



# Inspiring Communities Grant Programme

## Information pack for applicants

Inspiring Communities is endorsed by:





**CabinetOffice**



department for  
**children, schools and families**

# Inspiring Communities Grant Programme

## **Information pack for applicants**

April 2009  
Department for Communities and Local Government  
Cabinet Office  
Department for Children, Schools and Families

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## Foreword

Each of us starts out in life with a range of aptitudes and talents. The tragedy is that for too many young people those talents remain undiscovered, unused and un nourished. All too often young people fail to unlock their talents because of a lack of inspiration or practical support from their friends, families and communities. Sometimes a talented young person cannot get the breaks they deserve because the people around them fail to recognise their potential. Some young people are not making the right connections between a good education and success in later life. Although many more young people are getting to university and getting on in life than a decade ago, still there are millions who are being held back. This is not only a terrible waste of individual talent; it is also a drag-anchor on our success as a nation. In the modern world, it is economies with a highly-skilled and motivated workforce which will emerge from the downturn fastest, and be ready for the upturn when it comes.

So we are pleased to be taking major steps to unleash the energy and potential within all of our young people, no matter what their family background may be, through the new Inspiring Communities initiative. This new scheme will make money available to local partnerships including schools, councils, parents, charities and young people. We will invest in local schemes which will get whole communities behind the talented youngsters in their midst. We want neighbourhoods to take pride in the achievements of their young people. And we want Britain's next generation of small business owners, teachers, accountants, lawyers, designers, engineers, surgeons, public servants and community leaders to remember the helping hands, words of encouragement and practical support that came from their neighbours and helped them on the road to success.

We believe that Inspiring Communities is just the start. This is such an important initiative that we have made sure it has support from Ministers right across government. We want to develop new ways of working together with all those interested in making a difference to our communities, with the united aim of ensuring that no youngster with a goal goes unsupported, and that every young person can fly as high as their talent will take them.



**Rt. Hon Hazel Blears MP,  
Secretary of State for  
Communities and Local  
Government**



**Rt. Hon Liam Byrne  
MP, Minister for the  
Cabinet Office**



**Rt. Hon Beverley Hughes  
MP, Minister of State for  
Children, Young People  
and Families**

## Cross-government statement of Ministerial support

The New Opportunities white paper announced over £10m to support the Inspiring Communities programme. This policy will initially be targeted at 15 neighbourhoods.

The Inspiring Communities approach asks schools, local agencies, community organisations, businesses, parents and the wider community to work together to get behind local young people and support them to fulfil their educational potential.

Central government is providing substantial new funding along with specialist support for each neighbourhood to undertake local innovation, campaign design and co-ordination. We are also providing additional funding for new intergenerational volunteering opportunities and to support young people to design and lead their own positive activities.

But, this is not a standalone initiative.

We want Inspiring Communities to test and develop a radical new approach to partnership working at a neighbourhood level, around the educational attainment of our young people.

Neighbourhood partnerships will design and deliver a campaign to raise the aspirations of young people, which brings together new and existing programmes and budgets from a range of different agencies. Activities will work with young people, their parents and communities to create opportunities, broaden horizons and build up self esteem.

We encourage neighbourhood partnerships to link a broad range of programmes and funding streams with their local Inspiring Communities campaigns. These include:

- Aimhigher and Aimhigher Associates – DIUS
- Cadet forces – MOD
- Co-location fund – DCSF
- Communities for Health – DH
- Community Assets – CO
- Communitybuilders – CLG/CO
- Creative Partnerships – DCMS
- Extended Schools – DCSF
- Extra Mile – DCSF
- Family Nurse Partnership – DH
- Global School Partnerships – DFID
- Grassroots Grants – CO
- Intergenerational Volunteering – CO
- LSC Family Learning – DIUS
- National Body for Youth Leadership – DCSF
- Positive Futures – HO
- Platform2 – DFID
- REACH – CLG
- Young Mayors – CLG
- Young Social Entrepreneurs – DCSF

Local government, as a partner, should also consider how its non-ringfenced mainstream funding (Revenue Support Grant and Area Based Grant) can be used to support Inspiring Communities campaigns. By moving grants, such as Connexions and Positive Activities for Young People into Area Based Grant, government has already enabled local authorities to take a more innovative and cross-cutting approach to tackling the key issues in their area.

We also encourage Inspiring Community areas to think creatively about how they might draw upon capital funding streams to support this work, in particular considering how to make full use of existing facilities in the community through greater co-location of services, drawing on the new Co-location Fund being run by DCSF if necessary. They should consider whether they could join up with community anchor organisations in the locality who are eligible or applying for Communitybuilders funding. Areas should look to work with local authorities and other agencies to access capital funds and be fully involved in shaping investment plans to make the most of the resources available for their communities.

Above all, we encourage Inspiring Communities to be ambitious and creative. We commit to talking to neighbourhood partnerships about funding restrictions that might act as barriers to delivering the sorts of services that local people believe will make the most difference to helping young people to achieve their potential. We commit to being flexible and removing barriers wherever possible.

Endorsed by:

- Cabinet Office (including Office of the Third Sector and the Social Exclusion Task Force)
- Communities and Local Government
- Department for Business, Enterprise & Regulatory Reform
- Department for Children, Schools and Families
- Department for Culture, Media and Sport
- Department of Health
- Department for Innovation, Universities and Skills
- Department for International Development
- Department for Work and Pensions
- Government Equalities Office
- HM Treasury
- Home Office
- Ministry of Defence
- Ministry of Justice

# Section 1

## Introduction

- 1.1 Central government is seeking applications from neighbourhood partnerships who would like to participate in the new Inspiring Communities grant programme. This information pack sets out:
  - the aims and intended outcomes of the programme
  - the model for designing and delivering the Inspiring Communities programme locally, including details of funding and wider support
  - who may apply and how applications will be assessed
- 1.2 Inspiring Communities follows on from a government study into aspirations and attainment in deprived communities<sup>1</sup> which showed that whilst parents are the most important influence upon young people, the people and places where they live also affect their aspirations. This programme is about working with young people, their families and the wider community in response to the unique challenges each area faces. The focus is upon 11-14 year olds as this was found to be the key age range when young people move from idealistic to more realistic ambitions.
- 1.3 Neighbourhood partnerships will be supported to design and deliver a programme of activities to raise the aspirations and attainment of local young people. These activities will be supported by up to £450,000 core funding per neighbourhood over 2009-10 and 2010-11. Additional support and funding is available for certain specified activities as set out later in this information pack. These activities will be brought together with existing work into an Inspiring Communities campaign unique to each neighbourhood.
- 1.4 We are seeking up to 15 neighbourhoods to participate in the programme. These will be selected on the basis of an application, submitted by core members of the partnership, identifying within this membership a dynamic community leader with grassroots support and an accountable body responsible for administering and reporting on the grant funding. Applications are encouraged from partnerships involving, and led by, a range of organisations operating at neighbourhood level – including social enterprises, charities, voluntary and

<sup>1</sup> Cabinet Office/CLG/DCSF, Aspiration and attainment amongst young people in deprived communities, 2008. ([http://www.cabinetoffice.gov.uk/social\\_exclusion\\_task\\_force/short\\_studies/aspirations.aspx](http://www.cabinetoffice.gov.uk/social_exclusion_task_force/short_studies/aspirations.aspx))

community organisations, local authorities, schools and businesses.

- 1.5 This programme is intended particularly for neighbourhoods where low aspirations have been identified as a barrier to young people achieving their potential. It is being targeted at deprived neighbourhoods within 64 local authority areas. The list of eligible local authority areas and information on how to determine if your neighbourhood is eligible is included in section 4.
- 1.6 Inspiring Communities is a joint initiative from Communities and Local Government, the Department for Children, Schools and Families and the Cabinet Office. The programme is being operated by the Secretary of State for Communities and Local Government (hereafter “the Secretary of State”) and administered within the Department for Communities and Local Government (hereafter “the Department”).

## Section 2

# Programme aims, outcomes and evaluation

### Aims

2.1 The aim is for 15 neighbourhood partnerships to deliver a programme of activities which inspire young people and support them to work towards realistic, ambitious goals and to improve their educational attainment. In doing so, new and existing work with young people, their parents and the wider community should be brought together with the aims of:

- broadening young people's horizons
- providing advice and inspiration to young people
- raising parents' own aspirations and self-confidence, so that they can support their children to take up opportunities and make positive, informed choices
- developing strong social networks in and beyond communities, raising community pride in young people and drawing out the talents of the community to support young people

2.2 As a way of achieving these improvements, this policy pioneers a new neighbourhood-based approach to raising aspirations and attainment. This means Inspiring Communities is also designed to:

- promote closer and stronger partnership working at neighbourhood level, so that local organisations act well as a team to deliver improved outcomes for local people and pursue innovative working methods, such as aligning initiatives, pooling budgets (where appropriate) and requesting freedoms and flexibilities from central government
- empower citizens and communities, shifting power, influence and responsibility into their hands

2.3 Inspiring Communities aims to promote the quick exchange of ideas and evidence of what works well or less well by setting up a network for the 15 participating neighbourhoods. This network will also feed into an advisory board for the programme as a whole and engage with regional improvement and efficiency partnerships.

2.4 Finally, the programme is intended to build up evidence around a neighbourhood-based approach to raising aspirations and attainment. This learning should then be shared more widely for relevant work in and beyond government.

## Outcomes and evaluation

2.5 The principal outcome sought is an improvement in the educational attainment of young people within the neighbourhood. This should cover both the individual improvement of pupils and also the narrowing of the achievement gap between pupils eligible for free school meals and their peers. Key measures to be monitored for all participating neighbourhoods will be:

- teacher assessments of individual attainment at key stage 3
- proportion of pupils achieving five or more A\*-C GCSEs (or equivalent) including English and Maths<sup>2</sup>
- achievement gap between pupils eligible for free school meals and their peers

2.6 Recognising that a measurable improvement in the above outcomes within a two year window may not be realised, emphasis is also placed upon activities and intermediate outcomes which are considered to be indicative of the success of the campaign and progress towards changes on the outcomes above. Examples of intermediate outcomes are school absentee rates or young people's participation rates in structured positive activities outside of school. Partnerships are asked to give early consideration to these outcomes as part of their application.

