



## LSC IN NORFOLK ROUND 5D ESF CO-FINANCING



### GUIDANCE ON COMPLETING THE APPLICATION FORM

The proposal application form was designed by the ESF Division (part of the Department for Work and Pensions) to be used across the country. It is hoped that this guidance will explain in detail the kind of information the LSC is looking for under each of the criteria identified.

Please e-mail the LSC ESF team if you have any queries whilst you are completing the application form – the address to use is [noresf@lsc.gov.uk](mailto:noresf@lsc.gov.uk).

In your tender, you should not assume that the person reading your application knows anything about your organisation or the services that it delivers. Tenders are read and assessed by an appraisal panel comprising people with relevant knowledge and experience of the measures, not necessarily by people with a detailed knowledge of individual LSC providers.

The application form is available as a Microsoft Word document as part of the Prospectus documents on the East of England section of LSC website [www.lsc.gov.uk](http://www.lsc.gov.uk), **For this tendering round the LSC will deal with all questions prospective applicants have via the e-mail address [noresf@lsc.gov.uk](mailto:noresf@lsc.gov.uk)**. A summary of questions and answers will be regularly updated on the website to assist all applicants.

Please note size limit requirements for answers when completing your application; proposals will be disqualified if answers exceed these stated limits. Please note that you must use a font size of 11 throughout.

Each tender submitted should be for delivery against one specification (e.g. Tender Specification Reference 3.1c). You can tender to carry out more than one activity but will need to submit a tender for each specification. If this is the case, it may be appropriate to refer to your other applications for funding. However, you must remember that each proposal will be judged on its own merits. Therefore it is important to ensure that all relevant information is included in each proposal form submitted.

Please submit one tender application and 2 copies, plus an electronic copy in Word 2000 or higher on CD in one envelope. Each application should be on A4-sized paper and should not be heat-sealed or bound in any way. Envelopes should be clear and unmarked, save for the required address details as below.

One copy of the application must be signed by the relevant member of the applicant organisation.

**Email applications will not be accepted.**

Deadline for receipt of applications is **12.00pm Monday 8<sup>th</sup> January 2007**. Due to European Commission open and competitive tendering regulations, extensions to submission deadlines **can not** be permitted. It is the applicant's responsibility to ensure that correctly completed tenders are delivered by the deadline. **No changes can be made to the tender once received.**

Applications should be addressed and delivered to **ESF Team, ESF Tender Applications 2007, Learning and Skills Council, 2<sup>nd</sup> Floor, St. Andrews House, St. Andrews Street, Norwich, NR2 4TP.**

We will formally acknowledge receipt of tenders (by email wherever possible), so if you have not received confirmation by Monday 15th January 2007 you should contact the ESF team via the e-mail address above.

#### **PROPOSAL AND APPLICANT DETAILS**

The **Prospectus Tender Specification Reference** should correspond to the relevant specification in the 'Priorities For Support' section of the prospectus. It is against other tenders quoting this specification that your proposal will be compared.

The **Name of Person to Contact** should be the person to whom future correspondence relating to this bid should be addressed.

The **UK Provider Reference Number** should be your registration number with the UK Register of Learning Providers. If you do not have one yet you should apply for it and provide the date applied for as the answer to this question. Note the LSC will only contract with organisations with a registration number.

The **Legal Status of the organisation** refers to the way in which your organisation is legally set up e.g. Public Limited Company, Private Limited Company – limited by shares, Private Limited Company – limited by guarantee, Partnership or limited liability partnership, Other e.g. Public Corporation.

#### **QUESTION 1 – ACTIVITY FOCUS**

**LENGTH OF ANSWER: UP TO ½ A PAGE**

Aim of the proposal,

- Aims of your project
- What activities you intend to deliver in relation to the priorities for support in the tendering prospectus. Please **briefly describe** the activity you would like to deliver, including the target group, locations and the anticipated outcomes.

Note that the LSC intends to use the answer to this question when publishing summaries of successful projects.

