



# A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

## Adult and Community Learning Grant Programme 2011-2012

PART OF THE ISLE OF WIGHT  
VOLUNTARY & COMMUNITY  
SECTOR STRATEGY



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and the IW Rural Community Council. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more information about Prospectuses programme, or to request an accessible version of this document, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: [martin.johnson@iow.gov.uk](mailto:martin.johnson@iow.gov.uk)

# **Isle of Wight Council Adult and Community Learning Service A Commissioning Prospectus 2011**

## **Introduction**

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to deliver services and projects which will widen access to adult learning.

## **What is a Prospectus?**

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as small enterprises of any type.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for any small grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact procurement standards to voluntary organisations and small businesses.

## **Delivering our plans and priorities**

Prospectuses must help deliver the main themes and priorities for the Council:

- Raising educational standards
- Improving our support to the most vulnerable in our community
- Housing and homelessness
- Regeneration and the economy
- Waste strategy

More detailed explanation can be found on the Council's corporate plan:  
[www.iwight.com/council/documents/docFiles/CorporatePlan2008\\_2011.pdf](http://www.iwight.com/council/documents/docFiles/CorporatePlan2008_2011.pdf)

The Council's Adult and Community Learning curriculum supports these themes and arranges a broad range of learning opportunities from introductory taster activities to short courses with opportunities to progress, where appropriate, from introductory to more advanced levels. Learning programmes are targeted at adults aged 19+.

For more information about the work undertaken by the Adult and Community Learning Service you can read draft *The Adult Learning Plan* at: [www.iwcommunitylearning.ac.uk](http://www.iwcommunitylearning.ac.uk)

### **Why do we want partnership with the voluntary and community sector?**

We believe that involving civil sector groups and organisations, and small businesses, in planning and delivering local services and activities, promotes stronger and more active communities as well as value for money.

While not always the cheapest option, funding public services in this way is known to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative small businesses and a thriving and independent community sector can also be an important voice, helping us to arrange and fund (commission) more responsive services that are based on the knowledge and experience of local communities.

## 2. Adult and Community Learning Grant Programme 2011

### Our Objectives and Priorities

The Council's Adult and Community Learning priorities are to:

- Support economic development and regeneration, enabling all to share in the Island's economic success, through increasing the skills of the whole community.
- Increase adult participation in cultural activities, sport and active recreation and activities to improve health and emotional well-being.

The service aims to provide opportunities that have an easily accessible curriculum which engages adults in learning, with a particular focus on those who have benefited least for the formal education system.

The aim of this Prospectus is to involve more adults from island communities and priority groups in learning through the use of innovative projects and opportunities.

### The outcomes you can help us to achieve

Applications are invited for services or projects that will meet one, some or all of three grant funding outcomes:

**Outcome 1.** Learning opportunities will be available that lead to personal development, cultural enrichment, intellectual or creative stimulation and enjoyment.

**Outcome 2.** Learning opportunities will be available that have been developed by local residents and other learners to build the skills, knowledge and understanding for social and community action.

**Outcome 3.** Opportunities will be available that help people living in disadvantaged communities by enabling them to progress to further learning, employment and volunteering. These opportunities will support skills for jobs through improving learner confidence and improving skills and readiness for employment, or will build the capacity and skills within communities and support volunteering. Disadvantaged communities include people from the most deprived wards on the Island or targeted groups of people facing barriers to learning. This may include: -

- People who are long term unemployed or on benefits
- People with low levels of literacy and numeracy or without a level 2 qualification
- People with a disability or learning difficulty
- People with a limiting illness or poor mental health
- Black and Minority Ethnic groups and people for whom English is their second language

- Older people (50+)
- Men (as traditionally there is lower participation in learning by men)
- Rural communities with poor access to services

In addition to delivering one, some or all of the above outcomes, there are a number of requirements for all bids:

- All services funded through this Prospectus are expected to work with the Adult Learning Network, to make it possible for learners to progress onto further learning and training opportunities.
- Learning opportunities will have been shaped by learner and community groups; and will be accessible to people who may face barriers to learning due to transport, accessibility or childcare.
- Services will be provided in a way that meets OFSTED requirements including safeguarding; the service will support you with this.

Particular value will be placed on innovation, and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new services.

The involvement of volunteers in activities will also be welcomed.

### **3. Making an Application**

#### **Funding and resources that the commissioner can make available**

The total expected funding available through this Prospectus is £50,000. This funding is to be used to provide adult learning opportunities for the academic year from September 2011 to July 2012.

Learners who can afford to contribute financially to their learning will be expected to do so. *There is a target that 50% of the cost of your service will be met through fee income or some form of In Kind contribution.*

You can bid for all or some of the total grant funding available. You must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your idea and what you need to make it work.

All successful bidders for grant funding will be offered a Funding Agreement with Conditions. We may offer you a grant, but instead of, or perhaps as well, we may offer other forms of help if your idea will help us to deliver our service outcomes. We will negotiate with you on the terms of any help but in all cases we will need you to be able to prove that you have been able to deliver what you have promised.

Economic conditions may lead to changes in the amount of funding available for all public services. The Council will apply the Local Compact when considering any changes needed to funding awarded through this Prospectus.

Grants will usually be paid in 3 payments on proof that you are delivering your outcomes. However, there is some flexibility; for example, an initial start up payment can be claimed if needed. [Click here to see a copy of the latest 'Small Print' guide for applicants](#) before making an application.

We may also be able to offer successful bidders some preparation and training and may also help with the marketing of services and introduction to other groups, activities or enterprises that may be able to help you make the most of your ideas.

