  

**Application Form – Multiply Small Grants**

**Employer Intermediaries**

This application form should be completed using the application guidance located in **Annex 1.**

Completed applications to be returned via email to MultiplyProgramme@wmca.org.uk by the deadline stated.

**Please tick to confirm which grant your application applies to:**

Small Grant – Employer Intermediaries Small Grant – VCS

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| 1.0: Applicant Organisation Details  |
| Organisation Name: |  |
| Charity registration number: (if applicable) |  |
| Company number: (if applicable) |  |
| Registered address: (including postcode) |  |
| Contact name for this project: |  |
| Position in Organisation:  |  |
| Email: |  |
| Phone: |  |
| Organisation Website: (if applicable) |  |
| Value of grant requested: |  |
| Date application submitted: | DD/MM/YYYY |

Please answer all questions

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| 2.0: Eligibility Assessment |
| A | Please select type of organisation | Employer IntermediaryVoluntary Sector Organisation Other: please detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(other organisations please contact WMCA for guidance via MultiplyProgramme@wmca.org.uk) |
| B | **Delivery Location**Please tick the location/s in the West Midlands where your activity will take place. | Birmingham Coventry Dudley Sandwell Solihull Walsall Wolverhampton  |
| C | Has your organisation met the terms of its banking facilities and loan agreements (if any) in the last year? |  Yes No N/A |
| D | Have you met all obligations to pay creditors and employees? |  Yes No |
| E | Is your organisation in breach of obligations related to the payment of tax and social security contributions? |  Yes No |
| F | I declare that the directors/governors of the organisation or any company that they have owned **have not** been declared bankrupt |  Yes No |
| G | I declare that the directors/governors of the organisation or any company they have owned **have not** been investigated for fraud |  Yes No |
| H | Can you provide financial records that evidence your current cash and credit position? |  Yes No |
| I | If you answered **no to Question H**, are the directors of your organisation willing to undergo a credit check? |  Yes No |
| J | I declare this organisation has a safeguarding policy in place which:1. ensures that all individuals engaged in Regulated Activity are subject to a valid enhanced disclosure check for regulated activity undertaken through the Disclosure and Barring Service (DBS); and2. monitors the level and validity of the checks under this clause 22 for each individual engaged in Regulated Activity3. declares not to employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Learners.  |  Yes No |
| K | I declare this organisation has the following policies in place:PreventHealth & SafetyEquality & DiversityGDPRData ProtectionAnti-FraudIf no policies currently in place agreement to adopt WMCA policies  |  Yes No Yes No Yes No Yes No Yes No Yes No N/A |
| L | Insurance Please provide a copy of your insurance policy and confirm that your insurance meets the requirement of the grant detailed below: 1. public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project; And2. employer's liability insurance with a limit of indemnity of not less than five million (£5,000,000) in relation to any one claim or series of claims arising from the Project.  |  Yes No |
| M | Are you currently working in partnerships with WMCA Multiply delivery partners? |  Yes No |
| N | Does any aspect of your project involve the provision of subsidies? If yes, briefly explain how the subsidies are compliant with the UK’s subsidy control regime **(**[**see .gov guidance**](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance)**)** | ShapeYes Shape No |
| O | Will the project be delivered in accordance with Multiply branding requirements? | ShapeYes Shape No |

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| 3.0 **Business Case** – **Small Grant – Employer Intermediaries** Please refer to the national [Multiply Guidance documentation](https://www.gov.uk/government/publications/multiply-funding-available-to-improve-numeracy-skills). The overall objective of Multiply is to increase the levels of functional numeracy in the adult population. Please give details of your project identifying how this will contribute to the Multiply success measures laid out in the [prospectus](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068822/Multiply_Investment_Prospectus.pdf).    |
| Start date of Project: DD/MM/YYYY End date of Project: DD/MM/YYYY  |
| **Please provide a project summary, outlining your project proposal including core focus and target group. (Maximum 500 words)**  |
| Response:    |
| **What activities will take place? (Maximum 500 words)**  |
| Response:    |
| **How will the activities be delivered? (Including resources required, time to deliver, duration, location, equipment) (Maximum 500 words)**   |
| Response:   |
| **What is your mobilisation plan for this project in order to support activity to commence by your project start date (this should include staffing resource and if this is currently in place)? (Maximum 500 words)**  |
| Response:   |
| **What types of employers are you currently engaged with and to what employers might you extend your engagement too over the course of your Multiply project? (Including sector, organisation size, location). Maximum 500 words**   |
| Response:   |
| **Please describe how you have considered equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts. (Maximum 500 words)**  |
| Response:   |
| **What Outputs & Outcomes will your project deliver?**  |
| Number of employers engaged with to support numeracy workforce development  | Volume:  |
| Number of employers engaged with taster sessions. | Volume: |
| Number of people (employees) engaged (including demographics) in outreach / engagement focused provision attending Multiply taster sessions | Volume:  |
| Number of eligible people referred into and starting substantive learning via a Multiply training provider.  | Volume:  |
| Increased number of adults participating / acquiring and evidencing skills through none qualification provision or towards a qualification including online learning   | Volume:   |
| Response:     |
| **Summarise the key risks and mitigation actions of your project**  |
| **Risk**  | **Mitigation**  | **Likelihood (H/M/L)**  | **Impact** **(H/M/L)**  |
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(Add more columns if required)

