

**UKSPF Highland Multiply
Challenge Fund
Grant Guidance and Application Form**

Table of Contents

1	Background	2
2	Multiply in Highland	2
3	Multiply Outputs and Outcomes	3
4	Funding Package	3
5	Timeline	4
6	Reporting	5
7	Payment of Multiple Grant	5
8	Submission	5
	Table A: Interventions, Outputs and Outcomes	6
	Assessment Criteria	10

1 Background

The UK Government has made a commitment towards levelling up across the UK. The focus is stated as levelling up opportunities and prosperity as well as overcoming deep-seated geographic inequalities. The Shared Prosperity Fund (UKSPF) is one part of this Levelling Up agenda.

Within the Investment Plan prepared by Highland Council and approved by the UK Government is a ring-fenced financial allocation to address adult numeracy called 'Multiply'. This programme seeks to improve the functional numeracy skills of adults (age 19+) through personal tutoring, digital training, and flexible courses.

The UK Government has identified the following success measures for the programme at a national level:

- **More adults achieving maths qualifications / participating in numeracy courses** (up to and including SCQF Level 5),
- **Improved labour market outcomes** e.g. fewer numeracy skills gaps reported by employers, and an increase in the proportion of adults that progress into sustained employment and / or education; and
- **Increased adult numeracy across the population.**

2 Multiply in Highland

Our goal in Highland is to use this funding to establish and consolidate a 'numeracy pathway' within Adult Learning which ensures we have a range of support on offer, from confidence building through to gaining numeracy related qualifications relevant to work. At the same time there is a desire to build on existing networks and over the period of the plan seek to ensure sustainable solutions.

With that in mind, we intend to run a Highland Multiply Challenge fund open to :-

- Third sector organisations, including community groups, voluntary organisations, and social enterprises. National third sector organisations wanting to apply should have an existing operational base within Highland.
- Public Sector Organisations.

The aim of the Challenge Fund is to help people aged 19+ to improve their numeracy skills as part of their day-to-day lives, to help them secure employment or to help with career progression.

The Highland Multiply Challenge Fund will support projects linked to these key intervention aims.

- S42: Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications
- S43: Courses for parents wanting to increase numeracy skills in order to help their children and help with their own progression
- S44: Courses for prisoners, those recently released or on a temporary licence

- S45: Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in order to access a certain job/career.
- S47: Innovative programmes delivered together with employers -including courses designed to cover specific numeracy skills required in the workplace.
- S49: Courses designed to help people use numeracy to manage their money

In your application you will be asked to identify the lead intervention(s) from the list above, for which you are applying. A critical element that will be considered in awarding funding will be linking with other provision and ensuring correct support is delivered for and to the target groups.

3 Multiply Outputs and Outcomes

Included in Table A, page 6 are the outputs and outcomes as laid out by the UK SPF Multiply Programme. It is important that you read these before applying. In the application, you will be asked to estimate the number of beneficiaries you intend to work with in relation to the appropriate Multiply intervention, including if applicable, whether any of the beneficiaries will gain a maths qualification at or leading to Level 5 certification. At this stage, you are not asked to estimate the number of outcomes. It is important that you estimate as realistically as possible the numbers involved as this will be closely monitored and determine whether funding support is provided/continued.

4 Funding Package

The grant conditions linked to the UKSPF and ability of the Council to successfully pulldown all of the allocated funding over each of the financial years, is dependent on the progress achieved in relation to the outputs and outcomes in Table A. If progress is slow, then there is a high likelihood that funding will be removed and the Multiply Programme reduced in scale as we proceed into 2024.

Highland Council therefore need Challenge Fund applicants/recipients to work closely with us from the outset to demonstrate to UK Government that Highland is making best use of the funds provided.

The Highland Multiply Challenge Fund will be allocating funding towards projects for delivery over 2 periods.

Applicants will in the first Round have the option to apply for either:

A	A short, discrete project to be fully completed by 31 st December – up to 9 months (however can be shorter). Grant funding available per project is within the range £5000 to £50,000
B	A longer (must be <u>at least</u> 12 months)– 2 stage project whereby stage 1 will run to 31 st December 2023 and stage 2 can extend through to 31 st December 2024 subject to satisfactory progress during stage 1. Grant funding per project in the range of £5000 to £125,000

The intension, subject to available funding, is to have a second Challenge Fund Round late in 2023/early 2024 for another series of short, discreet projects than will need to be completed at latest in January/February 2025.