2.7 It is also intended that designing and delivering an Inspiring Communities campaign will strengthen local partnership working and, by focusing upon community participation, help shift power, influence and responsibility into the hands of communities and individual citizens. Hence, as a secondary element, outcomes in these areas will be measured.

2.8 An overarching outcomes framework and independent evaluation process will be developed centrally by independent national evaluators, taking input from each participating neighbourhood.

2.9 The outcomes framework will link in with the Every Child Matters outcomes framework<sup>3</sup> and the new local performance framework for local authorities and their partners.<sup>4</sup>

<sup>2</sup> This is National Indicator 75 in the new performance framework for Local Authorities and Local Authority Partnerships.

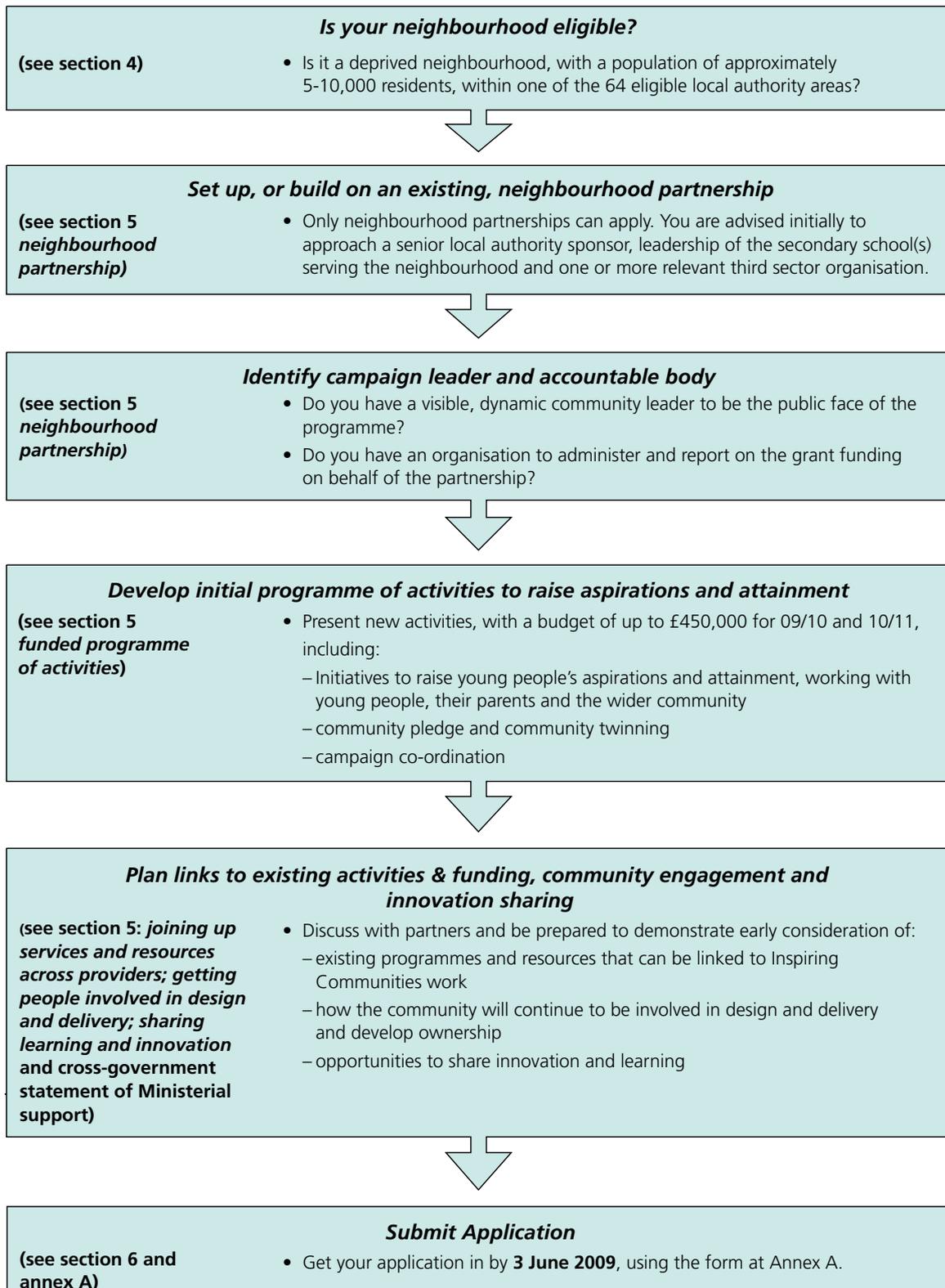
<sup>3</sup> See <http://www.everychildmatters.gov.uk/aims/outcomes> for more information.

<sup>4</sup> See <http://www.communities.gov.uk/documents/localgovernment/pdf/1126522.pdf> for more information.

2.10 The independent evaluation process will review both the impact of programme against the outcomes framework as well as the ways of working used during design and delivery. Each partnership will be expected to engage with the evaluation process as a condition of selection. We do not expect or encourage neighbourhoods to conduct their own evaluation exercises.

# Section 3

## Steps to prepare an application



# Section 4

## Eligibility

4.1 In order to be eligible for the Inspiring Communities programme, applications must meet the following conditions:

- **Local authority area**
  - the neighbourhood put forward for the programme must be located in one of the following 64 eligible upper-tier local authority areas<sup>5</sup>:

<ul style="list-style-type: none"> <li>• Barking and Dagenham</li> <li>• Barnsley</li> <li>• Birmingham</li> <li>• Blackburn with Darwen</li> <li>• Blackpool</li> <li>• Bolton</li> <li>• Bradford</li> <li>• Bristol, City of</li> <li>• Calderdale</li> <li>• Coventry</li> <li>• Cumbria</li> <li>• Darlington</li> <li>• Derby</li> <li>• Doncaster</li> <li>• Durham</li> <li>• Gateshead</li> <li>• Greenwich</li> <li>• Hackney</li> <li>• Halton</li> <li>• Haringey</li> <li>• Hartlepool</li> <li>• Islington</li> </ul>	<ul style="list-style-type: none"> <li>• Kent</li> <li>• Kingston upon Hull, City of</li> <li>• Kirklees</li> <li>• Knowsley</li> <li>• Lambeth</li> <li>• Lancashire</li> <li>• Leeds</li> <li>• Leicester</li> <li>• Liverpool</li> <li>• Manchester</li> <li>• Middlesbrough</li> <li>• Newcastle upon Tyne</li> <li>• Newham</li> <li>• Norfolk</li> <li>• North East Lincolnshire</li> <li>• Nottingham</li> <li>• Nottinghamshire</li> <li>• Oldham</li> <li>• Peterborough</li> <li>• Plymouth</li> </ul>	<ul style="list-style-type: none"> <li>• Redcar and Cleveland</li> <li>• Rochdale</li> <li>• Rotherham</li> <li>• Salford</li> <li>• Sandwell</li> <li>• Sefton</li> <li>• Sheffield</li> <li>• South Tyneside</li> <li>• St. Helens</li> <li>• Stockton-on-Tees</li> <li>• Stoke-on-Trent</li> <li>• Sunderland</li> <li>• Tameside</li> <li>• Torbay</li> <li>• Tower Hamlets</li> <li>• Wakefield</li> <li>• Walsall</li> <li>• Waltham Forest</li> <li>• Westminster</li> <li>• Wigan</li> <li>• Wirral</li> <li>• Wolverhampton</li> </ul>
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<sup>5</sup> Eligible upper-tier local authorities are where 10 per cent or more of the Lower Super Output Areas (statistical units of average 1,500 population) in a local authority area are in the most deprived 10 per cent in England on the Index of Multiple Deprivation 2007 or 20 or more Lower Super Output Areas within the local authority area are in the most deprived 10 per cent in England on the Index of Multiple Deprivation 2007.

- **Neighbourhood deprivation**

- the neighbourhood itself must include one or more areas of high deprivation.<sup>6</sup>

Please see the reference map for your local authority area (available at <http://www.communities.gov.uk/communities/neighbourhoodrenewal/inspiringcommunities>) to check whether your neighbourhood meets this criterion. [Annex B](#) contains further guidance on the reference map.

- **Neighbourhood size**

- applications must be for an Inspiring Communities campaign to be funded in a single neighbourhood
- the neighbourhood should have a population of approximately 5,000 – 10,000 residents

The neighbourhood identified should be large enough to support strong partnership working with wide buy-in, yet small enough to retain strong recognised local identity.

- **Neighbourhood partnership with local campaign leader**

- applications must be sent on behalf of a neighbourhood partnership (be it new or existing)
- the partnership must have an identified local campaign leader
- the partnership must have an identified core membership. As a minimum, this must include representation from the local authority, a local secondary school and a third sector organisation
- the partnership must have, or commit to prepare, a collectively-agreed description of the purpose, scope and structure of the partnership (a Terms of Reference)

Guidance on the responsibilities of the partnership and campaign leader are set out in section 5.

- **Accountable organisation**

One member of the partnership must act as the accountable body for the programme. The accountable body must be a legal entity by which we mean an incorporated body (eg companies, organisations set up by statute, industrial and provident societies), legally recognised partnership or trust.

<sup>6</sup> Eligible neighbourhoods are where one or more Lower Super Output Area (statistical units of average 1,500 population) is within the most deprived 10 per cent in England on the Index of Multiple Deprivation 2007.

