

Learning and Skills Council Cumbria

Funding Gateway Prospectus: for discretionary funds

2004 to 2006



EUROPEAN UNION
European Social Fund



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Section 1: Introduction

- 1.1 This document brings together Learning and Skills Council Cumbria's local discretionary funds to which the Learning and Skills Council has access. It sets out a single process and represents the overarching document on how our discretionary funds will be managed from January 2004 to 2006.
- 1.2 The activities to be funded will be publicised through separate tender specifications in line with the following timetable:
- September 2003;
 - December 2003;
 - February, May and November 2004;

Note: No further tendering rounds will take place unless performance, either through tendering or delivery, is below anticipated levels.

- 1.3 During the period from 2001/02 to 2003/04, LSC Cumbria has funded in the region of 200 different projects through the previous discretionary funding routes of ESF and LID. We have allocated over £3.4 million of LID and £5 million of ESF.
- 1.4 Both funding routes have been used to support the achievement of our strategic aims and corresponding targets. This approach will continue and therefore, applications for funds will need to take specific account of the following key principles:

- support the achievement of the LSC Strategic Objectives as set out below and in LSC Cumbria's Strategic and Annual Plans;
- meet the requirements of activities detailed in the tender specifications and Funding Gateway, which also support targets set out in the North West Regional Development Plan;
- promote genuine partnership working which will help to maximise effectiveness and efficiency, and to avoid unnecessary duplication;
- build on the existing projects that have been undertaken over the last two years and add value to activities and projects that are already funded through LSC mainstream routes and other funds (see Annual Plan 2003 to 2004);
- deliver high quality learning experiences in line with our approach to quality improvement, equality and diversity, health and safety, and provider financial assurance, and set this out clearly in the application form; and
- support innovative approaches, embed and share good practice and develop the capacity of organisations to respond to the needs of individuals, communities and employers.

Tender specifications, together with detailed timescales will be published separately on LSC Cumbria's website at:

www.lsc.gov.uk/cumbria

APPLICATIONS RECEIVED LATE WILL BE REJECTED.

Section 2: Strategy for Learning and Skills in Cumbria

LSC Corporate Plan to 2005

- 2.1 The LSC vision that, by 2010 young people and adults have the knowledge and productive skills matching the best in the world, is unchanged. Our mission also remains:
- "to raise participation and attainment through high-quality education and training that puts learners first".
- 2.2 Our key objectives as the LSC are to:
- extend participation in education, learning and training;
 - increase the engagement of employers in workforce development;
 - raise achievement of young people;
 - raise achievement of adults; and
 - raise quality and learner satisfaction.
- 2.3 In Cumbria, we have underpinned these national Key Objectives with a set of local Key Strategic Aims (see Table 1 below). Everything that we do will be focussed upon achieving these Key Strategic Aims as they relate to delivering the national Key Objectives.
- 2.4 The national Key Objectives give rise to three key priorities identified by the National Council itself, namely to address issues relating to:
- 16-18 year olds, especially participation and achievement;
 - skills amongst the workforce; and
 - improving skills for life, i.e. literacy, numeracy and English for speakers of other languages (ESOL).
- 2.5 We aim to build on the secure foundations already established to:
- tackle skills deficits and improve existing skills levels in key employment sectors, in both rural and urban areas;
 - work closely with employers, with providers and with partner organisations to transform the performance of the learning and skills sector in our County;
 - increase participation, attainment and skills acquisition; and
 - ensure equality of opportunity and promote social inclusion.
- 2.6 We also recognise that, as well as securing our economic prosperity, learning has a wider contribution – it helps make ours a civilised society. We will, therefore, seek to fund coherent, accessible and high quality opportunities for learning that promote the wider purposes of lifelong learning. In these ways we will contribute to:
- Cumbria's economic prosperity;
 - helping existing businesses stay and grow;
 - securing new inward investment; and
 - developing a civilised and socially inclusive County.

Our Strategic Objectives for Cumbria

KEY OBJECTIVES	TARGETS FOR 2004	CUMBRIA KEY STRATEGIC AIMS
1. Extend/widen participation in learning.	684 additional 16-18 year old learners.	1.1 Plan and fund high quality provision that addresses the economic, social and cultural need for more people to engage in learning. 1.2 Encourage new and returning learners by breaking a cycle of low aspiration to learn. 1.3 Ensure equality of opportunity by reducing/removing social, cultural, physical and economic barriers to learning.
2. Increase engagement of employers in workforce development.	Targets set out in Annual Plan 2003 to 2004.	2.1 Raise informed demand for employment-related skills among individuals and employers. 2.2 Support improvements to the responsiveness and flexibility of the supply side. 2.3 Contribute to the development of an underpinning framework of better skills and labour market intelligence, responsive vocational qualifications and improved links to the wider educational agenda.
3. Raise achievement of young people.	355 additional achievers of level 2 by age 19 (80%). 289 additional achievers of level 3 by age 19 (46%).	3.1 Promote and secure learning opportunities that are sufficiently flexible to accommodate individual learning styles to increase retention and achievement. 3.2 Promote and support retention and achievement. 3.3 Influence our providers to improve young peoples' motivation to achieve through innovative approaches to delivery and reward. 3.4 Advocate and foster progression through the qualifications framework.
4. Raise achievement of adults.	6,422 additional achievers in literacy and numeracy. 11,088 more adults at level 3 (37.8%).	4.1 Promote and secure learning opportunities that are sufficiently flexible to accommodate individual learning styles to increase retention and achievement. 4.2 Promote and support retention and achievement. 4.3 Influence our providers to improve adults' motivation to achieve through innovative approaches to delivery and reward. 4.4 Advocate and foster progression through the qualifications framework.
5. Raise quality of education and training and improve user satisfaction.	Targets set out in Annual Plan 2003 to 2004.	5.1 Improve the quality of all provision funded by the Council, developing and implementing a new system of targets and performance management described in <i>Success for All</i> . 5.2 Ensure that both standards and the achievements of learners continue to rise.

Table 1

Section 3: Review of Local Needs Analysis

3.1 This chapter provides an overview of local needs in Cumbria. There are a number of key documents which should be referred to as the basis of all applications for funding and together form a robust picture of needs in Cumbria. These are:

- NW Framework for Regional Employment and Skills Action (FRESA) and the sub-regional FRESA;
- North West Regional Development Plan;
- the Economic Assessment of Cumbria; and
- the local Household and Employer Surveys.

Demographics

3.2 Cumbria is the second largest county in England and has 487,600 people living within it, which translates into under 1% of the population of the UK. The county is predominantly rural in nature, with Lake District National Parkland covering around one third of the area. To the west, Cumbria has a long coastline with the Irish Sea and the Solway Firth. Both of these aspects contribute to the diverse and specific needs of Cumbrian residents.

3.3 There is a continuing trend in Cumbria of an increasing number and proportion of people belonging to older age groups, with approximately 20% of the population being of retirement age. Whilst this is currently in line with the rest of the UK, the issue in Cumbria is especially acute with a substantial number of retirees relocating to the area. Approximately 61% of people in Cumbria are of working age, with 49,238 people aged between 20-29 and 67,818 aged 40-49, thus highlighting the aggregate outflow of young people from the county.

Identifying Local Needs within the Context of FRESA

3.4 The collection and analysis of information, which enables us to identify local needs and priorities regarding learning and skills issues, is a key function of LSC Cumbria, informing our planning and decision-making activities. These processes are conducted within the wider context of the FRESA, a government initiative, the purpose of which is to "promote a healthy labour market in which employers and individuals get effective help to meet their employment and skills needs". Through the facilitation of joined-up thinking and action, the various agencies involved in economic development can work together more efficiently and effectively in order to achieve the goals of the FRESA.

3.5 At the regional level, the North West Development Agency (NWDA) is leading on FRESA. However, LSC Cumbria is the principal agency taking the FRESA initiative forward within Cumbria. The process involves highlighting local needs and working together with local partners to ensure that our combined resources and activities are used to provide the maximum benefit to Cumbrian people and employers. LSC Cumbria is producing a report outlining a FRESA for Cumbria.

