

# Cradle to Career Collaboration Fund Policy Information for Applicants

This policy covers:

- Part 1: About the Fund
- Part 2: Instructions for Applicants
- Part 3: Terms and Conditions of Delivery

## Part 1: About the Fund

All information supplied by Right to Succeed to applicants, including that contained in this policy, is subject to the applicant's own due diligence. We accept no liability to applicants whatsoever and however arising and whether resulting from the use of this documentation, or any omissions from or deficiencies in this document.

It is the responsibility of applicants to obtain for themselves at their own expense all additional information and documentation necessary for the preparation of their application. No claims of insufficient knowledge will be entertained.

### 1.1 Fund Overview

The Cradle to Career Collaboration Fund is designed to improve services available for children, young people and families in North Birkenhead. We will fund between **£10,000** and **£25,000** for pilot projects in the area.

Applicants are asked to **apply collaboratively** with another organisation and together must demonstrate how their projects will do the following for children, young people and families in North Birkenhead:

- Address needs identified in and with a community
- Plug gaps in existing services to enable a truly cohesive local offer to be developed
- Be easy to access for children, young people and families
- Take creative and preventative approaches to local provision

Successful projects can start from **1st June 2022**. Funding will be for up to **1 year pilot period** during which we will support successful applicants to monitor and demonstrate the impact of their work. All projects must finish by **30th June 2023**.

Applications that are below £10,000 or above £25,000 will be considered but may not be approved.

Due to the nature and purpose of the Fund, we will prioritise applications from organisations with existing partnerships or delivery work in the North Birkenhead area of Wirral. We reserve the right to **reject applications from organisations who cannot demonstrate these links**. (Sections 1.4 and 2.4.)

The Fund design and delivery process is overseen by **Right to Succeed** as part of the North Birkenhead Cradle to Career programme. The Fund design has been developed in collaboration with local service partners who sit on the Family and Services working group.

### 1.2 About Cradle to Career

The North Birkenhead Cradle to Career programme brings together residents, local services, professionals, and community leaders to support the children and young people of North Birkenhead.

Supported by the Steve Morgan Foundation, Shine, and Wirral Council, the programme aims to significantly improve literacy standards among children, give families easy access to the support they need, improve the quality of life for all and create new opportunities for local children and young people. It works to improve communication between the community and the organisations that serve them.

### **1.3 About Right to Succeed**

Right to Succeed (RTS; registered charity 1160886) aims to support communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our mission is to work collectively to strengthen communities and systems that enable children and young people to succeed.

Right to Succeed is the backbone organisation for the Cradle to Career programme.

### **1.4 Specifications and Requirements of the Fund**

Applicants will be required to demonstrate their suitability for delivery through the application form. All projects will be selected based on the quality of their application and their ability to meet the following requirements:

- Address needs identified in and with a community (within North Birkenhead)
- Plug gaps in existing services to enable a truly cohesive local offer to be developed
- Be easy to access for children, young people and families
- Take creative and preventative approaches to local provision

Please see Section 2.4 for a thorough breakdown of these requirements.

### **1.5 Eligibility Criteria**

The Fund is open to community organisations, local charities and Community Interest Companies.

All applications must be able to demonstrate their eligibility against the Specifications and Requirements of the Fund (section 1.4 and 2.4).

Projects must deliver a benefit to the residents of North Birkenhead primarily.

All partners linked to the application must be able to demonstrate compliance with government standards by submitting the following due diligence documentation:

- Data Protection Policy
- Finance Policy
- Health & Safety Policy
- Safeguarding Policy
- Most recent annual financial report
- Most recent charity annual report
- Public Liability Insurance (if requested)
- Young Person Risk assessment (if requested)

Applicants who do not supply all relevant documentation of the standard required may not move forward to panel review in our selection process (section 2.4).

Due to the nature and purpose of the Fund, we will prioritise applications from organisations with existing partnerships or delivery work in the North Birkenhead area of Wirral. We reserve the right to reject applications from organisations who cannot demonstrate these links. (Sections 1.4 and 2.4.)

