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**Grant Application Form**

 **SINGLE ADVICE FUND**

**Please refer to the Guidance Notes when you are completing this application form.**

**Completed applications must be returned by 5pm on the 16th July 2019.**

**Late applications will not be accepted.**

**Section One – What You Are Applying For**

**(Please note: A separate application form must be completed for each Service for which you are applying.)**

**Please tick ONE of the following only. This application relates to:**

|  |  |  |  |
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|  | **Service** | **Local Authorities Covered** | **Tick as applicable** |
| 1 | Community Focussed Region 1 | Merthyr; RCT, Bridgend |  |
| 2 | Community Focussed Region 2 | Carmarthenshire; Ceredigion; Pembrokeshire; Powys |  |
| 3 | Community Focussed Region 3 | Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Wrexham |  |
| 4 | Community Focussed Region 4 | Blaenau Gwent; Caerphilly; Monmouthshire; Newport; Torfaen |  |
| 5 | Community Focussed Region 5 | Cardiff; Vale of Glamorgan |  |
| 6 | Community Focussed Region 6 | Neath Port Talbot; Swansea |  |
| 7 | Specialist Advice Region 1 | Merthyr; RCT, Bridgend |  |
| 8 | Specialist Advice Region 2 | Carmarthenshire; Ceredigion; Pembrokeshire; Powys |  |
| 9 | Specialist Advice Region 3 | Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Wrexham |  |
| 10 | Specialist Advice Region 4 | Blaenau Gwent; Caerphilly; Monmouthshire; Newport; Torfaen |  |
| 11 | Specialist Advice Region 5 | Cardiff; Vale of Glamorgan |  |
| 12 | Specialist Advice Region 6 | Neath Port Talbot; Swansea |  |
| 13 | Pan-Wales Remote Advice Service | National |  |

**Section Two – Organisation/ Lead Organisation**

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| Is this a collaborative or an individual application?Please provide full contact details for your organisation. In a collaborative application (with delivery involving partner organisations), contact details of the Lead Organisation should be provided here. |

**Section Three – Partner Organisations (Collaborative Applications Only)**

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| If this is a collaborative application, please provide full contact details for the other organisation/s involved in this project who will receive grants funds. |

**Section Four – Quality Assurance**

Each organisation who will be **directly delivering** the funded generalist and specialist advice services is required to provide:

* 1. evidence of the advice Quality Standard that they hold, **and** confirmation of the date at which their organisation will have to reapply for this advice Quality Standard; and
	2. a statement to confirm that they are **impartial** and have the ability to always **act in the** **best interest** of the people who will be receiving the free to client funded advice services.
	3. if a provider will be delivering **debt** advice services, evidence that they are Financial Conduct Authority (FCA) regulated, or confirmation that they are exempted from having to be FCA regulated.

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| Please confirm that you have attached the above evidence requested under a), b) and (if applicable) c) above (for every organisation directly delivering within the application proposal).**Yes/No** (delete as appropriate) |

If any directly delivering organisation does not currently hold either an advice Quality Standard or FCA authorised, please provide robust evidence here that these requirements will be met by the grant start date.

**Section Five – Expected Start Date of Service Delivery**

Please provide confirmation by ticking the box below that you (and your delivery partners in a collaborative application) will be able to commence the delivery of the free to client funded services on the 1 January 2020.

**Yes, I can commence on the 1 January 2020.**

**Section Six – About the Proposed Services**

Please answer the below questions about the Service that you are proposing to deliver. Each question has a maximum word count and where a question will be scored, the relevant score weighting is set out after the question.

**Question 1 – Prior Experience**

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| Clearly set out the experience and proven ability of the provider(s) to deliver free to client social welfare rights-based information and advice services. Provider(s) are also asked to explain their previous experience of involvement in collaborative service delivery models. (Maximum of 1500 words) ***Score maximum of 20 points.*** |

**Question 2 – Proposed Service Delivery**

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| Please explain and evidence how your proposed service delivery model will 1. be seamless and fully integrated for people who have advice needs;
2. be focussed on both prevention and responding to emergency crises;
3. be designed to ensure people accessing information and advice services are given tangible opportunities to develop their knowledge, capability and skills with the aim of, as far as practical, improving their resilience to similar problems reoccurring;
4. in the case of regional services, able to reach into the heart of local communities, ensuring the funded services are well known and easily accessible OR in the case of the pan-Wales remote service, able to achieve a sufficient profile to ensure that the service is well known and easily accessible;
5. demonstrate meaningful service delivery links with statutory primary care delivery and other well-being services within the voluntary and community sectors;
6. target those people or groups whose characteristics or circumstances make them more likely to be in most need of advice and encourage early access by them to the funded service, demonstrating innovation in reaching people who may not usually access mainstream advice services.

