

Reconnect County 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 County Grants Prospectus.

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

Score	Meaning
0	Unacceptable. 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.
1	Poor. 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.
2	Fair. 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.
3	Good 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.
4	Excellent 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. The answer gives a good level of confidence in the Bidder's ability to deliver the requirement.

Privacy Notice:

The privacy notice explains how we will process and use your information.

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**Q10 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. (200 character limit inclusive of spaces)

Q11 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">• what the project seeks to achieve?• why the project seeks to achieve this?• how the project will achieve this?	20%
Does the proposed activity reflect what young people have told KCC they want to do, for example: <ul style="list-style-type: none">• return to doing fun activities with friends and family• enjoy new experiences such as festivals and camping,• start their hobbies again,• take part in clubs,• enjoy the outdoors by taking part in activities such as climbing and kayaking.	
Is the project imaginative and creative?	

Q12 Will activities be virtual or in person?

Tick whether activities will be in person, virtual, or both.

Q13 How many children and young people do you anticipate your project, activity or initiative will reach?

Please indicate how many children and young people you anticipate the activity will reach. Use the free text box to explain how you will achieve this and why you have decided on this figure.

Q14 Is the project, activity or event targeted or universal?

If the project is intended to be open to all children and young people, please tick universal. If the project is targeted at a specific group of children and young people, for example children with disabilities, then tick targeted.

Q15 a) If the activity is targeted, how will you identify the appropriate children and young people to take part? Please also explain why you have chosen to target this group.

Clearly explain why this group of children and young people have been chosen, using evidence as appropriate. You must also include how you will identify children and young people in this group.

Q15 (b) If the activity is universal how do you propose to support those who need more help accessing the offer to do so?

Activities must be inclusive to children and young people. Clearly explain how you will ensure the activity is accessible to children and young people who require additional support, for example children and young people with disabilities.

Q16 What age group(s) of children and young people will be able to participate in the project, activity or initiative?

Please tick all age groups that apply.

Q17 Which districts will the activity or project be delivered in? Please tick all that apply.

You must select a minimum of three districts. Bids that do not cover the minimum districts will be rejected.

Q18 How quickly after receiving a grant award would you be able to mobilise the activity or project? (2,000 character limit inclusive of spaces)

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

What we are looking for	Weighting
Specific, measurable and achievable deliverables to mobilise the project within 4 weeks of grant award.	10%
Roles and responsibilities against deliverables.	
Evidence of agreement where activities are delivered in other settings, e.g., schools	

Q19 Please provide the start and end dates for the project, activity or event.

Activities must be delivered by the end of August 2022. (1,000 character limit inclusive of spaces)

Q20 Which Reconnect priority from the above table does the project, activity or event most align with?

You can only select one priority, please ensure that you select the priority that most aligns with your project. We will be looking for a range of activities and opportunities to deliver against all five of our aims, and the stated priorities.

Learning Missed Priorities

We would be particularly interested to see applications from organisations that could deliver fun and engaging County wide activities, e.g., competitions with a clear educational impact such as Chess, Robot wars, young chef, young musician or band, debating or other interest related activities. All would need to provide opportunities for social interaction with a clear aim to support or further develop social skills as well as encourage engagement in learning.

We would particularly welcome activities that have a wide breath of coverage across the County; that are inclusive of groups such as, disadvantaged, special needs and those at risk or marginalised; that develop wider life skills; that promote and support and family engagement in learning; that encourage positivity and celebrate learning; that encourage sustainability and ethical behaviour.

Q21 Please explain how the project, activity or event meets the above priority, and how it will help children and young people reconnect to their pre-pandemic lives.

Please explain how your activity meets the priority you selected. (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 will meet the chosen Reconnect Priority, using evidence where available.	10%
Clear and unambiguous response that demonstrates how the project will help children and young people reconnect with the pre-pandemic lives.	

Q22 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%

Q23 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)

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

What we are looking for	Weighting
What governance is in place.	10%
What line management is in place in respect of day to day running of the project.	
How is the project supported in respect of administration	
How the project will ensure best practice.	
How many staff and volunteers will be delivering the project	
How the activities or events will be delivered in a COVID-secure way.	

Q24 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.	10%
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.	

Q25 How will the project or initiative be sustainable and provide long-term benefits for children and young people?

(3,000 characters inclusive of spaces).

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

What we are looking for	Weighting
Deliverables and actions to ensure that the project is sustainable.	10%
Clear explanation of how the project will provide long-term benefits.	
Experience of sustainability in similar projects.	

Q26 Please describe your organisation's previous experience of working with children and young people, including how you engage 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.

What we are looking for	Weighting
Experience of co-production to promote the inclusion of children and young people in the design of activities.	10%

Experience of offering a range of activities for children and young people, in building and community-based settings that reflect need and age appropriateness	
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Q27 How much grant funding are you requesting?

You can apply for a maximum of £50,000 per bid and can submit a maximum of four bids. A maximum of three bids may be awarded, with no more than £100k being awarded to any one organisation. (2,000 character limit inclusive of spaces)

Q28 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 children and 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)

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

Q29 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 2020 to 31 December 2020) and should be signed by a member of the Board or a Trustee.

Q30 Will the project, activity or event be free for children and young people to access?

Please select one option.

Please use the free text box to provide further details of how any charges are determined. Are charges subsidising others? Who gets it free and why, and how will you evidence eligibility? For example, if the activity will be free for children and young people who meet a certain criteria (other than free school meals), please record the criteria in the free text box.

Q31 Will the project, activity or event take place regardless of whether you receive Reconnect grant funding?

Please select yes, or no.

Eligibility

Q32 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

Q33 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

Q34 Please provide details of your professional indemnity insurance, including policy number, date of expiry and cover value.

Kent County Council require all funded organisations to have a minimum professional indemnity insurance cover of £1,000,000

Q35 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.

	Weighting
Details of how you are meeting the requirements of Section 11 Children Act 2004 (as referenced in WTSC 2020) and, where appropriate, KCSIE 2021.	10%
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 children and 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.	
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Q36 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.

Q37 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 to inform a final decision. 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 discussion of individual applications with scores awarded.
4. 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
- equitable offer across the county
- county coverage of Reconnect priorities
- potential impact on children and young people
- potential impact on the local or wider community
- current provision within the locality
- total number of bids per organisation passing stage 1 (a maximum of three bids can be awarded)
- maximum amount of funding per organisation (100k).

Questions

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

Reconnect.kentcyp@kent.gov.uk

How to apply

Application can only be accepted using the [online application form](#) that can be located on KCC's website.

The deadline for applications is **midnight on Sunday 9th January 2022**. No late submissions will be accepted.

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