#### **Criteria by which this will be assessed:**

Green: *the proposal clearly relates to what is in the LSC prospectus both for identified target groups and required activity.*

Amber: *there is some doubt over the comprehensiveness of the activities proposed i.e. it may not cover the full extent of what the LSC in Norfolk wants.*

Red: *the target groups chosen are clearly not relevant to the CFO agenda and/or the activity proposed is clearly not a priority as identified within this prospectus. The application is clearly for the wrong specification.*

#### **QUESTION 2 – ACTIVITY SUMMARY**

**LENGTH OF ANSWER: UP TO 1 PAGE**

This should provide a brief but clear description of the proposed activities, the aims and objectives, main delivery mechanisms and key milestones. It should include:

- **What** you intend to do including the objectives of the project , including details of any qualifications you plan to deliver.
- **Why** the project is needed
- **How** the need will be addressed including the main delivery mechanisms.
- **Who** is responsible for each element of delivery i.e. are you delivering all elements yourself, acting as a managing agent, acting as a managing provider delivering the majority of the elements but with some contracted out, or working collaboratively with your partners.
- **How** the project meets the needs identified in the prospectus

The appraisal panel will, in particular, look for a clear explanation of the proposal and its aims/objectives as well as evidence of demand for the activity from employers and/or learners.

Please state the average length of time that you anticipate that beneficiaries will spend on any provision (including learners and/or companies). If your programme is aimed at learners, then please include the average number of learning hours a week and the average number of weeks. If your programme is aimed at companies then please indicate the average number of hours in total. If your programme is aimed at both companies and their employees then indicate the average total time for each company and average number of learning hours per employee.

**Criteria by which this will be assessed:**

*Green: there is clarity on all of these issues and a track record or other supporting evidence that the proposal is based on a sound understanding of the client groups needs. There is clear evidence given of demand from the client group. All 5 bullet points have been addressed.*

*Amber: the proposal is not sufficiently clear in answering the questions or there is some doubt about the realism of the statements. 4 or less of the bullet points have been addressed, or average hours information omitted.*

*Red: the activity proposed does not relate to the priorities for support in the prospectus, or does not explain what the activity will do, how it will do it or why it is needed. Or the proposed activity is ineligible for ESF support. None of the bullet points have been addressed. No answer given.*

**QUESTION 3 – GEOGRAPHIC AREA OF DELIVERY      LENGTH OF ANSWER: UP TO ½ A PAGE**

Which areas will be covered by your activities: Boroughs, Districts, and Wards etc.

In particular you should indicate which, if any, of the target locations under the relevant ESF measure highlighted in the prospectus, you are planning to deliver in.

Activity that will draw up to 15% beneficiaries from other counties can be supported through co-financing. It is important to state in the answer to this question whether you will be carrying out activity or drawing beneficiaries from outside the county. If you are, please estimate the proportion of the activity and/or beneficiaries that will be drawn from outside Norfolk. A maximum of 15% of beneficiaries can live or work outside of Norfolk.

**Criteria by which this will be assessed :**

*Green: The entire area in which activity will take place / beneficiaries are drawn from fits with the target locations within the priorities for support.*

Amber: *The activity will take place/beneficiaries will be drawn from Norfolk, however it is not clear whether most of the beneficiaries will come from the target locations listed in the Prospectus.*

Red: *More than 15% of the beneficiaries come from outside of Norfolk. No answer given.*

#### **QUESTION 4 – TARGET GROUPS**

**LENGTH OF ANSWER: UP TO ½ A PAGE**

Please indicate by a simple Y for Yes, or N for No in the column marked Y/N if you plan to support beneficiaries in the group stated. All other columns require an estimate of the percentage of the group that fall within the heading shown. Projects will not be expected to adhere rigidly to the percentages shown, but the LSC does expect the estimates to be a good indicator of the mix of beneficiaries.

Please describe your experience of working with the target groups in the lower section.

#### **Criteria by which this will be assessed:**

Green: *All the beneficiaries are eligible and all fit within both the target and priority groups listed in the Priorities for Support section. A track record of working with the target group(s) has been given.*

Amber: *It is not clear all beneficiaries are eligible or fit within the target and priority groups listed in the Priorities for Support section. No information on track record of working with target group(s) given.*

Red: *Some or all of the beneficiaries are ineligible for ESF support from the selected measure. No answer given.*

#### **QUESTION 5 – TIMESCALES**

**LENGTH OF ANSWER: UP TO 1/4 PAGE**

Specify start and end dates of activities. The earliest date on which activity can start will be in January 2007. All project activity must be completed by 31 March 2008.

