Somerset Community Learning Partnership Fund (CLP) 
Prospectus 2017 – 2018

Guidance for Community Learning Projects proposing to deliver from 4 September 2017 to 30 June 2018.

Somerset Community Learning Partnership funding is provided by the Education and Skills Funding Agency and, in Somerset, is managed by SS&L CIC working in association with the Somerset Community Learning Partnership.

CLP aims to support activities and projects that:

- Engage people who are disadvantaged and least likely to participate in learning, including individuals from deprived wards and disadvantaged groups (especially people on low incomes with low skills)
- Widen participation and transform people’s lives by supporting progression relevant to their personal circumstance
- Develop stronger communities, with more self-sufficient, connected and pro-active citizens

All applications need to address one or more of the following aims:

To widen participation and transform people’s lives by supporting progression relevant to personal circumstances. Examples may include:

- Improve individual’s confidence and willingness to engage in learning
- Encourage the acquisition of skills preparing people for training, employment or self-employment
- Improve digital inclusion, financial literacy and / or communication skills
- Improve individual health and/or social well being

To develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to:

- Increased volunteering, civic engagement and social integration
- Reduced costs on welfare and health services
- Increased online learning and self-organised learning
- increased for our most troubled families
- Greater social cohesion

Local CLP Funding Priorities

The Somerset Community Learning Partnership especially encourages applications that meet specific needs and gaps that have been identified across Somerset:
Geographical priorities or target areas: To develop learning opportunities within the 50 most disadvantaged wards (see Appendix A)

Under-represented groups: To provide new learning opportunities for residents from any part of the county, who are disadvantaged and least likely to participate in learning, including people in rural areas and people on low income with low skills. Projects with a targeted focus could engage with any of the following groups (please note this list is not exhaustive):

- People on a low income
- Rurally isolated individuals
- Residents living in deprived wards
- Volunteers
- Parents / families who are in need of additional support
- Adults with low levels of English and Maths skills
- Adults with a below level 2 qualification
- People with a history of drug / alcohol abuse
- Ex-offenders
- People with experience of domestic abuse
- People who have experience of mental ill health
- Unemployed people
- Travellers
- Homeless people
- Adults with learning difficulties
- Adults with disabilities
- Older isolated learners
- Migrant workers & individuals from black minority ethnic groups

You will need to describe in your application how you will reach and meet the needs of any target group that you are planning to work with.

New Learners: One of the key priorities of the CLP fund is to widen participation in learning. Projects that engage and encourage new learners into learning activities are especially encouraged.

Progression Opportunities: Projects that can demonstrate how they will encourage and provide progression opportunities to courses within SS&L will be particularly welcomed.

One of the aims of CLP is to attract new learners, build confidence and support progression relevant to their personal circumstances. This could involve:

- Encouraging individuals on to further learning (please identify specific progression routes and courses)
- Preparing people for further training, employment or self-employment (including small business ventures / entrepreneurial activities)
- Improving digital inclusion, financial literacy and/or communication skills
- Improving health and/or social well-being

It will be a key element of ensuring progression for participants that effective signposting activity to SS&L takes place. SS&L Community Team Leaders can advise you on the support they can offer with regard to signposting, and information, advice and guidance for your learners.
Non-accredited / accredited learning:
The Community Learning Partnership primarily funds non-accredited provision which is
designed to help people of all backgrounds gain a new skill, re-connect with learning,
pursue an interest, prepare for progression to formal courses or learn how to support their
children better. However, we recognise that for some people having access to
regulated/accredited provision is important to help them to gain skills. Therefore the
partnership will consider funding applications involving accredited provision, but only
where it is not possible to fund this activity through the Adult Skills Budget.

Learner Eligibility:
All courses must take place in Somerset and learners benefitting from CLP funding need to be:
- aged 19+. Learners must be aged 19 or over on the 31 August of the academic
year that the course begins (Aug 2017)
- resident in the UK / EU for at least the previous 3 years and residing in England at
the time of the course.
- In the case of a project involving Family Learning, only the adult participants, not
the children, count towards targets.

Who can apply?
All organisations or charities in receipt of funding are required to be registered with
Companies House and be a legal entity. The funding is available to organisations in
Somerset. Bids are particularly welcomed from the voluntary and community sector;
although public and private organisations can apply, providing they are working with CLP
target groups and fulfilling the key priorities of this funding.