Key Industries and Skills Issues

- 3.6 There are approximately 219,000 employed people in Cumbria with 194,000 of these classified as employees and around 25,000 are self-employed. When disaggregated into occupational area, Cumbria has a higher than the national average proportion of individuals employed in unskilled occupations, craft and plant and machine operatives. Conversely, the county has a far lower proportion of people employed in managerial, professional and technical roles¹. These figures are further supplemented by the dependency Cumbria has on manufacturing industries for its economic prosperity. Approximately 20.3% of the county's employed population work in manufacturing, compared with a national average of 15.7%. This is a trend that has potentially damaging long-term implications for the county as these industries continue to shed jobs as cheap labour and overhead costs from Eastern Europe and Asia continue to tempt businesses to relocate.
- 3.7 There are a number of key industries which are of high economic importance to the area, including: (i) tourism and cultural industries, (ii) the energy sector (iii) food production, (iv) engineering, shipbuilding & repair, (v) health and care, (vi) local government, (vii) land-based industries and (viii) construction (Please refer to LSC Cumbria's Annual Plan 2003 to 2004 for further details on these sectors). These industries, consequently, are crucial to the economic and social cohesion of the immediate area around their locations. Some of these sectors are typically dominated by a single business, examples being BAe Systems for shipbuilding in Barrow in Furness and BNFL for the energy sector in West Cumbria.
- 3.8 In addition, there are other important sectors made up of a large number of small employers in Cumbria which are responsible for a significant number of jobs, as is illustrated in Figure 1. The tourism and cultural sector is essential to Cumbrian life. Not only does the sector support 47,000 jobs, but also directly and indirectly impacts on thousands more, for example transport and the service industry. Food production employs around 6,250 people, the majority of which are located in Carlisle, the healthcare sector generates approximately 21,000 jobs, construction provides 15,000 jobs and Local Government 20,000. Agriculture, farming and land-based industries provide the other large employer in Cumbria, although the sector was badly affected by Foot and Mouth Disease.
- 3.9 The Employer Survey (2002) showed that 8% of employers consider there to be a significant gap between the level and type of skills their workers have and those required to meet their business objectives. The most frequent of these 'missing' skills were identified as being in information technology, literacy, engineering and technical skills, personal skills, management skills and customer service skills².

¹ Sub-Regional Framework for Regional Employment and Skills Action (FRESA) for Cumbria, Draft for consultation, Michael Spayne, April 2003.

² The Business Survey – August 2002, Cumbria Economic Intelligence Partnership, p3

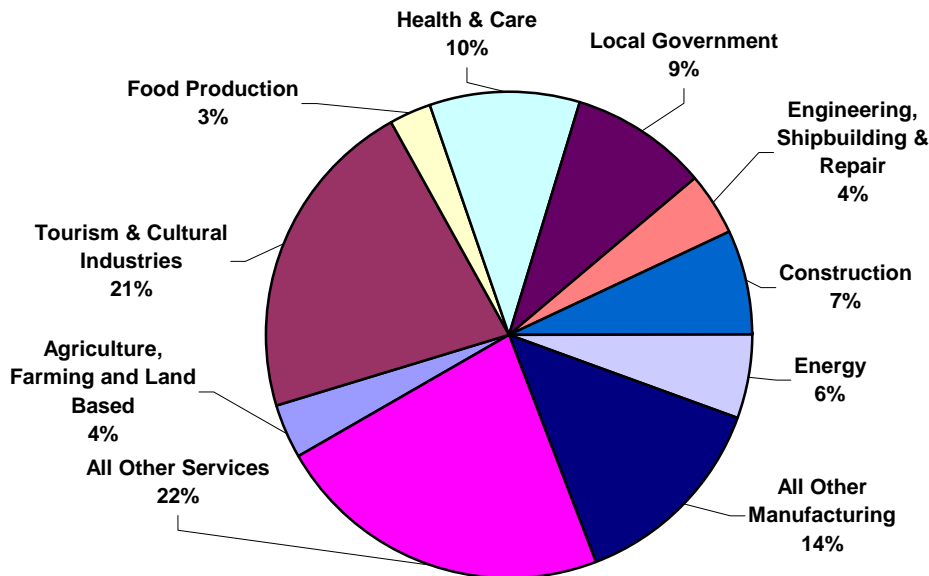


Figure 1: Breakdown of Employment in Cumbria by Sector (March 2003)³

Businesses

3.10 There are 18,224 businesses in Cumbria. Of these, small businesses (1-10 people) account for 83% of this figure, 15.5% employ 11-99 workers, and only 1.3% employer over 100 people. Of Cumbrian employees, 27.5% work within small businesses, 38.8% in medium sized businesses and despite being low in amount, 37.7% of the working population are employed in large firms⁴.

3.11 LSC Cumbria will continue to develop its relationships with members of the local business community in order to support activities that will improve the skills base of the Cumbrian people in order to aid the economic development of the county.

Unemployment

3.12 There are six local authority districts in the county; Carlisle, Eden, South Lakeland, Barrow in Furness, Allerdale and Copeland. Unemployment patterns vary greatly throughout these districts, again highlighting the diverse nature of Cumbria it's economy and social cohesion. There are 7,268 people who are registered as unemployed in Cumbria (January 2003), translating to a rate of 2.5%. By comparison, the North West rate is 3.0% and national rate 2.7%. This however, masks severe underlying problems evident within many of the wards in the county, particularly in Barrow in Furness, Allerdale and Copeland.

³ All other services include retail, transport and business services for example. All other manufacturing includes chemicals, textiles, and manufacture of paper products for example. Sources: Annual Business Enquiry (2001), Labour Force Survey (2001), Agriculture and Horticultural Census (2000), Cumbria Tourist Board and employer records, in: Sub-Regional FRESA for Cumbria, Draft, Michael Spayne, April 2003.

⁴ Ibid.

LOCAL AUTHORITY DISTRICT	MALE		FEMALE		TOTAL	
	Number	Rate	Number	Rate	Number	Rate
Allerdale	1,220	6.1%	371	2.0%	1,591	4.1%
Barrow in Furness	1,049	9.7%	259	2.1%	1,308	5.7%
Carlisle	1,169	3.9%	417	1.6%	1,586	2.8%
Copeland	1,193	5.6%	346	2.3%	1,539	4.2%
Eden	183	1.3%	79	0.7%	262	1.0%
South Lakeland	476	1.7%	192	0.7%	668	1.2%

Table 2: Unemployment In Cumbria

LOCAL AUTHORITY DISTRICT	RANK OF EMPLOYMENT DEPRIVATION (OUT OF 354) 1= MOST DEPRIVED
Allerdale	127
Barrow in Furness	102
Carlisle	135
Copeland	147
Eden	334
South Lakeland	218

Table 3: Employment Deprivation in Cumbria

- 3.13 As is evident in both table 2 and table 3, Cumbria has substantial differences in employment deprivation between its districts. Barrow in Furness demonstrates the highest rate of unemployment whilst Eden displays one of the 'least deprived' scores in the UK. The proportion of unemployment throughout the county however varies greatly. Allerdale has the largest number of unemployed people in the county, followed closely by Carlisle, then Copeland, whilst Barrow in Furness has the fourth highest.
- 3.14 Within Barrow in Furness, Copeland and Allerdale there are wards displaying exceptionally high levels of unemployment. For example, Sandwith in Copeland records an unemployment rate of 10.9, with Ewanrigg (Allerdale) registers 9.9 and Central (Barrow in Furness) shows 7.1. These wards all suffer from a legacy of decline in the number of jobs in traditional manufacturing industries in recent years. In addition to this, Census data indicates that Barrow in Furness has an exceptionally high level of people classified as permanently sick or disabled or believe themselves to have a long-term limiting illness. The district has a figure of 11.8%, which is the highest in the North West, providing further indication of the acute need of sectors of the Cumbrian population.

