**City College Peterborough**

**Community Learning Trust Fund 2024-2025**

**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 [clt@citycollegepeterborough.ac.uk](mailto:clt@citycollegepeterborough.ac.uk)

## Section 1: About Organisation & Track Record

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| --- | --- |
| Name of organisation: |  |
| Organisation full address: |  |

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| --- | --- | --- | --- | --- |
| Main contact name |  | Second contact person |  | |
| Main contact number |  | Second person contact number. |  | |
| Main contact email address |  | Second person email address |  | |
| Their position in the organisation |  | Their position in the organisation |  | |
| Registration number and date of registration under the Companies Act 1985 or other equivalent register |  | UKPRN Number (you must have a UKPRN number) if you do not have one please follow the link to apply for one: <https://www.ukrlp.co.uk/> |  | |
| Type & legal status of organisation |  | | | |
| Who is your target group? |  | | | |
| How long have you been delivering Adult Education for? |  | How long have you been engaging with your target group? | |  |
| What is the organisation's primary objective? (Max. 500 words) | | | | |
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## Section 2: Engaging and meeting the needs of the local area

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| Project Name |  | | |
| Project start date |  | Project End Date |  |
| Please identify which local key priority area, your project meets. | |  | |
| Project aim - *An aim is an overarching statement that shows the intended impact of the project* | | | |
|  | | | |
| Project summary – Please provide the key details of the project, expected learner numbers, and expected impact upon the individuals. (Max. 500 words) | | | |
|  | | | |
| How will you measure the impact of your project and share this with City College Peterborough?  (Max. 200 words) |  | | |
| How do you see this project/activity progressing after this funding comes to an end or do you see this as a one-off project/activity?  (Max. 250 words) |  | | |

## Section 3: Meeting the needs of learners

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| Please explain how your organisation will meet the needs of the learners.  Please include:   * how the project will engage learners to meet the purpose of community learning – *the purpose of community learning is to develop confidence, skills and resilience in order to progress towards formal learning or employment, improve health and wellbeing and to develop stronger communities* * how contextualised safeguarding themes will be embedded within delivery * the wider outcomes the project will address for learners   *Please note that English, Maths and ICT (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 your answer according to which priorities closely address your project.*  (Max. 1,000 words) | |
|  | |
| Please explain how your organisation will ensure that the recognising and recording progress, achievement and progression is undertaken.  This section is broken down into the following sections:   * Initial Assessment (2 questions) * Progress and Achievement (1 question) * Progression and destination (2 questions) *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 with City College Peterborough.*   (Max. of 50 words for each question) | |
| **Initial Assessment**   1. How will you conduct your initial assessment of the learners’ current skills and knowledge? What tools will you use? |  |
| 1. What methods will you use for identifying and providing additional support for learners with difficulties/disabilities? |  |
| **Progress and Achievement**   1. How will you measure and record the ongoing progress and achievement of your learners to ensure they achieve? |  |
| **Progression and Destination**   1. How will you ensure that opportunities are available to advise learners on what they can do after the project? |  |
| 1. How do you intend to follow up your learners’ progression after they have completed the course? |  |

## Section 4: Delivery Plan

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|  | On the next few pages please outline the full delivery plan of your project.  Please outline:   * Timeline of the project including any milestones. * The marketing and promotion of the project | | | | | |
|  | Project Timeline | | | | | |
|  | Notes:  Delivery Strands:   1. Engaging and/or building confidence 2. Preparation for further learning 3. Preparation for employment 4. Improving essential skills (English, including English for Speakers of Other Languages, maths and digital provision) 5. Equipping parents/carers to support children’s learning 6. Health and well-being 7. Developing stronger communities | | | | | |
| Month | Activity | Delivery Strand (please state 1-7 as per list above) | Number of learners | Number of weeks | Number of hours | Total number of hours |
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| Marketing & Promotion  You will be responsible for promoting your project and enrolling learners on to the course, please outline how you intend to promote the project.  (Max. 300 words) |
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## Section 5: Readiness to deliver.

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| What steps will you take as an organisation to ensure that delivery can start from the outset of the project?  (Max. 250 words) |
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| What resources (including premises, infrastructure, staff management arrangements and training, and stakeholder arrangements) and processes you have in place to deliver the project?  (Max. 250 words) |
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## Section 6: Management & Reporting

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| How will your organisation ensure that it manages and reports effectively to meet contractual requirements?  Please ensure your answer includes:   * describe the arrangements you will put in place to collect, retain and share evidence required to support payments.   (Max. 150 words) |
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| **Risk Management of project delivery**  Risk management:  Identify the key risks associated with the project delivery and how you intend to mitigate against these occurring.  Each risk should be given a likelihood rating and an impact rating. Multiplying these together will give you an overall risk rating. IE if the likelihood is rare but the risk would have a catastrophic impact on the project, the overall rating would be 5 (1 x 5 = 5).  Likelihood: 1 rare, 2 unlikely, 3 moderate, 4 likely, 5 certain  Impact: 1 insignificant, 2 minor, 3 moderate, 4 major, 5 catastrophic | |
| Risk: | Likelihood rating: |
| Impact rating: |
| Overall rating: |
| Staff member responsible for managing risk: |
| Mitigating actions: | |
| Risk: | Likelihood rating: |
| Impact rating: |
| Overall rating: |
| Staff member responsible for managing risk: |
| Mitigating actions: | |
| Risk: | Likelihood rating: |
| Impact rating: |
| Overall rating: |
| Staff member responsible for managing risk: |
| Mitigating actions: | |
| Risk: | Likelihood rating: |
| Impact rating: |
| Overall rating: |
| Staff member responsible for managing risk: |
| Mitigating actions: | |