What sort of expenditure is eligible?
The maximum value for any bid is £35,000 and the minimum £3,000. Payment is made at
the start, at the mid-term point and at the end. This is dependent upon receipt of your
invoice and on condition that agreed learner target numbers have been met and that
required reports and documentation has been submitted.

Examples of costs:
- Salaries of the tutor/trainer/project worker *(this may be a contribution towards
overheads where staff partly support the project you are seeking funding for, but
also support your other work)*
- Salaries of management staff *(as above)*
- Expenses of project staff and volunteers e.g. travel, refreshments
- Venue hire/rent and other costs associated with buildings used for this project
- Transport and crèche costs
- Learner support
- Essential administration costs, including publicity and promotion, stationery and
photocopying and costs for registered post
- Accreditation costs where appropriate
- Training materials
- Small items of equipment / resources to help deliver a training programme, not
exceeding £1,000 for one single item
- Professional development.
Match funding and/or contributions in kind:

The CLP fund can be used for match funding and we are keen to support projects that make use of partnerships to deliver their programmes or that bring in additional funding to the county. Projects that have secured match funding from other sources, or those able to identify and provide details of any contribution in kind, are especially encouraged. Contributions in kind could include accommodation, staff, services, consultancy and equipment. Projects that involve volunteers in elements of identifying and promoting community needs, supporting curriculum development, signposting and providing advice/guidance to potential learners, infrastructure and delivery support are also welcomed.

Provision of Quality Learning Programmes

Organisations receiving CLP funding are required to ensure that the funded learning is of an acceptable standard, and to make a commitment to continuous improvement in the quality of the delivery. To this end we strongly recommend that tutors have a teaching qualification and if they haven’t that they ask for the support of one of SS&Ls Community Team Leaders. Providers of CLP programmes should use RARPA (Recognising and Reporting Progress and Achievement) or a similar system to ensure quality. Each project will be visited and observed by one of SS&Ls Community Team Leaders to support the development of quality learning.

Each programme needs to develop an individual learning plan (ILP), which will be completed by each project participant. The ILP should include a record of an initial assessment, opportunity to set personal learning goals, a record against learning outcomes and opportunity for tutor feedback. SS&L can provide support in developing ILP’s.

All organisations receiving CLP funding will be required to attend an induction event, which will also cover Safeguarding and Prevent training.

CLP supports the development of quality learning by providing resources and access to widening participation staff. Your courses will be observed once and visited by a member of SSL&L staff who is responsible for monitoring the quality of the provision. This is a supportive process that will help you to grow as a provider of learning opportunities in the community.

Reporting on your project and release of funds

Please be able aware that SS&L will carry out a credit check upon receipt of your application form. In order to secure the central funding to enable us to offer CLP support we need to collect data about the learners who have benefited. You will be supported in this by a member of the SS&L team but it is important that you have the capacity and ability to keep up with reporting requirements.

Learner enrolment forms and registers will be supplied to help in this process. You will be expected to produce individual learning plans for your learners to record their progress and help you and them reflect on their learning experience. It is important for you to be aware that CLP grant funding has a considerable amount of administrative requirements that you will need to undertake. These include the completion of:
• Enrolment forms
• Individual learning plans
• Registers
• Venue and activity risk assessment
• Schemes of work and session plans
• Termly course delivery return
• Completion and progression surveys
• Mid-term and final reports

The purpose of these forms is to ensure that all learners are safe and are supported to enjoy the best quality learning experience.
In addition to formal observation your Community Team Leader will hold a termly performance review with you. This can be undertaken by phone or in person.

If you would like any examples of these report formats please contact our CLP Administrator: Peter Stolze on 01749 677786

Funding for 2017/2018 will be released as follows:
Payment will be paid per learner calculated by the overall cost of the project divided by the target number of learners

Payment schedule:

Project initial payment: 40% on submission of a signed service level agreement, this is an advance payment for project set-up costs expected to be incurred (dependent on results of credit check)

Project mid-term: A midterm payment will be made providing the midterm target number of learners has been met which is 50% of total learner numbers. For payment to be released on a cost per learner basis, the following evidence must be supplied:
• Fully completed enrolment form for each learner
• Completed ILPs
• Registers
• Health and Safety Checks and Risk Assessments for both Venue and Activity
• Midterm report – this report informs us of your progress in setting up and beginning to deliver your project. The evidence will show whether you are on track to achieve your targets.

