Wales Union Learning Fund
2019-2022
Employability and Skills:
Working with Unions
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>2</td>
</tr>
<tr>
<td>The Wales Union Learning Fund (WULF) 2019-22</td>
<td>2</td>
</tr>
<tr>
<td>The Employability Plan</td>
<td>3</td>
</tr>
<tr>
<td>Aims and Objectives funding</td>
<td>5</td>
</tr>
<tr>
<td>Funding and timescales</td>
<td>8</td>
</tr>
<tr>
<td>Eligible activity</td>
<td>9</td>
</tr>
<tr>
<td>Governance and accountability</td>
<td>10</td>
</tr>
<tr>
<td>Support</td>
<td>11</td>
</tr>
<tr>
<td>Assessment of applications</td>
<td>11</td>
</tr>
<tr>
<td>Additionality</td>
<td>12</td>
</tr>
<tr>
<td>Applications</td>
<td>12</td>
</tr>
<tr>
<td>Evidence of need</td>
<td>12</td>
</tr>
<tr>
<td>Objectives</td>
<td>13</td>
</tr>
<tr>
<td>Evidencing outcomes</td>
<td>13</td>
</tr>
<tr>
<td>Widening participation</td>
<td>14</td>
</tr>
<tr>
<td>Essential and vocation skills</td>
<td>14</td>
</tr>
<tr>
<td>Partnership working</td>
<td>14</td>
</tr>
<tr>
<td>Sustainability</td>
<td>14</td>
</tr>
<tr>
<td>Project planning and management</td>
<td>15</td>
</tr>
<tr>
<td>Participant investment</td>
<td>15</td>
</tr>
<tr>
<td>Monitoring and evaluation</td>
<td>15</td>
</tr>
<tr>
<td>The Application Process</td>
<td>16</td>
</tr>
<tr>
<td>Payments</td>
<td>16</td>
</tr>
<tr>
<td>Deadlines</td>
<td>17</td>
</tr>
<tr>
<td>Next steps</td>
<td>17</td>
</tr>
</tbody>
</table>
Wales Union Learning Fund 2019-22

Foreword

Prosperity for all: our national strategy forms the backbone of our policy development and sets out how we will deliver the aims of Taking Wales Forward. The National Strategy recognises skills and employability as one of five priority areas that have the greatest potential contribution to long-term prosperity and well-being.

The better people’s skills, the better their chances of getting fair, secure and rewarding employment, and the stronger the skills base is in Wales, the more chance we have of attracting new businesses and growing existing ones to improve prosperity.

Our recently published ‘Employability Plan’ sets out how we will support people to build skills and confidence to find and stay in rewarding work.

Working Wales will be our new employability programme which will help to contribute to our goal of eliminating the gap in unemployment and economic inactivity rates between Wales and the UK average within 10 years.

We are creating a new service to provide employment-related advice and guidance to people in Wales. The Employment Advice Gateway will enable people to talk to a trained advisor about employment and skills, aims and aspirations, and any issues or barriers to work. The Employment Advice Gateway will be an independent broker for a range of different support services and interventions. Professional advisors will recommend the most appropriate support for progression into employment.

WULF is ideally placed for those individuals that have entered employment that may be able to apply for funding to further their employability/essential skills in the workplace.

Our employability agenda doesn’t stop with finding work; staying and progressing in work is also vital. We need the building blocks to ensure that life long learning and skills development over a whole career is a possibility for all.
We have a commitment to making Wales a fair work nation and recognise the key role that Wales TUC and trade unions make in achieving fair work and progression opportunities for all workers.

Our goal is to provide opportunities to create resilient individuals who have the skills, enthusiasm, drive and creativity to fulfil their potential irrespective of ability, background, gender, or ethnicity.

In an increasingly complex world, we need to be aware of the importance of sustainability and employment support in producing enthusiastic, capable and flexible people who can adapt to a fast changing world.

Transferrable employability and essential skills are of paramount importance to Wales and unions have a unique opportunity to contribute real outcomes that will benefit Wales into the future.

Many workers face individual barriers to learning and without the support provided would never be able to take the first steps to improve their skills and progress.

