



A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

Adult Community Learning Grant Programme 2016-2017

PART OF THE ISLE OF WIGHT
VOLUNTARY & COMMUNITY
SECTOR STRATEGY



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and Community Action IW. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more information about Prospectus programmes, or to request an accessible version of this document, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: martin.johnson@iow.gov.uk

For more information relating to this Adult Community Learning Grant Programme prospectus, please contact Rob Brindley, Adult Community Learning Manager by telephoning 01983 817280 or email robert.brindley@iow.gov.uk

Isle of Wight Council

Adult Community Learning - Grant Programme 2016-2017

Commissioning Prospectus

1. Introduction

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to widen public access to adult community learning. The funding commissioner is the Isle of Wight Council.

What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as small enterprises of any type.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for any small grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact standards for voluntary organisations and small businesses.

Delivering our plans and priorities

Applicants to this prospectus must help the commissioner to deliver a range of local and national outcomes and priorities that support adult learners; these are set out within:

- The Isle of Wight Councils Corporate Plan 2015 – 2017 [click here](#) for document
- The Adult Learning Plan 2016/17 [click here](#) for document
- New Challenges, New Chances – Further Education and Skills Reform Plan [click here](#) for document
- Skills Funding Agency priorities and funding for 2016 to 2017 financial year [click here](#) for document

The Council's Adult Community Learning curriculum supports these priorities and delivers, commissions or brokers a broad range of learning programmes targeted at adults aged 19+. For more information about the work undertaken by the Adult Community Learning Service you can contact Rob Brindley, the Commissioning Manager by telephone (01983 817280), or email (robert.brindley@iow.gov.uk).

Why do we want partnership with the voluntary and community sector?

We believe that involving civil sector groups and organisations, and not for profit organisations in planning and delivering local services and activities promotes stronger and more active communities as well as value for money.

While not always the cheapest option, funding public services in this way is shown to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative enterprises and a thriving and independent community sector can also be an important voice, helping us to arrange and fund (commission) more responsive services that are based on the knowledge and experience of local communities.

2. Adult Community Learning Grant Programme 2016/17

The purpose of the programme:

- Maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people's circumstances.
- Promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement.
- Maximise the impact of community learning on social and economic well-being of individuals, families and communities.

Our objectives support New Challenges, New Chances; the Government's further education and skills system reform plan:

- Collect fee income from people who can afford to pay
- Prioritise public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills.
- Widen participation and support progression relevant to personal circumstances, e.g.
 - improved confidence and willingness to engage in learning
 - acquisition of skills preparing people for training, employment or self-employment
 - improved digital, financial literacy and/or communication skills
 - parents/carers better equipped to support and encourage their children's learning
 - Improved/maintained health and/or social well-being.
- Develop stronger communities, with more self-sufficient and pro-active citizens, leading to:
 - increased volunteering, civic engagement and social integration
 - increased online learning and self-organised learning
 - more engaged parents/carers in their children's education.
- Commission, deliver and support learning in ways that contribute directly to:
 - bringing together people from all backgrounds, cultures and income groups, including people who can/cannot afford to pay
 - using effective local partnerships to bring together key providers and local services
 - local people being involved in decisions about neighbourhood learning offer
 - shifting long term classes into learning clubs, growing self-organised learning groups, and encouraging employers to support informal learning in the workplace
 - supporting the wide use of online information and learning resources

The aim of this Prospectus is to involve more adults from island communities and priority groups in learning through the use of innovative projects and opportunities, and be able to demonstrate the impact made across the Island.

The outcomes that you can help us to achieve

Applications are invited for learning programmes that will meet at least one of these outcomes:-

Outcome 1:

Deliver programmes which will be accessible for people from all backgrounds, culture and income groups with a focus on personal development, cultural enrichment, intellectual or creative stimulation or improved health and well-being. Learners who can afford to contribute financially to their learning will be expected to do so. There is a target that 75% of the cost of universally accessible courses are met through fee income or match funding contributions.

