Department for Education

# Strengthening chess in primary schools

## Application guidance

October 2023

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# Instructions and Information on Bidding Procedures

These instructions are designed to ensure that all bids are given equal and fair consideration based on the eligibility criteria set out. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Eve Colyer (Chess.GRANT@education.gov.uk) if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-bid negotiations are **not** allowed.

Please note that references to the 'Department' throughout these documents mean The Secretary of State for Education acting through her representatives in the Department for Education.

## Grant Period

We will provide all successful organisations with the final version of the DfE grant funding agreement. The standard grant funding agreement is accessible at DfE grant funding agreement: terms and conditions - GOV.UK (www.gov.uk) This agreement will set out our expectations of all successful applicants and all bidders will be required to accept the final version in full. A grant funding agreement with each successful organisation will be finalised in October 2023, with the intention of issuing a final grant funding agreement by November 2023.

## Incomplete Bid

Bids may be rejected if the information asked for in the Invitation To Bid and Specification is not given at the time of bidding.

## Returning Bids

Envelopes and packages must bear no reference to the bidder by name; franking machines which automatically print the company's name should not be used. Bids must be delivered or emailed by 31 October 2023.

## Receipt of Bids

Bids will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the bidder to ensure that their bid is delivered not later than the appointed time.

## Acceptance of Bids

Your bid is not an agreement or grant. Meeting the eligibility criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the eligibility criteria.

## Inducements

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

## Costs and Expenses

You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your bid whether or not your bid is successful.

## Feedback

Following the award of grants, feedback will be available to unsuccessful bidders on request.

## 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 you consider that any of the information included in your 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. You should be aware that, even where you have indicated that information is commercially sensitive, we 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.

Therefore, if you have received State Aid from any public body in the previous three financial years you must let us know on the application form. If your organisation has received State Aid in the previous three financial years below the de minimis threshold, this may well limit the amount that you are eligible for.

## Government Efficiency Spending Controls: Marketing and Advertising

As part of the Government's commitment to efficiency controls, bidders should be aware that there are restrictions on what grant funding can be used for in relation to all paid-for communications and marketing activities. The controls apply to most communications activity including printing and publications, events, PR and digital communications activity.  Exemptions may be granted for essential activities where cost effectiveness can be evidenced and where other no cost or low cost options have been exhausted.

Exemptions for expenditure under £100k can be approved by DfE (through the Director of Communications) where proposed communications related activity is judged to be critical to delivery of the project and meeting agreed national priorities for the government. We do not envisage that this will be applicable to this grant, given the spend criteria in place.

## Evaluation Criteria

The bid process will be conducted in a manner that ensures bidders fulfil the grant criteria.

## Bid Period

The Department requires bids to remain valid for 15 days.

## Basis of the Grant

The specification and the Financial Agreement, together with any special requirements, will form the basis of the Agreement between the successful bidder and the Secretary of State for Education.

## Conclusions

Whilst every endeavour has been made to give bidders an accurate description of the Department's requirement, bidders should make their own assessment about the methods and resources needed to meet those requirements.

# Specification

## Introduction/Background

This grant is accessible for educational settings that have primary provision in England with a percentage of pupils on free school meals at or over 57.5%.

The eligibility of spend criteria for the grant includes:

- access to online learning platforms for chess
- pupils' access to an online weekly chess club
- provision of chess sets
- covering the cost of chess tournaments, including accessibility and entry
- in-person tutors.

If a school would like to use grant money to support chess in a way not covered by the above, they should contact Chess.GRANT@education.gov.uk with rationale for the spend. It will be at the discretion of the Department for Education if this would be an appropriate use of grant money.

## Purpose

The aims of this project are that you:

- Run regular chess activities as part of your enrichment offer for duration of the grant
- Encourage those particularly underrepresented in chess to participate, especially girls* and those students eligible for free school meals
- Share learnings on best practice in encouraging chess within the school community
- Provide learnings on best practice and top tips on request to the Department for Education at the end of the grant programme
- Increase pupil participation in competitive chess opportunities

If you are an educational setting that has provision beyond primary, grant funding must be directed towards primary school students (though other students may benefit, for example by using purchased chess sets).

*this is not a requirement for all-boys schools

## Management Information

Schools receiving the grant must:

- Provide relevant assurance and breakdown of how grant money has been spent (e.g. receipts, invoices) when claiming money
- Complete a short progress and final reporting form. An indicative form is annexed below (Annex A).
- Engage with spot monitoring checks should the school be selected by the Department for Education
- Support in sharing best practice or top tips with the Department by end of academic year if requested

## Costs

Payments will be made by BACS transfer following receipt of a valid invoice.

# Annex A: Activities and Outputs

| Provide a summary report of progress and achievement to date, against the specific key performance indicators and objectives agreed to in the grant funding agreement. |
|---|
| Key Activity completed in this period: |
| |
| Progress on objectives: |
| |
| Is there anything else you would like to raise in this report? |
| |
| Issues/challenges: What (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them? |
| Please provide any other information which you think might be helpful: |

Department for Education

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