

**NORTHERN IRELAND NATIONAL CITIZEN SERVICE
AUTUMN PROGRAMME 2012**

DETAILED NOTES ON COMPLETING YOUR APPLICATION FORM

USING THIS DOCUMENT AND THE SPECIFICATION DOCUMENTS

You are strongly advised to use this document as a step by step guide as you complete your application documents. Please ensure that your bid is based on both the core specification requirement in Annex A.

There are five sections of written questions and twelve template sheets in total. They all incorporate lessons learnt from the commissioning process for the 2011 and 2012 summer pilots and are designed to make it easier for you to present the types of information needed to create your pilot proposal. The Excel template sheets are set to calculate formulas and make your task easier. Collecting information in this way will also help the assessment team to assess all category proposals against each other.

FONT AND PAGE LIMITS

Your proposal must be word-processed, using Arial 12 point font only. A maximum page limit is stated for each section in brackets next to the question. Any text that exceeds the stated limit will not be assessed.

You should not leave any section blank, and should attempt to respond to every question in each of the five written sections and every template sheet in the excel document. Please also pay careful attention to the scoring framework which is explained below.

CONTENT AND SCORING FRAMEWORK

You are advised to pay careful attention to the assessment scores which are detailed next to each question and the assessment criteria which will be used to mark your responses (provided on the following page of this document). The maximum score available for each section is provided below together with percentages to illustrate the overall weightings.

Area of proposal	Max score	Weighting in % (provided for illustrative purposes and rounded to nearest whole number)
Section 1: publicity and recruitment	70	25%
Section 2: delivery and post NCS	100	36%
Section 3: staffing and management	60	21%
Section 4: funding	30	11%
Section 5: involvement of young people in planning and design	20	7%
TOTAL	280	100%

Assessment Criteria for Full Stage proposals to deliver NCS 2012 pilots

0 - A score of 0 will be awarded if no response is given and/or does not respond to the requirements in any way. E.g. questions have not been completed.

1 - A score of 1 will be awarded if responses are partially completed. E.g. a very limited response has been given which does not relate to the requirements or the aims and objectives of NCS.

2 - A score of 2 will be awarded if responses are generic or high-level statements, giving no detail, that do not link directly to the aims/objectives of NCS. Significant levels of information may be missing.

3 - A score of 3 will be awarded if responses are limited, giving little detail and lacking clarity. Responses may contain a number of generic statements that do not link directly to the aims/objectives of NCS or are not relevant to the programme.

4 – A score of 4 will be awarded if responses are completed, but are limited, giving little detail and lacking clarity in the evidence provided. Responses may contain generic statements that do not link directly to the aims/objectives of NCS.

5 - A score of 5 will be awarded if responses demonstrate relevant evidence to deliver NCS. Evidence provided makes some links to the aims and objectives of NCS but lacks detail or clarity.

6 – A score of 6 will be awarded if bidders have provided evidence that makes good links to the aims and objectives of NCS, and addresses some of requirements set out in the NCS specification, reflecting some understanding of NCS.

7 - A score of 7 will be awarded if bidders have provided a good level of evidence that makes good links to the NCS requirements, is not generic, and addresses the majority of the points set out in the question, reflecting an understanding of the aims and objectives of NCS.

8 – A score of 8 will be awarded if bidders have provided a very good level of evidence that that links directly to NCS requirements, addresses all the points set out in the question, reflecting a good understanding of the aims and objectives of NCS.

9 - A score of 9 will be awarded if bidders have provided extensive evidence that links directly to NCS requirements, addresses all the points set out in the question, reflecting a very good understanding of the aims and objectives of NCS.

10 - A score of 10 will be awarded if responses contain extensive evidence that links directly to NCS requirements, addresses all the points set out in the question, reflecting a deep understanding of the aims and objectives of NCS. Responses will demonstrate that bidders have provided evidence of their experience and capacity to deliver NCS. Evidence provided relates directly to the aims of NCS and is specific.