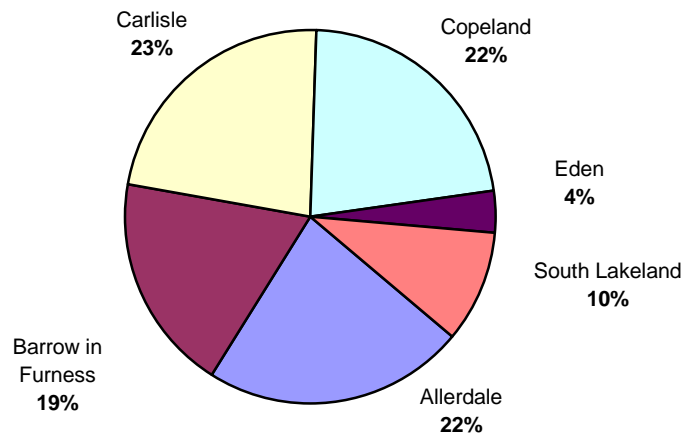


Figure 2: Unemployment by District as a Proportion of the Cumbrian Total – March 2003. (CEIP Unemployment Briefing March 2003)

- 3.15 Learning and Skills Council Cumbria would like to see innovative and creative methods for engaging people from wards experiencing severe unemployment issues into learning and increasing employability schemes.

Social Inclusion

People Living in Areas of Multiple Deprivation

- 3.16 The measure of multiple deprivation is derived from a number of indicators, which assess the quality of life residents have within a specific area. One such indicator is the Rank of Education Domain which takes into account; *adults of working age with no qualifications; young people (aged 16 and over) not in full-time education; the proportion of over –17's who have not successfully applied for Higher Education; primary school performance at Key Stage Two; primary school children with English as an additional language, and; absenteeism at primary school.* Table 4, shows the 20 wards identified as being most deprived in Cumbria through the index of multiple deprivation along with the rank of education domain score⁵.
- 3.17 As is evident, there is a strong correlation between the rank of deprivation and the rank of education score thus emphasising the need for the funding of projects that will specifically engage groups from these wards into learning activities as a means of addressing deprivation issues. The majority of these wards have suffered lengthy decline, and whilst many are currently receiving funding from many different sources, such as the Single Regeneration Budget (SRB), this decline is not reversing. Much of this is as a result of a lack of employment opportunities compounded by the closure of many traditional manufacturing industries. However, a lack of aspiration and lack of interest in learning contributes to the issues.

⁵ Indices of Multiple Deprivation 2002.

WARD	LOCAL AUTHORITY DISTRICT	RANK INDEX OF MULTIPLE DEPRIVATION (OUT OF 8414)	RANK OF EDUCATION DOMAIN (OUT OF 8414)
Mirehouse West	Copeland	84	97
Sandwith	Copeland	96	1,013
Central	Barrow in Furness	109	414
Ewanrigg	Allerdale	174	451
Risedale	Barrow in Furness	193	563
Hindpool	Barrow in Furness	232	1,735
Barrow Island	Barrow in Furness	302	574
Westfield	Allerdale	305	554
Northside	Allerdale	451	830
Ormsgill	Barrow in Furness	533	3,922
Moorclose	Allerdale	667	1,455
Upperby	Carlisle	681	392
Walney North	Barrow in Furness	689	1,706
Cleator Moor South	Copeland	739	2,005
Mirehouse East	Copeland	805	240
Distington	Copeland	892	413
Frizington	Copeland	906	653
Harbour	Copeland	908	4,594
Botcherby	Carlisle	1,061	3,002

Table 4: Indices of Deprivation in Cumbria

Lone Parents – Childcare

3.18 In 1991, the number of lone parents living in Cumbria was almost 6,000, and once the 2001 census data becomes available, this number is likely to have increased. However, the number of lone parents is being inflated by a growth in the number of teenage pregnancies. This in itself presents specific issues with regards participation in learning which is likely to impact on their opportunities later in life. Statistics show that many areas of Cumbria, in particular Barrow in Furness, have higher than the national average numbers of teenage parenthood.

3.19 When it comes to entering the labour market, single parents face a multitude of problems, the biggest of which is access to childcare provision. High quality and affordable childcare facilities are in great demand throughout Cumbria. However, the ability of many lone parents to pay for any provision is hampered by their lack of expendable income due to unemployment.

Offenders/ex-offenders

3.20 In 1998, the Probation Service estimated that there were 3,000 supervised offenders in Cumbria, 72% of whom were unemployed. The North West Regional Development Plan suggests that the majority of unemployed ex-offenders will:

- be long-term unemployed;
- have little or no work experience;

- have functional literacy and numeracy problems;
- have few or no qualifications; and
- possess poor social/inter-personal skills.

3.21 It is also likely that many of these people will have problems regarding addiction to either alcohol or other substances.

People from Minority Ethnic Groups and Asylum Seekers

3.22 Ethnic minorities represent 0.9% of the Cumbrian population, a figure which is far less than the regional and national averages. Whilst this is a small proportion of the Cumbrian total, the numbers are increasing. Thus it is of high importance that we consider the needs of the different people from these communities as evidence suggests their performance in the labour market does not reflect their potential.

People with Low Basic Skills or No Qualifications

3.23 LSC Cumbria has produced a Skills for Life Action Plan (a copy of which can be found on our website www.lsc.gov.uk), which identifies our objectives and targets for meeting basic skills deficits for the people of Cumbria. The numbers of people of working age with poor literacy and numeracy skills is higher than both the regional and national averages in many wards within Cumbria. It is also evident that poor levels of literacy and numeracy directly correlate with unemployment and deprivation.

3.24 Many employers in Cumbria have identified basic skills levels as an issue for their workforce. This is especially important when it is considered that the majority of jobs require the effective application of basic skills on a daily basis.

People Living in Isolated or Rural Communities

3.25 The county of Cumbria provides a beautiful and rural environment for those who live in it. It covers 48% of the land mass of the North West, whilst only providing 7.2% of the population. A third of Cumbria is classified as Lake District National Parkland and the geographical size and topography of the county exacerbates transport problems.

3.26 Outside the urban centres of Carlisle, Barrow, Whitehaven, Workington, Cockermouth, Maryport and Kendal, the issues of rural residents can often be missed. One of the main reasons for this is that a poor ranking on the IMD is often used as the main indicator of areas in need of assistance. The majority of rural wards within Cumbria score well on the IMD as their quality of life is assessed as good, however they have poor access to services as is illustrated in Table 5. This shows that out of the 100 wards with poorest access in England, Cumbria has 11. The lack of easy access to learning facilities contributes to many of these wards displaying poor levels of basic skills and low attainment levels of qualifications.

WARD	LOCAL AUTHORITY DISTRICT	RANK OF ACCESS (OUT OF 8414)
Ravenstonedale	Eden	16
Lyne	Carlisle	19
Orton with Tebay	Eden	21
Melthwaite	Copeland	24
Bootle	Copeland	45
Ulswater	Eden	46
Hartside	Eden	52
Askham	Eden	68
Skelton	Eden	73
Lowther	Eden	85
Crosby Ravenswoth	Eden	94
Crummock	Allerdale	127
Whinell South	Lakeland	133
Hutton South	Lakeland	157
Wampool	Allerdale	159
Warnell	Allerdale	227
Warcop	Eden	228
Waver	Allerdale	285
Great Corby & Geltsdale	Carlisle	294
Irthing	Carlisle	296

Table 5: Access in Cumbria

3.27 Many of these rural wards have suffered severely from the legacy of Foot and Mouth. This has increased unemployment figures in these areas as many farms, land-based industries and some tourism businesses failed to survive the effects of the disease. In response to the particular needs of these areas, a Rural Action Zone 'Next Steps' document has been produced, which aims to outline the work which will be undertaken with these communities to stabilise their economies. A Rural Regeneration Company has been established to take this forward and LSC Cumbria will support the activities of this initiative and wishes to support ventures that will develop innovative and creative methods for engaging members of these communities in learning activities.

Gender Issues

3.28 Gender stereotyping continues to be a significant factor in the County. On average over 90% of learners on engineering, manufacturing and construction programmes are male. These are key areas where women typically face disadvantage.

People with Learning Difficulties and/or Disabilities

3.29 Based on the 1991 Census of Population data approximately 12% of the total population of Cumbria considered themselves as having a long-term disability. LSC Cumbria is currently in the process of setting Equality and Diversity Impact Measures (EDIMs) to ensure equal access and opportunity to these groups.