 (Maximum of 2000 words) ***Score maximum of 25 points.*** |

**Question 3 – Service Planning and Co-ordination**

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| Please explain:1. the robustness of the planning assumptions used to predict the numbers accessing the proposed service/s, as set out in the Minimum Volume Expectations table in Question 6 below;
2. how the planning of the funded service will complement other advice services already operating within the service area;
3. how service delivery will be co-ordinated to ensure equal and consistent access to the funded service/s across the region or across Wales, as appropriate;
4. how the planning of the information and advice service will ensure the funded service will be delivered in accordance with the specific needs of local communities;
5. how a system of review and innovation will drive forward continuous improvements in effectiveness and efficiency;

 (Maximum of 2000 words) ***Score maximum of 25 points.*** |

**Question 4 - Welsh Language and Community Languages**

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| Please clearly explain how your proposed service delivery model will ensure there will be consistent and equal access to people accessing funded services who wish to do so in the medium of Welsh, or in any of the community languages.(Maximum of 500 words) ***Score maximum of 5 points.*** |

**Question 5 - Person-centred Services that Contribute to Wellbeing**

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| Welsh Government wishes to support advice services that offer services aligned to the Wellbeing of Future Generations Act 2015. Please highlight the ways in which your proposed service will constitute a person-centred service that will contribute to well-being, ensuring that you include reference to how the service will meet each of the following Delivery Principles:* Empowering
* Efficient
* Accessible
* Future-focussed
* Positive and Proactive
* Thorough & Personal
* User involvement in service design.

(*See Guidance for further information*).(Maximum of 1000 words) ***Score maximum of 10 points.*** |

**Question 6 – Value for Money (*Score maximum of 15 points.)***

1. ***Minimum Volume Expectations:***

Please use the tables below to provide the minimum number of enquiries and cases[[1]](#footnote-1) by subject category and advice level that you expect to undertake across your service/s over the 12-month grant period to 31st December 2020.

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| **Minimum Volume Expectations p.a.** |
| **Please again state which of the 13 grant opportunities is the subject of this application:** |
|  |
| **Please indicate numbers of enquiries and cases by subject category and by advice level in the table below:** |
| **Subject Category** | **Information & Guidance** | **Advice & Advice with Casework** | **Specialist Advice** |
| **Number of enquiries** | **Number of enquiries** | **Number of cases** | **Number of enquiries** | **Number of cases** |
| Welfare Benefits |  |  |  |  |  |
| Debt |  |  |  |  |  |
| Housing |  |  |  |  |  |
| Employment |  |  |  |  |  |
| Discrimination |  |  |  |  |  |
| Education |  |  |  |  |  |
| **Totals:** |  |  |  |  |  |

1. ***Proposed Grant Expenditure:***

Please see the Guidance for the maximum grant available per opportunity. Bidders are expected to put forward proposals that largely utilise the full amount of funding available for the funding opportunity that they are bidding for.

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| Please indicate below how much you are applying for over the financial years below:2019/20 - £2020/21 - £12 Month Total: |

Please complete the financial table below entering the expected spend profile by quarter.

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| --- | --- | --- | --- | --- | --- |
| **£** | **Quarter 1**01 January - 31 March 2020 | **Quarter 2**01 April - 30 June 2020 | **Quarter 3**01 July - 30 September 2020 | **Quarter 4**01 October - 31 December 2020 | **Total** |
| Expenditure Profile  |  |  |  |  |  |

Please complete the financial spreadsheet embedded below entering all anticipated financial requirements for the grant period. It is important that you include as much information as possible to clearly detail how you propose to use the funding you are seeking for the provision of the information and advice service over the grant period.

Please refer to the Application Guidance regarding unit costs, co-ordination costs, Management charges/Central costs, redundancy costs and expected savings where bidders secure more than one of the available opportunities.

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1. ***Outcome Expectations and Monitoring:***

Please detail the suggested performance measures that you will use for monitoring and reporting progress in relation to the service/s to be supported by this grant.

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| **Activity** | **Outputs** | **Outcomes** | **By When** |
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| *Add further lines as needed.* |  |  |  |

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| **a)** Please explain how the performance measures above will demonstrate to the Welsh Government that the advice services you are delivering are attaining the objectives of the grant funding? (Maximum of 750 words) |

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| **b)** Please explain how your data capture/collating processes will ensure that there is a coordinated and accurate reporting on the key performance measures on a local, regional and, if applicable, national basis?(Maximum of 750 words) |

|  |  |
| --- | --- |
| **c)** Please tick to confirm that, should you receive funding, you will work with the Welsh Government to jointly develop and agree additional performance measures, if requested?