The accountable organisation must be solvent, with a total non-central-public sector income in their latest audited accounts of £500,000 (this requirement does not apply where the accountable body is a local authority). The accountable body must have the systems and capacity to administer this funding, as administering the grant should not become a distraction from participation in the full design and delivery of the programme locally.<sup>7</sup> Key tasks include:

- maintenance of full accounts for the programme, noting all eligible expenditure
- submission of a regular statement of grant usage, and production of a bi-annual progress report (with assistance of neighbourhood partnership)

No grant will be awarded without an appraisal of the present and future financial viability of the accountable body.

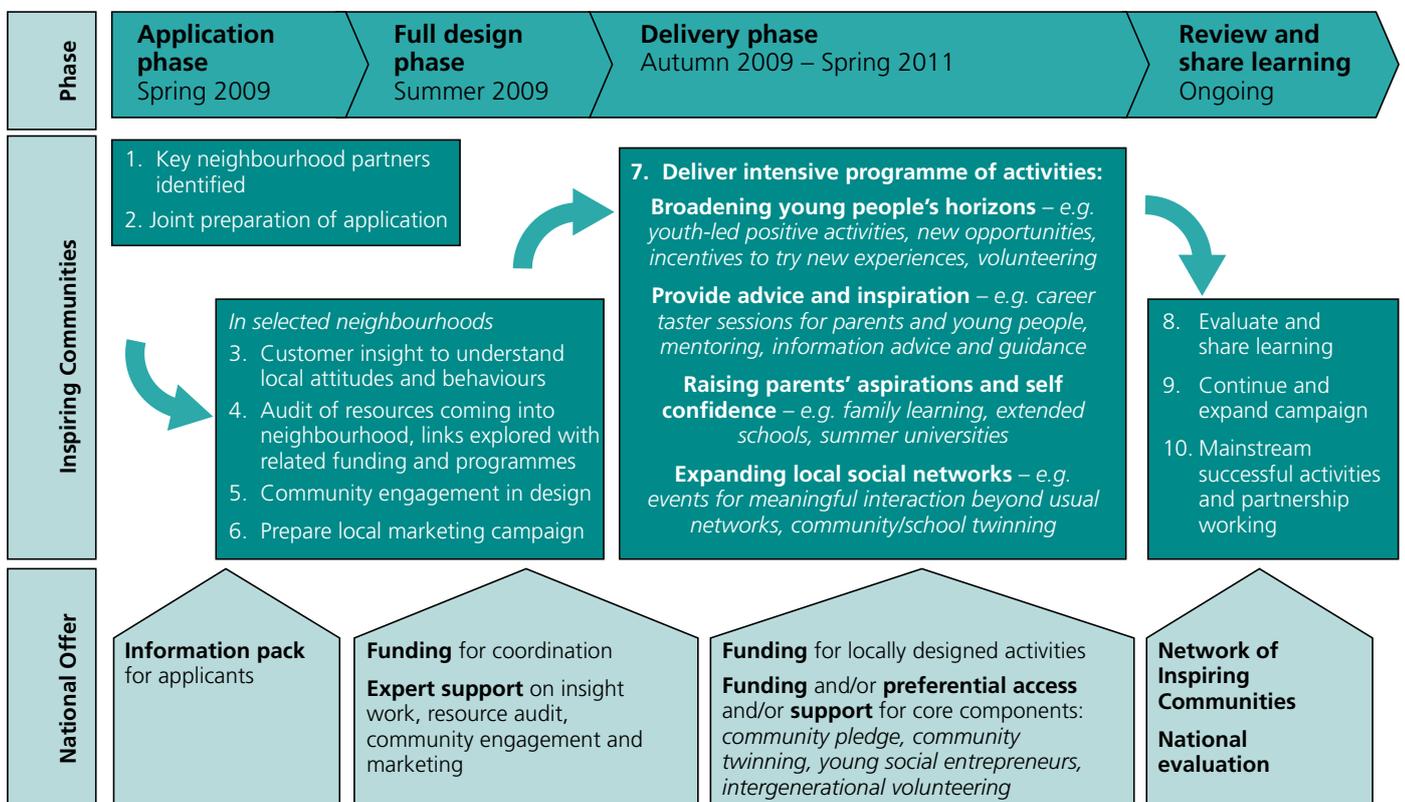
<sup>7</sup> A sample grant funding agreement is included at [Annex D](#) which gives an indication of what the accountable organisation would be expected to sign up to.

# Section 5

## How Inspiring Communities will work

5.1 All selected partnerships are expected to follow the basic model described below in terms of how they should go about designing and delivering the Inspiring Communities programme locally. In trialling this new approach, central government wishes to work interactively with local partners throughout the duration of the programme. There are certain elements of local programmes which will be specified, but neighbourhoods are also given wide scope to demonstrate local innovation.

5.2 The Inspiring Communities programme is made up of three main phases. The first is the application phase. Successful applicants will then enter the second full design phase where they will, with some financial and specialist support, develop a final costed programme of activities. Activities will then be finally delivered during the third phase. The programme and its phases are summarised in the diagram below:



5.3 This section sets out what you should consider initially to complete your application and also what you can expect and prepare for in the event that your application is successful. It is organised under the following themes: neighbourhood partnership; funded programme of activities; joining up services and resources across providers; getting people involved in design and delivery; and sharing learning and innovation.

## Neighbourhood partnership

5.4 Each area's Inspiring Communities campaign should be led by a neighbourhood partnership, which will be responsible for overseeing the design and delivery of the programme.

5.5 There are two key roles in every partnership – these do not need to be undertaken by the same organisation:

- campaign leader – chair of the partnership and public face of the programme, taking an overall leadership role in design and delivery, helping to draw local agencies and resources together and working closely with the government support team. A figure with local influence and grassroots support would be particularly welcome in this role. The campaign leader might come from many different backgrounds – a neighbourhood manager, social enterprise director, head teacher or local business leader for example
- accountable body – organisation responsible for administering and reporting on the grant funding on behalf of the partnership. The requirements for this body are set out in section 4

5.6 Partnerships can be new or build on existing structures. Unnecessary duplication of local structures should be avoided in cases where a suitable partnership is already in place. Existing partnerships must make it clear that if they are also responsible for a wider range of work they will have capacity to provide the leadership required for this programme.

5.7 Representatives from the following groups should be key members in every partnership, and as an absolute minimum, the first three organisation types must have their involvement already secured for an application to be made:

- local authority (recommend director of children's services and/or other councillor or official representatives)
- secondary school(s) serving the neighbourhood
- relevant third sector organisations<sup>8</sup>

<sup>8</sup> This includes charities, voluntary and community organisations and social enterprises.

- local businesses
- local youth services
- young people
- parents
- members of the broader community

5.8 Other partners who would be encouraged include, but are not limited to, representatives from:

- children's trusts
- children's centres
- primary school(s)/sixth form or further education college(s)/university
- neighbourhood/estate management
- police
- youth offending team
- primary care trust
- learning and skills council
- aimhigher
- employment and skills board
- jobcentre plus

### Application Phase

5.9 As a first priority, you should:

- identify a campaign leader
- where an application is not initiated by the local authority, approach a senior local authority sponsor (Director of Children's Services is the recommended point of contact)
- approach the leadership of the secondary school(s) serving the neighbourhood
- approach one or more relevant third sector organisation
- identify an accountable body

### Application Phase (*continued*)

5.10 During the time available for preparing an application, you should continue to approach potential partners to secure their commitment, engaging a broad range of potential members to ensure that the partnership has both strong personal connections to the neighbourhood, and strong links to the key budget holders and decision makers. Where possible, you should seek endorsement for the partnership from the upper-tier local authority's local strategic partnership.

5.11 These steps will also identify if multiple applications are being developed as multiple approaches are made to key partners (such as the local authority director of children's services). If so, applicants can identify whether there is scope to join forces and/or if it may be sensible for some local proposals to be discontinued. The Department strongly discourages submission of more than one application per local authority area.

### Full Design and Delivery Phases

5.12 All partnerships should complete consultation with potential partners, finalise membership and agree collectively upon a description of the purpose, scope and structure of the partnership.

## Funded programme of activities

5.13 At the core of each neighbourhood's work on Inspiring Communities is a new programme of activities working with young people, their parents and the wider community to raise aspirations and attainment.

### Application Phase

5.14 Develop plans for how you would use a budget of up to £450,000 over two years, noting the following information:

- up to £175,000 in 2009-10 and up to £275,000 in 2010-11 is available
- you do not need to budget to use the maximum available funding
- any grant funds not spent in the first year cannot be carried forward to the second year and must be returned to the Department
- a maximum of 40 per cent of each year's funding should be spent on co-ordination costs (staff and logistical support)
- up to £50,000 of the budget in 2009-10 will be made available to support co-ordination costs during the design phase for each partnership to develop a final costed programme of activities, within three months of selection

### Application Phase (*continued*)

5.15 Applications should demonstrate how you propose to use the budgets to support all of the following activities:

- initiatives designed to raise the aspirations of young people in the neighbourhood, which are chosen, designed and/or commissioned locally, and fit under the four core aims to:
  - broaden young people’s horizons
  - provide advice and inspiration to young people
  - raise parents’ own aspirations and self-confidence
  - develop strong social networks in communities.
- a community pledge on youth achievement:
  - a public declaration of the shared vision of the local Inspiring Communities programme, in the interests of local young people. This should take the form of a tangible long-term practical outcome, as decided by the community, for example *“we want to reach the point where 30 members of our community make it to university each year”*.
  - it should provide a positive vision, under which the programme of activities sits, and demonstrate to local young people that their community believes they have the potential to succeed. If neighbourhoods wish to formalise this pledge in time, they may wish to look to work with local authorities on a community contract.<sup>9</sup>
- community twinning activities
  - activities to link diverse groups and communities, giving young people (and potentially the wider community) opportunities to experience different settings and ways of life. Activities should provide opportunities for meaningful interaction between people.<sup>10</sup>
- co-ordination of the campaign, including:
  - staff (We advise at least one full time equivalent programme co-ordinator be funded, who will support the partnership, administer and programme manage local delivery and liaise with the national evaluators and other support organisations. The campaign leader’s costs can also be covered from this funding, as can relevant staff training.)
  - wider logistical support (eg to fund consultative events, management of website).

