

Parental Engagement “Equalities and Equity” Project Fund 2019 - 21 Bid proposal guidelines



Summary

Some parents and families face additional barriers to being involved in the life and work of their child’s school or being engaged in their children’s learning. The Parental Engagement “Equalities and Equity” project fund will support a small number of “demonstrator” projects which will seek to address barriers amongst the relevant groups and circumstance. This document provides guidelines for those who wish to submit project proposals. It is accompanied by a bid proposal covering form as well as a template for the submission of proposals.

Deadline for applications	12:00 noon on Wednesday 25 September 2019
Timescale for our decision	It is anticipated that applicants will receive notification of funding decisions by Friday 11 October 2019.
Period of funding / scale and nature of projects to be funded	<p>The bid fund is looking to fund projects which will have a wider national benefit in terms of shared learning or improvement across the wider system. As such, it is anticipated that the fund will be particularly relevant to projects led by third sector organisations, academic organisations or partnerships between the relevant organisations and the relevant local authorities and/or schools.</p> <p>The funding will operate across two phases:</p> <p>Phase 1 October 2019 until end June 2020. A total funding pot of up to £90,000 is available for this phase.</p> <p>Phase 2* July 2020 until end June 2021. The total funding available in 2020/21 is not yet confirmed but it is anticipated it will be between £130,000 and up to £170,000.</p> <p>Project bids can be for Phase 1 only (e.g. up to a 9 month project) or for “Phase 1 and Phase 2 combined” (e.g up to a 20 month project).</p> <p>Applications for “Phase 1 and Phase 2 combined” (ie up to a 20 month project) must provide details of the activity that will be completed and outcomes that will be achieved by the end of the Phase 1 timescales and what additional activity/outcomes will be achieved if Phase 2 funding is also approved. Note: For applications for “Phase 1 and 2 combined”: There is no absolute guarantee of Phase 2 funding even if you are successful in the bid assessment. It is anticipated that Scottish Government will be able to provide final confirmation of Phase 2 funding by Spring 2019.</p>

	<p><u>* Please note the overall amount of grant funding available. Bid proposals should take account of this in the amount of funding that they seek to receive. The Scottish Government anticipates that a relatively small number of projects will be supported. Bids in the region of £10k - £40k per phase are anticipated. The maximum ceiling for a project bid is £40k.</u></p>
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Background

The Scottish Government wants to improve the way that parents and families are involved in the life and work of schools and engaged in their children's learning. The Scottish Government and the Convention of Scottish Local Authorities (COSLA) published the "Learning Together" National Action Plan in August 2018 to support this policy aim.

The main aims of the plan are to:

- ensure that parents are supported to be fully involved in the life and work of their children's early learning and childcare setting or school;
- encourage and support collaborative partnerships between practitioners, parents and families;
- get the right support in place so that parents can engage in their child's learning;
- expand access to family learning opportunities which meet participants needs;
- improve the quality of all communication between practitioners, staff, parents and families, and;
- improve the skills of leaders, front-line practitioners and support staff.

"Equalities and Equity", the third theme within the plan, aims to address barriers that may limit the involvement and engagement of specific groups of parents in their children's learning. The Equalities and Equity section of the plan includes a commitment to fund a small collection of projects which help to address barriers affecting particular groups of parents.

Purpose, aims and intended outcomes of the fund

Purpose - The purpose of the fund is to support the equalities and equity aims within the Learning Together National Action Plan.

Aims – Some parents and families face additional barriers and challenges to being involved in the life and work of their child's school or being engaged in their children's learning. These groups include but are not limited to armed services families, fathers, minority ethnic parents, gypsy/travellers, parents of disabled children, parents with learning disabilities, parents and families living in deprived circumstances, separated parents and British Sign Language Users. We would like to fund a small number of projects which help to identify, explore the nature of, and address specific challenges which might otherwise hinder the involvement and/or engagement of parents and families in any relevant circumstances.

Intended outcomes to be supported via funded projects

Activity, outputs and dissemination of learning from funded projects should support the following outcomes:

- Greater awareness amongst practitioners of the main barriers, issues and challenges to involvement/engagement for particular groups of parents and families.*
- Improvements in practice and approach, skills and knowledge which will lead to improved involvement and engagement of relevant groups/circumstances.*
- Educational outcomes should also be supported, for instance improvements in literacy and numeracy.*

* Note: activity funded via the projects should not only aim to have an effect within the particular school or early learning setting involved in the project, but should aim to have a wider positive impact on practice across the system.