Through the WULF projects - Trade Unions are playing a pivotal role in strengthening relationships between employers and employees and raising motivation and skills levels within the workplace. WULF is ideally placed to support the Fair Work agenda aimed at developing secure and sustainable jobs with the opportunity for progression. More and better learning and development opportunities will support a more resilient workforce in a changing labour market. Fair work standards will ensure better and more equitable access to quality, well-structured learning at work that matches the long term interests of the Welsh economy, helping to overcome in-work poverty and underemployment.

**Employability Plan**

The ‘**Employability Plan**’ sets out a series of actions that collectively aim to meet the following vision;

“We will look towards making Wales a full employment high tech, high wage economy where we are preparing people for a changing world of work, whilst ensuring that the benefits and employment opportunities provided by the foundational economy are retained locally. We will provide people of all ages and abilities with high quality education and skills to meet the challenges and work
opportunities of tomorrow and we will aim to instil in everyone a passion to learn throughout their lives, inspiring them with the ambition to be the best they can possibly be. We will work in partnership to deliver this and to remove any barriers which stop people from contributing to the world of work”.


The Employability Plan and its underpinning programmes, supports the Welsh Government’s ambition for Wales to be a fair-work nation, where everyone can access better jobs closer to home, develop their skills and careers and have decent life enhancing work without experiencing exploitation or poverty.

Underemployment and ‘in work’ poverty remains a challenge in Wales, with many people in short-term, insecure and low paid jobs.

The plan identifies four main areas for focus:

- **Providing an individualised approach to employability support.**
  Support for individuals needs to be based on individual need, and take account of personal circumstances, barriers, aptitudes and ambitions. A contextualised programme of support that identifies and addresses any barriers will provide the best chance of success.

- **Underlining the responsibility of employers to up-skill, support their staff and provide fair work.**
  Employers have a key role to play in promoting healthy and inclusive workplaces and prioritising skills development so that those in employment can thrive in work.

- **Responding to current and projected skills gaps.**
  The nature and type of work is a vital consideration. There are regional and sectoral variations in the types of vacancies available across Wales, and this impacts the skills and entry requirements. Ensuring that people have the right skills and knowledge to progress and meet the needs of employers is key to ensuring sustainable employment.

- **Preparing for a radical shift in the world of work.**
  The rapid developments in automation, artificial intelligence and digitalisation require an education and training system that will prepare our nation for the
challenges and opportunities of tomorrow. Unions are well placed to support vulnerable workers, identify industry or sector needs, encourage individual participation, develop new and innovative ways of plugging skills gaps and share best practice.

The Aims and Objectives of the Wales Union Learning Fund

Achieving the objectives within the Employability plan requires a coordinated and focused effort across the employability network. The role of the unions in delivering in-work support to aid progression and maximise skills and confidence is key. We want to ensure that people are in work which is fairly paid, stable and meaningful, with opportunities to progress.

The Trade Unions, through the work of the WULF projects, have demonstrated their unique ability to encourage a wide range of learning with workers, whether in the workplace, self-employed, or freelance. The learning supports workers to develop the skills needed to carry out their work to the best of their ability, opening opportunities for them to progress within the workplace and succeed in everyday life. WULF plays a key role in engaging workers in learning and supporting them to progress in their career, by raising awareness, providing learning opportunities and by addressing and overcoming any personal barriers to learning experienced by some workers. It many cases, it may be necessary for individuals to receive support to address health and wellbeing issues, before they can progress in their learning journey.

The overarching aims of WULF are to:

- raise the skills of the workforce by supporting Trade Union-led learning activity, in partnership with employers and others, with a focus on increasing the essential skills levels and employability skills of the Welsh workforce;

- support Union Learning Representatives (ULRs) in raising demand for learning from non-traditional learners, especially workers with low skill levels and disadvantaged groups in the workplace, helping them to overcome barriers to learning;

- be responsive to the emerging skills and employability needs of workers, helping to deliver the skills needs of both the current and future workforce;

- work with employers to assist with workforce development including establishment of collectively bargained learning agreements and provision of advice on workplace policies and practices that encourage participation and reduce barriers to progression.
• encourage employers to recognise the value of developing individuals through workplace learning in support of employability and progression.

The ‘Programme for Government’ sets out the Welsh Government’s commitment to WULF and vows to continue a focus on improving skills for employment.

The WULF programme must align with the Employability Plan, ensuring that union-led learning is at the very heart of our employability offer.