### **1.6 What we will and will not fund**

We will accept applications that can demonstrate ability to meet the specifications and requirements of the Fund, including:

- Address needs identified in and with a community (within North Birkenhead)
- Plug gaps in existing services to enable a truly cohesive local offer to be developed
- Be easy to access for children, young people and families
- Take creative and preventative approaches to local provision

We will not accept applications or provide funding for the following:

- Projects that cannot meet the specifications, requirements or terms and conditions of the Fund or demonstrate appropriate governance and compliance with government standards
- Projects that require but cannot demonstrate permission gained from key project partners and stakeholders, including other organisations, the local authority, housing associations, private landowners or other parties
- Funding towards core activities, including but not limited to central organisational salaries, loan repayments, building up reserves, ongoing revenue costs of running an organisation and/or operating and maintaining facilities
- Projects intended primarily for private gain or that contribute directly to a company's distributable profits
- Projects where activities are not free at the point of entry for service users
- Sponsorship and fundraising activities for the benefit of an individual or charity
- Campaigns, advertising or promotional activity that is not directly linked to the aims of the project itself
- Projects that don't include partners who are local to Wirral and the North Birkenhead area
- Project activities that will take place outside of North Birkenhead or benefit residents in another area
- Crisis packs, including food hampers
- Promotion of political or religious beliefs
- Retrospective payment of items that have already been bought or in delivery
- Any additional spending that isn't included in your application
- Applications that are below £10,000 or above £25,000 will be considered but may not be approved

This list is comprehensive but not exhaustive. We may request further information from applicants during the selection and review process and reserve the right to reject applications based on a thorough and rational review of requests.

## Part 2: Instructions for Fund Applicants

### 2.1 Timeline of Application and Delivery

Date	Key Activity
Friday, 25th February	Fund is launched & applications open
Thursday, 3rd & Thursday 10th March	Online fund support for applicants
Monday, 21st March	Application deadline
Week commencing Monday, 18th April	Successful applicants will be informed
Friday, 13th May	Contracting and monitoring agreements deadline
Wednesday, 1st June	Projects can start
Friday, 30th June 2023	All projects must be completed, reporting submitted and unused funds returned

### 2.2 Communications

Completed applications must be returned to [cradle2career@righttosucceed.org.uk](mailto:cradle2career@righttosucceed.org.uk).

Clarification questions regarding the application or Fund should be directed to Tom Staples (Programme Officer) or Steff O'Keeffe (Project Manager) via email:

Tom Staples - [tomstaples@righttosucceed.org.uk](mailto:tomstaples@righttosucceed.org.uk)

Steff O'Keeffe - [steffokeeffe@righttosucceed.org.uk](mailto:steffokeeffe@righttosucceed.org.uk)

### 2.3 Format for responding

Applicants are to complete and return the application form alongside all additional requested documentation. Applicants are asked to ensure that their response covers all aspects of our request as defined by the specifications.

All applications should have key contact details and company information clearly identifiable and ensure any additional policies and documentation are of a high quality.

### 2.4 Selection and Award Process

Every effort will be made to ensure a robust and fair selection process. All applications will undergo a robust and fair selection process.

#### *Internal Due Diligence Review*

An internal review of the application will take place to review the quality of application and supporting documentation, and provide recommendations to the panel on project viability.

Applicants who do not supply all relevant documentation of the standard required may not move forward to panel review in our selection process. We reserve the right to reject applications from organisations who cannot demonstrate these links.

#### *Panel Review and Selection*

A panel of the following will meet to review applications:

x1 Fund Panel Chair

- x3 Cradle to Career Working Group members
- x3 Resident representatives from North Birkenhead area

Selection will be made against quality of application and the Specifications and Requirements of the Fund (see section 1.4) to the following criteria:

Criteria	Definition (score 0-5 points)
Address needs identified in and with a community (within North Birkenhead)	A high score in this area indicates that the applicant has sought the views of local residents in North Birkenhead when designing the project, including consultation, discussions with service users and research of relevant data and information. Strong applications will be able to demonstrate a history of engagement and existing relationships with residents in North Birkenhead which has informed their identification of need.
Plug gaps in existing services to enable a truly cohesive local offer to be developed	A high score in this area indicates that the applicant has researched and understands what services are available in the local area. They have also used research, local knowledge and/or the lived experience of service users to identify gaps in these services. A strong application will be able to demonstrate demand for their project and how no other existing service or project is currently able to deliver what their project aims to provide.
Be easy to access for children, young people and families	A high score in this area indicates that the applicant is able to demonstrate a strong knowledge of what makes a service accessible and has used this in the design of their delivery model. This could include: services that are free at point of contact, locally situated, and delivered in partnership with existing relationships and services within the local area. A strong application will demonstrate how values of inclusivity and empowerment underpin their activity.
Take creative and preventative approaches to local provision	A high score in this area indicates that the applicant has designed a project that is preventative in its nature. A strong application will clearly define how the activities it describes are preventative, drawing on existing research and evidence bases to support and justify its model.

