-7. |
| 7 | Outline the processes, roles and schemes of delegation of your organisation’s financial policy (max 100 words each). |  | Please reference delivery partners where appropriate in Questions H 4-7. |
|   |
|  |
| 8 | If you have Delivery Partners/financial participants engaged in the delivery of the project, outline the steps taken to ensure they will comply with the requirements relating to defrayal of expenditure (max 100 words). |  |  |

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|  | Section I: Project Team [15%]Page Count: 2 A4 (Excluding supporting documentation) |
| 1 | Please complete the project team table below and add rows as needed (please include details of delivery Partners if relevant).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Post title | Post 100% funded by project? (Y/N) | ‘Currently employed’ OR ‘To be recruited’ ? | If ‘To be recruited’, how will this take place? | Role reports to …? |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
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 |
| 2 | Provide a short description of how the team is set up to manage and deliver the project (max 150 words). |  |
| 3 | Please provide a separate structure chart (organogram) for the project delivery staff that appear in the table above AND any sub-contractors. It is important to show the reporting lines for each role AND to note that the work can only be sub-contracted once (i.e. a sub-contractor cannot sub-contract). |  |
| 4 | Please provide separate job descriptions for each of the project delivery staff that appear in the table above. Please include accountabilities, resources, expertise, skills, responsibilities and experience of each post (max 100 words each). |  |
| 5 | Please provide separate CV(s) for person(s) you have chosen to deliver the project and training.You need to demonstrate that the person(s) you have chosen to deliver the work has/have the relevant experience (including financial experience) to carry out the training. Please include details of any similar work they have carried out previously. |  |
| 6 | If you have Delivery Partner(s), outline the steps taken to ensure they comply with the requirements of the competition (max 100 words). |  |
| 7 | If you have Delivery Partner(s), outline the steps taken to monitor and manage their performance (max 100 words). |  |
| 8 | If you have Subcontractors, outline the steps taken to monitor and manage their performance (max 100 words). |  |

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|  | Section J: Sustainability and Social Value [5%]Page Count: 1 A4 (Excluding supporting documentation) | Guidance  |
| 1 | Outline how you will improve sustainability and increase social value through your delivery of this grant (max 200 words). |  | Economic:E.g. generating local employment, training, and work-experience opportunities; increasing spend with local companies.Social:E.g. supporting local community initiatives, charities, local school engagement, open days, work experience.Environmental:E.g. Reducing your energy use and carbon footprint; Using environmentally friendly goods and services; and minimising Waste. |
| 2 | Outline how your proposal will; * Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
* advance equality of opportunity between those who share a protected characteristic under the Equality Act 2010 and those who do not
* Foster good relations between people who share a protected characteristic under the Equality Act 2010 and those who do not
 |  | Under the Public Sector Equality Duty, public authorities are required to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010. (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. Allocation of government funding should always take into account the need to meet this duty. The nature of the response to this will depend on the training offered and how it is offered, however a training provider may find it useful to refer to what they will do to ensure a diverse range of trainees, how their training is delivered to be accessible and how the content of the training supports and encourages those who attend to be aware of the benefits that diversity bring to the workplace.  |

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| Section K: Summary of Supporting Documentation  |
| Record any Supporting Documentation requested separately from this Application form or any additional documents that add to the understanding of your proposal. Please add rows as needed. |
| Reference (Section letter and row number from this Application form) | Document Title  |
| C.10 |  |
| C.11 |  |
| C.12 |  |
| C.12 |  |
| C.12 |   |
| C.13 |  |
| C.14 |  |
| C.15 |  |
|  C.16 |   |

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| Section L: Declaration [Pass/Fail] |
| In submitting this application and having carried out full and proper inquiry:I declare that I have the authority to represent [INSERT COMPANY] in making this application. | We confirm our understanding and are able to comply:☐ |
| I understand that acceptance of this Full Application does not in any way signify that the project is eligible for funding support or that Midlands Net Zero Hub (MNZH) funding has been approved towards it. | [ ]  |
| I confirm to MNZH [INSERT COMPANY] that has the legal authority to carry out the project. | [ ]  |
| I confirm to MNZH that the information provided in this application is accurate. | [ ]  |
| I confirm to MNZH that I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision of the Hub whether to endorse the application. | ☐ |
| I confirm to MNZH that; * I have informed all persons whose personal information has been shared
* I have told them how this information will be used
* I have told them what personal information has been shared
* I have the consent of the individuals concerned to pass this information to you for these purposes.
 | [ ]  |
| I confirm to MNZH that I shall inform the Hub if, prior to any Hub funding being legally committed to [INSERT COMPANY], I become aware of any further information which might reasonably be considered as material to the Hub in deciding whether to fund the application. | [ ]  |
| I confirm to MNZH that match funding will be in place prior to any award of Hub funding. | [ ]  |
| I confirm to MNZH that I am aware that if the information given in this application turns out to be false or misleading the Hub (the Hub, for Training Competition Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application. | ☐ |
| I confirm to MNZH that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest. | [ ]  |
| I confirm to MNZH that the organisation I represent is based in England | ☐ |
| I confirm to MNZH that all face-to-face training is to be delivered in England. | ☐ |
| I confirm to MNZH that I understand I am not to commence project activity, or enter in to any contractual agreements, including the ordering or purchasing of any equipment or services before the formal approval of this project and that I have signed an Agreement with MNZH/ Nottingham City Council. Any expenditure before the approval date is incurred at my own risk and may render the project ineligible for support. | [ ]  |
|  |  |
| Signature: |  |
| For and on behalf of the Applicant Organisation: |  |
| Name (Print): |  |
| Position: |  |
| Date: |  |

This publication is available at: <https://www.gov.uk/government/publications/home-decarbonisation-skills-training-competition-phase-2>.

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