Projects must support one or more of the four themes of the Employability Plan; however we do not expect projects to support the Employability Plan in its entirety.

Examples of how WULF projects can address the objectives of the Employability Plan include;

**Providing an individualised approach to employability support.**

- Develop innovative ways of encouraging learning. This includes developing new or different ways of promoting the benefits of addressing employability skills and essential skills learning needs and encouraging further learning through arrangements with learning providers. Where practicable, identifying and spreading good practice from projects to the wider workforce;
- Provide additional advice, guidance and support for learners. This may be provided in partnership with employers and should add to the existing range of support services;
- Significantly improve essential skills in the workforce for example by providing opportunities for employees to learn at all levels in a relevant and flexible way, through the development and/or provision of appropriate learning in the workplace that meets the needs of the learner;

**Underlining the responsibility of employers to up-skill, support their staff and provide fair work.**

- Encourage businesses to recognise the benefits of up-skilling their workforce and the positive role that union led learning can have on growth, productivity and the commitment of their workforce
- Continue to increase the number of employers who place emphasis on creating workplaces which are inclusive and supportive environments for disabled people and those with long term health conditions.
• Widen participation and break down barriers to learning in the workplace by supporting interventions which focus on equality of opportunity, reducing social exclusion, and engaging non-traditional learners;

• Support businesses to facilitate, coordinate and signpost opportunities through other learning routes, where possible

• Encourage businesses to recognise that it is in their interests to ensure they provide a happy and healthy workplace and support mental health and wellbeing, recognising that in many instances, this represents a significant barrier to any additional or further learning

Responding to current and projected skills gaps.

• Be responsive to emerging employment and skills needs within their associated sectors by advocating for vocational learning and apprenticeships

• Address the strategy contained within the “Regional Skills Action Plans” developed by Regional Skills Partnerships to ensure that local management information is taken into account, including issues faced by the foundational economy and other low-pay, low-skilled sectors.

• Focus on potential skills gaps in areas identified as priorities in the Economic Action Plan, and in those specific sectors expected to be impacted by digitalisation and automation

• Respond to, and support the issue around lack of digital skills within existing workplaces by providing opportunities for up skilling

Preparing for a radical shift in the world of work.

• Increase Trade Unions’ capacity to promote learning. This is not only about providing new facilities and materials (where appropriate) but also about developing a systematic, long-term approach to promoting learning centred around essential skills and employability skills;

• Form part of, and add value to, a Trade Union’s strategy for learning; eg.by bargaining for skills and learning and establishing learning agreements and learning committees in the workplace

• Support and foster effective learning partnership activity between employers, other Trade Unions, learning providers and community based organisations in order to encourage more people to engage in learning;

• Create sustainable learning by effectively accessing resources and support from partners capable of sustaining activity beyond the initial WULF funding period. This involves securing longer-term commitment and, where possible, resources from partners e.g. employers, providers and other unions.
• Provide support for self employed, recognising that this represents an area of huge potential growth
• Respond to, and prepare for the rapid developments in automation, artificial intelligence and digitalisation, preparing our workforce for the challenges of tomorrow.

Applications must clearly demonstrate how they address the key themes as outlined in the employability plan.

Funding and timescales

The life span of each project will be 3 years, covering the financial years 2019-20, 2020-21, and 2021-22. Unions must provide a 3 year plan outlining intended provision, however funding will be confirmed, and made on an annual basis. A yearly Grant Award Letter (GAL) will be provided to unions in advance of each funding year, confirming agreed funding and details of delivery.

We will allow 1 application (i.e. 1 project) per union, with a maximum amount of funding for 2019-20 of £62,500 per union. However, in recognition that some unions may have much larger memberships and therefore a higher possible demand for providing support, we will increase this funding cap where membership in Wales exceeds certain thresholds, in line with the following:

• Less than 15,000 members – maximum funding of £62,500
• 15,000- 49,999 members (in Wales)- maximum funding of £125,000 per annum
• 50,000 members or over (in Wales)- maximum funding of £187,500 per annum

Unions in the lowest funding category (cap of £62,500) could submit a case for additional funding if, for example, it is a multi-union bid where no single union partner falls into a higher funding category. Prior approval from Welsh Government would need to be secured before an application is made.