<sup>9</sup> See <http://www.communities.gov.uk/publications/communities/localcharters> for more information.

<sup>10</sup> See <http://www.communities.gov.uk/publications/communities/meaningfulinteraction> for guidance on meaningful interaction.

### Full Design and Delivery Phases

5.16 Selected neighbourhood partnerships will have a maximum period of three months during which to complete a final costed programme of activities funded within the core funding (of up to £450,000) and developed with involvement from the local community. In this full design phase up to £50,000 is available to support co-ordination costs.

5.17 At this stage, assistance will also be provided to neighbourhoods by a specialist design and marketing organisation, commissioned and funded from a government budget, which will: undertake customer insight work to help identify and understand attitudinal barriers and opportunities within different sections of the community; provide support and advice about undertaking a participatory design process and; help design a local marketing campaign.

5.18 Two other government programmes have committed to include Inspiring Communities areas in their delivery. Successful neighbourhoods will organise their work with these programmes during the full design phase, in order to access additional funding and support for:

- youth-led positive activities for other young people:<sup>11</sup>
  - intended to empower young people to act as role models and leaders to their peers within their communities
  - government's delivery partner will work with each area to engage young people in developing effective proposals for positive activities. Funds are earmarked to ensure this programme can be carried out in all 15 areas, so long as local young people are able to propose appropriate activities
- intergenerational volunteering opportunities:<sup>12</sup>
  - a demonstrator programme of intergenerational practice, aiming to encourage an additional 20,000 volunteers nationally, will include provision for residents from Inspiring Communities neighbourhoods to access new places where supported activities exist or to develop their own intergenerational volunteering opportunities

5.19 This final costed programme of activities must be submitted to the central programme team at the Department for approval before any funding beyond the initial £50,000 co-ordination costs during the design phase is released to the accountable body. The Department will assess plans and ensure that the grant funding is not being used to subsidise services or activities in such a way as would threaten to distort open competition in line with current European Commission rules on State Aid.<sup>13</sup>

<sup>11</sup> Through the DCSF Young Social Entrepreneurs programme.

<sup>12</sup> Through the CLG/CO/DCSF/DH/DWP Generations Together programme, which is inviting joint applications from local authorities and third sector partners on a similar timeline to Inspiring Communities.

<sup>13</sup> Further information on state aid is available at <http://www.berr.gov.uk/whatwedo/businesslaw/state-aid/index.html>

## Joining up services and resources across providers

- 5.20 A new Inspiring Communities programme should not be a standalone addition to a neighbourhood. As well as selected partnerships making innovative use of the new core funding, they should look to join up new initiatives with existing programmes and resources from a range of different agencies and organisations.
- 5.21 This means not only bringing this campaign together with other work presentationally, but also taking partnership working further around the theme of raising aspirations and attainment, such as by pooling or aligning budgets for related services to make money go further and avoid duplication, co-locating services under one roof, or integrating delivery of multiple programmes.
- 5.22 In the cross government statement of Ministerial support for this programme, near the beginning of this document, a sample of relevant programmes and funding streams to the Inspiring Communities programme are identified, which, where feasible, neighbourhoods should consider linking to in their work on Inspiring Communities. This is by no means an exhaustive list and not all of the programmes mentioned will be operating in all areas nationally. Government departments also make clear in this statement that they are open to negotiating with participating neighbourhoods about any necessary freedoms and flexibilities from central government that could enable local partners to deliver the best service for citizens.
- 5.23 Government is not seeking to challenge the current remits or client groups of organisations operating locally, but to encourage local partners to make further progress in joining up services to meet the needs of the community.

### Application Phase

5.24 At this time you should be:

- identifying relevant activities contributing to raising aspirations and attainment and consider the potential for greater integration and for more ambitious joint-working arrangements
- identifying local budgets which may be pooled or aligned
- initially identifying any freedoms or flexibilities from central government which you would like to negotiate to join up services better
- considering opportunities for joint service planning or co-location of services

### Full Design and Delivery Phases

5.25 Selected partnerships should continue to develop the actions above, taking forward negotiations between local partners in order to join up services and resources and entering dialogue with government about any barriers. The campaign leader will have a key role in starting to unlock budgets and potentially to shape capital programmes in order to address the particular needs of the community.

5.26 During the full design phase, a financial specialist organisation, commissioned and funded from a government budget, will work with the partnerships to map and audit resources coming into the neighbourhood that have the potential to raise aspirations. This will assist partnerships in identifying where there may be scope to pool or align budgets between providers and if there are any freedoms and flexibilities from central government which could pave the way for greater innovation.

5.27 Partnerships will also receive a named contact from the central government project team who will help broker negotiations with government departments around freedoms and flexibilities where there may be central restrictions around funding and help partners to overcome any barriers to joint working.

## Getting people involved in design and delivery

5.28 The campaign is more likely to succeed if local people feel that they 'own' it. It is critical that the community, including young people, is involved in the design and delivery of the programme of local activities. The neighbourhood partnership, including citizen representatives, will be a very important element of this, but participating areas will be expected to take community involvement beyond this, for example:

- neighbourhoods may wish to use participatory budgeting techniques to allocate a portion of the funding. This can be a good way of engaging the community in decisions about how money is to be spent in their area and give a real sense of ownership for the work carried out as a result<sup>14</sup>
- where such initiatives already exist locally, partnerships are encouraged to make use of youth consultants (eg young advisors, young inspectors), young mayors and similar schemes
- the Participation Works consortium has created a range of how to guides on involving young people in dialogue and decision making<sup>15</sup>

### Application Phase

5.29 You should undertake initial consultation with local people (including young people) to ensure their views are taken into account as you prepare your application.

5.30 Partnerships should develop ongoing plans for engaging local people (including young people), communicating the campaign to local people and building local capacity for civic engagement.

### Full Design and Delivery Phases

5.31 Partnerships will place community engagement at the heart of their work, operating the local Inspiring Communities programme interactively with citizens. At this stage, assistance will also be provided to neighbourhoods by a design and marketing specialist organisation, commissioned and funded from a central budget, who will provide support and advice about undertaking a participatory design process.

## Sharing learning and innovation

5.32 In addition to the work focused within each neighbourhood, the selected Inspiring Communities should seize the opportunity to inspire other areas, sharing lessons learned from local work and ways in which they have led on innovation and reform. This sharing should occur not only between partnerships and organisations, but between individual citizens.

<sup>14</sup> More information can be found in Giving more people a say in local spending. Participatory Budgeting: a national strategy, Communities and Local Government, 2008 (<http://www.communities.gov.uk/documents/communities/pdf/966572.pdf>).

<sup>15</sup> See <http://www.participationworks.org.uk/> for further information.

### **Application Phase**

5.33 Partnerships should give early consideration to how they can best start to share learning in their local area and with the network of Inspiring Communities neighbourhoods.

### **Full Design and Delivery Phases**

5.34 A network for the Inspiring Communities neighbourhoods will be set up to share learning and innovation, and the central government programme team and national evaluators will help feed learning into national policy development. Partnerships should continue to identify further appropriate opportunities to ensure they help other areas achieve their potential.

# Section 6

## Submitting your application

- 6.1 The deadline for receipt of applications is 6.00 p.m. on 3 June 2009. Applications should be completed using the form attached at [Annex A](#) and sent electronically to Cheryl.DeFreitas@communities.gsi.gov.uk .
- 6.2 The eligibility criteria set out in section 4 and the following selection criteria apply to all applications. Information on the evaluation process for applications is included at [Annex C](#).

### Selection criteria

- 6.3 Where all of the eligibility conditions identified in section 4 are met, applications will then be scored against the following criteria:
- **quality of initial programme of activities to raise aspirations and attainment**
    - applications should show a creative but practicable and good value programme of activities, with well thought through outcomes, which fit well with the aims of:
      - ◆ broadening young people’s horizons
      - ◆ providing advice and inspiration to young people
      - ◆ raising parents’ own aspirations and self-confidence, so that they can support their children to take up opportunities and to make positive, informed choices
      - ◆ developing strong social networks in communities, raising community pride in young people and drawing out the talents of the community to support young people
    - tested by section 2 (programme of activities) on the application form

- **commitment to ambitious and creative partnership working and linking in to existing activities and priorities**
  - applications should demonstrate that a local Inspiring Communities programme will be run by a diverse and broad-based neighbourhood partnership, be developed to be complementary to existing work and priorities, and show commitment to pursuing a more radical joining-up of local services and resources between providers
  - tested by questions 3C-3G in section 3 (partnership working and links to existing activities/priorities) on the application form
- **strong local leadership and community engagement**
  - applications should demonstrate that the community (including young people) will develop a sense of ownership of their local Inspiring Communities programme, galvanised by a dynamic community leader with grassroots connections and through creating opportunities for the diverse wider community to participate in design and delivery phases
  - tested by section 4 (local leadership and community engagement) on the application form
- **commitment to share innovation and learning and mainstream work**
  - applicants should demonstrate enthusiasm to inspire other areas with their work and commitment to ensuring momentum from the Inspiring Communities programme is not lost after the two year funding period, with early consideration of how work can be mainstreamed to ensure longer-term progress is maintained
  - tested by section 5 (sharing innovation and learning and mainstreaming work) on the application form

## For applicants to note

- 6.4 Applications received after 6.00 p.m. on 3 June 2009, or not on the prescribed pro forma, will not be considered. It is the responsibility of the bidder to ensure that the proposal has arrived by the deadline stated. This is an electronic-only submission process.