Section 4: Discretionary Funding Opportunities

Mainstream Programmes

4.1 LSC Cumbria has many strands to its 'mainstream' funding routes, including:

- further education (a significant range of academic and vocational programmes with the exception of A-levels) including Ufl;
- work-based learning (Apprenticeships and NVQ-based qualifications);
- employee development budget (provides employers with support to set up pilot applications, capacity building and vocational skills development);
- provision provided by school sixth forms (A-level, both academic and vocational);
- entry to employment (a new national programme for young people that otherwise would not engage through the above routes); and
- adult learning provision (academic and vocational qualifications and a large number of non-accredited learning provision).

Note: LSC Cumbria is engaged in a multitude of other activities. Details of these can be found in the Annual Plan – www.lsc.gov.uk.

The Agenda for Discretionary Funding

4.2 We recognise that mainstream learning pathways and other supporting activities are not always appropriate for all and not always in sufficient supply. We therefore need your help by:

- engaging those young people who are currently not in education, employment or training (NEET);
- engaging those young people who are employed, but who are not involved in learning;
- engaging employers to invest in the workplace skills of individuals;
- developing and delivering innovative approaches to attracting and retaining young people in learning;
- providing high-quality learning that meets the needs of young people and thereby encouraging achievement at level, in particular at levels 2 and 3, but also at other levels;
- working in partnership with other providers/agencies to ensure that duplication and competition is avoided and that programmes clearly add to what is currently 'on offer';
- supporting the expansion of high-quality vocational programmes that have clear relevance to the local labour market;
- providing development and learning activities for disadvantaged and/or excluded groups, including; 13 to 17 year olds who have chosen to leave the education system; lone parents; older workers; ex-offenders; the homeless; refugees; drug and alcohol misusers; and, people from minority ethnic groups;
- delivering a wider range of programmes for women to improve their chances of employment and promotion, overcome barriers to entering the labour market and raise their participation in non-traditional occupations;
- widening access to participation in learning and increasing entry to the labour market for people with learning difficulties and/or disabilities;

- providing innovative and flexible solutions to meeting the needs of employers and the needs of the priority sectors as set out in the Annual Plan 2003 to 2004;
- delivering flexible learning programmes that support under-skilled workers to achieve level 2 and 3 at their convenience;
- delivering programmes that provide clear measures of progress from one level to the next; and
- ensuring that programmes offer clear progression routes for young people.

Note: details of target groups, activities, sectors and funding levels, will be published in separate tender specifications.

4.3 We would also wish to support activities which offer:

- strategic support of the LSC's objectives;
- capacity building amongst various organisations, particularly for voluntary and community groups; and
- programmes that support other funded projects, with priority on linking to Objective 2 Action Plan Partnerships.

Funds Available

4.4 In broad terms the funds that LSC Cumbria has available to support discretionary activities are the Local Intervention and Development (LID) fund and the European Social Fund (ESF), through our remit as a Co-financing Organisation. Funding volumes are set out in Table 6.

4.5 LID funds will be utilised where it is not appropriate to fund a project through either ESF or mainstream funding. Projects funded through LID should be applicable to one or more of the LSC's strategic objectives and should add value to provision currently funded through LSC Cumbria's mainstream funding routes.

ESF by Measure	Funding
1.1 To provide advice, guidance and support to enable people to develop active and continuous job search strategies and prevent them from moving into long-term unemployment.	£133,333
1.2 To improve the employability of the unemployed, returners and young people of working age through targeted intervention to improve vocational and other key skills and removing external barriers to entering the labour market.	£394,279
2.1 To widen access to basic skills through developing new and effective ways of promoting and providing basic skills, directed at those groups disadvantaged, excluded from or under-represented in the workplace.	£710,788
2.2 To provide help to improve the chances of employment and removing barriers to enter the labour market for those groups' disadvantaged in the labour market.	£1,583,335
3.1 Promoting lifelong learning and encouraging groups who lack basic and key skills to take part. Support policy developments in lifelong learning to increase participation.	£2,268,238
3.2 Improving employment skills through directing and supporting lifelong learning so that it reflects the changing needs of employers, such as in the fields of ICT, management and the environment.	£1,061,983
4.1 To update and upgrade employees' vocational skills, including basic and key skills.	£162,096
4.2 To identify and meet developing skills shortages, including those at higher levels.	£338,346
5.1 To improve access to learning and remove barriers to employment.	£414,390

LID by Year	Funding
2004/05	£750,000
2005/06	£750,000
2006/07	£750,000

Table 6: Funds Available

Note: The funds set out in Table 6 are indicative at this stage. Actual allocations will depend on the outcome of discussions with LSC National Office.

- 4.6 There is a likelihood that initiative funds, other than ESF and LID will be made available to us from the LSC National Office over the three-year period covered by this Prospectus. Such funds, where open tenders are required, will follow the process set out here and specific tenders may be published outside the timescales detailed within this prospectus.
- 4.7 Activities to be funded will be tendered in a phased approach i.e. not all funds available will be tendered in the first instance. In respect of the ESF – we will tender to allocate approximately 45% for 2004, 55% for 2005 and 2006.

Section 5: Application Processes

Invitations to submit proposals

- 5.1 In order to operate a transparent, open and competitive tendering process we will use a wide range of media to advertise tender specifications, processes and documents that invite applications. This will include LSC Cumbria's website (www.lsc.gov.uk/cumbria), and, for ESF-specific tenders, the GONW website (www.go-nw.gov.uk).
- 5.2 In raising the profile of opportunities available in Cumbria, we intend to develop relationships with new providers who:
- can offer high quality programmes that meet identified needs;
 - compliment mainstream and other funded provision; and
 - have the ability to meet our criteria for funding.
- 5.3 We will support potential new providers in the process of developing any necessary systems, in applying for Council funding and, over time, in systematically improving the quality of what they offer.
- 5.4 We will seek to contact small 'grass-roots' and voluntary organisations for activities that address equal opportunities and social exclusion. We will consult with and run workshops for the voluntary sector bodies through organisations such as NW Network and the Voluntary Sector Training Network. We will endorse partnerships or consortia arrangements.

Application procedures

- 5.5 LSC Cumbria has set out the application form (Annex A), guidance notes (Annex B) and the application process (Annex C). In brief, the LSC will publish tender specifications inviting applications from providers through completing the application form. This application form will provide us with detailed information about the types of activities that the provider wishes to deliver and how these will meet LSC Cumbria's priorities.
- 5.6 The tendering documents will be published in accordance with the timetable set out in Section 1.

Note: for any given tendering round, the LSC will inform applicants of whether or not their application has been successful or not. For those that are successful, contract negotiations are crucial and therefore, no activities will commence until a signed contract is in place.

Stage One

- 5.7 When the application form is submitted a Funding Gateway Panel, drawing on the expertise from various functions within LSC Cumbria, will assess the application. As per the requirements set out by the Government Office for the North West (GONW), where ESF tenders are concerned, the panel will contain external representation. A member of the Regeneration Support Team (RST) will fulfill this role.

Note: it is the applicant’s responsibility to ensure that their proposal is legible and therefore, we request that applicants use a word processor to complete their application. However, between the invitation and deadline for responses, support will be available to providers in working up their proposals, from the Regeneration Support Team in the first instance.

For further details of the application process please contact Corinne McGlennon at LSC Cumbria when necessary.

corinne.mcglennon@lsc.gov.uk

The timetable for the submission of application forms will be detailed in the tendering documents that will be issued at the beginning of each tendering round.

Appraisal and Selection

5.8 The information the provider submits on the application form will be assessed against a standard objective scoring framework (Annex B), which includes full guidance on how to complete the application form. Table 7 sets out the questions on the application form and relevant maximum scores available.

QUESTION	MAXIMUM SCORE AVAILABLE	PASS MARK
1. Description of activity	15	10
2. Activity rationale	10	7
3. Geographic area(s) of delivery	5	
4. Activity lifespan/timeframe	4	
5. Target groups	10	7
6. Outcomes	15	10
7. Added value	10	
8. Partner organisations	Not scored.	
9. Horizontal issues	6	4
10. Financial information	15	10
11. Delivery process	10	
12. Additional information	Not scored	
TOTAL	100	

Table 7: Scoring Framework

Note: the minimum requirement at this stage of the process is that applications at least achieve the pass mark in those sections where a pass mark has been identified. LSC Cumbria now operates an Equal Opportunities Gateway – this means that all applicants should clearly demonstrate their policies and practises as set out in the strict guidance criteria at Annex B.