#### **How will we know that our outcomes are being achieved?**

The Council will need to show what impact the activities it has supported have had on people's lives. What we need from funded services is a combination of information about how much of something is being done, and how effective it has been. The application process asks how you will tell us these things and because we don't specify in detail what services we believe are needed, we leave you to suggest the best way to do this.

However, we do have to supply information to the Government and other official bodies. They may change the information they ask for, so we need partners who will help us respond to these changes.

There are a number of basic reporting requirements that the service will therefore ask you to agree to:

- Attend termly monitoring meetings to discuss how well you are doing and particularly how well you are meeting any targets that you have agreed.
- Attend Adult Learning Network events, to contribute to curriculum development and establishing progression routes.
- Provide some standardised information such as your scheme of work and lesson plans; staff and venue information; enrolment forms and Individual Learning Plans recognising and recording progress and achievement. This information is shared with the Skills Funding Agency and OFSTED.
- Complete Learner evaluation surveys.

You must contact us to discuss your project before applying. You can discuss your idea and we can tell you at an early stage what information you might consider building into your bid. For example, depending on the service offered, we may ask for regular reporting on who is using your services and what needs are met or not.

When assessing the strength of a bid and how well a service is going, we regard the views of service users as an important measure of how well you are doing. This can tell us if people are able to access the services that they want, where and when they want them, and helps us to identify the need for future change and improvement.

Your reporting will be an opportunity to share the big picture so that we get our future commissioning right. The projects will be evaluated, and if successful, will be considered for funding in future years.

### **Some requirements**

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public, and where appropriate, Employers Liability insurance (minimum £5 million).
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).
- Enhanced CRB clearance for anyone providing learning opportunities.
- Tutors with recognised teacher qualifications.
- Compliance with any Codes of Ethics relevant to your bid
  
- Compliance as needed with quality assurance standards informed by the OFSTED Common Inspection Framework
- A Tutor Handbook with relevant procedures, policies and paperwork for all tutors.
- A suitable reference in support of your bid



- The Isle of Wight Council approved logo and web address on any promotional materials for the funded service.
- A non-discriminatory service that provides equality of opportunity.

If you can't show that you can meet these requirements, you may still be able to deliver a service by working in partnership with Adult and Community Learning or another more established organisation. Discuss this with the Adult and Community Learning Service or get independent advice on how this might be possible.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted voluntary and community groups, and trading enterprises. Any funding we provide must also only be used to meet overheads or other costs that are directly related to providing your proposed service.

### **How to apply**

Call Rob Brindley at the Adult and Community Learning Service at Westridge. (Tel: 01983 817280) and discuss your idea, they will supply you with an application form.

Information is also available at [www.iwcommunitylearning.ac.uk](http://www.iwcommunitylearning.ac.uk)

Completed applications should be sent to the Commissioning Manager: Adult and Community Learning, at The Carnival Learning Centre Westridge, Brading Road, Ryde, Isle of Wight, PO33 1QS.

Applications should be delivered to the Adult and Community Learning office (see 'Contacts' below) by 3.00pm on the 29<sup>th</sup> of July 2011. Contact the office to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email.

Applications received after the closing date cannot be considered.

A panel will meet in August to consider applications. Successful applications will receive funding within 2 months of approval.

We strongly advise that you take advice on your bid. **Independent advice is proven to be a significant factor in your likelihood of making a successful bid.** Free and open access to independent advice is available to help you prepare your bid and business-planning (see the 'Contacts' section below for local independent advice).

This is a competitive process and grant funding decisions will be based on the information you supply. Use the application form to tell us how your bid will deliver our outcomes and priorities, how you will use the grant funding and how you will be able to show us how well your service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before and after a funding agreement is made.

## Timings

|   |                                  |
|---|----------------------------------|
| This Prospectus will be issued on or about: | 13 <sup>th</sup> June 2011       |
| Information Evening                         | 20 <sup>th</sup> June 2011       |
| The closing date for applications is:       | 29 <sup>th</sup> July 2011 (3pm) |
| The Appraisal Panel will meet on or about:  | 12 <sup>th</sup> August 2010     |

Successful programmes should begin on or about 1st September 2011 and be completed by 31st July 2012

## Contacts

To discuss your ideas about how you might help the Council deliver the outcomes in this Prospectus, please contact:

Rob Brindley on Tel: 01983 817280 Email: [robert.brindley@iow.gov.uk](mailto:robert.brindley@iow.gov.uk) or  
Sarah Teague on Tel: 01983 817280 Email: [sarah.teague@iow.gov.uk](mailto:sarah.teague@iow.gov.uk)

To find out more about the Prospectus process, please contact:

Martin Johnson Tel: 01983 823825 or email: [martin.johnson@iow.gov.uk](mailto:martin.johnson@iow.gov.uk)

For information on getting independent advice on your application, contact:

IW Rural Community Council, Tel 01983 524058 or email [mail@iwrcc.org.uk](mailto:mail@iwrcc.org.uk)

## The Small Print and More Information

A short guide with more information about grant-making is available. It will tell you more about the Prospectus process and will help you to make sure that you make the best possible bid.

This Isle of Wight Council document also applies to IW NHS Prospectuses; [click here to see a copy of the latest 'Small Print' guide for applicants.](#)

Finally, please be sure to discuss your idea with the Adult and Community Learning team before proceeding. Unless you are confident of your proposal and bid-writing skills, you may also benefit from independent advice and support to maximise your chances of success.