What type of projects will be funded?

Projects are more likely to receive funding if they:

- address one or more equalities/equity groups or issues;
- help to provide relevant learning and/or evaluation evidence and/or practical guidance and support products for the wider education system;
- relate to the themes of parental involvement (in “schooling”), parental engagement (in children’s learning), learning at home or family learning, and;
- relate to any aspect of the 3-18 curriculum age range, e.g. early learning and childcare, primary and secondary school age groups up to age 18.

Applications can be submitted to fund a new “stand-alone” project or extension of an existing project. For example, this might include an application to:

- fund additional research or evaluation activity;
- produce guidance products that can be shared with the wider system, or;
- add a further element to an existing stand-alone or consortia project.

Research activity can form one aspect or the entirety of an application. Where a research element forms part of the project, relevant research outputs will require to be disseminated in language and format which is easily accessible, clear, relevant and impactful for educators, parents/families and the wider system. All proposed projects should be supported by a baseline measurement where appropriate and an evaluation strategy.

Who can apply for project funding?

The fund is open to any organisation or combined “consortia” bid from several organisations. It is anticipated that it will be particularly relevant to projects which are led by a third sector or academic organisation. Scottish Government anticipates that project proposals are likely to include partnership/s with a specific school or early learning and childcare settings. Where this is the case, the relevant partners (for instance the local authority partners or specific school or early learning setting) should be identified in the bid proposal, or there should be appropriate plans to identify and secure partner schools in line with overall project timescales.

Joint applications should outline the contribution that each partner will make and the added value this will bring.

How will your application be assessed?

Each application will be considered against the set criteria below by an independent assessment panel.

It should be noted that it may not be possible to fund every element of an application.

The total amount granted will be subject to budget availability and the successful elements will be agreed with the applicants in advance. Applicants should bid for the funds that they actually need, rather than the maximum available. This will help to ensure that the fund achieves the maximum possible impact for what is a relatively small overall pot of funding. Please provide details of any other funding that you are able to access to support your bid.

The assessment panel will consider how well applications meet the purpose of the project bid fund based on the following criteria

Criteria	Score (0-4)	Weighting (1-5)	Max score available
1. How well does the application support the purpose, aims and intended outcome of the fund?		5	20
2. How well does the application demonstrate that it will have an impact in the wider system, i.e. have a positive impact on wider practice and approach across Scotland?		4	16
3. How well does the application outline evaluation which will be undertaken and how this will support the Scottish evidence base on effective approaches to parental involvement, engagement and family learning?		3	12
4. How well does the application represent value for money including aspects relating to reach and scale of the project?		2	8
5. To what extent does the application seek to develop new approaches to involving or engaging parents/families?		1	4
TOTAL			60

Applications will be scored 0 – 4 as follows:

Evaluation methodology		
0	Unacceptable	Nil or inadequate response. Fails to meet the criterion.
1	Poor	Response is partially relevant but generally poor. The response addresses some elements of the criteria but contains insufficient/limited detail.
2	Acceptable	The response addresses a broad understanding of the criteria but may lack details on how they will be fulfilled in certain areas.
3	Good	The response is sufficiently detailed to demonstrate a good understanding and provides details on how the criteria will be fulfilled.
4	Excellent	The response is comprehensive, unambiguous and demonstrates a thorough understanding of how the criteria will be met in full.

Additional information

1. Eligible costs for inclusion in bid proposals include:

- Staffing
- Appropriate expenses for teacher cover (e.g. for practitioners involved in additional activity out-with contracted hours or activity which would otherwise be included in their contracted hours as a teacher)
- Reasonable travel and subsistence
- Training events including venue and catering

2. Other sources of funding

There is no requirement to find partnership funding but with the overall funding total being relatively modest, Scottish Government anticipate that funding bids may be to provide additional activity to a pre-existing project or activity.

If the application is to add to wider sources of funding please provide details of the other sources of funding that will be used to support the project activities such as:

- a contribution from your own organisation, either financial or in-kind (if possible, please assign a monetary value to any 'in-kind' funding);
- Funding from public organisations.
- Grants from trusts and foundations.

3. How to apply

If you wish to submit an application please complete the bid application covering form and complete the bid proposal template (both available from the web page which contains this guidance).

