

Innovation Fund Guidance Notes 2018/19

Sussex Learning Network : Collaborative Outreach Programme (SLN:COP)

The deadline for proposals is midnight of the December 9th 2018

These guidance notes have been written to support your decision in making a proposal to the Innovation Fund. If you have any questions, please don't hesitate to contact us to speak in more detail.

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More information about the SLN:COP programme, information to support your proposal and copies of these guidance notes can be found at:

www.sussexlearningnetwork.org.uk

1. Introduction

The SLN:COP Innovation Fund develops partnerships between educational and community organisations to understand specific barriers in progression to Higher Education (HE) for target group of young people. By working with community groups the fund allows the SLN:COP to involve harder to reach target groups that would not necessarily engage in activities or research within an educational setting. This fund is part of a wider programme that aims to increase participation in HE in target geographical wards where rates are low overall.

We are seeking proposals for partnerships that bring together community knowledge with educational perspectives in ways that can support young people from disadvantaged backgrounds to explore and address:

- their aspirations for the future
- their views of education – in particular progressing to HE
- the challenges and barriers associated with education.

We want to gather new insights, evidence and information and therefore will be funding projects which explore and develop new ideas and approaches to understanding barriers in progression to higher level education, and/or which encourage and support young people to develop their aspirations and boost their confidence.

We welcome Proposals which consider the following priority groups and issues, however this list is not exclusive, and we will consider proposals which focus on a different area.

Please speak with us to ascertain if a different area meets our objectives -

- BAME
- Children in Care
- ESOL
- LGBTQ
- Parental engagement
- Pupil attendance
- Refugees and Asylum Seekers
- Service children
- SEN
- Young men from disadvantaged backgrounds

Funding of up to £7000 per project is available. Projects will be expected to start by January 2019 and complete by the end of June 2019.

2. Who is the fund for?

This fund is designed support co-working between groups of people that have an interest in increasing young people's participation in HE. To be eligible to bid, each proposal needs to be able to demonstrate that it is co-led by at least one community partner with at least one educational partner (school, college, virtual school, special school, PRU, AP or university) one of the partners must be based in Sussex.

If you have a good idea but are seeking a partner, we can offer you some support. Please contact us as early as possible.

3. What will an innovation funded project involve?

Projects are required to complete a proposal including an overview of plans, budget and intended outcomes which can include (but is not limited to) recommendations for policy change, CPD, conference presentations, new models of outreach engagement, open access resources and journal articles. Plans can include:

- Piloting activities
- Meetings
- Making new connections or establishing networks
- Holding events
- Developing new processes or support structures
- Producing reports, materials and resources that can be disseminated more widely
- Participatory/action research

We expect projects to allocate resources in the partnership to reflect time spent on the project from all partners. We have allocated up to £7000 per project and we expect to fund up to seven projects. The budget can be used for:

- Time spent on the project
- Venue hire/meeting space
- Travel and subsistence
- Printing of materials/publicity
- Training costs
- Event costs
- Creation of relevant resources

You have the option to show some of your costs required as 'in kind', i.e. contributions to a project in time, goods or services which your organisation will provide that the fund would otherwise have to pay for.

Please note that £7,000 is the upper funding limit, rather than the maximum you should aim for. Your budget should realistically reflect the costs required for the project. We also welcome proposals under this limit.

3. Criteria

The proposal is expected to respond to each of the following six criteria and will be assessed against them by a panel who decide on how to spend the funds.

NCOP FUNDING AIMS *	<p>Demonstrate how the proposed project meets the objective of the NCOP to increase the amount of young people from identified wards progressing into higher level education by 2020</p> <p>Target young people in years 9-13, up to the age of 19</p>
PARTNERSHIP AND MUTUAL BENEFIT	<p>The proposal names a lead community and lead education partner</p> <p>The activity is based on a need or gap that is clearly identifiable as important in the community context</p> <p>The budget is allocated across partners for their delivery</p> <p>Demonstrate joint working between partners on project plans and outputs</p> <p>Input from all proposed partners</p> <p>The proposal addresses how the partnership will support respective partners' work</p>
INNOVATION	<p>The proposal can show how what is proposed is in addition to existing provision or activity</p> <p>The proposal can show what is new/different or untested about what partners are proposing</p>
DISSEMINATION	<p>The proposal clearly demonstrates how outcomes will be used to disseminate findings for example, producing materials and resources.</p> <p>Provide examples of how these materials will be widely disseminated</p>
EVALUATION	<p>How will you evaluate your project?</p> <p>If your proposal includes any outreach activities you need to demonstrate how you will evaluate these and commit to using NCOP evaluation procedures.</p>