#### **Criteria by which this will be assessed:**

Green: *The timescale is within the start and end dates specified in the prospectus.*

Amber: *The timescale exceeds the start and end dates specified in the prospectus by one month; further clarification or negotiation may be required to correct project delivery schedules.*

Red: *The start and end dates are outside the eligible time periods by more than one month and clearly will not be delivered within the allowable timescales as specified in the prospectus. No answer given.*

#### **QUESTION 6 – LINKAGES**

**LENGTH OF ANSWER: UP TO 1 PAGE**

Please specify and provide evidence of links with other relevant organisations and activities in the local area that are relevant to the project. In addition, you should also identify linkages with regional and national organisations. If linkages are not fully established then please indicate which organisations you expect to work with on this activity and how this involvement will be secured. If you plan to use sub-contractors, these need to be detailed here together with an indication of the management and quality assurance arrangements that will be in place.

**Where appropriate, proposals should provide evidence of a strong and effective partnership already in existence, involving key players, partners and deliverers.**

If linkages with other organisations and activities are not appropriate, please explain why.

**Criteria by which this will be assessed:**

*Green: All the appropriate linkages with relevant organisations have been made. If relevant, an established partnership is in place. If relevant, sub-contracting arrangements are acceptable.*

*Amber: Some of the appropriate linkages to organisations have been made. A partnership (if appropriate) is under development but is not in place yet. Some concerns over sub-contracting arrangements.*

*Red: No linkages to appropriate/relevant organisations or partnerships have been made. No answer given.*

**QUESTION 7 – ADDED VALUE**

**LENGTH OF ANSWER: UP TO 1 PAGE**

Explain how the activities you intend to deliver will support and contribute towards the added value to mainstream LSC provision. LSC mainstream provision includes:

- Work Based Learning (including Skills for Life provision, Apprenticeships and E2E provision)
- Further Education through College and Adult and Community Learning Provision
- Train to Gain.
- Education Business Link activity (The Exchange)
- Adult Information, Advice and Guidance activity

You should also clearly identify how your tender delivers added value to other relevant Government-funded services and any other relevant local provision.

Added value can be shown in terms of how it is delivering more of something, enhancing existing delivery (doing it differently) or delivering something new. Where the activity overlaps with existing provision the answer will need to show how the project will not adversely impact on current LSC provision.

**Criteria by which this will be assessed:**

*Green: The answer given clearly demonstrates the added value the activity could make to LSC provision. It also clearly adds value to other Government-funded provision, other relevant local provision and the organisation's current activity.*

*Amber: The answer given does not demonstrate added value clearly enough. However the LSC believes the proposal will add value to mainstream provision. There is some doubt as to whether the activity adds value to the organisations main activities.*

*Red: The answer given does not add value to mainstream provision or the organisations own activities, or the activity may duplicate other provision already available and the answer does not clearly state how the project will add value to that provision. No answer given.*

## QUESTION 8 – OUTPUTS, OUTCOMES AND MILESTONES

This section is for listing the outputs, outcomes and milestones associated with your tender. You will also need to complete the spreadsheet “Delivery Plan Round5” and enclose this with your application.

This prospectus does not provide details of numbers of learners, or percentage achievements expected against each specification. In the Prospectus “Priorities for Support” introduction the LSC has given an indication of how many learners and achievements it is looking for in this whole tendering round and will be looking at how each application contributes to the overall aims of this prospectus.

### **Outputs**

Outputs relate to the ESF specific outputs and may include for example “Number of beneficiaries”, “Numbers achieving NVQ Level 2 (or equivalent)” etc.

The application form list all outputs the LSC is looking for from all the specifications in this prospectus. Please enter clearly the number of each output you plan to deliver in your project. You should check the Outputs/Outcomes shown in the Priorities for Support section of the Prospectus relevant to your project and ensure you enter figures for all relevant outputs.

It is expected that all projects will show figures for “Number of women receiving support”, “Number of beneficiaries with disabilities” and “Number of beneficiaries from minority ethnic groups”. Note information in the cross-cutting themes section of the prospectus for a guide to proportions of each group the LSC expects to support.

Please note that the ‘Number of Beneficiaries’ output relates to the total number of beneficiaries on your project.

### **Outcomes**

Outcomes relate specifically to the activity you intend to undertake. Examples include:

- Completion of work placements
- Acquisition of key skills
- Improved levels of attendance
- Increased confidence/motivation
- Increased self-esteem
- Ability to complete forms
- Ability to write a CV

The measure of these outcomes should be the number of beneficiaries obtaining this outcome. **Soft outcomes** to be attained should also be listed where possible along with proposed appropriate methods of measurement, which will be negotiated as part of the contracting process. Soft outcomes can be monitored in a variety of ways, depending on individual outcomes e.g. the improved motivation of learners could be monitored through interviews with beneficiaries and completion of questionnaires.

