

# Specimen Document Only

Neighbourhood Learning in Deprived Communities (NLDC) Fund  
2009 / 2010

**Project Reference No:**  
(For office use only)

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## Project Application Form - Revenue

### Part One: The Project

A. Name of Project

Project Manager – Applicant

Name of Applicant Organisation

Address and Postcode

Telephone Number

E-Mail Address

B. What geographical area will be covered by the project?

C. Please give a brief summary of your project: (Max 250 words)

This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project. This text is just as an example so that you can see how much 250 words equate to when writing your brief summary of your project.

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- D. Please describe who your project is aimed at and how you will engage your target group: (Max 100 words)

Please explain how your project will reach new learners / groups using existing and / or employing new innovative methods.

**Part Two: Delivery**

- A. Please explain what your project delivery plans are: (Max 250 words)

**Please attach your project delivery plan, which is SMART\*.  
You MUST use the template provided.**

(This will be used as a base to monitor the progress to ensure it is on course to deliver.)

\*

1. Specific – Objectives should specify what they want to achieve.
2. Measurable – You should be able to measure whether you are meeting the objectives or not.
3. Achievable - Are the objectives you set, achievable and attainable?
4. Realistic – Can you realistically achieve the objectives with the resources you have?
5. Time – When do you want to achieve the set objectives?

In this section please state **how** you are going to deliver your project aims and objectives, what types of learning and development opportunities you offer your learners and **who** will deliver this. Please bear in mind that tutors must have the relevant qualifications to deliver your training and development sessions. The minimum should be a City & Guilds 7300, but preferably higher depending on what you are delivering. DLDC will be providing City & Guilds 7300 courses during October / November 2009 as well as PTLTS and modules of CTLLS and DTLLS for those who are working towards a Certificate or Diploma. Those wishing to deliver OCN units will need to ensure delivery staff attend training in assessment and evidencing.\* Please contact Derbyshire Learning & Development Consortium to discuss this further.

Projects submitted under this fund maybe subject to an Ofsted Inspection, therefore it is **essential** that you find out all of the requirements and are committed to meeting them, if you don't already, before submitting your tender.

Please also explain what you will do in terms of marketing your project to your target group and how you will ensure equality of opportunity ie take into account the needs of different learners when promoting your project.

\*PTLLS - Preparing to Teach in the Lifelong Learning Sector, DTLLS - Diploma in Teaching in the Lifelong Learning Sector  
CTLLS - Certificate in Teaching in the Lifelong Learning Sector. OCN – Open College Network

- B. What are the output targets of your project? How many outputs do you expect to achieve from your project?

Output	Volume
No. of NEW learners engaged NB. This means you can only count an individual once however many times they have been on a course funded out of this project.	
No. of learners accessing NLDC funding NB. This is learner attendances, for which you can count an individual more than once.	

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Output	Volume
Number of learners attending Accredited Training <i>NB. You can count an individual more than once under this output.</i>	
Number of learners attending Non-Accredited Training and Development sessions. <i>NB. You can count an individual more than once under this output.</i>	
Number of learners successfully completing their learning aim <i>NB. You can count an individual more than once under this output.</i>	
Number of learners progressing into further learning and development opportunities. <i>NB. This can be a learner who has undertaken a non-accredited course and progressed onto an accredited course. It can also be a learner who has undertaken an accredited course for example at Level 1 and then progresses to a higher level qualification. Progression needs to be upwards, not sideways and doesn't have to be within your project. A learner can progress into further mainstream education ie college or university.</i>	
No of learners progressing into paid employment	
No. of Learners progressing into voluntary work	

**C.** What soft outcomes will be achieved and how will you measure these? (Max 100 words)

Soft outcomes are the things that are not as easy to measure ie progression in learners' lives, for example increased confidence, assertiveness, writing skills, reading etc. All those things that don't fall neatly into the above outcomes, but are just as important to an individual's life.

It is important to note here how you will use RARPA (Recognising And Recording Progress and Achievement) as a minimum requirement to evidence these outcomes.

If you are not familiar with RARPA and do not already implement it, please contact Derbyshire Learning & Development Consortium as we will be able to support you.

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What are your quality assurance arrangements for delivery of your project? (Max 100 words)

D.

If your organisation is new to delivering training and development opportunities you might not already have in place a Self Assessment Report (SAR) and be meeting the requirements of Ofsted's Common Inspection Framework. Please note that if your tender is successful you will need to sign a 'Statement of Commitment' which will include putting all these elements in place during the project term. Training and support will be provided by Derbyshire Learning & Development Consortium.

E. What systems do you have in place to monitor and review progress on your project? (Max 100 words)

As DLDC is responsible for the management of this fund on behalf of the Learning and Skills Council (LSC) they already have in place a Management Information System, which will record and feed into the LSC's system. However, it is essential that you have a system in place that will allow you to record and monitor your progress against each of the outputs listed above.

You will be expected to produce statistics on a monthly basis to your Contract Manager and provide quarterly reports on progress.

ALL learners will need to complete and sign an 'Individual Learner Record' (ILR) form for each course they attend, which will then be sent to DLDC for input into the Management Information System.

F. Please explain what partnerships are in place to deliver the aims and objectives of your project: (Max 100 words)

Details on current partnerships your organisation has with other organisations who will be involved in the delivery of your project and how your project links with other activities.

## Part Three: Value for Money

A. How will you ensure that your project provides value for money? Please provide evidence below to support your views. (Max 50 words)

Procurement process; cost per learner and comparisons with similar activities.

B. How is your project providing additional services to those already on offer? (Max 50 words)

Please explain how you have conducted research within your area and with your target group to confirm that there will be no duplication of service.

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## Part Four: Project Expenditure

Revenue can include for example teaching materials such as art equipment, however easels would be capital. Safety boots would also be revenue as they are restricted to an individual.

Please provide brief details of all of the costs for your project in the table below, and indicate how much NLDC money if any, you require for each item. Please also calculate the total cost of your project and the total amount of NLDC money you are seeking at the bottom of the table.

ITEM	COST Oct – Dec	COST Jan - Mar	COST Apr - June	COST July - Sept	TOTAL COST	AMOUNT OF NLDC REQUIRED
<b>TOTALS</b>						

## Part Five: Signatures

Should this application be successful, the application form will form part of the funding agreement between Derbyshire Learning & Development Consortium and the Applicant Organisation, therefore please ensure that whoever will sign your contract signs this application.

### Signature by the Applicant Organisation

Signed:

Date:

Print Name:

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