

# Reconnect Post-16 Transition Grant Application and Evaluation Guidance



## Application

### Compilation of the Application:

Within the application you will be asked several questions. The following guidance has been provided to assist you with your application.

**The application form will time-out after an hour of inactivity.** Please make sure you save the form regularly to make sure your progress is not lost.

Please do **not** use the back button in your browser to visit previous sections. If you need to visit a section, you have already completed press 'previous' at the bottom of the form.

Kent County Council recommends that the application form is read in conjunction with this guidance and the Reconnect Post-16 Transition Prospectus.

Scored questions on the application form will be assessed against the table below.

Score	Meaning
1	<b>Unacceptable.</b> Either the response was not provided or not relevant to the question and/or fails to give confidence in the Bidder's ability to deliver this requirement or contains insufficient information to make a judgement or irrelevant information. The response may contain significant omissions, weaknesses, or concerns. Evidence to requirements may be missing, lacking in detail or highlight concerns.
2	<b>Poor.</b> The response pertains to the question but has significant omissions, weaknesses, or concerns, supporting detail has not been provided for most requirements. The answer gives limited confidence in the Bidder's ability to deliver the requirement.
3	<b>Fair.</b> The response may cover off all points, but not with sufficient evidence by way of examples (i.e., demonstrating how the Bidder would deliver the services it has offered). The answer gives some confidence in the Bidder's ability to deliver this requirement.
4	<b>Good</b> The response covers all requirements and is supported by detail which is realistic and appears deliverable in all aspects. Response indicates significant and appropriate credibility, ideas and proposals covers all requirements. This answer gives confidence in the Bidder's ability to deliver the requirement.

5	<p><b>Excellent</b></p> <p>The response covers all specific requirements and is supported by comprehensive detail which is realistic and appears deliverable in all aspects. There is an element of ideas, proposals and innovation supported by comprehensive detail which illustrate future inspiration for best practice.</p> <p>The answer gives a good level of confidence in the Bidder's ability to deliver the requirement.</p>
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**Privacy Notice:**

[Reconnect Privacy Notice](#) explains how we will process and use your information.

**Q01-08 About you:**

You must complete all questions in this section. It provides us with key information about applicants and helps us to build an overview of the impact of our funding across the County. Please note we retain this information on our database which is maintained in accordance with the requirements of the Data Protection Act 2010.

**The Activity**

**Q09 What is the title of the project, activity, or initiative that you would like to run?**

Ideally, your project title will instantly tell us what the project is about. (2000-character limit inclusive of spaces)

**Q10 Please provide a description of the project, activity, or initiative:**

This is your opportunity to describe to us what your project is, what it seeks to achieve, and why. We will ask you in a further question how your project meets the priorities of Reconnect, and also how it will be delivered, so you do not need to cover these issues here. (4,000-character limit inclusive of spaces)

**Note: This is a scored question. Please see scoring guidance below.**

What we are looking for	Weighting
Does what is proposed clearly demonstrate: <ul style="list-style-type: none"> <li>• what the project seeks to achieve?</li> <li>• why the project seeks to achieve this?</li> <li>• how will the project achieve this?</li> </ul>	20%
Is the project imaginative and creative?	

**Q11 How many young people do you anticipate your project, activity or initiative will reach?**

Please tick the category that applies.

**Q12 Please explain how you have anticipated your predicted reach numbers.**

You should explain why you believe you will reach the number of young people indicated, how you will achieve this, how you will recruit and communicate with young people. If this relies upon third parties, such as schools, working with you please state what discussions

you have had with then to give you confidence in meeting your anticipated reach numbers.

**Q13 Which districts will the activity or project be delivered in?**

Please tick all that apply.

**Q14 Please confirm you are able to mobilise the activity or project within 4 weeks of receiving funding? (Yes/No)**

**Q15 Please provide the start and end dates for the project, activity, or event.**

Activities must be delivered by the end of March 2023. (1,000-character limit inclusive of spaces)

**Q16 Please explain how the activity or project provides additionality and is different from your organisation's core offer**

Reconnect funding is specifically for additional activity which responds to the needs and wants of our Children & Young People as we recover from the pandemic. Your answer should clearly demonstrate how your project is not existing, funded activity. (3,000 characters inclusive of spaces)

**Note: This is a scored question. Please see scoring guidance below.**

What we are looking for	Weighting
Clear and unambiguous response that the activity that demonstrates a separation from the organisations core offer.	10%

**Q17 Please explain how the activity or project will be managed and delivered**

Your answer should detail what governance and administration arrangements will be in place. (2,000 characters inclusive of spaces)

**Q18 Providers will need to measure the reach and success of the project or activity. How will the outcomes of the project, activity or event be measured?**

Demonstrate how what you propose to provide will meet the outcomes of the project. (2,000 characters inclusive of spaces).

**Note: This is a scored question. Please see scoring guidance below.**

What we are looking for	Weighting
Outcomes for the project are clearly stated.  How the use of customer survey/feedback forms will be used to adjust delivery as the project progresses and to assess impact against identified outcomes.  How the impact of community engagement will be demonstrated - links to local business, services, and education settings to champion project.	20%

**Q19 How will the project or initiative be sustainable and provide long-term benefits for young people?**

(3,000 characters inclusive of spaces).

**Note: This is a scored question. Please see scoring guidance below.**

<b>What we are looking for</b>	<b>Weighting</b>
Deliverables and actions to ensure that the project is sustainable	20%
Clear explanation of how the project will provide long-term benefits.	
Experience of sustainability in similar projects.	