Collection methods for soft outcomes may include:

- Reviews between trainers and beneficiaries
- Tutor feedback
- Learner/beneficiary feedback
- Recorded observations
- Completed questionnaires

- Tests

### **Milestones**

Milestones are specific key events relating to your project. Details of what the milestone actually encompasses must be made clear. Milestones could include:

- Project start
- Start of marketing
- Learning activity commences
- Evaluation completed

The second column should be used to put the date when the milestone will be reached.

For this tendering round the LSC also requires a Delivery Plan spreadsheet to be completed. This is available on the LSC website along with the other Prospectus documents. This will assist the LSC in evaluating your tender and if successful it will allow the LSC to draft initial contract documentation.

### **Criteria by which this will be assessed:**

*Green: The outputs and outcomes significantly contribute towards the key ones identified in the priorities for support in the Prospectus. The outputs, outcomes and milestones appear to be realistic. Satisfactory numbers of women, people with disabilities and people from minority ethnic groups shown in the application. The Delivery Plan has been completed and is considered satisfactory.*

*Amber: The outputs and outcomes identified are desirable but do not contribute significantly towards the key ones identified in the Prospectus or there is some doubt about their realism. Unsatisfactory proportions of women, people with disabilities and people from minority ethnic groups shown in the application. There are queries on some items on the Delivery Plan..*

*Red: The outputs, outcomes or milestones proposed are clearly unrealistic or unrelated to the requirements of the Prospectus or do not demonstrate acceptable success rates. No or inadequate numbers of women, people with disabilities and people from minority ethnic groups shown in the application. No answer given. No Delivery Plan submitted.*

### **QUESTION 9 – ACTIVITY MANAGEMENT**

**LENGTH OF ANSWER: UP TO 1 PAGE**

This section should demonstrate how the activity would be managed and delivered.

It should include **all** of the following (or refer to other sections in the application):

- Detail on how the activity will be promoted and delivered.
- Detail about the systems available to control the activity and collect the records required by the LSC i.e. the ILR and/or ESFSR, Company Records (where applicable).
- A description of the staff available to deliver the project and any relevant qualifications that staff would be expected to hold (e.g. all staff delivering advice will have/be working towards a Level 3 in Guidance and all staff delivering Guidance will have/be working towards a Level 4 in Guidance).
- A description of the resources available to deliver and manage the activity.
- Details of any relevant quality awards e.g. IIP, ISO9001 or Business Excellence Model, that you hold and held by any delivery partners.

- Details of matrix Standard accreditation if delivering information, advice and/or guidance (or plans to work towards; see programme guidance)

**Criteria by which this will be assessed:**

*Green: All 6 elements above have been addressed (or 5 where IAG Matrix requirements are not applicable). Detail on how the activity will be delivered is given. Appropriate quality control and record keeping systems are in place and the resources required to deliver and manage the activity have been described and are considered satisfactory. Arrangements to recruit, induct and set objectives for learners are considered satisfactory. Learner support arrangements are considered satisfactory.*

*Amber: Most of the elements (4 or more) have been addressed however there is some minor cause for concern that might be resolved through negotiation.*

*Red: 3 or less of the elements have been addressed. No answer has been given.*

## QUESTION 10 – FINANCIAL INFORMATION

This question has two sections. The first is for you to give an overview of the total costs of the project. Please include:

- Total costs
- Where applicable, a breakdown of activity costs
- Where possible, please indicate a price per beneficiary for activities to be undertaken

The second section is for breaking down the costs of the project. This section is essential as it shows ESF eligible costs. All items of expenditure must be eligible for ESF funding – please see the guidelines section of this prospectus. Costs should be realistic and demonstrate good value for money. They should be clearly linked to activities and aims.

The LSC will need to understand how the costs have been derived and so you should show the total cost in the first column and then provide details of how that figure was calculated in the final column.

Please note that the original full listing of eligible cost items as set out in the application form must be used. The alteration or addition of items will disqualify applications. If you have a cost item that does not fit a description given in the first column, use the closest match and provide details in the right hand column.

Value for money will be considered in the context of this answer and also other answers given elsewhere in this application.