5.9 The Funding Gateway Panel will use the following appraisal system to categorise the score achieved by each application:

- **RED** – Applications that do not at least achieve the pass mark in those sections where a pass mark has been identified. The application will be rejected and the applicant organisation will be given feedback on their application form.
- **GREEN** – Applications that meet the pass mark in those sections where a pass mark has been identified. Those applications that meet the pass marks will

be placed in order of their overall score (i.e. out of 100). Those applications appraised as 'GREEN' but with the highest scores (dependent on funding available) will then be recommended by the Funding Gateway Panel to move to stage two.

- 5.10 Following the Panel's assessment, a recommendation will be made to the Senior Management Team (SMT), which has the responsibility of selecting applications. When an application is selected by SMT, LSC Cumbria will contact the provider to progress to stage two.

Stage Two

- 5.11 For selected applications, LSC Cumbria will appoint a Learning Adviser/Contract Manager to lead on stage two of the application process. LSC Cumbria will carry out checks of the provider's:

- quality assurance systems;
- financial health;
- equality and diversity policies and procedures; and
- health and safety procedures.

LSC Cumbria now operates an Equal Opportunities Gateway – this stage of the process will include a review of the provider's equal opportunities policies and procedures to ensure that the information set out in the application is correct and in place prior to contracting.

- 5.12 If the provider meets the LSC's requirements in respect of the above, contract negotiations will be entered into.

Note: it is only from the point at which a provider has an agreed and signed contract that activities can commence.

Feedback Arrangements

- 5.13 All applicants will receive feedback on their applications. Details of successful providers will be published on both the LSC and GONW websites. In the interests of openness and transparency, we will also publish headline reports on the progress of successful projects.
- 5.14 As part of the feedback process, we will encourage providers to work together resulting in more integrated proposals, especially where providers are addressing common themes and proposing similar or linked projects.

Section 6: Provider Monitoring Arrangements

General

6.1 Those providers that are awarded contracts will be invited to attend workshops on the following topics:

- contract management and monitoring;
- data capture systems;
- provider financial assurance - control evaluation questionnaire (CEQ); and
- quality improvement.

Contract Management

6.2 Each project will be required to submit a regular report to LSC Cumbria. As a minimum, this will include details of the activity to date, outcomes during the period and cumulative, including details of the payments earned, as well as covering the project-based reporting requirements listed below, even if only to record a nil response. This reporting will trigger financial payments against a profile and will allow us to assess spend on a regular basis. LSC Cumbria will agree with providers a series of monitoring visits to ensure that the agreed profile/delivery plan is on track.

Data Capture Systems

6.3 Providers must forward us two types of management information. The first is the information that identifies an individual beneficiary, their status, what activity has been provided, a record of attendance and what they have achieved as a result of intervention. Individual information is captured through individualised learner record (ILR) or through the short record (SR). Information is then collated and a report generated. This report will support our monitoring and reconciliation process. All providers will utilise the ILR and if necessary the SR. This information must be submitted as follows:

- discretionary-only funded providers – the SR is the only data capture system and data must be returned to the Council through the Provider On-Line (POL) system. Timescales for returning data to the Council is usually monthly in the first instance; and
- discretionary plus mainstream funded providers – the ILR is the only data capture system and data must be returned to the Council through the Provider On-Line (POL) or POL Batch system. Timescales for returning the data is consistent with standard return dates for the mainstream data returns. For the further education (FE) funding stream this will include additional FO2 and FO3 returns.

6.4 In a number of cases, funding will support delivery to companies as well as individuals, in which case a second type of management information is required of those companies receiving support including:

- state aid documentation – should provider's fail to comply with these regulations, this will directly affect the level of funding allocation that can be awarded;
- company size;
- standard industrial classification; and
- liP status.

- 6.5 There is not a specialised system for capturing these types of data, although the LSC has a standard template form that can be used to aid providers in capturing the necessary information.
- 6.6 Providers that do not currently have the necessary systems to provide LSC Cumbria with the necessary data, through the POL system must incorporate capacity building costs into the costs set out in the 'Financial information' section of the application form.
- 6.7 During the contracting process providers will also complete standard documentation on a monthly basis. A key component of this is the Contract Monitoring Return (CMR). In addition, the contract will also set out the eligibility criteria and the evidence requirements (i.e. disclaimer, registers, timesheets, certificates, awards etc.).

Note: These data capture systems have been designed to provide evidence that activities have taken place to the levels agreed within the contract. Therefore, there is a direct link between data and funding payments, and this means that:

- Failure to submit data on time;
- Submission of inaccurate data; or
- Submission of data that is below contracted levels;

Is likely to result in funding payments being, reduced, withheld or recovered.

Audit

- 6.8 Any organisations that receive funding through the Learning and Skills Council are subject to review and audit. Such organisations are required to produce audited financial statements in order to ensure that any funds have been used for the purposes agreed. Our local Provider Financial Assurance (PFA) team will undertake reviews of the areas mentioned previously, in a manner that is compliant with the national audit framework. Any findings are shared with auditors who have prior experience of assessing ESF programmes. PFA will base their audit plan on risk and materiality analysis.

Quality Improvement

- 6.9 The quality of the learners experience is central to the LSC's mission. Therefore, all providers will be expected to have in place robust systems that can demonstrate that provision is of a high quality. For those providers (for examples, colleges, WBL), which already fall into scope of the LSC's performance review processes, discretionary funding will form part of this review. Those providers are:
- general further education colleges;
 - work-based learning providers;
 - Ufi/Learndirect providers;
 - adult and community learning providers;
 - information, advice and guidance partnership; and
 - 6th form colleges.
- 6.9 The provider's performance is assessed in the areas of:

- numbers taking part;
 - new recruits;
 - learner experience and performance; and
 - management.
- 6.10 or those providers that do not fall into scope of performance review processes the LSC will establish quality criteria which will form part of the contract review. For reporting purposes this will need to include the following information:
- support measures for people with disabilities – a summary of what has been delivered;
 - type(s) of disadvantage – details of the groups targeted for specific project support;
 - activities undertaken on a project – a summary of delivery activities and methods;
 - gender stereotyping – where projects address the participation of women in the labour market; and
 - support measures – for beneficiaries to ensure they have continued participation and completion, e.g. childcare.
- 6.11 Further information about quality standards will be provided to successful contractors.
- 6.12 The performance review processes will be complemented by four-yearly inspections by the Adult Learning Inspectorate (ALI)/Office for Standards in Education (OfSTED). It is essential that all providers comply with the requirements set out by these bodies. As a minimum, all proposals should be accompanied by a self-assessment against the ALI/OfSTED criteria, completed by the provider. In some circumstances we will allow providers (particularly new providers) to submit their self-assessment after approval of their contract. An agreement that this route is acceptable should be sought before the due date for the proposal.

Note: There are currently discussions taking place by the Inspectorates with regarding to plans to inspect ESF providers that are not funded through mainstream LSC funds. Providers should be aware of this development and ensure that quality systems and practises are in line with the Common Inspection Framework – please see www.ali.gov.uk.

Publication of the use of ESF and LSC funds

- 6.13 All successful providers are required to acknowledge financial help from the ESF/LSC for their projects. The provider will be responsible for making sure that enough publicity is given to all ESF/LSC-supported activity, so that beneficiaries and the general public get to know about the ESF/LSC and what it does. For example literature, material used by beneficiaries and major correspondence must include an acknowledgement of ESF/LSC support. Any publicity material, for example, advertisements and information leaflets about ESF/LSC projects must acknowledge ESF/LSC support and should display the ESF and LSC logos.

- 6.14 To help providers meet the ESF/LSC requirements, a copy of the ESF and LSC logos will be made available to successful applicants in a variety of formats; this is complemented by a set of design guidelines with clear and simple instructions.
- 6.15 Where the use of the ESF/LSC logo is not practical the following words will be used "*This programme is part funded by the European Union through the European Social Fund and Learning and Skills Council Cumbria*".
- 6.16 If providers do not comply with these publicity requirements they may suffer financial penalties.

Evaluation of achievement against objectives of the plan

- 6.17 To help in project development we will ask all providers to fill out a post Contract Evaluation Questionnaire. This questionnaire will examine the relative success of the project and provider satisfaction with a level of support from us.