**Q20 Please describe your organisation's previous experience of working with young people who are, or at risk of being, not in education, employment, or training, including how you engage with young people in planning initiatives and co-production.**

(3,000 characters inclusive of spaces).

**Note: This is a scored question. Please see scoring guidance below.**

<b>What we are looking for</b>	<b>Weighting</b>
Experience of co-production to promote the inclusion of young people in the design of activities.	20%
Experience of offering a range of activities for young people, in building and community-based settings that reflect need and age appropriateness	

**Q21 How much grant funding are you requesting?**

Please refer to the Grant Prospectus for details of the funding limits which apply. We have set funding bands based on the historic numbers of NEET/at risk of NEET young people the organisation supports each year. If you are applying for more than £10k, you will need to provide evidence of eligibility, including the historic NEET numbers in previous cohorts. You can submit a maximum of one bid. (2,000-character limit inclusive of spaces)

**Q22 Please provide a breakdown of how the grant funding will be used to deliver the intended activity**

Please note that the expectation is that the maximum amount of the grant award is spent on direct activity with young people. Overhead costs will be considered by the funding panel and under no circumstances can these exceed 10%. Examples of cost break down in the table below. (2,000-character limit inclusive of spaces)

<b>Cost Type</b>	<b>Details/Description</b>	<b>Cost Total</b>
E.g., Staffing Costs		
Management and Administration		
Activity Costs		
Other Costs		
Overheads		
<b>Total funding applied for (£):</b>	Enter sum of cost totals	[incl. or excl. VAT]

**Q23 Please upload 3 years' worth of statutory accounts.**

We require this information to ensure that organisations receiving a grant are financially viable throughout the duration of the grant agreement. In order for KCC to give a financial opinion on an organisation's accounts, the accounts should show the time period covered (e.g., 1 January 2021 to 31 December 2021) and should be signed by a Member of the Board or a Trustee.

**Q24 Will the project, activity or event take place regardless of whether you receive Reconnect grant funding?**

Please select yes or no.

**Wider considerations**

**Q25 Please provide details of your public liability insurance, including policy number, date of expiry and cover value.**

Kent County Council require all funded organisations to have a minimum public liability insurance cover of £5,000,000

**Q26 Please provide details of your employer liability insurance, including policy number, date of expiry and cover value**

Kent County Council require all funded organisations to have a minimum employer liability insurance cover of £5,000,000

**Q27 Please describe how you will meet the statutory safeguarding requirements as outlined in Keeping Children Safe in Education 2021 (KCSIE) and Working Together to Safeguard Children 2020 (WTSC).**

(2,000-character limit inclusive of spaces).

**Note: This is a scored question. Please see scoring guidance below.**

	<b>Weighting</b>
Details of how you are meeting the requirements of Section 11 Children Act 2004 (as referenced in WTSC 2020) and, where appropriate, KCSIE 2021.  Specific details of how your Child Protection policy will be implemented in practice, including for online activities.  Specific details on how you will ensure your workforce is safe to work with young people.  Reference to other policies and procedures, e.g., whistleblowing, online safety, understanding the statutory prevent duty (including protecting children from extremist narrative influence) and child sexual and criminal exploitation.	10%

**Declaration:**

You must confirm that you have the policies and procedures stated in the question. Kent County Council reserve the right to request evidence of these policies and procedures when determining your application.

All staff and volunteers must have a current Enhanced DBS check. If your application is successful, we reserve the right to receive details of their DBS details.

**Are there any other comments you would like to make about your application?**

Please provide any other relevant information in this box.

**When you have submitted your grant application, an option will appear to download a PDF copy of the application. Please ensure that you download this as you will not be able to go back and download it at a later date.**

**Please note that we are unable to make changes to application forms after they have been submitted.**

## **Evaluation of Project Submissions**

### **Evaluation Process:**

Applications will be assessed by an appraisal panel. Based on your application, and any further information you may have been asked to supply, the panel will make its recommendations to the Reconnect Delivery Board or group delegated by the Board which will make the final decisions. We will advise you of the decision to either:

- Offer a grant; or
- Offer a grant with some specific conditions; or
- Reject the application with reasons why.

The evaluation process will be carried out in 2 stages:

#### **Stage 1**

1. Panel members sign Declaration of Interest.
2. Panel members read applications.
3. Panel members review individual applications with scores awarded.
4. Panel members' scores aggregated.
5. Applications scoring over 60% of available marks taken into stage 2.

#### **Stage 2**

Panel discussion to award grants with consideration given to:

- value for money
- financial checks
- stage 1 score
- county coverage of Reconnect priorities
- potential impact on young people
- potential impact on the local or wider community
- current provision within the locality
- maximum amount of funding per organisation (£50k).

### **Questions**

If you have any questions with regards to your application, please email them to:

[Reconnect.kentcyp@kent.gov.uk](mailto:Reconnect.kentcyp@kent.gov.uk)

### **How to apply**

Applications can only be accepted using the online application form which can be found at <https://www.kent.gov.uk/leisure-and-community/community-grants-and-funding/our-current-funding-opportunities/grants-to-benefit-children-and-young-people/closed-funding-for-children-and-young-people/reconnect-economic-wellbeing-grant-post-16-transition>

The deadline for applications is **Midday on 26<sup>th</sup> August 2022**. No late submissions will be accepted. Applicants will be informed of outcomes by the end of 19th September 2022.

**End**