**These are the aims of the National Collaborative Outreach Programme funded by The Office for Students. Further information on this can be found in the Appendix*

4. Submitting a proposal

Proposal Deadline	Decisions	Project Start	Funded Period Finishes
9 th December 2018	December 2018	January 2019	28 th June 2019

Your proposal must be made in partnership: you should identify at least one lead community and one lead educational partner. Your project can also include a broader range of partners if suitable. Your proposal, project plans and budget should be formed together.

Your proposal form must be agreed by both partners. It is important that each organisation has the mechanisms in place to receive funding and to distribute funds as set out in your budget. Each partner organisation will be required to sign a Service Level Agreement which sets out your project plan with agreed timelines, responsibilities of each partners and conditions of funding.

Proposals must be discussed with a member of the SLN:COP team. If viable the lead partners will be given logon details to Awards Force, an online proposal process.

We are happy to work with you to help develop an idea and look at suitable partnerships. From experience, we know that finding a partner and working up an proposal together can take some time to get right. Because of this, last minute proposals are not encouraged. Please get in touch with us as soon as you are thinking of applying to the fund so we can offer support and advice ahead of submission.

Reporting Deadlines

Date - 2019	Project management meetings and project reporting	Budget reporting
January	Initial meeting with all project leads to be present	
February	Informal update on progress	
April	Informal update on progress	Interim budget 12 th April
June	Final report - 28 th June	Final budget 28 th June
July	Sharing project outcomes at SLN:COP conference – date TBC	

APPENDIX - FURTHER INFORMATION ABOUT NCOP

Background and Context of the NCOP programme

The National Collaborative Outreach Programme (NCOP) was developed in 2016 by the Higher Education Funding Council for England (HEFCE) in response to the Government's ambition to double the proportion of students from disadvantaged backgrounds entering Higher Education (HE) by 2020. The programme also aims to increase by 20% the number of young people from ethnic minority groups entering HE and to address the under-representation of young white men from disadvantaged backgrounds accessing HE. The NCOP is a four year programme, which will run in calendar years from January 2017 to December 2020. Consortia are required to target disadvantaged students in Years 9 -13 living in identified ward areas where progression into HE is lower than expected based on GCSE attainment figures. The overall aim of NCOP is to close the gap and increase the number of learners (by a third nationally), residing in these ward areas into higher education.

The Sussex Learning Network (SLN) is one of 29 successful consortia funded to support intensive outreach across the whole of Sussex and is a collaborative partnership consisting of:

- HE providers
- Schools and Colleges
- Independent training providers
- Local Authorities
- Other organisations such as employers, third sector bodies and local enterprise partnerships

Through NCOP funding, the consortium seeks to:

- Gain a better understanding of vulnerable groups and the barriers they face in accessing and remaining in higher level learning
- Provide a flexible and responsive offer, which can be tailored and offer a broad range of activities dependent on learner need, and their families / carers / communities to enable progression into Level 4+ learning
- Offer a mixed methodology of delivery of outreach and study, with some taking place online, at school, in the community, at FE/HE, in a work environment
- Support attainment raising and skills development in young people to support and enable progression
- Provide access to funds to overcome practical barriers, such as transport and subsistence
- Develop sustained and progressive programmes which can reach out to young people and support their journey through education
- Monitor and evaluate what is meaningful and effective through impact research

The SLN:COP is currently funded until July 2019. Future funding is dependent on the consortium meeting its' agreed aims.

SLN:COP Target Wards

Brighton & Hove
East Brighton
Hollingdean and Stanmer
Moulsecoomb and Bevendean
North Portslade
East Sussex
Baird
Eastern Rother
Hailsham East
Hailsham South and West
Hampden Park
Hollington
Langney
Newhaven Denton and Meeching
Newhaven Valley
Ore
Peacehaven East
Polegate South
Rye
Seaford North
Sidley
St Anthony's
St Michaels
Tressell
West St Leonards
West Sussex
Bersted
Bewbush
Broadfield North
Castle
Courtwick with Toddington
Durrington
Eastbrook
Hillside
Northbrook
Orchard
Pevensey
Selsey North
Southlands
Tilgate
Widewater