**Peterborough Community Learning Trust Fund**

**2021-2022**



**Application Form**

**Please read the Funding Guidance notes before completing this application.**

Please ensure that you answer all the points fully, keeping to the word count indicated to enable applications to be fairly assessed. If you have any questions about the application, please email Debbie Chalmbers at dchalmers@citycollegepeterborough.ac.uk

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| Provider Details | | |
| Name of the Organisation: |  | |
| Your Name: |  | |
| Your Contact details:  Tel and Email |  | |
| Your position in the organisation: |  | |
| Organisation Full Address: |  | |
| Chief Executive of Organisation: |  | |
| Brief description of your organisation (max. 50 words) | | |
| Project Start Date: | | Project End Date: |
| Is there any support you require from City College Peterborough for the project to succeed? | | |

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| Project Details | | |
| Total number of individual learners for the project.  (Please do not count a learner more than once) | |  |
| Project name: | |  |
| Project summary (max 75 words) | | |
| Project aims (max 75 words)  1.  2.  3. | | |
| How will your project engage learners to support progression? (max. 50 words) | | |
| What are the planned outcomes for learners? (max. 50 words) | | |
| What makes your project different or innovative? (max. 50 words) | | |
| Which wards and/or postcode areas will you be working? (Please list all that you plan to work in)   1. 4. 2. 5. 3. 6. | | |
| Project Priority Learner Groups  Please note that English, Maths and IT (where appropriate) must be embedded into all delivery and assessment and CCP will support your project with this. Please look at the priority groups in the Funding Guidance Notes and complete the table below according to which priorities closely address your project. | | |
| Explain how your project matches with one or more of the Cambridgeshire and Peterborough Combined Authorities priorities and list the priority groups you’ve identified (max 50 words) | | |
| List your project group and main priorities:    Key Priority:  Priority groups: | | |
| Provide explain how you will address the priorities.  What do you think the barriers to learning is?  How do you intend to promote the project?  Describe your organisation's record of engaging with your target group. |  | |

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| Project Wider Outcomes/Impact | |
| What wider outcomes will the project address. |  |

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| **Project Milestones**  Please provide a timeline for the different activities in the delivery of the project.  **Notes:****Tutor rate (p/hr):** Up to £16 for unqualified tutors Up to £20 for qualified tutors with minimum of Level 3 in teaching Up to £23 for qualified tutors with minimum of Level 4 in teaching  Up to £25 for qualified tutors teaching qualification course All the above rates include preparation of course, completion of required evidence and evaluations and marking or feedback.   **Facilitation rate (p/hr)** Up to £10 for facilitation of non-teaching events and/or activities requiring no learner paperwork  **Learner numbers indicate distinct learners** - these should add up to the number of learners specified in your bid. In order to count a learner towards the target they must attend activity/course where achievement paperwork is completed, and the activity is **at least 5 hours of learning** (with agreement from CCP for activity less than 5 hours) |
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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Delivery Drill Down** | | | | | | | **Other costs for activity (e.g. LSA)** | | **Month** | **Activity** | **No of Learners** | **No of Weeks** | **No of Hours** | **Total hours** | **Total Costs** | **Please specify** | | **Aug 21** | e.g. Intro to Email | 6 | 2 | 2.5 | 5 | £100 | £0 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Sept 21** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Oct 21** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Nov 21** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Dec 21** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Jan 22** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Feb 22** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Apr 22** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **May 22** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Jun 22** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |

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| **Jul 22** |  |  |  |  |  |  |  |
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| Initial assessment, additional support and recording of progress and achievement  (max. 50 words for each question.) | |
| How will you conduct your initial assessment of the learners' current skills and knowledge and what tools will you use? |  |
| What methods will you use for identifying and providing additional support for learners with difficulties/disabilities? E.g. Learning difficulties, Maths and English? |  |
| How will you identify and help learners overcome these barriers? |  |
| How will you measure and record the ongoing progress and achievement of your learners to ensure they achieve? |  |

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| Progression - It is a requirement that learners are given advice on what they can do after the project and that successful partners will carry out a survey of all learner progression and destinations and report this within agreed timescales to City College Peterborough.  (max. 50 words for each question.) | |
| How will you ensure that opportunities are available to advise learners on what they can do after the project?  What type of things could they do after completing e.g. employment, volunteering or another course? |  |
| How do you intend to follow up your learners’ progression after they have completed the course? |  |

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| Pound Plus: adding value to the funding.  It is expected that the value of funding given will be increased by a contribution from partners (£+). | |
| Please indicate whether you intend to charge fees to any of the learners: | |
| YES | NO |
| If Yes – please provide details of any fees to be charged: | |

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| **Risks associated with the project failing.**  Identify the key risks associated with your project delivery and how you intend to mitigate against these occurring. | |
| Explain the key risk and the possible impact: | |
| Key Risk |  |
| Other Risk |  |
| How likely is it? | |
| Key Risk | LOW - MEDIUM - HIGH |
| Other Risk | LOW - MEDIUM - HIGH |
| How seriously will it affect the project? | |
| Key Risk | LOW - MEDIUM - HIGH |
| Other Risk | LOW - MEDIUM - HIGH |
| When might it happen? | |
| Key Risk |  |
| Other Risk |  |
| Proposed actions.  How will you avoid, counteract or limit the impact on your project? | |
| Key Risk |  |
| Other Risk |  |
| Whose responsibility is it to manage this risk? | |
| Key Risk |  |
| Other Risk |  |

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| Sustainability  Describe how the project activity will be sustained after the end of funding (max. 50 words). |
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| Full Name and Position: | |
| Signed | **Date:** |

\*Documents to be included: Costing spreadsheet