Freedom of Information

- 6.18 The Freedom of Information Act 2000 (FOIA) gives the public a legal right of access to information held by public authorities. The public now have a right to know about the Learning and Skills Council's work and it is the LSC's duty to operate with openness and transparency.
- 6.19 A person making a FOIA request is entitled to two things, unless an exemption applies. These are:
- (a) to be informed whether the LSC holds information of the description requested; and
 - (b) if so, to have that information communicated to him or her.

How does this affect you?

- 6.20 All information the LSC holds is caught by FOIA. The rules about disclosure apply regardless of where the information originated. This means that all the following types of information may be subject to disclosure:
- information in any tender submitted to the LSC;
 - information in any contract to which the LSC is a party (including information generated under a contract or in the course of its performance);
 - information about costs, including invoices submitted to the LSC;
 - correspondence and other papers generated in any dealing with the private sector whether before or after contract award.
- 6.21 This means the LSC will be obliged by law to disclose such information unless an exemption applies.

6.22 The legal obligation to respond to requests from the public under FOIA rests with the LSC. The LSC must therefore respond to requests as it sees fit at its sole discretion. This Guidance explains the LSC's policy on the disclosure to the public of information about its private sector suppliers.

General rules on disclosure

6.23 In the absence of special circumstances:

- (a) all Invitations to Tender published by the LSC will be available to the public on request;
- (b) responses to tenders will be held in confidence until contract award;
- (c) information about the global pricing of bids will be made available to the public on request, but only in response to requests made after contract award.

6.24 Any person tendering for or contracting with the LSC must notify the LSC during the tendering or negotiating process of information which they consider to be eligible for exemption from disclosure under FOIA.

6.25 Information not identified as reserved information in the way described above will be made available by the LSC on request.

Reserved Information

6.26 Notification of **reserved information** must be made in writing. The notification must clearly describe:

- (a) the information itself, or the class(es) of information; and
- (b) the grounds for exemption from disclosure of that information. Grounds for exemption may be one or more of the following:
 - (i) the information is a trade secret;
 - (ii) the disclosure of the information would prejudice the commercial interests of any person;
 - (iii) the information will be disclosed by you to the LSC, *and* the nature of the information, or the circumstances of its disclosure, or other circumstances, justify the acceptance by the LSC of an obligation of confidence in relation to that information;
 - (iv) the information is personal data or otherwise relates to the private life of an individual and is therefore appropriate for protection; or
 - (v) any other specific exemption under FOIA.

6.27 All decisions about disclosure of information will be made at the sole discretion of the LSC.

- 6.28 Information which is agreed by the LSC to be reserved information will be listed in a separate schedule to the contract. The schedule will also:
- (a) specify which exemption(s) may apply to each piece or class of information; and
 - (b) indicate when it is likely information can be made available, or (if this is the case) that it is unlikely ever to be made available.
- 6.29 Information which is exempt under the rules governing commercial matters will not normally be withheld for more than seven years after completion of the contract supply.
- 6.30 Information relating to the overall value, performance or completion of a contract will not be accepted as reserved information, although the LSC may choose to withhold such information in appropriate cases, at its sole discretion.
- 6.31 You may designate unit prices or more detailed pricing information as reserved information.
- 6.32 In the absence of a specific agreement to the contrary, if the LSC receives a request which it considers appropriate to meet, we will use reasonable efforts to notify you and we will consider any representations you make provided we receive them within 7 days of our notification.

Other Guidance

- 6.33 The LSC has no obligation to consult you in relation to requests for information made under FOIA.
- 6.34 Contracts with the LSC may require you to supply information to us, or provide other assistance, pursuant to any FOIA request received by the LSC.

Annex A: Application Form

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 Guard St
 Workington
 Cumbria
 CA14 4EW

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 info@lsc.gov.uk



EUROPEAN UNION
 European Social Fund



Funding Gateway Project Application Form

Reference no (for internal use only):	
Name of Organisation (Accountable Body – accountable for the delivery of the project) or individual:	
Business Status of Accountable Body (including for example, Registered Charity, Community Group etc.):	
Tender Specification Reference:	
Project Title/Name:	
Authorised Contact Name:	
Position:	
Address:	
Postcode:	
Telephone no:	
Fax no:	
E-mail Address:	

Declaration: I confirm that, to the best of my knowledge, the information contained within this Provider Proposal Pro-forma is correct.

I can confirm that all partner organisations have been consulted and have agreed roles and responsibilities and financial costs of the activity.

Signature Name (please print)

Position Date

<p>1. Description of Activity – what you propose to do. Please include details of the project background, aims, objectives and scope and the way the proposal will address the needs identified within LSC Cumbria's Strategic Plan 2002 to 2005 it's Funding Gateway 2004 to 2006 and any other specified documentation. You must also include the reference number of the tender specification to which you are applying:</p>
<p>2. Activity Rationale – why you are making this proposal, the research/evidence supporting the proposal and how the project was identified:</p>
<p>3. Geographical Area(s) of Delivery – this must make specific reference to the areas specified in the tender specification documents:</p>
<p>4. Project Life-Span/Timeframe – this must make specific reference to the timescales set out in the Funding Gateway 2004 to 2006 and the separate tender specifications:</p>
<p>5. Target Groups – please identify the groups the activity will target. Please use the Funding Gateway 2004 to 2006 and the associated tender specification to inform your answer. Also include a short explanation of your experience/expertise in working with the target groups mentioned.</p>
<p>6. Outcomes – please list the short term (12 months) and long term (over 12 months) goals of the project, all expected hard and soft outcomes and any qualifications which will be achieved. Total number of beneficiaries receiving training must be clear as must their subsequent achievement:</p>
<p>7. Added Value – please describe the ways in which the project will add value to existing provision.</p>
<p>8. Partner Organisations – this must include the business status of the partner organisations and links with other funding:</p>

<p>9. Horizontal Issues – please explain how the activity will contribute to each of the three cross-cutting themes as detailed within LSC Cumbria’s Funding Gateway 2004 to 2006.</p>
<p>(a) Equality and Diversity (Equal Opportunities):</p>
<p>(b) Information and Communications Technology:</p>
<p>(c) Sustainability:</p>
<p>10. Financial Information - Please detail the proposed costs of the activity (please illustrate calculations), including, learner/beneficiary costs (including number of guided-learning hours), staff costs, financial contributions made by partner organisations and other contributions, and other costs:</p>
<p>11. Delivery Process:</p>
<p>(a) How the activity will be delivered:</p>
<p>(b) Who will deliver the activity:</p>
<p>(c) The proposed arrangements/procedures for contract management:</p>
<p>(d) What will be your methods for evaluating the project upon its completion:</p>
<p>12. Additional Information – please include any other information you feel is relevant and have not had the opportunity to include elsewhere:</p>

Annex B: Guidance on Completing the Application Form

Reference number:

Please leave blank, for internal use only.

Name of Organisation

Please indicate the name of the applicant organisation. If more than one organisation is involved in the delivery of the activity, please indicate the name of the organisation, which will be taking the lead on the activity.

The lead organisation will act as the accountable body for the delivery of the activity and will receive the funding from LSC Cumbria. The lead organisation will be responsible for contract management and audit of the activity. It will also be responsible for ensuring that all partner organisations, involved in the delivery of the activity, follow contract management and audit procedures as required by LSC Cumbria.

Business Status of the Applicant Organisation

Using the list below, please indicate the legal status of the lead organisation.

- Connexions Cumbria;
- Chamber of Commerce and/or Trade;
- Registered Charity;
- Trust;
- Cumbria Business Education Consortium;
- Further Education College;
- Higher Education Institution;
- Local Authority;
- Local Education Authority;
- National Training Organisation/Sector Skills Council;
- Private training provider;
- Private sector employer;
- Small Business Service;
- Voluntary/Community Group;
- Trades Union;
- NHS Trust; and
- Other – please specify.

Project Title/Name:

Please specify the name by which the activity will be known to LSC Cumbria.

Authorised Contact Name and other contact details:

Please give the name of the person in the lead organisation that can be contacted regarding the application. Please provide the address, telephone number, fax number and e-mail address (if one is available) for the contact as all future correspondence regarding the application will be sent to this individual.