- 6.5 By submitting an application, you confirm that you are content for the application form and all additional documents and information supplied by you, including your personal details, to be shared with all those involved in evaluating applications. This may include officials in other government departments, and potentially representatives of non-government organisations. Information would however only be shared with those with an operational need to see them on the strict understanding that they are to be treated as confidential, and not disseminated further. If we or partner organisations were to receive a request made under the Freedom of Information legislation for sight of your bid and/or accompanying documents, then we would consult you before responding. You need to be aware however, that under the terms of the legislation and the public interest test, if you have been successful in obtaining a grant after grants have been decided, we may well be under an obligation to disclose some parts of your application and documents.
- 6.6 The Department reserves the right to request additional information in support of bids if this is deemed to be necessary.
- 6.7 Applications will be evaluated following the process set out at [Annex C](#).
- 6.8 The Secretary of State for Communities and Local Government will have the final decision on whether or not to accept a bid to participate in this programme. In taking this decision the Secretary of State will have regard to the matters set out in this document, including the eligibility of the application, its proposals and all other relevant matters. The submission by an eligible neighbourhood partnership of a valid bid does not give any entitlement to financial assistance. The decision of the Secretary of State on whether an application is successful will be final and there will be no appeals process for unsuccessful applicants. Feedback for unsuccessful applicants will be provided on request.
- 6.9 Applicants will be notified of the outcome of their bid via their named primary contact within 12 weeks of the closing deadline.
- 6.10 If an insufficient number of satisfactory applications are received, the Secretary of State reserves the right to select less than 15 neighbourhoods to participate. If fewer than 10 neighbourhoods are selected, the Department reserves the right to withdraw or amend the programme.
- 6.11 The terms and conditions on which financial assistance will be given are those set out in this guidance and any other terms and conditions which the Secretary of State may specify, including terms and conditions which may be set in relation to a particular application.

## Further Information

6.12 If you require further information, please contact the Inspiring Communities team at:

Yvonne.Dove@communities.gsi.gov.uk,  
Cheryl.DeFreitas@communities.gsi.gov.uk or  
Jenny.Fox@communities.gsi.gov.uk  
or via the switchboard on 020 7944 4400.

**Annex A** – Application form

**Annex B** – Guidance on reference map

**Annex C** – Application evaluation process

**Annex D** – Illustrative grant funding agreement

# Annex A

## Application Form

NB. A separate Microsoft Word version of this form is available at [www.communities.gov.uk/communities/neighbourhoodrenewal/inspiringcommunities](http://www.communities.gov.uk/communities/neighbourhoodrenewal/inspiringcommunities) for applicants' use

<b>Inspiring Communities – Application form</b>	
<i>(All sections must be completed)</i>	
For official use only	
Date received	
Date acknowledged	
Name of neighbourhood:	
Full contact details for primary contact within <u>accountable body</u> :	
Name:	
Position:	
Organisation:	
Address:	
Tel:	
Email:	
I certify that I have understood the necessary accounting and reporting responsibilities for my organisation and, if this application is successful, am prepared to take on this role on behalf of the partnership responsible for our local Inspiring Communities programme. (see section 4 of main information pack and Annex D for details of responsibilities of the accountable body)	
Signature:	Date:
<i>Where the person signing above is not the Chief Executive or Chief Finance Officer (or equivalent) for the accountable body, please ask this responsible officer to also sign this statement:</i>	
Name:	
Position:	
Signature:	Date:
<i>Note: Digital signatures are acceptable</i>	
<b><u>If different</u>, full contact details for <u>campaign leader</u></b>	
Name:	
Position:	
Organisation (if applicable):	
Address:	
Tel:	
Email:	

**SECTION 1: CONTACT INFORMATION AND INITIAL ELIGIBILITY**

**1A: Local authority name:**

*Neighbourhood must be within one of the eligible local authority areas listed in section 4 in the main information pack.*

**1B: Neighbourhood definition and deprivation**

*Using the reference map for your local authority area (available at <http://www.communities.gov.uk/communities/neighbourhoodrenewal/inspiringcommunities>), provide the Lower Super Output Area (LSOA) codes for the grouping of LSOAs which best fit the boundaries of your neighbourhood. (See Annex B 'Guidance on reference map' for more information.)*

*Also tick or cross to show whether each LSOA is shaded green. The green shading on the eligibility map indicates LSOAs in the most deprived 10 per cent in England on the 2007 Index of Multiple Deprivation. Neighbourhoods including one or more LSOA shaded green are eligible.*

LSOA code	Green?	LSOA code	Green?
e.g. E01015257	✓		

**1C: Estimated neighbourhood population:**

*Neighbourhoods are expected to have approximately 5,000 – 10,000 residents*

**1D: Confirm your application is from a neighbourhood partnership including, as a minimum, the responsible local authority, a local secondary school and a third sector organisation, and which has an identified campaign leader**  
*Later in this application form you will be asked to provide fuller details about the partnership.*

**1E: Confirm your partnership has, or is committed to prepare, a collectively-agreed description of the purpose, scope and structure of the partnership**

**1F: Confirm that the accountable organisation has understood, is willing and has the capacity to take on the necessary accounting and reporting responsibilities**  
*See section 4 of the main information pack and Annex D for information about these responsibilities.*

**1G: Confirm the latest annual report and audited financial statements from the accountable organisation are attached to your application**  
*This does not apply where the accountable body is a local authority.  
 If audited financial statements are not available at the time of making this application, the accountable body must provide a statement, agreed with its auditor, explaining the situation.*

## SECTION 2: PROGRAMME OF ACTIVITIES

### 2A: Provide initial costed plans a programme of locally-developed activities

Using the table below, set out your initial costed proposals for the additional activities and opportunities that you would like to offer through the Inspiring Communities grant programme. This may include scaling-up or broadening of existing work.

Please refer to the information in section 5 under 'Funded programme of activities' in the main information pack, including budget information.

Propose activities that will contribute to the following four core aims:

- Broadening young people's horizons
- Providing advice and inspiration to young people
- Raising parents' own aspirations and self-confidence, so that they can support their children to take up opportunities and to make positive, informed choices
- Developing strong social networks in communities, raising community pride in young people and drawing out the talents of the community to support young people

Be realistic in your costings and consider which activities may offer best value for money.

Within this, include ideas about local work on community twinning and a community pledge for youth achievement. Do not at this stage propose youth-led positive activities for other young people or intergenerational volunteering opportunities, as these will be developed in the full design phase for successful neighbourhoods.

*Note:* As described in the information pack, a full design phase will follow and allow proposals to be amended and refined, not least to take account for further community engagement at this stage. But the initial proposals are key in assessing your understanding, approach and ambition for this programme

Activity	Estimated cost (£k)		Details <ul style="list-style-type: none"> <li>○ Which of the four core aims does the activity address</li> <li>○ What activity involves</li> <li>○ Who will lead in carrying out</li> <li>○ How many people will benefit, and from which groups</li> <li>○ Breakdown of cost for different elements of activity</li> </ul>
	Yr 1	Yr 2	

<b>Community Pledge</b>			<i>NB: See main information pack section 5.15</i>
<b>Community Twinning</b>			<i>NB: See main information pack section 5.15</i>
<b>Co-ordination costs in design phase</b>			<p><i>NB: This may total up to £50,000 and is the initial amount released to successful partnerships to develop a final costed programme of activities within three months of selection.</i></p> <p><i>Includes staffing and wider logistical support. Please include a breakdown of individual costs contributing to the total for co-ordination.</i></p>
<b>Co-ordination costs after design phase</b>			<p><i>NB: Total co-ordination costs (in and after design phase) may be a maximum of 40% of the total cost in each year.</i></p> <p><i>Includes staffing and wider logistical support. Please include a breakdown of individual costs contributing to the total for co-ordination.</i></p>
<b>TOTAL COST</b>	<b>(Up to £175k)</b>	<b>(Up to £275k)</b>	

**2B: Provide initial proposals of the outcomes and intermediate outcomes that will be most relevant to your local programme (max 300 words)**

*See section 2 in the main information pack. For successful neighbourhoods this information will be passed to the organisation responsible for the programme's national evaluation to contribute to their development of an overarching outcomes framework.*

**SECTION 3: PARTNERSHIP WORKING AND LINKS TO EXISTING ACTIVITIES / PRIORITIES****3A: List existing relevant local activities**

*Please list and provide a one-sentence description of any existing activities with young people, their families or the wider community, which have raising aspirations and attainment locally as an aim or notable indirect output. Do not include here any central government programmes or pilots.*

*Note: The level of existing local work will not affect scoring of your application, but will be considered by the assessment panel in ensuring a spread of neighbourhood circumstances and locations are chosen.*

**3B: List existing relevant government pilots**

*Please list any government pilots operating within, or providing services to, your neighbourhood which have the raising of aspirations and attainment locally as an aim or notable indirect output.*

*Note: The presence of existing pilots will not affect scoring of your application, but will be considered by the assessment panel in ensuring a spread of neighbourhood circumstances and locations are chosen.*

**3C: How will you engage these existing local activities and government pilots in your local programme? (max 300 words)**

*Identify where new the Inspiring Communities programme is most likely to be supportive of existing work and if there are any areas where it may not be and how this will be managed (e.g. be clear if there are certain partners for whom involvement in the Inspiring Communities work would distract disproportionately other key objectives).*

**3D: Explain how a local Inspiring Communities programme would contribute to wider strategic priorities (max 300 words)**

*Refer to your area's Sustainable Communities Strategy, Local Area Agreement and Children and Young People's Plan. Where appropriate, you may also quote relevant needs analyses, strategic plans and priorities set at neighbourhood, local and regional level*

**3E: Outline the partnership model for your neighbourhood (max 300 words)**

- *Identify any existing neighbourhood partnership structures*
- *If proposing a new structure, explain why needed and how it relates to any existing partnerships*
- *If proposing to build upon an existing structure, confirm there will be capacity to provide leadership on Inspiring Communities (Note: Co-ordination funding is provided to support partnerships)*

**3F: Confirm you have attached a signed statement of commitment from core members of the neighbourhood partnership**

*Partners should state their:*

- *willingness and capacity to jointly oversee design and delivery of a local campaign*
- *endorsement of the identified campaign leader and accountable organisation*
- *willingness to work with the programme's national evaluators, design & marketing and resource mapping support organisations, and to participate in the network of Inspiring Communities*
- *commitment to explore aligning local resources and programmes that contribute to raising aspirations and attainment*