GUIDANCE ON THE FIVE SECTIONS OF QUESTIONS AND TEMPLATES

Section 1: publicity and recruitment

Excel Sheet 1: location breakdown

Please insert the number of young people you will have in each team up to a total of 250. Teams should be between 12 and 16 young people.

Written answers 1a, b and c

You should detail how you intend to recruit 250 young people across Northern Ireland from August to October. As part of this period is during school holidays, you should detail how you will recruit young people outside of school.

Section 2: delivery and post NCS

Excel Sheet 2: residential venues

Please list venues that you intend to use if selected to deliver your proposed pilot. We require bidders to identify potential suitable venues at the bidding stage so that the successful bidder can give the necessary assurances to secure essential bookings soon after grant negotiations are concluded, and so that grant payment schedules can be aligned to any deposit payment requirements that you have.

Written answers 2a to e.

Your answers should include a full description of the activities that will take place and your approach to delivering them and ensuring that all aspects of the programme are safe for young people. Your answers should include the detail of the typical programme content for each phase and any proposed thematic approaches for delivery. You should explain the personal and social development that young people would gain from each phase of the programme and the ways in which guided reflection, continuity and progression between the phases will be managed. Where additional costs are included to enable certain groups to participate, these should be clearly explained.

You should be clear about how you will recruit young people on a cross-community basis who will work in the same team. You should then set out how you will assist the young people in designing and delivering two social action projects in both home communities, working with local organisations.

Please note that as the core specification (Annex A) does not include a requirement for formal accreditation schemes, we will not be able to fund costs associated with formal accreditation. If you feel that offering an accreditation scheme would complement the learning and guided reflection in your pilot proposal you can propose a non-compulsory accreditation for any participant who wished to complete it. This should be funded through other funding or in-kind contributions identified by yourselves and listed in the appropriate columns in the budget breakdown.

Written answer 2f

Please note the background information in Annex A that Central Government is planning to put mechanisms in place to help connect NCS graduates to further opportunities, and to broker special offers and opportunities for those who have completed NCS. Please also note that we anticipate that grant agreements will conclude by the end of January 2013 to coincide with the end of phase 5 activities.

Section 3: staffing and management

Before answering the written questions, please use the two excel templates provided to set out your staffing model for delivering NCS to young people.

Sheet 3: autumn staffing ratios

In this spreadsheet, you should only include staff and volunteers who are directly related to managing and supporting NCS teams during the key NCS phases. This could include staff attached to teams and staff who manage groups of teams.

Sheet 4: all staffing roles and costs

You should list all anticipated kinds of role, whether paid or volunteer, and whether permanent organisational staff or short-term support. When designing staff responsibilities, please bear in mind the timing guidelines in Annex B. If you envisage that one person may have several different roles at different points in the pilot planning, recruitment and delivery stages and find it easier to list this on different lines, that is fine as long as you make this clear in your breakdown of recruitment and salary/expenses costs and start and end dates.

When designing your paid staff and volunteer roles, please ensure you are reasonably confident that sufficient people would be attracted to these combinations of tasks and patterns of commitment.

For volunteer roles, remember that Criminal Record Bureau disclosures are free for volunteers so you should only price for any administration costs that may apply.

Please also note that volunteers can receive reasonable out-of-pocket expenses but you should generally not propose to give them daily rounded amounts which are not directly related to expenses incurred.

Whilst we expect that staff will be fully experienced and bring a wide range of skills relevant to delivering activities in the NCS programme, we expect that bringing together these activities in the specific formats required for phases 1 to 5 will require group induction sessions and may require limited additional training to ensure effective delivery of the NI NCS pilot.

Salaries of senior staff such as the Chief Executive, Board members, Directors and senior managers should be listed separately from staff costs for individuals involved in the direct delivery of NCS. Management costs should reflect the proportion of time the post holder(s) spends on NCS.