We are particularly interested in supporting smaller local groups in helping communities and residents achieve improved numeracy skills.

It is anticipated that a proportion of project costs may relate to staffing to deliver training and support activities for beneficiaries. These could be for additional staff within your organisation or to extend hours for existing staff or staff who are redeployed /redirected to the work supported by this fund. The important point to note is that Multiply funding can only be used to support staff costs in relation to the delivery of the project.

The intention is that grant offer letters will be issued by the end of March 2023 and for activity/spend to immediately commence

Match funding is not essential however, if available and you plan to use it to add value to your project, we would appreciate you advising us, as it will allow us to collectively demonstrate to the UK Government how we are aligning and positively using the Funds to bring added value to existing resources and activity.

5 Timeline

The timelines associated with the Challenge Fund are very tight as there is a requirement to allocate funds by the end of March 2023. Your understanding and co-operation is requested and appreciated.

Applications to the Highland Multiply Challenge Fund will be accepted until 10:00 on Monday 13th March 2023. Unfortunately, applications received after that date cannot be considered.

It is proposed that an on-line Q&A session to address specific questions will be held on 28th February 2023 at 10.00 am. Please email employability.finance@highland.gov.uk to indicate if you wish to participate and a Microsoft Teams link will be issued.

Following receipt of proposals and initial eligibility check on proposals, an Assessment Panel will meet to assess and recommend projects to be funded. Projects will be notified of decisions late March 2023.

A summary of the timeline is shown below and overleaf: -

Date	Action
17 th February 2023	Launch of Challenge Fund
28 th February 2023 at 10:00	Information Q&A delivered through MS TEAMS Please e-mail employability.finance@highland.gov.uk in advance if you would like to participate and a TEAMS meeting link will be emailed out. If you can't participate or have other questions, please email your query to the same email address.
13 th March 2023 at 10:00am	Deadline for submission of applications.

13 th March 2023 onwards	Assessment process Applicants are asked that their named contact person is available during this period to answer any queries the assessment team may have.
End March 2023	Offers issued and delivery agreed
Project end date	Projects should schedule outputs in line with your Challenge fund submission.

6 Reporting

Successful applicants will be required to complete a monitoring return on a monthly basis, confirming progress made towards the outputs and outcomes agreed and the spend that has been incurred. A template will be provided for this purpose and regular and accurate reporting against this will be a key measure of performance within the agreed funding.

Where applicable and, as agreed for projects, a monitoring meeting will take place after 3 months of delivery and prior to completion of the project. Evidence of spend will require to be presented at the monitoring visits and to justify any claims made.

A final report will be required on completion of the project.

7 Payment of Multiply Grant

Payment of 40% of the grant awarded will be on receipt of the offer of grant acceptance letter. Payment of the balance will depend on actual and evidenced expenditure and satisfactory progress and completion of monitoring forms as set out above. If the initial payment of 40% is not fully expended, then the applicant will be required to pay any unspent balances back to Highland Council.

8 Submission

To apply for funding please complete and return the application form below to employability.finance@highland.gov.uk by the deadline date of Monday 13th March 2023 at 10:00.

TABLE A: HIGHLAND MULTIPLY INTERVENTIONS, OUTPUTS AND OUTCOMES

Interventions	Example projects	Objectives	Indicative Outputs	Indicative Outcomes
<p>S42: Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications.</p>	<p>Using best practice to engage new learners such as a cross-agency / partnership approach, working with local employers (for example, to deliver in-work confidence building courses), or the design of new teaching material.</p> <p>Projects with regards to supporting people with numeracy needs already identified through recent Community Learning and Development plans.</p> <p>Personalised and intensive support, which could be delivered through Community Learning and Development practitioners, including referrals to relevant local training, skills and</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply.</p> <p>Number of people participating in Multiply funded courses.</p> <p>Number of people achieving a qualification.</p>	<p>Increased number of adults achieving maths qualifications up to, and including, Level 5.</p> <p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths courses up to, and including, Level 2 equivalent</p>