**Criteria by which this will be assessed:**

*Green: Full financial information has been given. All calculations are shown. The information provided enables the LSC to clearly understand the total cost of the project and how it has been derived. All costs are eligible for ESF support and where appropriate, a unit price has been provided. The proposal demonstrates good value for money.*

*Amber: Full financial information has been given but there are some queries about either the way that they have been calculated or the eligibility of some costs, or there may also be some query about the proposal's value for money.*

Red: *The costs have not been identified and explained. The proposal has clearly not demonstrated value for money. There are ineligible items or alterations have been made to the original list in the application. No answer given.*

#### **QUESTION 11A,B,C – CROSS CUTTING THEMES**

**LENGTH OF ANSWER: UP TO 3 PAGES**

Please explain how your activity will contribute to each of the cross cutting themes of:

#### **11a Equality & Diversity**

**LENGTH OF ANSWER: UP TO 1PAGE**

Describe how the project will aim to reduce the reinforcement of stereotypes; help to address issues relating to mobility and access; ensure that all information is in line with issues relating to equality; ensure that delivery complies with best practice regarding equality. Reference to an equal opportunities policy will not be sufficient. This will be built into the monitoring of any approved projects.

Consider the following questions:

- In developing your project, have the needs of the Equal Opportunities target groups been met?
- Does Equal Opportunities feature as part of beneficiary induction?
- Will the project be delivered at flexible times/locations?
- Does the project promote family friendly policies (ie: childcare, environment)?
- Will the project ensure all target groups have equality of access to training?
- Has the project, in providing any business support advice, addresses the needs of target groups?

**Please refer to information in this prospectus document and to the LSC in Norfolk Cross Cutting Themes Guide for more information.**

#### **Criteria by which this will be assessed:**

Green: *A clear explanation of how the project will help the LSC address the crosscutting theme of Equal Opportunities is given. Clear reference to the prospectus and accompanying guide is given. The organisation has an Equal Opportunities policy and Action Plan that is regularly reviewed and the Equal Opportunity questions shown above have been answered satisfactorily.*

Amber: *The organisation has the required policies but the EO questions above have not been answered satisfactorily. No Action Plans are in place to address, monitor or review this theme. It is unclear how the applicant intends to relate these to the implementation of the activity.*

Red: *There is no Equal Opportunities Policy in place. The proposal does not address the crosscutting theme sufficiently as outlined in the Prospectus or the accompanying guide. No answer given.*

#### **11b Sustainable Development**

**LENGTH OF ANSWER: UP TO 1PAGE**

Sustainable development involves considering how best to achieve a combined range of social, environmental and economic goals. Please consider and describe the extent to which the project will address each of the following elements:

- Providing opportunities to allow everyone to fulfil this potential;
- Environmental enhancement and protection through project delivery;
- Providing the skills that businesses both demand and require, both now and in the future.

If it is felt that one or more of these elements is not relevant to your project, you should explain why.

**Applicants who have given considered and appropriate responses to this question will be marked higher than those who have not (all other factors being equal and assuming that all requirements in the prospectus tender have been met).**

**Please refer to information in this prospectus document and to the LSC in Norfolk Cross Cutting Themes Guide for more information.**

**Criteria by which this will be assessed:**

*Green: A clear explanation of how the project will help the LSC address the crosscutting theme of Sustainable Development is given. Clear reference to the prospectus and accompanying guide is given. The organisation has a Sustainable Development policy and Action Plan that is regularly reviewed and the online toolkit has been accessed and answered satisfactorily (copy of completed version may be requested).*

*Amber: The organisation has demonstrated how the project addresses this theme in the answer but the online tool kit and guide questions have not been used or answered satisfactorily or there is no organisational Sustainable Development policy. No Action Plans are in place to address, monitor or review this theme although intentions to implement these actions are highlighted.*

*Red: There is no Sustainable Development Policy in place and no plans to introduce a policy or address this theme and the proposal does not address the crosscutting theme sufficiently as outlined in the Prospectus or the accompanying guide. No answer given.*

## **11c Information and Communications Technology (ICT)**

**LENGTH OF ANSWER: UP TO 1 PAGE**

State the contribution made by Information and Communications Technology (ICT) to the project:

- What ICT equipment will be used?
- How will it support training?
- Will it use any computer based learning materials, internet networking, e-learning?
- Is the project using the provision available in Norfolk through the UK Online initiative and the Learndirect learning centres?

**Please refer to information in this Prospectus document and to the LSC in Norfolk Cross Cutting Themes Guide for more information.**

Please see Programme Guidance for more information on cross cutting themes.