All funding will be paid in arrears on a monthly basis providing the expenditure forms part of the approved project and there is evidence that the cost has been incurred and paid.

Year 1 of the projects must start on 1st April 2019 and will need to be completed by 31st March 2020. Projects must ensure that they achieve the maximum impact in the time available. Consideration must be given to the time required to actively engage workplaces and recruit learners, allowing time for the delivery and closure of the project in a way that promotes continuation of the learning following closure at the end of the three year term.
Eligible activity

The Welsh Government will consider WULF project proposals that clearly demonstrate how they meet the objectives of the Employability Plan.

Please note that WULF proposals should focus on addressing essential skills and employability skills. WULF cannot be used to fund or contribute towards the funding of courses at level 4 or above. However, some courses delivered at QCF level 3 or below which are offered by Higher Education institutions may be eligible; these must be agreed with Welsh Government on a case by case basis.

All projects must involve an element of joint working with partners. These include third sector voluntary/community organisations and other expert stakeholders such as Mind Cymru, Shelter, Digital Communities Wales as an example. Support will not be available for projects which focus on, the training of Union representatives (including Union Learning Representatives), careers advice and guidance, or projects which aim to replace employer-funded training or any statutory obligations.

WULF projects should encourage investment from Unions, employers and employees in order to maximise the use of WULF funding and create sustainable learning models for delivery when projects come to an end.

WULF funding may be used for informal learning, including provision that results in qualifications and provision that is not qualification-based, providing the focus of the training is essential skills or employability skills. The focus for all learning activity must be skills and employability, contributing to the continued productivity or progression within the workplace by participating individuals. Projects will be required to demonstrate the link to employability and/or progression within the workplace for all activities delivered.

Consideration should be given to the quality of provision and value for money when submitting a WULF proposal. Your application must set out clearly how you will ensure both principles are embedded into your project.

Once an application has been approved, prior agreement must be sought from the Welsh Government if there is any doubt about whether a particular learning activity is eligible for WULF funding within the agreed project outcomes.

Where applications involve new or improved facilities (capital expenditure) such as learning centres or IT equipment, it will be necessary to demonstrate that this is directly linked to the delivery of learning. In all cases, full use should be made of existing resources, especially where these have been purchased through previous...
WULF provision. If equipment is to be purchased, this shall be limited to a maximum of 5% of the total value of the proposal and the proposal should explain how this will be used during the life of the project and after the project ends.

Given the previous level of investment in ICT equipment through the WULF programme, it is anticipated that, where applications are received from Trade Unions who have received WULF support previously, projects will already have the equipment needed to deliver their proposals and will not require a further investment of ICT equipment for the administration and management of the project. Where projects feel that this is not the case, this must be set out clearly in the application, along with a detailed business case.

WULF projects should commit to delivering specific, measurable learning outcomes and establish GDPR compliant data collection systems to identify learning progression.

Examples of activities eligible for WULF funding include:

• supporting the cost of learning provision such as the development of new courses or new approaches to learning, purchasing learning provision to improve the employability of individuals and to further their progression within the workplace; where these costs are not covered through other publicly funded provision;

• salaries of project staff and associated costs for the duration of the contract, providing these are reasonable and align with staff undertaking a similar role within the organisation (please refer to the guidance document for eligible activity);

• marketing, publicity and dissemination linked to the promotion of learning, where marketing and publicity is promoting the WULF project or the learning. All marketing and publicity materials must be considered for long term use and not short term or single use;

• setting up and equipping of learning centres (subject to the conditions outlined above)

**Governance and Accountability**

Any certificated Trades Unions with members based in Wales, whether or not it is affiliated to the Trades Unions Congress, is eligible to apply for WULF funding. Applications will be particularly welcomed from Trades Unions working in partnership with others, such as other unions, employers, education and training providers, Local Authorities.
Applications must show that projects can be successfully completed within the time frames listed above. It is the responsibility of applicants to ensure that the terms, conditions and responsibilities related to WULF funding are fully understood prior to signing the grant agreement. The Welsh Government will regularly conduct quarterly financial monitoring and contract management reviews with the projects, in line with the terms of the grant agreement, to ensure financial probity, delivery is on track and activity complies with programme requirements.

All WULF Projects are expected to identify and respond to demands for learning. If a Learning Needs Analysis has already been carried out then it should be submitted with the application as evidence of need.