Section 4: funding

Before answering the written questions, please input your budget in the finance sheets labelled 5 to 12 in the excel document.

As this is a pilot, we are particularly interested in gathering a detailed idea of the actual costs of delivering an NCS scheme, and in exploring a range of ways to meet these costs.

For each item, you are asked to set out the overall cost, the secured contribution you will find from other sources and the proposed grant requirement.

Using the finance sheets in the spreadsheet

The document has been constructed so that Excel should calculate or carry over your figures between sheets.

A system of colour coding has been used to help identify where you should input data and where excel should do calculations for you.

- Grey or white fields: these fields contain standard text which you shouldn't alter
- Yellow/orange: please enter your figures and text in here
- Green fields: these indicate sub-totals or totals of costs.
- Blue fields: these indicate sub-totals or totals of your contributions
- Pink field: these indicate total unit cost per participant

(If you cannot see the colours, the explanations below and inside the excel spreadsheet should be sufficient.)

If you encounter any difficulties with the spreadsheets, please let us know as soon as possible in case we need to issue a revised version.

Advice on putting together your funding proposal

Expenditure

Please make sure you include all expenditure that you expect to incur in relation to proposed activities. You should ensure that your budget covers costs related to :

- Management, administration and monitoring
- Taking part in the independent evaluation
- Staff recruitment including safeguarding checks
- Promoting your pilot and recruitment of young people
- Hire of premises/ facilities/ licences
- Running activities

Funding and in-kind contributions proposed by bidders

You are asked to tell us about contributions that would be separate from the NCS grant in **three different ways** in the spreadsheet. Please read this section carefully before proceeding.

- On each of the phase breakdown sheets (sheets 5 to 9), you will see a column for inputting “contributions sourced by bidder”. As explained in the column heading, you should only enter contributions which are secured. That means either committed by you or by a member of your consortium or negotiated with and committed by a proposed delivery partner. *An example could be a venue booking for which an organisation has agreed to give a discount.*
- On sheet 10 called “finance: other bidder funds”, there are two more ways for you to tell us about funding and in-kind contributions that would be separate from the NCS grant.
 - Contributions you expect to raise through participants. *An example could be a small participation cost that you plan to charge to some participants.*
 - Contributions which you or a partner or supporter has committed, but which you wish to highlight here rather than input against a phase related item. *An example could be a significant amount of funding committed by a grant making trust or philanthropist if they have not specified what kinds of items it should be used for, and you wish to discuss this with us before assigning it against a specific set of items in your budget.*

General guidance on costing:

All planned expenditure should be rounded to the nearest whole pound.

It is important that your estimated costs are real, auditable, can be reported and justified in relation to the activities carried out.

Please include VAT at 20% on all costings where it would be payable.

Please indicate if you are VAT registered and can reclaim any of your costs from HM Revenue and Customs.

Each cost item must be:	Description
Eligible	Within the scope of the NCS programme. We would not expect costings to include capital items, but where they are included by exception, they must be specifically itemised. Notional costs such as loss of income, core costs (unless set out as below), and costs unrelated to delivery, cannot be included as eligible expenditure.
Actual	Detailed to give all the real costs that will be incurred. Not

	based on fees or prices (unless for specialist services unavailable in any other way).
Relevant	Linked to and necessary to achieve the objectives of NCS as outlined in the specification document.
Accurate	Planned to be subject to management checks and controls to ensure accuracy.
Incurred	Able to be evidenced through an invoice, receipt or payslip, for activities within the financial year in which it is claimed.
Transparent and supported	Able to be evidenced through a full and clear audit trail to evidence history of cost and payment and any calculations used; supported by original source documents.
Apportioned (for indirect/ overhead /core costs as agreed)	Reasonable, consistent and supported by clear calculations

Sheet 5: finance: Overall & General

Your overall costs related to paid staff, volunteers and management costs should automatically update from sheet 4.