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| 4.0 Financial Management   |
| **Provide a breakdown of costs associated with the project (funding cannot be top sliced for ‘on costs’).** Please ensure you demonstrate your monthly eligible costs from project mobilisation until the end of the project.  |
| Response:     |
| **Describe the systems, processes, and controls that you will use to ensure only costs related to the project will be included in grant claims? (Maximum 500 words)**  |
| Response:   |

**Annex 1.**

**Multiply:**

**Employer Intermediaries Grant Application Guidance**

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1. **Multiply Small Grants**

Funding has been allocated to the West Midlands Combined Authority to act as Lead Authority for our 7 local authority partners (Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, and Wolverhampton).  WMCA have commissioned 21 delivery partners to deliver skills interventions specifically designed to increased numeracy skills of adults.

Multiply across the West Midlands is targeted at those in employment, on low wages, age 19+ and are not currently working at Level 2 numeracy.

WMCA are now offering small grants of between £15,000 and £75,000 to Employer Intermediaries that have strong relationships with employers, in particular SMEs to support and enable businesses to engage with skills provision. The intention is that this would support their employees to develop numeracy skills and to support employee sustainment and in work progression. The target group is those who are in work and in lower paid jobs.

This application is for the Multiply Small Grants – Employer Intermediaries. Please ensure you have reviewed the Multiply Small Grants – VCS to ensure you have applied for the grant best aligned to your organisation and project proposals.

1. **Who can apply?**

This grant application is designed for Employer Intermediaries working directly with the business community employing residents of the West Midlands Region to include Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

1. **Eligibility Criteria/Document required**

Organisations should meet all requirements set out in section 2.0 of the grant application process and be able to provide documents when requested. Where organisations are not able to meet the minimum requirements, however, can demonstrate their project proposal is aligned with the specification, assessment of the application may still be undertaken, and feedback provided.

Organisations must ensure delivery plans do not duplicate any planned or ongoing activity being undertaken by Local Authority partners as part of their ongoing Multiply provision. In addition, organisations MUST be able to deliver outreach and engagement activity across at least 1 of the 7 local authority areas of the WMCA region.

1. **The Application & Assessment Process**

All Small Grant applications will go through an assessment process undertaken by WMCA.

On submission, applications will initially undergo an eligibility assessment. Following this process applications will be scored against a set of criteria to assess strategic fit against the requirements set out within the specification and WMCA Multiply programme. The final stage for successful applications will be a panel assessment. All applicants will receive feedback on their application.

The Strategic fit section will be scored using the following table.

|  |  |  |
| --- | --- | --- |
| Score | Meaning | Assessed As: |
| 0 | No response | Absent or does not meet the criterion. |
| 1 | Very Poor | The response is of very poor quality, with very poor understanding of the criteria and requirements. Response has major shortcomings and/or clear deficiencies. |
| 2 | Poor | The response is of poor quality, demonstrating poor understanding of the criteria, requirements, and poor capability of satisfying the objectives, with weak evidence of deliverability.  |
| 3 | Satisfactory | The response is of satisfactory quality, clearly demonstrating a satisfactory understanding of the criteria in all areas, requirements, and capability of delivering the project to satisfy the objectives  |
| 4 | Good | The response is of good quality, clearly demonstrating a good understanding of the criteria, requirements, and capability of delivering the project to satisfy the objectives and adds value in a number of areas. |
| 5 | Very Good | The response is of very good quality, clearly demonstrating very good understanding of the criteria, requirements, satisfying objectives and capability of deliverability and adds significant value in all areas. |

1. **Eligible costs**

Multiply grant funding is a S31 ring-fenced grant for delivery of the Multiply programme only. Successful grant recipients will be required to submit eligible costs. Details of ineligible costs are as follows:

1. contributions in kind.
2. capital expenditures and spending on the purchase of assets, for example

buildings, furniture, fittings. This includes the purchase of information technology that is treated as capital expenditure for accounting purposes.

1. depreciation, amortisation, or impairment of fixed assets owned by the

organisation.

1. input VAT reclaimable by the organisation from HM Revenue and Customs.
2. interest payments or service charge payments for finance leases.
3. gifts
4. entertaining (which for this purpose means anything that would be a taxable

benefit to the person being entertained, according to current UK (United Kingdom) tax regulations);

1. statutory fines, criminal fines, or penalties.
2. any activities that are not related to the provision of basic numeracy skills

provision; and/or

1. any activities that the Authority would otherwise be able to access free of

charge.

**Section 4.0** of the application form requires applicants to demonstrate all eligible costs for the delivery of the project. Eligible costs totals should be equivalent to the value of the grant being requested in **section 1.0** of the application form.

1. **Next Steps**

Before application forms are completed and submitted, please ensure you have read all relevant documents which include but are not limited to;

[Multiply Investment Prospectus](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068822/Multiply_Investment_Prospectus.pdf)

[Multiply Technical Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068823/Multiply_Technical_Guidance.pdf)

[WMCA Multiply Overview](https://www.wmca.org.uk/documents/ukspf/ukspf-presentation/uk-shared-prosperity-fund-presentation-june-2022/multiply/)