Project end: Payments will be made according to number of learners achieved based on overall funding per learner. For payment to be released per learner the following evidence must be supplied:
• Fully completed enrolment form for each learner
• Completed ILPs
• Registers showing evidence of attendance
• Health and Safety Checks
• Final report – this report will give an overview of the project and what you have achieved. You will be asked to include some case studies, evaluation and feedback from learners, and photographs / press-cuttings to show how learners and communities have benefited.

Reconciliation of funding payments – The final payment will be a reconciliation of all payments made to date (initial and mid-term) against: actual learner numbers achieved (ILPs / outcomes) compared to overall learner target set.
Support for you:
SS&L can offer a range of support such as:

Pre-application:
- Project planning / management support by the Community Team Leaders - bid writing / guidance on CLP paperwork, e.g. enrolment forms, registers, self-assessment, individual learning plans and Risk Assessments.

During your programme:
- Project support by the Community Team Leaders – can advise on producing schemes of work, session plans, and the development of Initial Assessment activities
- Outreach work and advice regarding marketing and promotions
- Referral to mainstream provision, e.g. Maths & English courses, personal and community development courses, accredited courses, Apprenticeships, Volunteer training etc.

Publicity & Promotion
You will need to acknowledge this grant and the source of the funding (SS&L CIC) in any project publicity/promotion (logo supplied). When providing publicity information on the funded project the phrase ‘Working in Partnership with SS&L’ should be included on any publicity for the project on social media and websites.

The Application and Decision Making Process

We strongly recommend that you discuss your application with one of our Community Team Leaders prior to submission.

There is a single round of funding for this programme.

All applications must be signed by hand and posted to:

Peter Stolze,
CLP Administrator,
SS&L Wells,
Portway Building,
Portway,
Wells,
Somerset, BA5 2QF

Applications must be received by 5pm on the closing date as listed below. You may also E-mail your application to pstolze@sslcic.co.uk, this must be followed up by a signed posted copy. If applications are received after the 5pm deadline they will not be considered by the CLP panel.
All bids will be judged by members of the Community Learning Partnership both in relation to the extent to which they contribute to the aims and themes of the CLP as well as whether the proposal is realistic and well planned. The panel will also consider value for money and ensure that projects granted funding reflect a range of target groups and will ensure a good geographical spread.

All decisions made by SS&L and the CLP panel are final. There will be no opportunity to appeal against any decisions made on project funding.
Whilst we appreciate that funding amounts have been applied for because of an identified need, SS&L retain the right to vary the amount of funding awarded as compared with the amount requested in the project proposal. Applicants will be informed of the outcome on the date indicated. Please do not ring requesting the result before this date. We will, of course, contact you if we have any queries. Should your application be unsuccessful you will be informed in writing.

Key Dates

<table>
<thead>
<tr>
<th>Closing Date for receipt of applications 5.00pm on</th>
<th>Panel meet to assess bids</th>
<th>Notification Date</th>
</tr>
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<tbody>
<tr>
<td>Thursday 6 July 2017</td>
<td>Thursday 27 July 2017</td>
<td>Thursday 3 August 2017</td>
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How to apply - only one application allowed to be submitted

If you would like to make an application to this fund please contact for an application form:

Peter Stolze,
CLP Administrator,
SS&L Wells,
Portway Building,
Portway,
Wells,
Somerset, BA5 2QF

Telephone: 01749 677786
E-mail: pstolze@sslcic.co.uk

Following an initial brief discussion you will be allocated a geographically based Community Team Leader who will be able to provide support in relation to the bid writing process and partnership working with SS&L. Any support/advice given to CLP applicants is made in good faith but does not necessarily guarantee a successful application.

