ROTHERHAM MBC
NEIGHBOURHOODS AND ADULT SERVICES

Rotherham's Wider-Workforce Skills Development Funding Application Scheme

Application Form 2013-2014

This form is designed to be completed electronically. Please e-mail nigel.mitchell@rotherham.gov.uk if you would like a paper version of this form.

Introduction

The Wider-workforce Skills Development Funding Application Scheme has been introduced to support the development of the mainly unpaid adult social care workforce *across Rotherham*, as detailed in *Capable, Confident, Skilled - A workforce development strategy for people working, supporting and caring in adult social care* (SfC, May 2011). This scheme is not intended to support the paid workforce; a separate Workforce Development Funding Application Scheme operates for Organisational Employers and Personal Employers.

The scheme is intended to bolster existing arrangements to develop skills; it is not intended as a replacement funding stream for skills development activities already in place and funded. This scheme covers the skills development needs of following workforce groups or 'assets', detailed in the *Workforce Development Strategy,* that support the provision of high quality adult social care *across Rotherham* :

- User-led and carer-led organisations
- Volunteers
- Neighbourhoods
- Circles of support (neighbours, trades, family/relatives)
- Carers.

The scheme may be accessed directly by these groups or, on their behalf, by organisations (public or private), community groups or educational providers. Organisations and groups must be based in Rotherham. Training providers must be based within the South Yorkshire sub-region. The scheme is restricted to support skills development for the following themes only:

- Recruiting, inducting, training and supporting volunteers to add value to services and provide support in local neighbourhoods
- Producing neighbourhood learning opportunities
- Develop community skills to enable those undertaking informal support roles in their community to have access to the knowledge, skills and capacity they need.

A maximum of <u>one</u> application may be submitted per applicant; it is permissible to combine the themes in this one application. The application is limited to a funding value of £1,000 per application.

The scheme covers the period July to December 2013. **The application form should be e-mailed to directions@rotherham.gov.uk; the closing date for an application is Friday 3rd May 2013.**

Before completing an application, please see the final page of this application form for information on how the funding scheme is operated and guidance notes on completion of the form.

For any further information, please contact Nigel Mitchell, Learning and Development Manager, by e-mail nigel.mitchell@rotherham.gov.uk or telephone on 01709 334066.

Nigel Mitchell
Learning and Development Manager
February 2013

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SECTION 1)   WHO IS MAKING THE APPLICATION?

Tell us who you are, what you do, how you can be contacted, and if this is a new activity for you…

1.1	Group / Organisation / Training provider name
1.2	Description of the Group / Organisation / Training provider (50 words minimum)
1.3	Contact person's name
1.4	Contact address
1.5	Contact telephone number and e-mail address Phone: Email:
1.6	Is this a new activity for your organisation? Yes No, give details

SECTION 2)   TYPE OF GROUP AND THEMES

Tell us which group will benefit from the learning activity and the theme(s) that the activity relates…

2.1	Please indicate the type of group to be supported and benefit from the learning activity – (please ✓ one box only) • User-led and carer-led organisations [ ] • Volunteers [ ] • Neighbourhoods [ ] • Circles of support (neighbours, trades, family/relatives) [ ]

	• Carers [ ]

2.2	Please indicate the themes or themes supported by this learning activity - (please ✓ one or more boxes)
	
	    • Recruiting, inducting, training and supporting volunteers to add value to services and provide support in local neighbourhoods [ ]
	    • Producing neighbourhood learning opportunities [ ]
	    • Develop community skills to enable those undertaking informal support roles in their community to have access to the knowledge, skills and capacity they need [ ]

SECTION 3)   ABOUT THE INTENDED LEARNING ACTIVITY

Tell us what the learning activity is all about, what the activity will cover, when it is planned to start and end, how many learners will benefit, and how it will be monitored…

3.1	What is the title of this learning activity?
3.2	Please describe briefly what the learning activity is about (100 words <u>minimum</u>)?
3.3	What skills and knowledge are expected to be learnt (100 words <u>minimum</u>)?
3.4	What learning outcomes are expected to be achieved (100 words <u>minimum</u>)?
3.5	What are the planned start and end dates for the learning activity? Start End
3.6	How many learners will take part in this learning activity, in total?
3.7	Where will the learning activity take place?
3.8	How many hours are involved in the learning activity, in total?
3.9	How many sessions are involved in the learning activity, in total?

SECTION 4)   IMPACT OF THE LEARNING ACTIVITY

Tell us about how this learning activity will enhance the quality of life and ensure a positive experience of care and support for people who use services such as protecting vulnerable people from harm, and how its impact will be measured…

4.1	How will this learning activity deliver better outcomes for people who use services across Rotherham? (100 words <u>minimum</u>)?
4.2	How you will measure the impact of the learning activity? (75 words minimum)

SECTION 5)   HOW MUCH FUNDING IS REQUIRED?