**Criteria by which this will be assessed:**

*Green: A clear explanation of how the project will help the LSC address the crosscutting theme of ICT is given. Clear reference to the prospectus and accompanying guide is given. The organisation has an ICT policy and Action Plan that is regularly reviewed and guide checklist questions have been answered satisfactorily.*

*Amber: The organisation has demonstrated how the project addresses this theme in the answer but the guide questions have not been used or answered satisfactorily. No Action Plans are in place to address, monitor or review this theme although intentions to implement these actions are highlighted.*

*Red: There is no ICT Policy in place and no plans to introduce a policy or address this theme and the proposal does not address the crosscutting theme sufficiently as outlined in the Prospectus or the accompanying guide. No answer given.*

**QUESTION 12 ARE YOU SUBMITTING OR PLANNING TO SUBMIT A PROPOSAL TO ANY OTHER CO-FINANCING ORGANISATION OR IN OTHER SPECIFICATIONS WITHIN THIS PROSPECTUS?**

**LENGTH OF ANSWER: UP TO ½ A PAGE**

**If yes, we will need details of your proposals** (for this and any other intended activities) stating amount of funding requested, with which organisation, to deliver what activity in what locations, describing any links to the current project application and added value if appropriate. Where relevant you should also state how you will ensure there will be no duplication of activity. Failure to declare this could result in the automatic disqualification / termination of your proposed activity.

You should include any other proposals submitted in this tendering round and not just to other Co-financing organisations.

**If the answer is no, please state this. Do not leave this section blank.**

**Criteria by which this will be assessed:**

*Green: Details of proposals in this tendering round or to other Co-financing Organisations (including other LSC offices) have been given, or the applicant has stated that they are not submitting any other proposals.*

*Amber: The applicant has declared “yes” but given no details, or not declared whether or not they are making a proposal to another Co-financing organisation (including other LSC offices). This proposal may be at risk if other proposals fail to obtain funding.*

*Red: The applicant has misled the LSC by declaring that no proposal has been submitted to another Co-financing organisation and the LSC has discovered this is not the case. If this is discovered after the selection process has been completed it will result in the disqualification of the proposal and termination of any contract entered into. No answer given.*

**QUESTION 13 DO YOU CURRENTLY HOLD A CONTRACT WITH THE LEARNING AND SKILLS COUNCIL?**

**LENGTH OF ANSWER: UP TO ½ A PAGE**

**Please answer Yes or No. Do not leave this section blank.**

**If you answer Yes, please give details including LSC Office, project name, funding stream, amount of contract value and brief summary of progress to date.**

If you do not currently have a contract with the LSC we will need to undertake a full assessment of your capability to become a supplier. This will review a number of areas, including: finance, quality, health and safety, and equal opportunities. New providers are required to provide details of past experience of running similar projects in this section.

All organisations that do not currently have a contract with the LSC must submit the following documents with their tender proposal:

- 1 Completed Health and Safety Form.
- 2 Equal Opportunities Policy Statement.
- 3 Copy of your latest Audited Accounts. Where you are not required to have audited financial statements, please supply accounts as submitted to the Inland Revenue, other statutory body or your bank.
- 4 Copy of your latest ALI/OFSTED report if applicable and completed quality questionnaire.
- 5 Public Liability Insurance and Employers Liability Insurance.
- 6 Completed S-01 form with bank details.
- 7 Organisational structure detailing roles and responsibilities specific to the project.

Existing providers will need to supply documents 1, 2, 3 and 5 if it is more than 12 months since they were last supplied to the LSC.

Copies of the forms noted in 1 and 6 are available on the website along with other Prospectus documents.

**Criteria by which this will be assessed:**

*Green: The applicant has answered the question as required above and there are no major concerns. Where relevant the required documents have been supplied..*

*Amber: The applicant has provided the information required, but there are some concerns about previous projects, or there are queries over the documents submitted.*

*Red: No answer has been given. The applicant does not hold a contract with the LSC and has not supplied all the documents required above.*

**QUESTION 14 OTHER INFORMATION**

**LENGTH OF ANSWER: UP TO 1 PAGE**

If you are a private sector organisation and are tendering for funding to support your own staff you are required to comply with the European Union State Aid rules (see Programme Guidance). Please supply details of any financial support your organisation has received from the European Union in the last three years, including the source and the amount.

For all applicants, please include any other information that you feel is important and have not had the opportunity to include elsewhere in the application.

Applicants who do not currently contract with the LSC should give a brief note about their organisation and the work that it does in this section.

**Criteria by which this will be assessed:**

*For information to support the appraisal of your proposal only.*