



**Funded by
UK Government**



**UK SHARED PROSPERITY FUND DUNDEE
APPLICATION GUIDANCE**

**Building Confidence around Numbers through Informal Learning
Youth Activities Project Guidance**

**S42 Courses are designed to increase confidence with numbers for those
needing the first steps towards formal qualifications**

Please read the following document before completing your application

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| Invitation to bid opens | 12pm on Monday 15 th July 2024 |
| Invitation to bid closes | 4pm on Friday 9 th August 2024 |
| Minimum application level | £2,500 |
| Maximum application level | £15,000 |
| Match funding | Not a requirement but applications with match-funding may be considered more favourably. |
| Timing | For delivery between 1 September 2024 and 31 March 2025 |
| Application process | Apply via the online portal Applications submitted late or via any other method will not be accepted. Please ensure you read the full guidance before submitting your application. |

Intervention Specific Guidance

Intervention overview

School leaver data for Dundee schools shows that an average of 35% of school leavers in 2021 did not achieve Level 5 Maths.

The UK Government is seeking to ensure that all citizens have higher level numeracy skills to enable them to take advantage of all opportunities available to them. Multiply funding has been ring-fenced by the Government to support those needing help with numeracy.

This intervention aims to support informal learning activities for young people who are resident in Dundee and have left school and are no longer registered on a school roll, are aged 16-24 years and without a SCQF level 5 qualification in Maths, and who wish to improve their numeracy skills and knowledge. Young people who have a SCQF level 5 qualification can also participate if their Maths

skills no longer meet the traditional standard and where Multiply can help them progress into work, in their career or on to higher levels of training.

Learners who already have an SCQF level 5 Maths qualification can access Multiply provision if:

- A skills assessment has determined they have functional Maths skills below SCQF level 5 and;
- Multiply funding will help them progress into work, in their career or on to higher levels of training.

Invitations are invited for informal learning projects designed to increase confidence with numbers and are delivered via disguised integrated informal learning methods, in which numeracy is provided via innovative and creative ways.

The aim of the funding is to create:

1. An increase in opportunities for young people to participate in innovative youth work with informal education around numeracy;
2. Young people improve their confidence engaging with and handling numbers;
3. Young people are part of the decision-making process to develop the youth work and learning content

Eligibility Criteria for Participants

- Participants must be aged between 16 and 24, have left school and no longer be on a school register.
- Participants attending training courses or in employment should not be undertaking SCQF level 5 Maths as part of their course or employment.
- Unaccompanied, asylum-seeking young people are eligible if they are aged between 16-24, not registered at school or attending training courses which include SCQF level 5 Maths

Dundee City Council does not require to have the individual participants proof of ID or other personal information but expects that the delivery organisation will verify participants' details and attendance should the UK Government wish to audit the provision.

Outputs and Outcomes

Outputs

- Number of young people participating in Multiply funded activity
- Number of informal learning opportunities to be provided
- Number of Multiply (informal) learning hours each participant will be offered

Outcomes

- Increased number of young people reporting improved confidence in engaging with numbers
- Number of adults participating in Multiply courses up to, and including, SCQF level 5/Level 2 equivalent

Applicants must select which of the pre-determined outputs and outcomes the project will achieve. You must also provide a baseline figure in order that progress can be measured in achieving the outcomes and outputs.

Applicants can also identify their own outputs in addition to those listed above if there are additional deliverables.

Background to the UKSPF in Dundee

Introduction

The UK Shared Prosperity Fund (UKSPF) has been developed as part of the UK Government's Levelling Up Agenda, to act as a replacement for the EU Structural Funds post-Brexit. It will provide £2.6 billion of investment across the UK by March 2025, with each lead authority receiving a direct allocation over 3 financial years. It aims to enable truly local decision-making and better target the priorities of places within the UK. Dundee City Council as the Lead Local Authority has received an allocation on behalf of the city and will manage its distribution across the themes for the duration of the full UKSPF programme. An Investment Plan which was submitted to the UK Government was approved in December 2022.

An overview of the UKSPF Programme can be found on the UK Government [website](#).

Who can apply?

Applications are welcome from the following bodies:

- Constituted groups and organisations from the Dundee Youth Work Network
- Organisations working in partnership with a Dundee Youth Work Network Member
- Organisations willing to attend the Dundee Youth Work Network

Organisations must be appropriately constituted and have a bank account. Experience of delivering similar learning approaches (not necessarily numeracy) and engaging with local young people will also be an advantage.

What type of projects are eligible?

Projects must take place within the Dundee City Council area and must be delivered before 31 March 2025. The funding must not be used to support business as usual activities or be used to replace funding already in the system for providing support to young people. Funded activity must be able to demonstrate intended outputs and outcomes for the young people.

This is one off funding and cannot be used to supplement or sustain existing services but can be used to enhance or bring additionality to existing work.

Eligible costs

Eligible costs may include staffing/volunteer costs; venue hire; resources and materials etc.