*Note: Digital signatures are acceptable. Where possible, statement should note endorsement from the upper-tier local authority's Local Strategic Partnership, or confirm that the LSP is being approached.*

**3G: Outline initial ideas for ambitious joint-working arrangements between partners to join up services and resources through the Inspiring Communities campaign (max 500 words)**

*Include reference to the following themes and any existing progress in these areas and identify specific commitments wherever possible:*

- *opportunities for pooling/aligning of budgets between partners*
- *proposals of freedoms and flexibilities from government which could improve service delivery*
- *joint service planning e.g. joint needs assessments, joint business plans, joint commissioning, shared appointments, shared governance arrangements*
- *longer-term potential for co-location of services*

**SECTION 4: LOCAL LEADERSHIP AND COMMUNITY ENGAGEMENT****4A: Outline the community credentials and approach of campaign leader (max 400 words)**

*Please include:*

- *brief background information on campaign leader*
- *how (s)he will be effective in bringing together local citizens and organisations to drive the campaign forward*
- *his/her profile in the local community*
- *his/her commitment to work across a range of social groups*

Note: *The campaign leader may choose to complete this section as a personal statement.*

**4B: Outline how you will mobilise and involve the local community in the design and delivery of a local Inspiring Communities programme (max 600 words)**

*Please set out:*

- *details of initial consultation with local people (including young people) in preparing this application*
- *ongoing plans for engaging diverse local people (including young people) in the design of the campaign*
- *ongoing plans for engaging diverse local people (including young people) in the delivery of the campaign*
- *how you would ensure that the campaign is effectively communicated to local people (including young people)*
- *how you will build local capacity for civic engagement*

**SECTION 5: SHARING INNOVATION AND LEARNING AND MAINSTREAMING WORK**

**5A: Outline plans to inspire other areas with your work on Inspiring Communities and to share points of learning (max 400 words)**

*In your response please suggest how, in addition to working with the network of selected neighbourhoods, you will share innovation and learning both between organisations and between citizens.*

**5B: Outline plans for mainstreaming work after the funding period and how you will maintain momentum and support for activities to raise aspirations (max 400 words)**

*In your response please cover:*

- *where you predict there will be scope to continue activities after the current two year funding period and what actions will be taken to make this possible*
- *how will local progress be maintained and furthered*
- *how will you pursue and involve potential future funders and supporters early on*

## SECTION 6: YOUR NEIGHBOURHOOD

### 6A: Describe local population make-up and local employment trends (max 200 words)

- Describe the neighbourhood age profile
- Identify the key ethnic and faith communities represented in your neighbourhood
- Describe employment levels and key employment sectors locally

*Note: This information will not affect scoring of your application, but will be considered by the assessment panel in ensuring a spread of neighbourhood circumstances and locations are chosen.*

### 6B: Describe attainment at key stages 3 and 4 in the secondary school(s) serving the neighbourhood and identify under-performing pupil groups (max 200 words)

*Note: This information will not affect scoring of your application, nor will it be a factored in selecting a spread of neighbourhoods. It is requested to encourage applicants to consider need for an Inspiring Communities programme locally and to provide initial information for the national evaluators.*

### 6C: Describe aspiration levels of young people in your neighbourhood and the presence of community characteristics associated with lower aspirations (max 300 words)

*In considering this issue, you may find it helpful to reflect on the analysis and discussion paper on 'Aspirations and attainment amongst young people in deprived communities' at [http://www.cabinetoffice.gov.uk/media/109339/aspirations\\_evidence\\_pack.pdf](http://www.cabinetoffice.gov.uk/media/109339/aspirations_evidence_pack.pdf)*

*You may choose to refer to:*

- information from local surveys (such as Tell Us for schools) or discussions with community groups
- evidence one or more of the community characteristics associated with lower aspirations - close knit but insular social networks, isolation from cultural, educational and employment opportunities, history of economic decline and low population turnover
- key attitudinal barriers affecting young people's attainment and broader life chances
- the educational aspirations probability measure depicted on the reference map for your local authority area (more information on which is available in [Annex B](#) 'Guidance on reference map') – you may agree with or challenge this

*Note: This information will not affect scoring of your application, nor will it be a factored in selecting a spread of neighbourhoods or affect the outcome of your application in any other way. It is requested to encourage applicants to consider need for an Inspiring Communities programme locally and to provide initial information for the national evaluators.*

**Once completed, please submit this form electronically, along with requested financial statements and statement of commitment from partnership members to [Cheryl.DeFreitas@communities.gsi.gov.uk](mailto:Cheryl.DeFreitas@communities.gsi.gov.uk)**

# Annex B

## Guidance on reference map

### Accessing the map

Maps for each of the local authority areas eligible for the programme are at <http://www.communities.gov.uk/communities/neighbourhoodrenewal/inspiringcommunities>

There is usually one map per area, however, a few of the larger authorities have been divided up into two or even four maps.

Maps are published in Adobe® PDF format, which is intended to be viewed with Adobe® Acrobat® Reader, which can be downloaded for free at <http://get.adobe.com/reader/>

The majority of maps are 5mb or smaller in size, but there are a few larger files. If you have difficulty downloading the map you need from the Communities and Local Government website, please contact us to request a CD with the map files – via [Cheryl.DeFreitas@Communities.gsi.gov.uk](mailto:Cheryl.DeFreitas@Communities.gsi.gov.uk) or 020 7944 4400.

Maps are intended to be viewed on-screen, not to be printed (as they are up to A1 in size). When viewing on-screen you can zoom-in to see your neighbourhood and also switch on and off the background map and map labels to see what you are interested in more clearly (you can view layers by selecting from the menu bar View > Navigation Tabs > Layers).

To ease cross-referencing between map sheets for those local authorities divided into more than one map, a red box is used in these maps to indicate where they have been split. In addition, to help you orientate yourself more easily, boundaries that cross over this box are shown in their entirety on all maps meeting at a join.

### Determining your neighbourhood

You should identify a grouping of Lower Super Output Areas (LSOAs) marked on the map which best fits the boundaries of your neighbourhood. Each LSOA within the local authority area is outlined in black and numbered with a unique code (eg E01028068). An LSOA is a small geographical unit used for collecting statistical information. Because LSOAs are designed to encompass similar numbers of people (on average around 1,500),

they have very irregular shapes and are even occasionally split into multiple parts (eg across a river). Where the map covers a large area, you will need to zoom in closely to your neighbourhood in order to read the LSOA codes.

You should list the LSOA codes shown on the map for all of the LSOAs you are including in your neighbourhood in question 1B at the start of the application form.

## Deprivation

In order to be eligible based on the deprivation criterion, at least one of the Lower Super Output Areas within your defined neighbourhood must be shaded green on the reference map. The green shading indicates LSOAs that are within the most deprived 10 per cent in England on the Index of Multiple Deprivation 2007.<sup>16</sup>

NB. Whilst all of the local authority areas for which maps have been produced have LSOAs which meet this criteria, in those authorities where multiple maps are needed to cover the area, it is possible that one or more of these maps shows no eligible areas – this is not an error, but means that those deprived LSOAs shaded in green occur elsewhere in the local authority area.

## Educational aspirations

The reference map also includes indicative information about the possible level of aspirations amongst young people in different neighbourhoods. This information will not be used in any part of the selection process to differentiate between applicants, but may be of interest to areas and you may wish to take the opportunity in responding to question 6C on the application form to reflect on whether your understanding of aspirations locally corresponds with that shown on this probability measure.

As part of the research study which led to this programme<sup>17</sup>, information was merged on young people's aspirations to stay in full time education post 16 (from the Longitudinal Study of Young People in England) with MOSAIC<sup>18</sup> neighbourhood classifications. This data on which MOSAIC types typically have the greatest probability of low educational aspirations has then been rolled out across England at Lower Super Output Area level.

<sup>16</sup> See [www.communities.gov.uk/communities/neighbourhoodrenewal/deprivation/deprivation07/](http://www.communities.gov.uk/communities/neighbourhoodrenewal/deprivation/deprivation07/) for more information

<sup>17</sup> Cabinet Office/DCLG/DCSF, *Aspiration and attainment amongst young people in deprived communities*, 2008 ([www.cabinetoffice.gov.uk/social\\_exclusion\\_task\\_force/short\\_studies/aspirations.aspx](http://www.cabinetoffice.gov.uk/social_exclusion_task_force/short_studies/aspirations.aspx))

<sup>18</sup> MOSAIC, an Experian dataset used in the public and commercial sector, classifies local areas into 61 ideal types using a range of commercial and socio-economic data.

LSOAs have thus been grouped into one of three bands, represented by the underlined initial after each LSOA code (e.g. *E01028068 A*). The letters represent:

A – High likelihood of low educational aspirations amongst young people

B – Moderate likelihood of low educational aspirations amongst young people

C – Low likelihood of low educational aspirations amongst young people

NB. This is not based upon actual local results for each area. As such, this may not accurately describe the situation in all neighbourhoods. It is, however, a new attempt to draw the link between aspirations and neighbourhood types, as part of the wider research study. Whilst Experian MOSAIC was used for this analysis, other similar products are available.

# Annex C

## Application evaluation process

### Introduction

- 1.1 This annex sets out the evaluation process for applications to the Inspiring Communities grant programme in stages.
- 1.2 The final decisions on which applications are successful and which neighbourhoods will receive funding to carry out a local Inspiring Communities programme of activities rests with the Secretary of State for Communities and Local Government.

### Stage 0 – Completeness of application

- 1.3 In this stage, the project team will log all applications and ensure they are complete. Applicants will receive email confirmation (via the primary contact listed on the application form) that their application was complete and is proceeding to stage 1. If there are any elements missing, applicants will be notified and given 48 hours to provide the necessary information. If this is not received within the deadline, then the application will be rejected.