Budget forecasts should be detailed and as accurate as possible. The Welsh Government will monitor spend to ensure delivery is on track and outcome targets are being met. Please remember, any unspent funding cannot be carried forward from one financial year to the next.

The Welsh Government will monitor projects as they progress and, as part of this process, will discuss spend against budget with the successful applicants in order to identify potential underspend and/or proposed changes to the contract at the earliest opportunity.

From March 2016, the Welsh Government was governed by the Welsh Language Standards. WULF projects will be required to adhere to these requirements which can be viewed by following this link: https://www.legislation.gov.uk/wsi/2015/996/contents/made

All projects must ensure that they are fully compliant with the General Data Protection Regulations (GDPR). Further information can be found in the link below; https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

**Support**

Advice and support will be available from your Welsh Government Contract Manager throughout the duration of the project. Wales TUC will offer generalised advice and support.

**Assessment of applications**

This is a discretionary grant scheme approved by Welsh Ministers and administered by Welsh Government officials on their behalf.
When assessing applications, advice will be sought from the WULF Assessment Panel which is made up of nominees from the Welsh Government and key stakeholders.

Applications will be considered and assessed by the panel against the criteria in this prospectus. The panel will give due consideration to under-represented sectors and prevailing economic conditions when evaluating evidence of need. The panel will then provide recommendations to the ‘Minister for Welsh Language and Lifelong Learning’ for consideration and approval.

**Additionality**

Additional funding to support learning can be sought from other sources such as Welsh Government-funded programmes and those funded through the European Social Fund. Advice and support can be obtained from the Welsh Government and Wales TUC if required. Where additional funds are sought, the project must maintain clear and separate audit trails and provide evidence to show that the activity has not been claimed from more than one funding stream.

**Applications**

When drafting bids, applicants should not assume that the WULF Assessment Panel has any prior knowledge of their sector, business or any learning activity carried out by Trade Unions.

Each application will be assessed against the criteria set out below.

**Evidence of need**

Applications must clearly describe the purpose of and need for the project, including how the project will support the 4 key objectives of the Employability Plan.

The application should explain how the project will add value to and not duplicate any existing provision.

Applications must show the evidence that has been used as the basis for the project bid. This might include a profile of learning and skills needs of project target groups, surveys of employees and employers, learning needs assessments, the vulnerability of employment within target groups and other research such as that undertaken by academics or the Welsh Government.
Details should also be provided of established working groups, employer partnerships, steering groups or other bodies that have concluded the need exists and who endorse the proposal.

The proposal should clearly demonstrate how it will address employability and progression as the core function of its activities.

Objectives

Applications must evidence how the outlined objectives support and address the key themes of the employability plan. The specific outlines of the WULF programme are outlined above and should also be taken into account when setting objectives.

SMART (Specific, Measurable, Achievable, Realistic and Time bound) criteria must be used when describing the aims and objectives.

Evidencing Outcomes – Progression

All applicants will be required to set targets for the following performance indicators

- Individuals achieving full or part accredited qualifications
- Individuals completing non accredited learning
- Individuals completing Essential skills courses
- Number of learners supported / signposted
  - Onto further learning at the same level
  - Onto further learning at a higher level
  - For advice and guidance to other organisations
  - Into other employment/work with the existing employer
  - Into other employment/work with a new employer within the same sector
  - Into other employment/work in a new sector
- Number of self employed/freelance workers securing additional work as a result of the support

In addition, applicants will be required to outline details of employers they intend to work with, as far as it is practicable.

Applicants will be required to outline the specific activities which will be undertaken in order to achieve these objectives, and how they will be managed and monitored.
In this bidding round, there will be an emphasis on the actual ‘learning’ activity. Projects must be able to evidence the impact that their learning activity has had and how this evidences success against the 4 core themes of the employability plan. This must link to the targets and outcomes for the project.

**Widening participation and breaking down barriers to learning in the workplace**

Activity should focus on equality of opportunity, social inclusion, vulnerable or atypical workers and non-traditional learners. Applications should encourage widening of access to lifelong learning for people in Wales irrespective of their background or current personal circumstances. The projects must support the Welsh Government’s Tackling Poverty Action Plan.