Outcome 2:

Develop stronger, independent and more self-sufficient people who are able to volunteer in their local community;

Outcome 3:

Improve acquisition of skills which prepare people for further education, training or employment. This may include achievement of qualifications.

Outcome 4:

Deliver universal and targeted family learning programmes which support both parents and children to have high aspirations and to be able to achieve their full potential. This may include courses and workshops for parents to discover what their children learn at school and how parents can support them at home. Some courses will additionally support adults to brush up their own skills in order to support their family or improve their employability. There should be progression routes to functional skills qualifications within the ACL Service.

Outcome 5:

A universally accessible parenting programme in partnership with local primary schools consisting of a 10 week course or series of workshops which support family resilience, self-esteem and school attendance.

Outcome 6:

Help people who are disadvantaged and least likely to participate in learning. Disadvantaged communities include people from the most deprived wards on the Island or targeted groups of people facing barriers to learning. This may include: -

- People who are long term unemployed or on benefits
- People with low levels of English and Maths or without a level 2 qualification
- People with a disability or learning difficulty
- People with poor mental health
- Black and Minority Ethnic groups
- People for whom English is their second language

- Older people (50+)
- Men (as traditionally there is lower participation in learning by men)
- Rural communities with poor access to services

Particular value will be placed on innovation, and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new services.

Bids that will attract funding and resources from a range of sources will be particularly welcomed, as will bids that increase opportunities for public involvement and the involvement of volunteers in this new commissioning partnership.

3. Making an Application

Funding and resources that the commissioner can make available

The total expected funding available through this Prospectus is £40,000. This funding is to be used to deliver the council's commissioning outcomes for the academic year from September 2016 to July 2017.

To apply for this council grant, you must use an application form and pre-qualification questionnaire that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your ideas and how you will deliver the commissioning outcomes set out above.

The successful bidder(s) for grant funding will be offered a Funding Agreement with Conditions. The agreement will include arrangements that will be put in place to explain how the outcomes are being delivered.

Economic conditions may lead to changes in the amount of funding available for all public services. The council has an agreement with the local community sector, called the Local Compact. This sets out standards for business relationships. The council will apply this Compact if it has to consider any changes to grant funding.

Grants will usually be made in a number of payments on proof that outcomes are being delivered. However, there is some flexibility; for example, an initial start up payment can be claimed if needed.

We are also able to offer successful bidders initial and termly training opportunities. We may also help with the marketing of services and introduction to other groups, activities or enterprises that may help you make the most of your ideas.

Before making an application, please [click here to see the guide to making Prospectus applications](#).

How will we know that our outcomes are being achieved?

The council will need to show what impact the activities it has supported have had on the outcomes we have set. We will look for a combination of information about how much of

something is being done, and how effective it has been. The application process asks you to suggest how you will tell us these things.

However, we do have to supply information to the Government and other official bodies such as the Skills Funding Agency. They may change the information they ask for, so we need partners who will help us respond to these changes.

The bid should include your proposals for reporting. This is an opportunity to share the big picture so that we get our future commissioning right. The outcome of all grant funding is evaluated. Successful organisations may be considered for future funding.

There are a number of reporting requirements that the service will therefore ask you to agree to:

- Provide the council with evidence of the impact on learners, including a termly report on delivery of your plan and how well you have met a number of agreed performance measures. This will be followed by a termly monitoring meeting with the council's commissioning manager
- Provide some standardised information such as your scheme of work and lesson plans; staff and venue information; enrolment forms and Individual Learning Plans which recognise and record progress and achievement, and learner evaluation surveys. This information is shared with the Skills Funding Agency and Ofsted.
- Complete a self-assessment report using a template provided.
- Attend quarterly meeting with other providers and tutors to share good practice, to contribute to curriculum development and establishing progression routes.

Potential bidders must contact us to discuss a bid before applying. This provides an opportunity to discuss ideas and the council can advise on what information it would be helpful to build into a bid.