### Stage 1 – Compliance with eligibility criteria

- 1.4 This will eliminate ineligible applications on a pass/fail basis, based upon the criteria set out in section 4 of the main information pack for applicants – local authority area, neighbourhood deprivation, neighbourhood size, neighbourhood partnership and accountable organisation. This is tested by questions 1A-1F on the application form.
- 1.5 The financial information provided by the accountable organisation, as requested in question 1G on the application form, will also be reviewed at this stage. If assessment of the organisation's finances suggests it would not be a suitable recipient of the grant, applicants may be given the opportunity to identify an alternative accountable body (most likely the local authority), at the discretion of the project team giving regard to the number of competing applications.

## Stage 2 – Scoring relative quality of applications

- 1.6 Groups of related questions in Sections 2–5 of the application form will be scored from 0 – 5, *very poor* to *excellent*. These scores will then be weighted in order to generate a total out of 100.
- 1.7 The general descriptor used in judging responses:

Section score	% of available points for section	Definition
0	0%	<i>Very poor.</i> Response fails to address question posed.
1	10%	<i>Poor.</i> Weak arguments are advanced, and the applicant displays a poor interpretation of how activities would be implemented and link to the aims of the programme. Very little evidence of consideration of practical delivery stage.
2	30%	<i>Unsatisfactory or barely satisfactory.</i> Some evidence appropriate interpretation of how activities would link to the aims of the programme. Meets brief in some areas, but with important omissions. Proposal offers little potential benefits to overall policy. Reservations exist as to whether partners would implement work satisfactorily.
3	50%	<i>Satisfactory to good.</i> Reasonable evidence of how activities would be implemented and link to aims of the programme. Meets brief in many areas, but not all. Offers potential benefits to overall policy aims. Partners would implement policy well in some areas, but may struggle in others. Evidence of innovative thinking and a good understanding of the work required.
4	80%	<i>Very good.</i> Meets expectations. Strong evidence of how activities would be implemented and link to aims of programme. Meets brief fully, and displays a very good understanding of the work required. Partners would implement policy well in all areas. Extensive evidence of innovative thinking.
5	100%	<i>Excellent.</i> Exceeds expectations. Very strong evidence of how activities would be implemented and link to aims of programme. Meets brief fully and adds extra value. It is clear that the partners will use innovative and effective ways to implement policy successfully, complementing the existing local work to raise aspirations and attainment.

- 1.8 The weighting of scores against the selection criteria is as follows. More information on these criteria is included in section 6 of the main information pack.

/30	<b>Quality of initial programme of activities to raise aspirations and attainment</b> <ul style="list-style-type: none"> <li>• Questions 2A+2B (programme of activities and outcomes)/30</li> </ul>
/30	<b>Commitment to ambitious and creative partnership working and linking in to existing activities and priorities</b> <ul style="list-style-type: none"> <li>• Questions 3C+3D (links to existing activities/priorities)/10</li> <li>• Questions 3E+3F (neighbourhood partnership)/10</li> <li>• Question 3G (joining up services and resources)/10</li> </ul>
/20	<b>Strong local leadership and community engagement</b> <ul style="list-style-type: none"> <li>• Question 4A (campaign leader)/10</li> <li>• Question 4B (community engagement)/10</li> </ul>
/20	<b>Commitment to share innovation and learning and mainstream work</b> <ul style="list-style-type: none"> <li>• Question 5A (share learning and innovation)/10</li> <li>• Question 5B (mainstreaming work)/10</li> </ul>
<b>/100</b>	<b>Total score</b>

- 1.9 A first scoring of all applications will be carried out by government officials – including the Inspiring Communities project team. From this scoring, a high-scoring shortlist of bids (circa 30) will be identified.

## Stage 3 – Assessment panel

- 1.10 An assessment panel will then consider this short list, reviewing and raising any challenges with the first scoring. Membership of the assessment panel will be advised to applicants later on.
- 1.11 The panel will then give consideration to the scores as well as the intention to have a spread of programmes in order to provide a recommendation on which programmes be supported. A spread of programmes is preferred (both geographically and in terms of different neighbourhood characteristics, levels of existing work and partnership formations and leaderships) in order to maximise learning of the effectiveness of this policy given different regional and local dynamics. To achieve a spread, lower scoring applications may be selected over higher scoring applications. Responses to questions 6B and 6C will not be factored in recommending a spread of programmes (nor do they weigh in any part of the assessment between applications). The panel's assessment will be submitted to the Secretary of State.

1.12 Finally, the Secretary of State for Communities and Local Government, having regard to this assessment, will make a final decision on which neighbourhood partnerships' applications are successful.

# Annex D

## Illustrative grant funding agreement

### LGPP DIRECTORATE: INSPIRING COMMUNITIES PROJECT: FUNDING AGREEMENT FOR BID SUBMITTED BY .....

#### Definitions

1. In this funding agreement:

**“the Department”** means the Department for Communities and Local Government

**“the bid”** means the bid for financial assistance submitted by the grant recipient on [.....], which was prepared in accordance with the bidding guidance issued by the Department on [.....] under the heading Inspiring Communities Information Pack for Applicants and which has been approved by the Department (the bid is attached at Annex .....

**“funding period”** means the year ending 31 March [.....]

**“the grant recipient”** means your authority or organisation, which, having accepted this offer of grant, is responsible for receiving and accounting for the funds paid under it for the purposes of the Project and for ensuring compliance with all the terms and conditions of the grant

**“the Project”** means the Inspiring Communities Project for raising the aspirations and attainment of young people, which is described in the bid

#### Grant offer

2. Subject to the grant recipient making satisfactory progress with the Project, and, in particular, with delivery or achievement of the objectives, activities and milestones set out in the bid, and subject to the grant recipient complying with the grant terms and conditions set out in this funding agreement, the Secretary of State offers to pay grant to the grant recipient as a contribution towards eligible expenditure.
3. Grant under the Inspiring Communities Programme is paid in exercise of the power conferred by section 126 of the Housing Grants, Construction and Regeneration Act 1996. As required by section 128(1) of this Act, the Treasury has consented to the giving of such financial assistance on the terms set out in this funding agreement.

### **Purpose of the grant**

4. The purpose of the grant is to assist neighbourhoods to develop a programme of activities which will raise the attainment of young people in the community.

### **Amount of grant for 2009/10**

5. The amount of grant payable for the funding period will be the lesser of total eligible expenditure in the funding period and £..... .

### **Funding for future years**

6. The Department intends to make further funding available for the Project in 2010/11. Further funding will be dependent on the availability of resources, satisfactory progress of the Project during the previous year, and compliance with grant terms and conditions.

7. Subject to these contingencies, the maximum amount of grant likely to be available for the Project is:

2009/10 £.....

2010/11 £.....

### **Eligible expenditure**

8. Subject to paragraphs 9 to 12 inclusive, below, eligible expenditure consists of payments by the grant recipient during the funding period for the purposes set out in paragraph 4, above. Eligible expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT.
9. The amount included in eligible expenditure for management and administration of the Project must be allocated or apportioned on a fair and reasonable basis and must not exceed 40 percent of the total eligible expenditure.
10. For the purpose of defining the time of payments, a payment is made by the grant recipient when and only when, money passes out of the grant recipient's control. Money will be assumed to have passed out of the grant recipient's control at the moment when legal tender is passed to a supplier (or, for wages, to an employee), when a letter is posted to a supplier or employee containing a cheque, or an electronic instruction is sent to a bank to make a payment to a supplier or employee by direct credit or bank transfer.
11. The grant recipient must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so; and must not pay for eligible expenditure sooner than the due date for payment.

12. If the grant recipient incurs any of the following costs, they must be excluded from eligible expenditure:
- a) activities of a political or exclusively religious nature
  - b) goods or services that the grant recipient has a statutory duty to provide
  - c) payments reimbursed or to be reimbursed by other public or private sector grants
  - d) contributions kind
  - e) depreciation, amortisation or impairment of fixed assets owned by the grant recipient
  - f) the acquisition or improvement of fixed assets by the grant recipient
  - g) interest payments (including service charge payments for finance leases)
  - h) gifts to individuals other than promotional items with a value no more than £10 a year to any one individual
  - i) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
  - j) statutory fines, criminal fines or penalties
  - k) liabilities incurred before the issue of this funding agreement unless agreed in writing by the Department

### Payment arrangements

13. The grant recipient must submit grant claims quarterly in advance of eligible expenditure. The grant recipient must submit these claims within 15 days of the start of the relevant quarter of the funding period. The quarter end dates are 30 June, 30 September, 31 December and 31 March.
14. Grant claims must be made on the standard form provided by the Department (see Annex ...), and must be certified by the grant recipient's chief financial officer (or equivalent) or by such other person appointed for this purpose by the grant recipient with the approval of the Department. Claims must be sent to the grant recipient's principal contact in the Department, who is named at the end of this agreement. Incomplete or incorrect claims will be returned unpaid. Late claims may not be paid.

### Notification of changes to forecasts

15. If the grant recipient becomes aware that the actual cost of the Project is likely to be different from that forecast in the bid by more than 10 per cent, the grant recipient must inform the Department as soon as possible and provide an explanation.

## Statement of Grant Usage

### **[The following 4 paragraphs are for grants to local authorities only or where a local authority acts as the accountable body]**

16. If the amount of grant paid to the authority for the funding period is £50,000 or more, but less than £100,000, the authority must, by 30 September 2010, prepare a Statement of Grant Usage in the form shown in Annex .... , giving details of eligible expenditure during the funding period, signed by the chief finance officer and submit this to its external auditor, appointed by the Audit Commission, together with a request that the external auditor should certify whether the entries in the statement are in accordance with the authority's underlying records.

If the amount of grant paid to the authority for the funding period is £100,000 or more, the authority must, by 30 September 2010, submit the Statement of Grant Usage to its external auditor, appointed by the Audit Commission, together with a request that the external auditor should certify whether the entries on the statement are fairly stated in accordance with the grant terms and conditions.

