# Application form for Heat Network Training Providers

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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 Document** found at: [<https://www.gov.uk/government/publications/training-providers-how-to-offer-the-heat-training-grant-for-heat-networks>] |
| * Forms should be returned no later than23:00 on 7 May 2024 |
| * Once completed please email:   - in **PDF** format (preferably)  - to Midlands Net Zero Hub (MNZH) at [heatnetworks@nottinghamcity.gov.uk](mailto:heatnetworks@nottinghamcity.gov.uk)  - with subject line **HN Training Competition** |
| * There is no application proforma separate to this form. Applicants need to clearly answer each question under the headings set out below to set out their proposal, demonstrate how it meets the requirements of the selected work packages, and meets a clear industry need. |
| * **Please note if you were a successful applicant for Year 1 of the Heat Training Grant (2023/24), there will also be an internal review of your performance completed by the Midlands Net Zero Hub and the Department. This will take into account success of training delivery, feedback from trainees, project management of trainings and adherence to reporting requirements. This may impact the success of your application.** |
| **Index** of Application questions  **Section A:** (Lead) Applicant Details [Not scored]  **Section B:** Project Details [70%]  **Section C:** Deliverability and Supporting Evidence [20%]  **Section D:** Sustainability and Social Value [10%]  **Section E:** Breakdown of Costs and Funding [Not Scored]  **Section F:** Record Keeping, Course Attendees, Delivery Consistency and Financial Management & Control [Pass/Fail]  **Section G**: Additional Information [Not scored]  **Section H:** Declaration and Signature [Pass/Fail] |

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|  | **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 |  |
| **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) |  |  |
| **18** | Consortia details |  |  |

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|  | **Section B: Project Details [70%]**  Please:   * **avoid** overly technical terminology, as a non-expert should be able to understand your description. * keep **descriptions focussed on the activity or activities** of the project.   Quality will be assessed on:   * 30% proposed course composition and fit with training themes. * 30% experience of organisation and trainers. * 30% training outcomes and fit with scheme objectives (skills gap). * 10% level of accreditation for the course. | | |
| **Proposed course composition and fit with training themes [30%]** | | | |
| **1** | Provide an Executive Summary of your planned project and training courses (max 300 words). |  | General 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 training themes outlined in the Guidance Document. (Max 300 words) |  | In the Guidance Document, the training themes can be found in Section Four. |
| **3** | Please confirm which of the five training themes your training will be focused on? |  | In the Guidance Document, the training themes can be found in Section Four. |
| **4** | List the name of course(s) aimed to be delivered by your application as well as the current or aimed certification body considered for each course. |  |  |
| **5** | Describe the composition of the courses to be delivered (max 600 words) |  | This should include the specific skills/knowledge that trainees will gain by attending the course and what this will enable them to do. |
| **6** | What month do you compromise to launch the course if successful to the grant? |  | Please note courses \*must\* be launched within two months of receiving a Grant Offer Letter. |
| **7** | Considering only the courses listed in your previous answers, i.e. those for which you would like to offer the grant:  How many trainees would you expect to successfully complete and pass this course or qualification in the first 6 months of the grant? (i.e. from June 2024 to end of November 2025)  Please provide the average monthly number of trainees expected to be delivered. |  |  |
| **Training outcomes and fit with scheme objectives (skills gap) [30%]** | | | |
| **8** | How will the courses be examined or assessed? (max 150 words)  Please provide one answer for each course intended to deliver if possible. |  |  |
| **9** | Describe how the project meets the competition requirements (max 400 words) |  | See Guidance Document for competition requirements in section four |
| **10** | Describe how the project meets a clear skills or knowledge gap related to heat networks. (max 300 words) |  |  |
| **11** | Who will benefit from the project? |  | This should include an outline of the target audience. |
| **12** | Outline the benefits of the training on:   1. Employment (max 300 words) 2. Training outcomes (max 300 words) |  | I.e. jobs created, individuals employed, qualifications achieved etc.  A clear list of training outcomes that attendees will walk away with should be outlined. |
| **Experience of organisation and trainers [30%]** | | | |
| **13** | Who will deliver the project? Please provide details, qualifications and experience of the proposed trainers. |  |  |
| **14** | Will the project be delivered: online, face-to-face, both? (Choose one answer) |  |  |
| **15** | Please provide a list of locations where training will be offered.  In each case, please provide details of the post code for the training centre (except for mobile/movable training facilities), and which course(s) will be offered if this varies by location.  If the training centre is temporary or mobile, please indicate this and provide a short description of the areas covered. |  | Please note that the grant will only be available to training taking place in England. |
| **16** | Have you previously offered these course(s) or qualification(s)? (Y/N)  If yes, how many trainees successfully completed and passed these course(s) or qualification(s) in **2023**?  If no, have you previously offered any similar courses or qualification? If yes, please provide details of what course, and how many completed this course in 2022. |  |  |
| **17** | Please provide evidence of your **Registered Training Provider status** **separately** as supporting documentation.  If you do not have a UKRLP number please provide evidence that you have all required insurances in place and that those running and delivering the courses have heating industry experience and / or a formal adult learner teaching certificate. |  |  |
| **18** | Outline the methods, messages and  channels that are part of your stakeholder engagement and communication plan. (max 100 words each) | Methods:  Channels: |  |
| **19** | Please provide your **project timescale separately** following the **format** shown and adding rows as needed (note the last training day is 31st March 2025). | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **EXAMPLE PROJECT TIMESCALE** | | | |  | |  | |  | |  | | | **EXAMPLE Task List** | **24/10/2024** | **31/10/2024** | **07/11/2024** | | **… /… /…** | | **… /… /…** | | **20/03/2025** | | | [TASK 1] |  |  |  | |  | |  | |  | | | [TASK 2] |  |  |  | |  | |  | |  | | | … |  |  |  | |  | |  | |  | | | … |  |  |  | |  | |  | |  | | | [TASK ...] |  |  |  | |  | |  | |  | | | [TASK ...] |  |  |  | |  | |  | |  | | |  |
| **Level of accreditation for the course [10%]** | | | |
| **20** | If your course is not accredited:  Please provide targets to be reached by your organisation at the end of March 2025 to ensure there is full accreditation for your course. |  |  |