The following costs should not be included in UKSPF interventions:

- Paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action
- Payments for activities of a party political or exclusively religious nature
- VAT reclaimable from HMRC
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties
- Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Contingencies and contingent liabilities
- Dividends

- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
- Expenses in respect of litigation, unfair dismissal or other compensation
- Costs incurred by individuals in setting up and contributing towards private pension schemes

Process for Awarding Funds

All projects which meet the basic criteria for this Challenge Fund will be taken before a scoring panel of three assessors. This panel will assess the applications and make recommendations on which projects should receive funding.

Successful applicants will be required to sign a Grant Offer Letter from Dundee City Council which will include several stipulations relating to monitoring and evaluation of your project, including financial claims showing expenditure through to bank statement. You will be required to provide regular project updates to Dundee City Council Monitoring Officers and attend scrutiny meetings as required throughout the lifetime of the programme. You will also be required to evaluate your project to ensure that the proposed outcomes have been met.

If the award is considered a subsidy under the Subsidy Control Act 2022, then we may seek further information from you in order that we can legally award the grant.

How will funds be distributed?

Each successful project will be required to sign a grant offer letter with Dundee City Council outlining the proposed milestones for the project, reporting requirements and how the grant will be paid. Details of monitoring and evaluation processes will be contained within the grant offer letter.

How to complete the online application form

Please answer all questions directly in the online application form. When completing the application please assume that the Assessment Panel who will be scoring bids has no prior knowledge of your organisation or proposal therefore outline as clearly as possible the need for the project, why your organisation is best placed to deliver the project, the proposed outcomes/outputs and how your project will deliver the aims and objectives of the Multiply programme and local, regional and/or national strategies.

Section 1: Initial Questions

This section will act as a gateway to ensure your project meets the required criteria and is therefore eligible to apply for funds from Multiply Dundee. There are two Yes/No questions in this section. Applicants must be able to answer Yes to both or their project will not be eligible for Multiply Dundee funding.

Section 2: Applicant Information

Applicants should complete this section as precisely as possible. When identifying a main contact person please consider who would be the most appropriate person to receive correspondence regarding Multiply within your organisation.

Section 3: Project Summary

In this section, include the project title and start and end dates. Confirm which geographical location(s) your project will operate in by stating which ward(s) that will be. Multiple selections are allowed here. There is also a short section (approx. 200 words) to provide a high-level summary of your project. This information may be used to promote your project and to report back to the UK Government on the projects that are being funded by the UK Shared Prosperity Fund in Dundee. Please also enter what

your total project costs will be, along with how much you are requesting from Multiply Dundee.

Section 4: Project Details

This section is divided into several different questions and is where you have an opportunity to explain the rationale behind your project, what it will deliver and what it will achieve as a result of the funding. Please try and answer concisely, ensuring that the relevant points are covered, while keeping within the suggested word count.

Please provide an overview of the project you wish to deliver (400 words)

Please state exactly what you aim to deliver with your project. Be specific, what activities will you deliver? Will you recruit staff to deliver the activities described? The more information you provide, the more accurately we will be able to assess your application. Explain your activities, deliverables and timeline. It should be concise and clear and refer specifically to the scope of your project and what the funding will be spent on. You will have the opportunity to explain the need and rationale of your project in follow-up questions. Strong projects will demonstrate young people have been meaningfully involved in the design, delivery, evaluation and continuous improvement of the activities.

What is the need for your project and how have you identified it? Please provide evidence of the need (200 words)

In this question we want to understand why your project is needed. A strong application will support this with qualitative and/or quantitative data to demonstrate the need and may be based on evidence provided through community engagement or direct interaction with the relevant client or user group. We also want to know how your project will fill existing gaps within service provision in the city and what steps you will take to ensure that your project is not duplicating existing activity or funding.

Describe the main target group for your project and how you will attract young people with the programme of activities you propose? (200 words)

Applicants should provide an overview of how they will reach the participant numbers proposed and the marketing/engagement approach to ensuring these targets are met. Have you identified the individuals to be involved or are they already engaged with your organisation?

How will the proposed project be delivered and in an engaging and innovative way? (400 words)

Many people with lower numeracy skills are unable or are put off with standard maths courses. Preference will be given to projects delivered in innovative and creative ways via disguised learning methods. Explain how your proposed project will fit these criteria.

Explain how your project fits with local, regional and national strategies (400 words)

Strong applications will explain how the project and activities to be delivered fit within the UK Shared Prosperity Fund and Levelling-Up objectives as well as relevant local, regional and national plans.

Experience and capability of delivering similar projects (400 words)

Please describe your organisational experience of delivery of similar scale projects and grants. Be specific, what have you delivered, what were the budgets available to you and how successful were you in achieving your aims and objectives. Please also describe your experience of submitting financial claims and providing timely monitoring reports in line with funders' timescales and guidance. Please also provide any additional information that will help us to understand your ability to deliver including, but not limited to:

- Links with the local community/previous engagement with the relevant user group
- Skills knowledge and expertise of your project delivery team
- Assets and resources that you have available including space, buildings, equipment etc.