*Section 1 of the Application*

The applicant has clearly and accurately summarised their project, its aims and how it fits within the parameters of the Fund.

*Section 2 of the Application*

The project summary sets out a viable set of aims, outcomes, beneficiaries and deliverables clearly and in detail.

*Section 4 of the Application*

The application's implementation plan is clearly linked to aims, is viable and achievable and includes a breakdown of the project's budget that sets out what the project plans spend and why.

*Section 5 of the Application*

The application clearly sets out the approach to monitoring and evaluation, including key measurements and reporting, and how this will demonstrate the impact they seek to evidence.

*Section 6 of the Application*

The application clearly sets out the partners that are involved in the project, why they are involved, and how they will work together to achieve the project's aims.

*Sections 7 & 8 of the Application*

The application has provided all of the required policy and due diligence documentation for each associated partner. For any documentation missing, the application has provided a sound reason as to why.

**2.5 Managing Conflicts of Interest**

Due to the nature and purpose of the Fund, we will prioritise applications from organisations with existing partnerships or delivery work in the North Birkenhead area of Wirral. We reserve the right to reject applications from organisations who cannot demonstrate these links. (Sections 1.4 and 2.4.)

In instances where applicants have existing links to the Cradle to Career programme, we will ensure that our Conflict of Interest policy is followed. For further information or a full copy of our Conflict of Interest policy, please contact the Cradle to Career team (Section 2.2).

## Part 3 Terms and Conditions of Delivery

Successful applicants will undergo a contracting process and agreement to become a Delivery Partner of Cradle to Career. During the contracting process we will agree deliverables, delivery and reporting structure and grant payment structure with Delivery Partners. This will include:

- A funding letter agreement
- Terms and conditions of the Fund

Within the terms and conditions of delivery, the following key areas must be complied with, amongst others. For a full copy of Terms and Conditions of delivery, please contact the Cradle to Career team (Section 2.2).

### 3.1 Data Sharing

Data collection and sharing between RTS and the Delivery Partner will be completed in accordance with the RTS Data Sharing Agreement, which will be signed ahead of delivery.

The individual data points including the source, type, frequency of sharing and whether this includes personal or sensitive data will be specified in the Delivery Partner Agreement. No data shared will include personal data and all documents where data is included will be password protected.

### 3.2 Safeguarding

RTS and the Delivery Partner shall at all times comply with, and regularly review their organisational safeguarding and child protection policies and procedures. The Delivery Partner will be required to supply RTS with a copy of their safeguarding and child protection policy before starting any delivery.

If the Delivery Partner is running or participating in any Regulated Activity as a part of the project, they assume responsibility that the appropriate checks are carried out with their volunteers and employees, including an enhanced DBS check. The Delivery Partner is responsible for ensuring safeguarding training and supervision are carried out in line with their policies.

### 3.3 Monitoring & Personnel

The Delivery Partner shall at all times properly manage and monitor the project, as described in the Delivery Partner Agreement, including the management and supervision of their personnel, who will be appropriately selected, experienced and qualified to deliver the project.

RTS and the Delivery Partner shall appoint senior representatives, with decision authority to oversee the project delivery and monitoring, maintaining prompt and open lines of communication.

The Delivery Partner shall have in place robust financial management systems and shall adopt sound accounting and other financial procedures to ensure effective and efficient running of its business and its continued financial viability.

### 3.4 Variation, assignment and subcontracting

Any variation to the Project shall only be valid if it has been agreed in writing and signed by both RTS and the Delivery Partner.

The Delivery Partner may not assign, transfer or subcontract any or all of its rights and obligations.