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|  | **Section C: Deliverability** **and Supporting Evidence [20%]** | | |
| **1** | List any Key Performance Indicators to measure your delivery against. (i.e., number of individuals trained, level/standard trained at, level of trainee satisfaction etc) (max 300 words) |  |  |
| **2** | List any supporting evidence you can provide to demonstrate you can deliver your proposal within the competition timeframe? (max 300 words) |  |  |
| **3** | **Please provide any comments you would like on the delivery of your training in 2023/24:**  **[FOR SUCCESSFUL TRAINING PROVIDERS AS PART OF YEAR 1]** |  | **Please note if you were a successful applicant for Year 1 of the Heat Training Grant (2023/24), there will also be an internal review of your performance completed by the Midlands Net Zero Hub and the Department. This will take into account success of training delivery, feedback from trainees, project management of trainings and adherence to reporting requirements. This may impact the success of your application.** |

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|  | **Section D: Sustainability and Social Value [10%]**  **Page Count: 1 A4 (Excluding supporting documentation)** | | |
| **1** | Outline how you will improve sustainability and increase social value through your delivery of this contract (max 500 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. |

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|  | **Section E: Breakdown of Costs and Funding [Not Scored]** | | |
| **1** | What is the total amount of support requested? |  | Match funding is not a requirement of this competition. |
| **2** | What is (if any) the match amount? |  |
| **3** | What is the total project amount? |  |  |
| **4** | Please confirm the cost per training session? |  | Total Cost / Total Training Sessions = Cost per session |
| **5** | Please confirm the cost per learner?  It is important to know the number of trainees supported by the grant if successful. |  | Total Cost / total number of learners = Cost per learner |

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|  | **Section F: Record Keeping, Course Attendees, Delivery Consistency and Financial Management & Control [Pass/ Fail]**  The data collected from trainees must be provided to the scheme administrator alongside any invoices for payment and other evidence of delivery. | | |
| **1.** | Can you confirm that you will collect data from trainees on whether they are: | a) sole traders,  b) employed by a business of 10 people or fewer,  c) employed by a business of 50 people or fewer,  d) employed by a business of 250 people or fewer, or e) unemployed? |  |
| **2** | Can you confirm that you will not knowingly offer the grant more than once to the same trainee, even for different courses? (e.g. a trainee that completes the a course for one element of Heat Networks (e.g. welding) and another for a separate element (e.g. insulation) may not receive the grant twice) | Yes ☐ No ☐ |  |
| **3** | Can you confirm that you will collect data from trainees with explicit consent for equality monitoring purposes?  (specific data required to be set out by scheme administrator. This will reflect standard questions relating to race and ethnicity, gender and disability) | Yes ☐ No ☐ |  |
| **4** | Can you confirm that you will collect contact information from trainees, to allow for the scheme administrator, Government or other schemes partners to contact trainees with relevant key information.  Trainees may opt out from providing any personal information, but contact details for their employer must be collected, if they have one. | Yes ☐ No ☐ |  |
| **5** | Can you confirm that you will collect data on the scores achieved and pass rate of courses? | Yes ☐ No ☐ |  |
| **6** | Can you confirm that you will provide trainees with a feedback form, to be provided by the scheme administrator? Training providers are expected to take reasonable steps to encourage trainees to complete this form, and not to interfere with their responses. | Yes ☐ No ☐ |  |
| **7** | Can you confirm you will ask trainees to confirm whether or not they or their employer, has received £315,000 or more in government subsidies over the past three years. If the answer is yes, they must not be offered the grant. | Yes ☐ No ☐ |  |
| **8** | 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) |  |  |
| **9** | 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. |

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| **Section H: Declaration [Pass/Fail]** | |
| **In submitting this application and having carried out full and proper inquiry:**   1. I declare that I have the authority to represent [COMPANY] in making this application. | We confirm our understanding and can comply: |
| 1. 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. |  |
| 1. I confirm to MNZH that [COMPANY] has the legal authority to carry out the project. |  |
| 1. I confirm to MNZH that the information provided in this application is accurate. |  |
| 1. 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. | ☐ |
| 1. I confirm to MNZH that I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes. |  |
| 1. I confirm to MNZH that I shall inform the Hub if, prior to any Hub funding being legally committed to [Company], I become aware of any further information which might be considered as material to the Hub in deciding whether to fund the application. |  |
| 1. I confirm to MNZH that any match funding specified in the application will be in place prior to any award of Hub funding if applicable. |  |
| 1. 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. | ☐ |
| 1. 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. |  |
| 1. I confirm to MNZH that the organisation I represent is based in England | ☐ |
| 1. I confirm to MNZH that all face-to-face training is to be delivered in England. | ☐ |
| 1. **I confirm to MNZH that I understand I am not to commence project activity, or enter into 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:** |  |