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I agree |

**Section Seven - General Data Protection Regulations (GDPR)**

Please tick the personal data items that will be processed and complete the GDPR declaration at Annex A.

**Section Eight – Declaration/Certification**

1. Please confirm that your organisation has a partnership agreement with other organisations involved in this project. You may be asked to submit this if your application is successful.

 **Yes/No** delete as appropriate

1. Please sign and date the application.

 In a collaborative application, this must be signed by the Lead Organisation.

***Declaration/Certification***

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| Signature:Name:Position:Date:*I confirm that the information given above is accurate and if this is a collaborative bid, I am signing as the lead body on behalf of the bid partners who have delegated authority for me to do so under the partnership agreement/s for the proposed project.*  |

**Notes**

**Submission of the application**

The deadline for submission of both hard copy and electronic applications is **5pm on Tuesday the 16th July 2019.**

The deadline for submission of any questions regarding this grant opportunity is **5pm on Tuesday the 18th June 2019.**

* An electronic copy of the application form and any questions should be emailed to FinancialInclusion@gov.wales
* Electronic applications should be presented in PDF or Microsoft WORD format. Arial and size 12 font should be used. Black print should be used.
* Your application should include:
1. Evidence to support Section Four (Quality Assurance) for each provider.
2. A signed declaration at Section Eight.
3. Completed Annex A (GDPR data fields collected and declaration).
4. Completed financial spreadsheet embedded at question 6ii
5. An organogram/structure diagram for the project, highlighting the number of dedicated Full-time Equivalent (FTE) staff supported by this grant, including their function (i.e. generalist debt advice, specialist housing adviser, manager, admin etc.)
6. Templates outlining the job descriptions and essential elements of the person specifications for any posts involved in the delivery of the funded service to include, but not limited to, (a) administrative staff (b) advice support staff (c) advisers (d) technical supervisors (e) advice managers (f) consortium co-ordinators

Please do not send any other additional information as this will not be assessed.

***Please note that applications that do not meet all of the above submission criteria will be rejected.***

**Annex A General Data Protection Regulations (GDPR)**

**Please tick the personal data items that will be processed:**

(To check boxes, right click on the box, choose Properties and mark the Default value as Checked.)

|  |  |  |
| --- | --- | --- |
| **Personal**  | [ ]  Name | [ ]  Telephone Numbers |
|  | [ ]  Home Address | [ ]  Date of Birth |
|  | [ ]  Business Address | [ ]  Driving Licence Number |
|  | [ ]  Postcode | [ ]  Passport / ID Card Number |
|  | [ ]  Email Addresses | [ ]  Photographs / images (which could be used to identify an individual) |
|  | [ ]  Unique identifying numbere.g. store loyalty card, library card etc | [ ]  Other (please specify) |
| Personal**Sensitive\***  | [ ]  Racial / Ethnic Origins | [ ]  Biometric data e.g. DNA, finger-prints |
|  | [ ]  Political opinions | [ ]  Personal financial information ( e.g. bank or credit card details) |
|  | [ ]  Religious beliefs | [ ]  Mother’s maiden name |
|  | [ ]  Trade Union membership | [ ]  NI Number (or equivalent) |
|  | [ ]  Physical / mental health or condition | [ ]  Tax, benefits or pensions records |
|  | [ ]  Sexual life | [ ]  Health or social service records e.g. Housing or Child Protection |
|  | [ ]  Criminal & court records (inc. alleged offences) | [ ]  Employment records (inc. self-employment and voluntary work) |
|  | [ ]  Educational records | [ ]  Other (please specify) |

**General Data Protection Regulations (GDPR) Cont’d.**

We, the applicant, confirm our understanding, acceptance and compliance with, the following conditions:

• All awards of grant funding must be complaint with the General Data Protection Regulations (GDPR).

• All personal information collected and held by a funded provider will need to be treated in line with the GDPR regulations.

• Carrying out the Purposes of this grant will require a funded provider to process personal data on behalf of the Welsh Government.

• The Welsh Government will be the Data Controller and the successful provider(s) will be the data processor.

• As a data processor, a provider(s) must only ask for data that is necessary and relevant to the purpose of this project, and must only collect data when there is a specific, lawful reason to do so.

***GDPR Declaration***

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| Signature:Name:Position:Date:*I confirm that the information given above is accurate and if this is a collaborative bid I am signing as the lead body on behalf of the bid partners who have delegated authority for me to do so under the partnership agreement for the proposed project.*  |

1. See Guidance for the interpretation of ‘enquiries and cases’. [↑](#footnote-ref-1)