Declaration:

The application form must be authorised by a senior manager or director of the organisation. Ideally, this will be the person who will also be responsible for the signing of the contract with LSC Cumbria, if awarded.

1. Description of Activity

Please provide a concise description of the activity you intend to deliver, which must include:

- a brief overview of the background to the activity;
- the aim of the activity;
- the SMART objectives of the activity. SMART objectives should be specific, measurable, achievable, realistic and time bound; and
- details of the scope of the activity.

In this section, you must also state the reference number of the tender specification under which you are applying. The description should relate clearly and fully to the relevant tender specification.

Scoring

There are 15 points available for this question. A proposal will be scored according to the extent to which the proposed activity relates to local strategic objectives/learning targets as set out in LSC Cumbria's Strategic Plan 2002 to 2005 (and subsequent changes to it) and in its Funding Gateway 2004 to 2006 and the associated tender specification.

This section has a pass mark and application must score 10 points or more – those that score 9 points or less will be rejected.

2. Activity Rationale

In part A, please explain how your proposed activity will address the needs in Cumbria, as set out in the Funding Gateway 2004 to 2006 and separate tender specifications. Applications must refer to any local, regional or national research/evidence in support of your project. Relevant documents could include the Economic Assessment of Cumbria, Objective 3 Regional Development Plan, North West Objective 2 Single Programming Document, England's North West – A Strategy Towards 2020 and Cumbria Learning and Skills Council Strategic Plan 2002 to 2005.

Scoring

There are 10 points available for this question. A proposal will be scored according to the extent to which the activity links with the needs identified in LSC Cumbria's Strategic Plan 2002 to 2005 (and subsequent changes to it) and in its Funding Gateway 2004 to 2006 and separate tender specifications.

This section has a pass mark and application must score 7 points or more – those that score 6 points or less will be rejected.

3. Geographic Area of Delivery

Please indicate which areas will be covered by your activity. Where specified applications must make direct reference to local geographical areas/wards. If you are proposing to target the activity in specific wards, please list these in the space provided.

Scoring

There are 5 points available for this question. Applications will be scored according to the extent to which the activity fits against the needs of specific areas, as identified in the Funding Gateway 2004 to 2006 and separate tender specifications.

4. Activity Lifespan/Timeframe

Please specify the period over which the activity will run including start and end dates. If these extend beyond the period covered by the Funding Gateway 2004 to 2006 and/or the separate tender specifications, applicant organisations must provide detailed reasons. Please note that although your proposed activity might extend beyond the lifespan of the Co-financing Prospectus 2004 to 2006, co-financed funding will only be available, in the first instance, up to and including 31 December 2006 or separate tender specification, whichever is earlier.

Scoring

There are up to 4 points available for this question. A proposal will be scored according to the extent to which the timeframe specified for the activity appears realistic and achievable and allows for sufficient lead in/development time, if needed.

5. Target Groups

This section requires you to identify the target groups that your proposed activity will assist. The term 'target group' refers to individuals, companies, organisations or sectors. These must fall under one or more of the eligible groups identified in the Funding Gateway 2004 to 2006 and separate tender specifications.

You must also include a short explanation of your track record in working with the target groups you have identified. Your proposal will not be undermined if you have no track record in dealing with the target group but you will need to describe how you will reach and attract the target group.

Scoring

There are 10 points available for this question. A proposal will be scored according to the extent to which a defined target group is identified demonstrating strong links to the Funding Gateway 2004 to 2006 and separate tender specifications.

This section has a pass mark and applications must score 7 points or more – those that score 6 points or less will be rejected.

Question 6: Outcomes

Please provide details of the outcomes of the activity. The outcomes listed will be used to monitor the progress of the activity over its lifespan. Outcomes will not necessarily be in the form of accredited qualifications but must be relevant to:

- the proposed activity;
- the proposed target groups;
- the Funding Gateway 2004 to 2006;
- the Strategic Plan 2002 to 2005 and subsequent changes to it; and
- the separate tender specifications.

Whether you use hard or soft outcomes, in all cases you must identify how many beneficiaries you intend to support, the number of hours each beneficiary will spend on the activity and the number of weeks each beneficiary will require in order to complete the activity. If the beneficiaries are individuals you must provide details of their employment status and age range.

In a certain number of cases LSC Cumbria will support delivery to companies as opposed to individual beneficiaries and details will be specified in the relevant tender specifications. In these cases applications must clearly identify the number of companies you will help with fewer than 250 employees, the number of companies you will help with over 250 employees, the amount of time you will support each company for and the industrial sector of the companies you will help.

In this section, you must also demonstrate how you will ensure the outcomes listed will be achieved.

If a contract is awarded the successful applicant will be required to submit details of their cumulative progress on a monthly or quarterly basis in most cases. These submissions will be used as a tool to monitor the progress of the stated outcomes of the activity.

Scoring

There are 15 points available for this question. A proposal will be scored according to the extent to which realistic and measurable outcomes are specified that are appropriate to the target group and contribute to the achievement of priorities as set out in the Funding Gateway 2004 to 2006, the separate tender specifications and the Strategic Plan 2002 to 2005 and subsequent changes to it. Points will also be awarded if the proposal clearly states how the proposed outcomes will be achieved and what contingency arrangements are in place.

This section has a pass mark and applications must score 10 points or more – those that score 9 points or less will be rejected.

7. Added Value

In this section, please identify the nature of your core provision. You must then explain how the activity you intend to deliver will add value to this provision and that available elsewhere. Activities that can be delivered through mainstream budgets will not be funded. It is your responsibility to demonstrate that discretionary funds will provide outcomes over and above those provided by other sources of funding or contracts.

Scoring

There are 10 points available for this question. A proposal will be scored according to the extent to which the activity adds value to provision already available.

8. Partner Organisations

In this section, please list any partner organisations and clearly indicate their roles in the delivery of the activity. You must ensure that only organisations that have agreed to be involved in the activity are identified as partners.

Where you have identified partner organisations, demonstrable evidence in the form of a letter from the partner organisation confirming their involvement in the activity, must be submitted along with the completed application form. Applications must include the legal status of partner organisations.

If relationships with potential partner organisations are not fully established, then you must indicate which organisations you expect to work with and how their involvement will be secured. Please note that if relationships are not fully established then this may delay the start date of your proposed activity, if approved.

If your activity does not have any partners, please indicate this by stating 'NOT APPLICABLE' in this section.

Scoring

This question will not be scored, but evidence will be used in support of the contracting process, if the proposal is successful.

9. Horizontal Issues

Please explain how your activity will contribute to each of the three horizontal themes:

- equality and diversity;
- information and communications technology; and
- sustainability.

Scoring

There are up to 6 points available for this question. A proposal will be scored according to the extent to which it:

- provides a justified account of how equality and diversity will be implemented, promoted and monitored throughout the lifespan of the activity, including;

- How does the project cater for the wide range of needs of the beneficiaries that are being helped, including different employees and employers, where applicable;
 - How has the design and delivery of the project been developed to achieve this;
 - The organisation's Equal Opportunities Policy and Action Plan;
 - The parameters for marketing and publicity to reflect Equal Opportunities;
 - Awareness of Equal Opportunities amongst staff/trainers/managers etc;
- explains what ICT will be used in delivering the activity and the benefits its use will bring, particularly in the context of opening access and innovation; and
 - describes how the activity will be sustained, including an exit strategy, how the development will be able to secure access to other funding streams and how the activity will lead to sustainable employment and/or communities.

This section has a pass mark and applications must score 4 points or more – those that score 3 points or less will be rejected.

10. Financial Information

In this section, please provide a breakdown of the costs involved in the delivery of the proposed activity. Ideally, you will provide a unit price per beneficiary and show the basis of your calculation. A unit price can be determined by dividing the total cost of the proposed activity by the number of beneficiaries and the total number of hours the beneficiary will spend on the activity. You must also indicate how many weeks the beneficiary will spend on the proposed activity.

For example, you calculate the total cost of your proposed activity at £50,000. The proposed activity will last for one year and during this time you will support 100 beneficiaries. Each beneficiary will spend a total of 30 hours on the proposed activity over a period of six weeks. The cost per hour per beneficiary is therefore £16.66 ($50,000/(30*100)$) over a period of six weeks. The unit price and the number of weeks will be used to determine payment profiles if a contract is awarded, but please note that although the profile will reflect these plans, payment will ultimately depend on the delivery of beneficiary outcomes.