<table>
<thead>
<tr>
<th>Name of Community Team Leader</th>
<th>Contact details</th>
</tr>
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</table>
| Andy Norris: Mendip and Sedgemoor | anorris@sslcic.co.uk  
07917 837507  
01749 677786 |
| Steph Steadman: Taunton Deane, Wellington and West Somerset | smsteadman@sslcic.co.uk  
07980 739584  
01823 663000 |
| Denise Dyer: South Somerset | dcdyer@sslcic.co.uk  
07748 760542  
01935 420067 |
CLP will fund either urban or rural projects across Somerset but we especially encourage bids that have a geographical focus in areas of deprivation. In order to meet the overall CLP programme objectives for 2017/18 we will prioritise bids that develop learning opportunities within the wards that score highest on the IMD 2010 (see below).

CLP also welcomes applications from wards not included in this list that meet the other CLP priorities listed in the CLP prospectus.

Ranking of wards, where 1 is highest ranking on the Index of Multiple Deprivation (IMD 2015)

<table>
<thead>
<tr>
<th>Deprived Ward</th>
<th>Ranking</th>
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<tbody>
<tr>
<td>Bridgwater Bower West</td>
<td>32</td>
</tr>
<tr>
<td>Bridgwater Chilton Street</td>
<td>38</td>
</tr>
<tr>
<td>Bridgwater Eastover Central</td>
<td>12</td>
</tr>
<tr>
<td>Bridgwater Eastover North</td>
<td>41</td>
</tr>
<tr>
<td>Bridgwater Hamp East</td>
<td>10</td>
</tr>
<tr>
<td>Bridgwater Hamp North</td>
<td>14</td>
</tr>
<tr>
<td>Bridgwater Hamp South West</td>
<td>21</td>
</tr>
<tr>
<td>Bridgwater Hamp West</td>
<td>19</td>
</tr>
<tr>
<td>Bridgwater Kendale Road</td>
<td>47</td>
</tr>
<tr>
<td>Bridgwater Parkway South</td>
<td>15</td>
</tr>
<tr>
<td>Bridgwater Sydenham Central</td>
<td>3</td>
</tr>
<tr>
<td>Bridgwater Sydenham North</td>
<td>13</td>
</tr>
<tr>
<td>Bridgwater Town Centre</td>
<td>26</td>
</tr>
<tr>
<td>Bridgrater West Street</td>
<td>9</td>
</tr>
<tr>
<td>Burnham Esplanade South</td>
<td>45</td>
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<tr>
<td>Chard Avishayes West</td>
<td>50</td>
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<tr>
<td>Chard Central and West</td>
<td>36</td>
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<tr>
<td>Chard Jocelyn West</td>
<td>17</td>
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<tr>
<td>Frome Berkley Down West</td>
<td>43</td>
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<tr>
<td>Frome Keyford North/ Market South</td>
<td>46</td>
</tr>
<tr>
<td>Frome the Mount</td>
<td>34</td>
</tr>
<tr>
<td>Frome Trinity, Cork Street and Nunney Road</td>
<td>16</td>
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<tr>
<td>Frome Victoria Park</td>
<td>35</td>
</tr>
<tr>
<td>Glastonbury Central</td>
<td>7</td>
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<tr>
<td>Highbridge South East</td>
<td>22</td>
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<tr>
<td>Highbridge South West</td>
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<tr>
<td>Martock East</td>
<td>42</td>
</tr>
<tr>
<td>Minehead Woodcombe</td>
<td>40</td>
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<tr>
<td>Shepton North</td>
<td>28</td>
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<tr>
<td>Street North West</td>
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<tr>
<td>Taunton Halcon East</td>
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<tr>
<td>Taunton Holway West</td>
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<td>Taunton Lambrooke</td>
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<tr>
<td>Taunton Lyngford East</td>
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<td>Taunton Pyrland North</td>
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<td>Taunton Pyrland South</td>
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<td>Taunton Town Centre</td>
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<td>Watchet North</td>
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<td>Wellington North</td>
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<td>Williton North</td>
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<tr>
<td>Yeovil Birchfield</td>
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<tr>
<td>Yeovil Milford Road West</td>
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<tr>
<td>Yeovil Penn Mill North</td>
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</tr>
<tr>
<td>Yeovil Sherborne Road</td>
<td>11</td>
</tr>
<tr>
<td>Yeovil Summerlands North</td>
<td>25</td>
</tr>
<tr>
<td>Yeovil Town Centre</td>
<td>8</td>
</tr>
<tr>
<td>Yeovil Westfield</td>
<td>5</td>
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</tbody>
</table>

Taken from Indices of Deprivation 2015