*Please add further boxes if required.*

## Section 7: Additional Information and Support

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| Please add in any further information that you feel would add value to your partnership application that is not covered elsewhere e.g. areas of specialism, innovations, key strengths etc. (Max. 600 words) |
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| Is there any support you require from City College Peterborough for the project to succeed? |
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## Section 8: Documents to be included with the application.

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| **Financial**  This information will determine the level of risk.  **Please answer yes, no or n/a against each question**. | | |
| Are you on the Register of Training Organisations (ROTO) or Register of Training Organisations for Apprenticeship Providers (ROTOAP) Please note registration is compulsory if your combined funds received from the ESFA exceed £100,000 | |  |
| Are you under notice from either the ESF or the ESFA (including Notices of Concerns/Notices of Breach) for Financial Health or Financial Management and Control | |  |
| Do you always have suitably qualified staff available to provide the education and training | |  |
| Please confirm you have supplied a copy of your current Employer's Liability Insurance Cover and Public Liability Insurance Cover | |  |
| Please confirm you have supplied a copy of last year’s audited annual accounts. (If applicable) | |  |
| Please confirm that you have submitted your last financial year’s accounts to Companies House/Charity Commission by their due date | |  |
| Please note we are required by the ESFA to carry out a credit check, if the supplier is found to have an above average risk warning, then we will not award a contract. | | |
| **Legislation**  This section measures the personal situation of the supplier.  Please answer yes or no against each question. | | |
| Is bankrupt or is being wound up, where affairs are being administered by the court, where has entered into an arrangement with creditors, where has suspended business activities or is in any analogue situation arising from a similar procedure under national laws and regulations | |  |
| Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national law and regulations | |  |
| Has been convicted by a judgement which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning professional conduct | |  |
| Has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate | |  |
| Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which is established or with those of the country of the contracting authority | |  |
| Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which is established or with those of the country of the contracting authority | |  |
| Has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA | |  |
| Has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively | |  |
| Has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities | |  |
| Has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering | |  |
| **Health & Safety**  This will measure the level of risk.  Please answer yes or no against each question. | | |
| Do you have a H&S Manager and arrangements in place to put the policy into practice? | |  |
| Are appropriate procedures in place to deal with any accidents or emergencies that may occur? | |  |
| Do you carry out regular risk assessments and take actions where required? Including consideration of age, inexperience, immaturity and lack of risk awareness. | |  |
| Have you had to notify the Health and Safety Executive of any incidents/accidents in the last 3 years? | |  |
| In the last 5 years has your organisation ever been prosecuted under health and safety legislation or been served prohibition or improvement notices by an Enforcing Authority such as the Health and Safety Executive? | |  |
| **General Information**  **The documents specified in this section must be submitted as part the due diligence process. If a policy is located within a different policy, please state where.** | | |
| Type of Document | Document enclosed. Please tick. | |
| Current Annual Statement of accounts |  | |
| Cross Partnership commitment document (if applicable) |  | |
| Organisation Mission Statement |  | |
| Health and Safety Policy & Risk assessments |  | |
| Safeguarding Policy including Safer Recruitment statement or HR Policy |  | |
| Prevent Policy |  | |
| Bullying & Harassment Policy |  | |
| Equality, Diversity & Inclusion Policy |  | |
| GDPR Policy |  | |
| Environmental Policy |  | |
| Document Retention Policy |  | |
| Modern Slavery Policy or Statement (please state which) |  | |
| Complaints Policy |  | |
| Public Liability Insurance |  | |
| Employers Liability Insurance |  | |
| Learner information pack or handbook  (CCP could provide you with the Learner Handbook) |  | |
| **Project Lead and Tutors Information** | | |
| DBS Certificate Number  DBS Issue Date  (DBS must not be over 3 years old) | Please create a spreadsheet with this information and return it with this application, for this section, along with certificates. | |
| CV with full work history from leaving secondary education and, if applicable, document explaining any gaps  Teaching Qualification Certificate |
| Safeguarding Certificate  (Must not be over 2 years old) |
| Prevent Certificate  (Must not be over 2 years old) |

## Declaration

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| I confirm on behalf of my organisation that I am authorised to agree this declaration and to my knowledge all the answers detailed in section 1 to 8 of this Application Form are true and accurate. | |
| Full Name and Position: | |
| Signed | **Date:** |