Overheads

Please provide a total for your anticipated indirect costs that would be required to support frontline delivery costs of NCS and itemise or explain them in the box provided at the bottom of sheet 5. Examples include: property costs such as rent and utilities; general administration and support services; legal advice; corporate services such as HR, procurement, financial management of the business as a whole, IT system maintenance. Please don't include management costs, induction and training costs or travel to OCS workshops, as these are captured elsewhere.

Insurance

Please input the cost of any additional insurance cover you require to cover your proposed NCS activities. In the box provided at the bottom of sheet 5, you should provide brief details of any existing policies you would rely upon when delivering NCS (cost of buying the policy, level of cover), and additional policies that you propose to acquire for your NCS pilot. Please do not enter the cost of any existing policies on the spreadsheet item line.

Budget for supporting young people with additional needs

We would like all these costs to be clearly highlighted here OR in the relevant phase sheet where they are closely related to an activity, transport or accommodation cost. It is your choice where you put them, but please make sure they are clearly labelled in column "A", briefly explained in column "H" and summarised in the box provided at the bottom of sheet 5 if you need further space.

Contingency

If you are the successful bidder, we will agree a sum of emergency contingency funding with criteria for releasing it in different scenarios. Please indicate in this line of the spreadsheet the total sum of money you would request to be set aside.

In the box provided at the bottom of sheet 5, please explain what types of situations you would request that contingency funding is set aside for and the sum of money

calculated for each.

We envisage that it could include scenarios such as:

- Emergency transport home and staffing cover in the event of one participant falling ill or having an accident during the phase 2 away residential.
- An incident/accident requiring a large scale evacuation of a residential centre while it is in use, such as a contagious illness outbreak.

We **do not** envisage that contingency funding would be set aside for any difficulty in raising the funding and in-kind contributions that you propose to raise. You should explain your own contingencies and other plans for that type of scenario in your written answer to question 4.

Sheet 6: finance: Recruit and phase 1

We have not provided pre defined headings here, so please make up your own.

Please ensure that you clearly describe each item so we can see how you propose to cost and fund **accommodation/venues, transport, food, booked or pre-arranged activities and social action projects**. Costs for additional support needs can be listed here or all summarised together in the appropriate line in sheet 5 (as you prefer).

Sheet 7: finance: Phase 2

As above.

Sheet 8: finance: Phase 3, 4 & 5 social action

As above.

Sheet 9: finance: Team Test and Graduation

As above.

Sheet 10: finance: other bidder funds and contributions

On this sheet, we have provided two ways for you to list other types of contributions which are not captured on the phase by phase sheets. Please see above on page 6 for an explanation of how the three methods should work together.

Please ensure that you don't enter the same amount of funding sourced by bidders on both this sheet and a phase sheet. (For example, if you wish to indicate what cost items you would offset participant contributions against, please write this in the notes column in the relevant phase sheet but only enter the amount in the finance column of sheet 11.)

Sheet 11: finance: summary of costs

This sheet should automatically carry over subtotals from other sheets, but you are advised to check this works correctly.

Sheet 12: finance: summary of bid

This sheet should also automatically carry over subtotals from other sheets, but you are advised to check this works correctly.

In order to calculate the unit cost correctly, you need to choose one set team size of between 12 and 16 participants and base your calculations on that amount. If you feel that you are not able to base your proposal around one set team size, please contact us for advice.

As a final step, please note the box in sheet 12 on formatting the spreadsheet.

Written answer 4

In particular, please refer to the "funding" section of the Annex A specification on page 6.

You should note that the finance model that you set out in the excel document, including the overall cost, the cost per participant and overall cost-effectiveness, will not be scored separately, but will be taken into account alongside your total overall score when judging the strength of your proposal.

Section 5: involvement of young people in design and planning

In this section, you are invited to provide background information about your overall approach to involving young people, such as describing any consultation groups or planning days you have already run or propose to hold. You should make links to your answers to sections 1 -4 and summarise how young people's views have influenced your proposal.