**Supporting the Programme for Government agenda in respect of addressing essential skills and/or vocational skills needs in the workplace.**

Supporting Essential skills and vocational skills needs remains a key priority of the programme. This includes Literacy/Communication, Application of Number/Numeracy and ICT/Digital Literacy up to and including level 2 qualifications.

**Promoting Partnership**

We encourage effective partnership working, for example with other Trade Unions, learning providers and community based organisations, in an effort to maximise the number and quality of education and training opportunities available and achieve economies of scale where possible.

Please note that partners who are named in the bid must provide a letter of support outlining their commitment to the project. These letters must be attached to the bid at the time of submission.

**Sustainability**

The proposal must demonstrate how it has the potential to create and support a learning culture beyond the project period. Applications should indicate how Trade Union policies, systems, working practices and future resource planning (including staffing) will evolve to help sustain learning activities and services and support the continued role of ‘Union Learning Reps’ (ULR’s).

---

Information should be provided about recent WULF projects that have or are currently being delivered through your Union, with an explanation as to why further funding is needed.

**Project Planning and Management**

A detailed project timeline must be submitted, with key milestone’s identified such as appointment of project staff, setting up of steering groups, completion of Learning Needs Analyses, launch date and course dates. Outcomes and a related spending profile must be fully forecasted.

Project management mechanisms and structures must be outlined, with reference to the role of any steering groups and identification of key workers and roles. Applicants must also demonstrate how their project will be linked to and supported by their wider Union infrastructure and/or linked to other project partners and schemes.

A risk register will need to be submitted outlining any perceived risks with rationale of how these will be mitigated.

**Participant Investment**

Projects are required to consider and demonstrate a suitable level of financial investment from Union/employer/employee when agreeing to fund learning activities. The application must clearly set out how this will be implemented.

**Monitoring and Evaluation Arrangements**

Applicants must demonstrate how they intend to monitor achievement against the specified objectives and targets, and how they intend to evaluate and evidence success.

The project must have robust activity monitoring systems in place to effectively manage and report this information when required to Welsh Government.

If the Welsh Government raises concerns regarding late submission of claims or lower than expected delivery a project may be asked to provide additional assurances and/or be subjected to increased monitoring activity.

The Project Manager will be responsible for completing:

- an initial impact assessment (start of project)
- an interim impact assessment. (end of years 1 and year 2)
- a final impact assessment at the end of the three year term
Projects should ensure that they have systems in place for collecting and sharing learner and employer data to support any future evaluations. Further guidance will be provided upon project approval.

The Application Process

The official Welsh Government application form must be used to apply for funding. We cannot accept applications which are not in this format. All applications must be signed by an appropriate senior official of the organisation.

The Wales TUC can provide advice and support to all Trade Unions considering applying for a grant from the Wales Union Learning Fund. In submitting a WULF application, unions thereby agree that details of the application and delivery of the project can be shared with the Wales TUC.

For further information on submitting an application please contact the designated Welsh Government WULF mailbox WULF@gov.wales

Payments

Payment of grant will be made **monthly** in arrears upon receipt of an accurate and complete claim, accompanied by an invoice addressed to the Welsh Government and a detailed progress report. A Welsh Government Contract Manager will be appointed to ensure that the project remains on track and that grant claims are submitted on time. Failure to submit timely claims may impact on the budget available to the project. The Welsh Government must be consulted about any possible changes to project timings, outcomes, activities or patterns of expenditure. Projects will be required to make available both activity and financial records to support their claims during routine financial review meetings, it is the responsibility of the Project Manager to ensure these records are maintained, retained and made available upon request.

Deadlines

Applications must be submitted by 12th October 2018. An electronic copy of the completed application form must be sent to WULF@gov.wales and a signed hard copy posted/ delivered to the following Welsh Government Office;

Wales Union Learning Fund (WULF) team
Welsh Government,
Ty’r Afon
You may wish to consider using a tracked postal service to ensure that it is received by the deadline above.

**Next steps**

The WULF assessment panel will meet to discuss and evaluate all applications during the week commencing 22\textsuperscript{nd} October 2018. Applicants will receive feedback following this assessment and will be informed if the project has been successful, by letter, the week commencing 3\textsuperscript{rd} December 2018.

Formal Grant Award Letters will be drafted and issued to all successful projects in January 2019.