Tell us how much money you need to fully fund this learning activity, how much money you are asking for, what you will spend the money on, and how you want to be reimbursed…

5.1	Is the learning activity linked to any other development(s)? No Yes, give details
5.2	Does this activity receive funding from any other source? No Yes, give details
5.3	How much money (£) is needed to fully support the application, that is, 100% of the <u>costs</u>? £
5.4	How much <u>funding</u> (£) is being applied for on this application to support the <u>costs</u>? £
5.5	Please give a breakdown of how the <u>funding</u> received will be spent? Total £ Trainer cost £ Venue costs £ Resources costs £ Transport costs £

	Learner support costs £ Any other costs not covered above, give details £
5.6	Please indicate how you would prefer to receive reimbursement of any approved <u>funding</u> expenditure - by <u>periodic instalments</u> or by a <u>one off year-end payment?</u> (please ✓) Payment by instalments [ ] Payment at year-end [ ]

SECTION 6) DELIVERY OF THE LEARNING ACTIVITY

Tell us who will be delivering the learning activity and how the activity will be quality assured for the learners involved...

6.1	Who will be delivering this learning activity?
6.2	How will you monitor that the delivery of the learning is of high quality?
6.3	How will you know whether learners are satisfied with the learning provided?

SECTION 7)   SUMMARY LEARNING ACTIVITY MILESTONE PLAN

Summarise for us what will be achieved (objectives), what will be delivered (outputs), measures of progress (milestones), what budget is needed to support this, and who will be responsible - broken down into periods of time such as month by month…

Period	Learning Activity Objectives / Outputs	Milestones	Budget	Responsibility

Insert additional rows as required

SECTION 8)   DECLARATION

I submit this funding application and confirm that:

1. All information included herein is accurate

2. A Quality Assurance Form will be completed and submitted by Friday 17th January 2014.

Name

Signature

Position

Date of application

SECTION 9)   HOW THE FUNDING APPLICATION SCHEME OPERATES

Once approved, applicants are responsible for their own procurement and contracting of goods or services detailed in their application. Actual costs incurred are reimbursed from the Council at the end of the financial year up to the amount of approved funding or by instalments linked to the agreed milestone plan in Section 7 of this form.

The table blow summarises how the scheme operates in principle. Periodic instalment payments would be processed upon submission of Milestone Plan claim forms throughout the year.

May 2013	Applications are considered by a Funding Panel. Applicants will be informed if their application is approved, deferred, or not approved. Deferred applicants will be contacted and asked for further information to help the Panel make their decision. For all approved applications the Council will place an official order with the applicant; this gives the financial commitment of the Council to support the costs of the application.
June 2013	Resubmitted deferred applications are considered by Panel and applicants informed of the decision. For all approved applications the Council will place an official order with the applicant; this gives the financial commitment of the Council to support the costs of the application.
January 2014	At the end of the period of the application, and no later than 17th January 2014, applicants must submit a Quality Assurance Form to give feedback on the outcomes and achievements of their application and

	provide evidence of <u>actual</u> costs incurred. Applicants must submit an invoice to the Council seeking reimbursement of the <u>actual</u> costs of the application up to the approved <u>funding</u> level. This must also be received no later than 17th January 2014 and include the official order number.
February 2014	Invoices are processed for payment by the Council.

SECTION 10) GUIDANCE COMPLETION NOTES

Applications are only eligible in respect of the restricted themes.

Applications should be completed electronically and submitted to directions@rotherham.gov.uk no later than **Friday 3rd May 2013**.

The form should be filled in as completely and clearly as possible:
- Using bullet points as needed, avoiding abbreviations, keeping it simple using plain English
- Meet specified <u>minimum</u> word counts
- Not include additional information sheets.

Funding:
- A maximum of one application may be submitted up to a maximum value of £1,000
- Match or part funding of the application is not required
- Funding may be applied to part fund applications where their total cost is greater than the maximum limit of this application scheme
- It is acceptable to use estimated costs in respect of funding the application
- Costs of internal employed trainers / managers / staff in the organisational employer for learning activity planning / design / delivery / evaluation are <u>ineligible</u>
- Costs of planning and administering the learning activity are <u>ineligible</u>
- Back-fill costs of learners undertaking the learning activity and their 'cover' are <u>ineligible</u>.
- Costs claimed under other funding schemes such as the SfC Workforce Development Fund are <u>ineligible</u> and must not be double claimed
- A milestone plan is required to agree reimbursements by periodic instalments.

When completed:
- Read through your application form checking for errors or gaps
- Check the closing date and ensure that you have signed the form
- Make sure your form is sent in plenty of time; late applications will not be considered.