What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community? How will these be counted and measured (400 words)

Answer this question by providing some details about the expected outputs and outcomes that you anticipate your project will achieve. Consider the benefits for the individuals and organisations involved in the project, and the positive impact it will have on the wider local community. Provide details on how these will be counted and measured.

Provide information on your organisation/group's fair work practices (300 words)

As Dundee City Council is committed to supporting the Fair Work Agenda, please provide some details about your organisation or groups fair work practices. This could include, being a Living Wage Employer, providing adequate job security for employees or providing an inclusive and diverse environment for people to work in.

Section 5: Checklist

In order to complete your application, you must confirm that you have:

- I have read and understood the Multiply Dundee Challenge Fund Guidance
- I have completed the application supplementary information by selecting relevant outputs/outcomes
- I have completed the application supplementary information by providing details on budget and costs
- I have completed all the questions in the online application form
- I have obtained my latest set of audited accounts and will send them by email
- The project spend will be within 2024/25 and be completed by 31st March 2025?
- All spend will take place within the Dundee City Council local authority boundary
- The participating young people will be aged between 16 and 24, have left school and are no longer on a school register
- All participating young people will be resident within Dundee City Council Local Authority Boundary

Section 6: Data protection

This section contains a link to the [UKSPF Privacy Statement](#) which explains what we do with the personal data you provide.

Section 7: Declaration

Please read the declaration and tick the box to accept the conditions and acknowledge that you have read and agree to the Council's [UKSPF Privacy Statement](#) as well as confirming that you have the authority within your group or organisation to submit this application.

Once you submit your application, you can print a copy of your answers for your own records. Once you press 'submit' you will receive a message confirming your application has been received. Click on the three dots on the top right hand of the page and you will have the option to print the document or save it as a PDF.

How to fill out the Application Supplementary Information

Outputs & Targets

You will be required to submit details of your project's outputs and targets in the separate Excel sheet. This form allows you to add in the pre-determined outputs and outcomes your project will achieve. Select the output/outcome, add the target figure and add the baseline. A project baseline is the

starting point for your project. For example, if it is a brand new project the baseline target figure will be zero. You can also add your own additional outputs and outcomes in the 'free text box' if relevant.

Applicants should feel free to specify any other outputs and outcomes that they think are appropriate and will be delivered by the project, but the application will be assessed based on value for money in terms of the specific outputs and outcomes. You are not required to meet all the outputs and outcomes.

Applicants are encouraged to be as realistic as possible, targets that are deemed unattainable will not be looked on favourably as the targets specified here will form the basis of the monitoring and evaluation of your project. Similarly, projects deemed unambitious will likely not score highly with the investment panel. We encourage applicants to give serious consideration to this section and identify appropriate targets.

Budget & Costs

You will be required to submit details of your project's budget in the budget tab of the Excel document. Applicants must specify the amount that they are requesting from the UK Shared Prosperity Fund as well as how much match funding they have available from other sources (if required and bearing in mind match funding may have a positive impact on value for money). Applicants must also specify what the other sources are, i.e. own funds or other funding pots (name the funder).

Applicants are asked to provide a cost breakdown showing what the funding will be spent-on, i.e. staff, materials, venue hire etc. Please be as accurate as possible when providing this information.

If your organisation is providing in-kind funding to the project there is a section that will allow you to provide further details of what that will entail. This may be particularly useful for smaller organisations who are unable to provide direct match-funding for the project.

Subsidy Control

As the Lead Authority in administering Dundee's allocation of the UK Shared Prosperity Fund, Dundee City Council has several obligations under the UK's Subsidy Control Act legislation. To that end, applicants are asked to answer Yes or No to a question on whether they have received any state funding within the last three financial years. This is any funding that has come from any local, regional or national public body including the European Union.

Any applicant answering Yes to this will be required to provide further information on the date, amount and source of the funding. If multiple awards were received, then multiple records should be provided. This information will be assessed by officers at Dundee City Council and if your application is deemed to constitute a potential subsidy, they will contact you to request further information.

Please note that this will not be held against your application and will not be considered positively or negatively in scoring your application. It is a requirement in line with Dundee City Council's obligations under the UK Subsidy Control Act and applicants are asked to provide the information requested as accurately as possible.

If information comes to light later that was not presented at this stage, applicants may be found to be in breach of the funding conditions and appropriate action will be taken at that stage, including exclusion from the challenge fund process, withdrawal of any funding offer or clawback of any funding allocated.

Once you have submitted your application via the online portal, you must send the completed Application Supplementary information along with your latest audited accounts to externalfunding@dundeecity.gov.uk

Further Information

[UK Shared Prosperity Fund: overview \(1\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: reporting and performance management \(3\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: monitoring and evaluation \(4\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: subsidy control \(7\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)

[UK Subsidy Control Statutory Guidance](#)

[Multiply in Scotland](#)

[National Numeracy – getting on with numbers](#)

[Report – Number Confidence and Social Mobility](#)