When assessing the strength of a bid and how well a service is going, the council regards the views of service users as an important measure of how well a grant funded organisation is doing and how its services will be welcomed. This can tell us if people are able to access the services they need, where and when they want them, and help to identify the need for future change and improvement.

In short, the council will need to know how well your proposals are faring and how well outcomes are being delivered.

Some requirements

All applicants must complete the pre-qualification self-assessment checklist which evaluates your readiness to fulfil a contract for the Adult Community Learning Service. If you can't show that you meet these requirements, you may still be able to deliver a service by working in partnership with the Adult and Community Learning Service or another more established organisation. Discuss this with the Manager for Adult and Community Learning or get independent advice.

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public liability, and where appropriate, employer liability insurance (minimum £5 million).
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).
- Enhanced DBS clearance for anyone delivering learning opportunities with children or vulnerable adults.
- Recognised qualifications for key roles.
- Compliance with a standard Tutor Handbook with relevant procedures, policies and paperwork for all tutors.
- Compliance with any Codes of Ethics or standards relevant to your bid
- A suitable reference in support of your bid (see the application form)
- Compliance as needed with quality assurance standards informed by the Ofsted Common Inspection Framework.
- Agree to allow Council Officers, the Skills Funding Agency, Ofsted Inspectors and commissioned external consultants the right to visit sites and view operations relating to the provision, inspect relevant documents, financial and learner data, observe teaching and learning and interview learners and staff.
- Agreement to the use of the Isle of Wight Council and Skills Funding Agency logos on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted trading enterprises, voluntary and community groups. Any funding that we provide can only be used for the purposes set out in any funding agreement with the council, and cannot be used to subsidise other activities.

How to apply

Please contact the Adult Community Learning Manager, Rob Brindley, at Westridge (Tel: 01983 817280) and discuss your idea. This is the only way to secure an approved application form.

Completed applications should be sent for the attention of:

Rob Brindley
 Isle of Wight Council
 Community Learning Centre, Westridge
 Brading Road
 Ryde
 Isle of Wight, PO33 1QS

Applications should be delivered to Rob Brindley by 3.00pm on the 01 July 2016. Contact the commissioning manager to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email.

Applications received after the closing date cannot be considered.

A panel will meet in July 2016 to consider applications. Successful applications will receive funding via a Funding Agreement.

We strongly advise that applicants take advice on their bid. **Independent advice is proven to be a significant factor in the likelihood of making a successful bid.** Free and open access to independent advice is available to help prepare grant bids and business-planning (see the 'Contacts' section below for local independent advice).

This is a competitive process and grant funding decisions will be based on the information supplied with the application. Bidders should use the application form to tell the council how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the council will know how well the service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before and after a funding agreement is made.

Timings

This Prospectus will be issued:	09 May 2016
Information Session on or about:	16 May 2016 17.30 – 19.00
The closing date for applications is:	01 July 2016 (3pm)
The Appraisal Panel will meet on or about:	15 July 2016

Successful programmes should begin on or about 1st September 2016 and be completed by 31st July 2017.

Contacts

To discuss your ideas about how you might help the Council deliver the outcomes in this Prospectus, and to start an application, please contact:

Rob Brindley on Tel: 01983 817280 Email: robert.brindley@iow.gov.uk

Applicants may also benefit from independent advice and support to maximise their chances of success. For information on getting independent advice on your application, contact:

Community Action IW, Tel 01983 524058 or email mail@actioniw.org.uk

To find out more about the Prospectus process and how it works, please contact:

Martin Johnson Tel: 01983 821000 or email: martin.johnson@iow.gov.uk

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The Small Print and More Information

A short guide with more information about Council grant-making is available. It sets out more information about the Prospectus process and is intended to help all bidders submit the best possible bid. This Isle of Wight Council document also applies to Isle of Wight NHS Prospectuses; [Click here to see a copy of the latest 'Small Print' guide for applicants.](#)