<p>S43: Courses for parents wanting to increase their numeracy skills in order to help their children and help with their own progression.</p>	<p>Projects focussing on people who are in serious debt (for example through linking with debt advisory services) but may also be an element built into broader numeracy courses where appropriate.</p> <p>Projects aligned to supporting people with numeracy needs already identified through recent Community Learning and Development plans that have been developed through consultation with adult learners to enable local areas to respond accordingly to people's needs.</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply</p> <p>Number of people participating in Multiply funded courses</p> <p>Number of people achieving a qualification</p>	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths courses up to, and including, Level 2 equivalent</p>
<p>S44: Courses aimed at prisoners, those recently released from prison or on temporary licence.</p>	<p>Courses that may include peer-mentor lead approaches; family learning sessions; or other bite-sized learning opportunities which complement existing provision.</p> <p>Support for Community Learning and Development practitioners to engage with learners pre-release</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply</p> <p>Number of people participating in Multiply funded courses</p> <p>Number of people achieving a qualification</p>	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths courses up to, and including, Level 2 equivalent</p>

<p>S45: Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in order to access a certain job/career.</p>	<p>Projects in partnership with job centres and large employers in your local area, such as NHS Trusts. Public awareness of adult numeracy learning opportunities, guidance, and support nationally and locally through joined up and accessible messaging Projects with regards to supporting people with numeracy needs already identified through recent CLD plans that have been developed through consultation with adult learners to enable local areas to respond accordingly to people's needs. Integrated employability and numeracy courses</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply Number of people participating in Multiply funded courses Number of people achieving a qualification Number of people referred from partners onto upskill course</p>	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent Number of adults participating in maths qualifications up to, and including, Level 2 equivalent Number of adults participating in courses up to, and including, Level 2 equivalent</p>
--	---	--	---	--

<p>S47: Innovative programmes delivered together with employers – including courses designed to cover specific numeracy skills required in the workplace.</p>	<p>Local interventions that are delivered in partnership with employers, such as in the workplace and / or targeted at priority sectors to national and local economies (such as construction, manufacturing, or adult social care).</p> <p>Integrated employability and numeracy courses</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply</p> <p>Number of people participating in Multiply funded courses</p> <p>Number of courses developed in collaboration with employers</p>	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths courses up to, and including, Level 2 equivalent</p>
<p>S49: Courses designed to help people use numeracy to manage their money.</p>	<p>Projects focussing on people who are in serious debt (for example through linking with debt advisory services) but may also be an element built into broader numeracy courses where appropriate.</p> <p>Delivery of additional financial literacy courses</p>	<p>Increase the levels of functional numeracy in the adult population across the UK.</p>	<p>Number of adult numeracy courses run in a local area through Multiply</p> <p>Number of people participating in Multiply funded courses</p> <p>Number of people achieving a qualification</p>	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths qualifications up to, and including, Level 2 equivalent</p> <p>Number of adults participating in maths courses up to, and including, Level 2 equivalent</p>

Assessment

UK Shared Prosperity – Highland

Multiply Grants Fund 2022 - 2025

A fair, open, and equitable process has been considered for assessment of submissions. The following seeks to clarify the process and intent for applicants which will be scored by the assessment panel for this Multiply Challenge Fund.

Each application will be given a score for each section Each section will be scored 0 to 4 as shown:

0	1	2	3	4
No answer	Unsatisfactory	Satisfactory	Good	Very Good

All elements are important, but each has a weighting (shown below), indicating the importance of the information in relation to the others.

Element	Score 0-4	Weighting (1-3)	Total (Score x Weighting)
1: The Project i.e. the extent that the project meet the objectives of the fund		3	
2: Target, risks & methodology		3	
3: Innovation		1	
4: Ability to deliver		2	
5: Budget		2	
6: Outputs		3	
7: Partnership and alignment with other provision		1	
Total out of 60			

- Finally, the score and the weighting for each section is multiplied together to give a total out of 60.
- Please note that every section of each application must achieve a score of at least 1 i.e. acceptable to have met the minimum standard.
- Applications will then be ranked highest to lowest within each geographic area with funding allocated in that order until funds are fully utilised.
- Any queries that may arise on the process please email employability.finance@highland.gov.uk