To enable LSC Cumbria to assess the value for money of the proposed activity costs should be broken down between staff costs, beneficiary costs and other costs. Staff costs should include the number of staff, their salary and the percentage of the post dedicated to delivering the proposed activity. Beneficiary costs can include the costs of childcare or other dependent care and the costs of travel. For employed beneficiaries, wages and allowances can include employers' national insurance contributions and superannuation costs. You must show how other costs, such as heat, light, rent and rates, have been apportioned against the total cost of overheads.

In this section, you must also indicate whether you are in receipt of funding from any other source for the proposed activity – **where companies are being helped this must include the additional State Aid contributions that are being received.** As LSC Cumbria is the final beneficiary for ESF purposes, all funds used as match funding for an activity must go through our books. If you are in receipt of funding from any source for the activity, this could be used as leverage outside the activity supported

by ESF, possibly freeing up additional funding with which to help beneficiaries but cannot be used as match.

In the final part of this section, you must identify milestones of the activity. Milestones refer to key events along an activity's lifespan. A mandatory milestone is the start of the activity. Milestones can be financial and activity-based, e.g. 30 beneficiaries trained after 3 months costing a total of £10,000.

Scoring

There are up to 15 points available for this question. Applications will be scored according to the extent to which it provides a detailed description and breakdown of the activity costs involved. The costs identified should be realistic and represent good value for money. Points will also be awarded if the proposal identifies milestones that are appropriate to the proposed activity.

This section has a pass mark and applications must score 10 points or more – those that score 9 points or less will be rejected.

11. Activity Management

In this section, you are required to provide details of how your proposed activity will be managed, delivered and evaluated.

In part A, please outline the key stages involved in carrying out your proposed activity and how you will develop, implement and deliver each of these stages.

In part B, please detail who will deliver each of the key stages of your proposed activity that you have identified in part A. This is of particular importance for proposals submitted by partnerships. These proposals must indicate the role of partners in each of the key stages of the activity.

In part C, please describe the arrangements/procedures in place for contract management of your proposed activity. You should specify a person who would be responsible for managing any contract awarded. Then you must explain the monitoring arrangements, which will be in place to ensure the effective delivery of the activity. Include in this part any audit arrangements you have in place for the proposed activity. If the proposal is successful, LSC Cumbria will specify the evidence required to demonstrate the delivery of the outcomes, which will form part of the contract awarded.

In part D, please describe the methods you will employ to evaluate the effectiveness of the activity once it is completed. It is vital that the activity's performance is continually reviewed and good practice disseminated in order to inform future activities. Should you be invited to contract with LSC Cumbria, you will be asked to undertake a full evaluation of the activity after it is completed.

Scoring

There are up to 10 points available for this question. A proposal will be scored according to the extent to which it:

- explains the key stages involved in carrying out the activity and how each of these stages will be implemented;

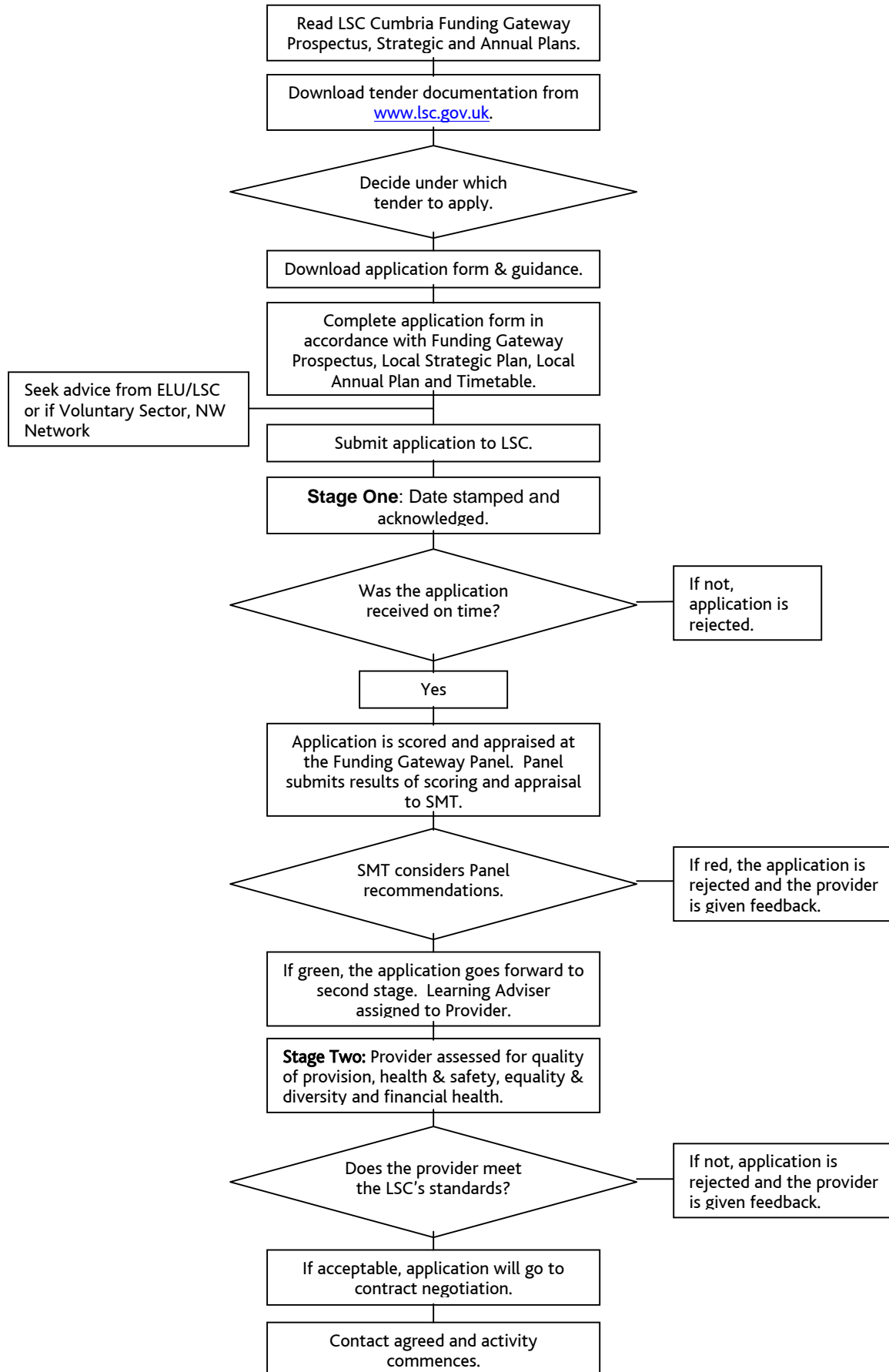
- explains who will be responsible for the delivery of each of the key stages identified above;
- describes the systems in place for monitoring the activity, particularly in respect of any audit arrangements in place; and
- explains how the activity will be evaluated.

12. Additional Information

In this section, please include any other information that you feel is important and have not had the opportunity to include elsewhere in the application.

This question will not be scored.

Annex C: Application Process for LSC Co-financing



Annex D: Glossary of Terms

ACL	Adult and Community Learning
ALI	Adult Learning Inspectorate
CEQ	Control Evaluation Questionnaire
EDIMs	Equality and Diversity Impact Measure
ELU	European Liaison Unit
ESF	European Social Fund
FE	Further Education
FRESA	Framework for Regional Employment and Skills Action
GONW	Government Office for the North West
IAG	Information, Advice and Guidance
ICT	Information and Communications Technology
ILR	Individualised Learner Record
IMD	Index of Multiple Deprivation
LID	Local Intervention and Development fund
LSC	Learning and Skills Council
NEET	Not in Education, Employment or Training
NHS	National Health Service
NVQ	National Vocational Qualifications
NWDA	North West Development Agency
OfSTED	Office for Standards in Education
PFA	Provider Financial Assurance
POL	Provider On-line
RDP	Regional Development Plan
SMT	Senior Management Team
SR	Short Record
SRB	Single Regeneration Budget
Ufi	University for Industry
WBL	Work-based Learning