Applications should clearly set out:

- Project title;
- Detailed summary of the project;
- How the project will support the purpose, aims and intended outcomes of the Equalities and Equity projects fund;
- How the project will ensure a positive impact on wider practice and approach;
- Budgetary information;
- How you will evaluate the impact of the project;
- The project team;
- Key risks and how these will be managed.
- Additional information as appropriate

Bid proposals must be received no later than 12.00 noon on Wednesday 25 September 2019

Please complete the covering form and email along with your project proposal to:
Parental.Involvement@gov.scot

Please title the subject line of your email as 'Learning Together Equalities and Equity Funding – [Project title] - [your organisation name here]'

Consideration of applications can only be made by the assessment panel where all relevant information has been provided at the time of submission.

Please ensure that you retain copies of your completed covering form, the bid itself and any accompanying documents for your own records.

Any queries regarding the application process or eligibility to apply should be emailed to: Parental.Involvement@gov.scot

4. After you have submitted your application

Applications will be acknowledged within 5 working days of the closing date and will be assessed on the criteria detailed above.

Successful applicants will be informed by email. Grant offer letters will only be issued following satisfaction of any relevant and necessary checks. Grant offer letters must be signed and returned to Scottish Government before any grant funding can be released. The grant award letter will include standard Scottish Government grant terms and conditions which cannot be altered. No further funding for the project can be awarded during the financial year 2019/20.

Unsuccessful applicants will also be informed via email.

Feedback can be provided for both successful and unsuccessful applications. Requests should be submitted in writing within 28 days of notification of the outcome. A response will be provided within 28 days of receiving the request for feedback.

5. Monitoring & evaluation

Project evaluation should be an integral part of your project. During the course of the project Scottish Government will ask all successful applicants to provide two short project progress reports. This will take the form of one interim report at the half way point in the project and one final project status report at the end of the project. Please note: these will be additional project reports over and above any substantive report outputs which may form part of your project. A project report template to capture information will be provided.

6. Conditions of award

Applications should respond directly to the intended aims and outcomes of the project fund (as set out in these guidelines) and the associated "Learning Together" Action Plan on Parental Involvement, Parental Engagement, Learning at Home and Family Learning.

Applications can only be considered if they meet the funding criteria.

Resources developed as part of your project (for instance, research reports, guidance or advice materials, interim and final reports, continuing learning and professional development materials) must continue to be made available free of charge to practitioners beyond the funding period.

You should assume that the independent assessment panel have no knowledge about any previous funding you have received or any current research, training, consultancy or educational activity that you are engaged in.

Successful applicants should keep to the grant conditions shown in both the offer letter and any accompanying document. In particular:

- You should not make changes to the project without notifying Scottish Government first.
- You should carry out your project in line with the timescales given in your application and within the time limits shown in your offer letter. It is very important that you let Scottish Government know about any delay or difficulties in keeping to the grant conditions so that advice and help can be provided as necessary.

7. Additional Important Information

Please note that Scottish Government may, by giving at least 7 days written notice, assign any of its rights and obligations under an award, either wholly or in part, to any other person.

8. Publicity Information on funding awarded may be made public by Scottish Government

Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so.

9. Openness and accountability / Freedom of Information legislation

Reports from information you supply within your application and from comments made on your application by external assessors and staff members will be held digitally. The information you supply will be made available to those assessing your application. For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) Scottish Government is obliged, as a Scottish public authority, to make your information (which will include your application) available by anyone making a Freedom of Information request.

By submitting your proposal you waive any right to raise any type of legal proceedings against Scottish Government as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

We will release the following information from your funding application if we receive a FOI request:

- The name of the organisation/applicant
- The amount of funding requested
- The summary description of your project.

If more detailed information is requested, we will consider this request under FOISA and apply the Act's exemptions and the public interest test appropriately. If more detail from your funding application is to be disclosed we will contact you and advise you of this. For further information on FOISA please see the Scottish Information Commissioners website:

www.itspublicknowledge.co.uk

10. Data protection

Information supplied by you in support of your application will be stored on our records system. The data we hold may be used for the following purposes:

- To report statistics.
- To assess applications.
- For accounting purposes.
- For contacting you.

Your name, address and contact details will be held on our records system. We will use this information to correspond with you. We will not forward your details on to any other organisations. The details of your application may become public information (see Openness and Accountability above). However, your personal details will be held by us and only our staff, appointed auditors and those involved in assessing or monitoring awards will have access to them. You have a right under the Data Protection Act 2018 to see the information we hold on you. By signing the accompanying covering form you are agreeing that we can use your information as shown above.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or reenactment thereof and the General Data Protection Regulation (GDPR). For more information on the Data Protection Act 2018 see <https://ico.org.uk/fororganisations/data-protection-act-2018/>

Scottish Government Learning Directorate
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