17. Once the Statement has been prepared by the authority and certified as required by the chief financial officer and the external auditor, they must be submitted to the Department no later than 31 December 2010.
18. Manuscript alterations to the Statement of Grant Usage must be initialled by the original signatory.
19. After receiving the Statement of Grant Usage and certificate from the external auditor, the Department will pay any outstanding grant due for the funding period. Alternatively, if the Statement of Grant Usage identifies any overpayment of grant, the grant recipient must repay this amount within 30 days of being asked by the Department.

### **[The following 4 paragraphs are for grants to organisations other than local authorities]**

16. If the amount of the grant paid to the grant recipient for the funding period is more than £20,000, then by 30 September 2010, the grant recipient must complete and submit to the Department, a Statement of Grant Usage, giving details of eligible expenditure during the funding period. This must be accompanied by a report from a reporting accountant appointed and paid for by the grant recipient. Guidance for reporting accountants is at Annex ..... The format of the Statement of Grant Usage is at Annex .....
17. Manuscript alterations to the Statement of Grant Usage must be initialled by the original signatory as well as by the reporting accountant.

18. After receiving the Statement of Grant Usage and accountant's report, the Department will pay any outstanding grant due for the funding period. Alternatively, if the Statement of Grant Usage identifies any overpayment of grant, the grant recipient must repay this amount within 30 days of being asked by the Department.
19. The grant recipient should show this funding agreement to the reporting accountant it intends to use as soon as possible, so that they can plan their work.

### Monitoring progress

20. The grant recipient must agree in advance with the Department any significant changes to the Project or to any of the outputs, activities milestones or targets set out in the bid;
21. The claims for payment of grant submitted for the second and fourth quarters must be accompanied by a progress report in the form shown at Annex ... Each report must record progress made under the Project up to the date of each claim by reference to the outputs, activities, milestones and targets set out in the bid.
22. No later than 30 June following the end of the funding period, the grant recipient must submit to the Department an annual report summarising the work carried out under the Project during the funding period, quantifying what has been achieved by reference to the outputs, activities, milestones and targets set out in the bid and, where appropriate, showing the progress made to date on an exit strategy for the Project.

### Records to be kept

23. The grant recipient must:
  - a) maintain and operate effective monitoring and financial management systems for the Project in order to control expenditure and to ensure that the costs of achieving the objectives, activities and milestones set out in the bid can be clearly identified; and
  - b) keep a record of eligible expenditure and all income generated by the Project, and retain all accounting records relating to that expenditure and income for a period of at least six years after the end of grant funding. Accounting records include original invoices, receipts, accounts and deeds, whether in writing or electronic form. Such records must also be kept for any income generated with the help of grant. The grant recipient must make these available at any reasonable time for inspection by officials from the Department or their representatives or by the Comptroller and Auditor General or his representatives.

### Value for money and procurement requirements

24. The grant recipient must secure the best value for money in all purchases of goods and services made for the purposes of the Project. The grant recipient must obtain quotes for the provision of all goods and services with a cost of £500 or more, and where the cost is £5,000 or more, it must, if practicable, obtain at least 3 written tenders. If required to do so by the Department, it must produce documentary evidence of compliance with this condition.
25. If the grant recipient follows a single tender procedure, for example, where the value of a contract is very low or where there is only one supplier capable of providing the goods or services concerned, it must keep a record of the reasons why that procedure was thought to be appropriate.
26. If applicable, the grant recipient must take all reasonable steps to ensure that it does not incur eligible expenditure without having complied with the requirements of the EC Procurement Directives. In relation to the supply of goods and services, these requirements are implemented by the Public Supply Contracts Regulations 2006 (2006/05) and are subject to thresholds specified by reference to the value of the transaction. These Regulations specify the procedures to be followed in relation to the award of public works contracts, public supply contracts and public services contracts by public bodies (called Contracting Authorities, as defined in the Regulations), and remedies for breaches of the Regulations. Although the Regulations apply primarily to public sector bodies, they may also apply to the procurement of goods and services by a private person where more than 50 per cent of the consideration is contributed by a public sector body.

### Income and other receipts

27. In determining the maximum amount of grant he or she is prepared to pay towards the Project, the Secretary of State has taken account of the estimates of income to be generated from the Project and contributions or grants towards the Project as set out in the bid. If the Project generates any income, or there are any contributions in excess of these amounts, the grant recipient must notify the Department as soon as possible and state the amounts received or to be received.
28. The Department may allow the grant recipient to retain the amount notified, if it is satisfied that the grant recipient will use it for the purposes of the Project. Otherwise, the grant recipient must pay the amount notified (or such part of it as is necessary for the repayment of all grant received under the funding agreement) to the Secretary of State. If all grant is repaid under these circumstances, the funding agreement will be discharged upon repayment.

### Conflicts of interest and financial or other irregularities

29. Officers, members and employees of the grant recipient must be careful to avoid conflicts of interest. The grant recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Project and to be excluded from any discussion or decision-making relating to the matter concerned.
30. If the grant recipient has any grounds for suspecting financial irregularity in the use of any grant paid under this funding agreement, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes “financial irregularity” includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than the purposes of the Project.

### Other grant conditions

31. The grant recipient must:
  - a) ensure that it obtains all necessary permission and authority (whether required by legislation or otherwise) to undertake the works and activities detailed in the bid; and
  - b) take all reasonable steps to ensure that it and anyone acting on its behalf under the Project complies with the law for the time being in force in the United Kingdom, including, in particular (so far as binding on the grant recipient), the requirements of the Health and Safety at Work Act 1974, Data Protection Act 1998, the Human Rights Act 1998, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. Note: The Equality and Human Rights Commission maintain Codes of Practice giving guidance on the law relating to equal opportunities and on good practices in employment. The Commission for Racial Equality and the Equal Opportunities Commission have merged to form the Equality and Human Rights Commission.

### Breach of conditions and recovery of grant

32. If the grant recipient fails to comply with any of the conditions of grant set out in this funding agreement, or if any of the events mentioned in paragraph 33 occurs, the Department may reduce, suspend, or withhold grant payments, or require all or any part of the grant to be repaid. The grant recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

33. The events referred to in paragraph 32 are as follows:

- a) the grant recipient fails to make satisfactory progress with the Project, and, in particular, with delivery or achievement of the objectives, activities and milestones set out in the bid;
- b) the grant recipient owes any sum to the Department under an offer of grant for any other project or activities under any scheme or programme administered by the Department for regeneration or development;
- c) the grant recipient purports to transfer or assign any rights, interests or obligations arising under this funding agreement without the agreement in advance of the Department;
- d) there is a change in control or ownership of the grant recipient or of the Project or the grant recipient ceases to operate or changes the nature of its operations to an extent which the Department considers to be significant or prejudicial to the satisfactory continuance of the Project;
- e) the grant recipient is the subject of a proposal for a voluntary arrangement; or has a petition for an administration order or a winding up order brought against it; or passes a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator; or is struck from the register at the Charity Commission, or, being a company, is struck from the register at Companies House;
- f) any information provided in the application for funding or in a claim for payment or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Department considers to be material;
- g) the grant recipient takes inadequate measures to investigate and resolve any reported irregularity;
- h) it appears to the Department that the grant recipient no longer requires grant assistance in order to carry out the Project;
- i) a report from the reporting accountant (or for local authorities, a certificate from the external auditor) on a Statement of Grant Usage is unsatisfactory because it contains an adverse opinion, a qualified opinion or a disclaimer of opinion, for any of which the grant recipient has not responded to appropriately.

34. Where the Department has required the grant recipient to repay any amount, the Department may recover that amount by withholding, or deducting the amount from, any sum due to the grant recipient from the Department under an offer of grant for any other project or activities under any scheme or programme administered by the Department.
35. It is hoped that most difficulties encountered by the grant recipient can be overcome with the advice and support of the Department. In the event that it becomes necessary to take steps to enforce the terms and conditions of this funding agreement, the Department will write to the chief executive (or equivalent) of the grant recipient giving particulars of its concern about the Project or of any breach of a term or condition of the grant.
36. The grant recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Department's concern or rectify the breach, and may consult the Department or agree with it an action plan for resolving the problem. If the Department is not satisfied with steps taken by the grant recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of grant, or to recover grant already paid.

### **Publicity, copyright and sharing good practice**

37. The grant recipient must give appropriate publicity to the Project by drawing attention to the benefits and opportunities it affords. In acknowledging the government's contribution, the grant recipient must comply with any guidance on publicity provided by the Department, and must, in particular, acknowledge that the Project has received grant under the Department's Inspiring Communities programme. All publicity material must include the logo of the Department.
38. The grant recipient grants a licence to the Secretary of State under section 91(3) of the Copyright Designs and Patent Act 1988 in relation to the future copyright in works funded in whole or in part by grant paid under this grant offer. This licence is non-exclusive and is granted without provision for the payment of royalties for the full period protected by copyright in the works in order to allow the Secretary of State to copy, issue or adapt any such works for his own purposes.
39. Any information, know-how, system or process learned from or created in operating the Project (including examples of good practice in the design and implementation of a project under the Inspiring Communities Programme) may be disseminated by the Department among all persons or bodies who have responsibility for similar projects. The grant recipient agrees that such persons may share and use freely all such information, know-how, system or process for their own purposes.

**Acceptance of grant offer**

40. If the grant recipient wishes to accept this offer of funding under the Inspiring communities Programme, please sign both copies of the funding agreement in the space indicated below and return one of the copies to the Department.

Signature: .....

Name: .....

(authorised to sign on behalf of the Secretary of State)

Date: .....

**..... accepts the offer of grant contained in this funding agreement and agrees to comply with the terms and conditions of grant on which the offer is made.**

Signed by a person authorised to sign on behalf of the grant recipient:

Signature: .....

Name: .....

Position: .....

Date: .....

**Principal contacts:**

.....

.....

.....

NB: This illustrative funding agreement does not include a copy of the bid, guidance to reporting accountants, grant claim form, statement of grant usage or progress report templates, which will be attached to the real agreement for the accountable body in successful neighbourhoods.



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