Skills for Life: Multiply 2023-24

Application Guidance

Thank you for your interest in applying to this fund. The purpose of this guidance is to give more information about the Multiply Programme, as well as helping you to complete the application form for funding.

The Multiply Team are available to discuss your ideas and provide assistance throughout the application process. We are keen that community organisations can play a key role in the delivery of Multiply and don't want an application form to be the barrier to involvement.

If you are in any doubt, please don't hesitate to seek advice by emailing multiply@scotborders.gov.uk.

This application guidance and the application form can also be found on the Scottish Borders Multiply Grant Funding Padlet.

Background to the Fund

The aim of the UK Government Shared Prosperity Fund (SPF) is to support the levelling up of all parts of the UK. One strand of this is Multiply, which aims to help transform the lives of adults (19+ years) across the UK, by improving their functional numeracy skills.

More information can be found at Multiply in Scotland, Wales and Northern Ireland - GOV.UK (www.gov.uk)

Local Authorities have discretion to deliver SPF through direct award, open grant funding, commissioning, procurement of service provision or in-house provision.

Scottish Borders Council submitted its investment plan for consideration in August 2022. In December 2022, UK Government confirmed Scottish Borders was awarded just over £400,000 to deliver Multiply over 2 years from 2023-2025.

The Multiply Team

The Multiply Team work within Scottish Borders Council Community Learning and Development, as part of the Adult Learning Team. All work carried out as part of Multiply will align with the SBC Community Learning and Development Plan and the overall Scottish Government's Adult Learning Strategy. We are also keen to link into, where relevant, wider SBC Community Plans.

The Scottish Borders Multiply Grant Fund will be managed by the Multiply Team and supported by Economic Development. The day-to-day administration of the fund will be undertaken by two Multiply Leads. The initial scoring panel will be made up of the Multiply Team and a representative from the Community Learning and Development Team.

Objectives of Multiply and Grant Outcomes

The overall objective of the Multiply programme is to increase adult (age 19yrs +) numeracy in the Scottish Borders by supporting adult learners to improve their understanding and use of maths in their daily lives, at home and at work.

Multiply grants outcomes will support this overall objective through the delivery of:

- Courses/activities 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;
- Courses/activities designed to increase confidence with numbers for those needing the first steps towards formal qualifications;
- Courses/activities for parents wanting to increase their numeracy skills to help their children and help with their own progression;
- Courses/activities designed to help people use numeracy to manage their money.

If you feel that you have an idea for a project but are not sure if it would fit with any one of these deliverables, we encourage you to explore this further. Creative and out-the-box thinking is welcomed!

Participants

Activity funded through this grant should target learners who are aged 19+ and have not previously attained a Level 2/SCQF Level 5 Maths qualification.

We are keen to support those adult learners who are hardest to reach, therefore we are particularly keen to see this reflected in approaches to delivery. This could include specific geographic or interest groups.

Applicants

The Multiply Team recognise that community organisations are also best-placed to deliver targeted community-based numeracy support/activities to eligible adults and will therefore contribute to the grant outcomes at grassroots, community level. Organisations with a strong community focus for their activities and the capacity to deliver numeracy learning are encouraged to apply. Organisations do not need to be delivering numeracy initiatives currently, but they should be able to use their relationships with communities/service users to establish and deliver numeracy learning as an added aspect of their work.

Eligibility for Applicants

1. *Is your activity based in Scottish Borders?*

The allocation awarded is for the Scottish Borders area – if your activity is to cover an area outwith the Scottish Borders catchment you will not be able to acquire funding from this source.

2. *Does your activity align with one (or more) of the Multiply grant outcomes?*
If your activity does not support any one of the grant outcomes detailed above, then this fund is not for you. If you are unsure as to whether your activity fits, please contact the Multiply Team for advice.
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3. *Are you confident there is demand for your activity?*
Applicant organisations should have confidence there will be demand for their learning programmes and that they will be able to evidence the impact on participants' numeracy confidence and skills.

4. *Will you be able to complete your activities by the end of February 2025?*
All work must be completed no later than end February 2025 with final claims sent for payment in the following 2 weeks. Please only apply for funding for activities you are confident you can deliver within this timescale.

5. *Is your activity ready to start if you are awarded funding?*
Due to the limited timescale for delivery, your activity requires to have all necessary business planning consents and match funding (if applicable) in place at the time of application.

6. *Are you set up appropriately?*
In order to apply you need to be properly set up (i.e., a community organisation with its own constitution or set of rules, registered charity or company, social enterprise). If you have any queries regarding eligibility, please contact the Multiply Team.

7. *How much funding are you looking for?*
We are looking to fund projects in the £20,000 request range. This will enable more organisations to be involved.

Application Form

The application form is made up of 5 sections: -

1. Organisational Details
2. Activity Details
3. Expenditure Details
4. Risk Assessment
5. Authorisation

Application Form – Questions

Section 1 – Organisational Details
Here we ask for your organisation's name, registration details and contact information. If you are unable to complete any of the questions in this section, please contact the Multiply Team for advice.

Section 2 – Activity Details
Here we ask for details such as activity name, start and finish dates etc. You are also asked to demonstrate how you will make the activity accessible and inclusive to all. We also ask you to give details of the number of courses/activities you will deliver and the number of learners you expect to participate.

We are keen that all organisations are committed to sharing learning and resources, and would encourage organisations to use their expertise, local knowledge, service user/community insight and links with other partners to develop creative and innovative numeracy learning programmes. We have however developed a range of off the shelf resources that can be used by organisations for their activities if they wish.

Prior research conducted by the Scottish Borders Multiply Team has uncovered what is known as 'Maths Anxiety.' Maths anxiety is defined as 'a negative emotional reaction to mathematics, leading to varying degrees of helplessness, panic and mental disorganisation that arises among some people when faced with a mathematical problem.' Many learners experience this anxiety when it comes to numbers, and by tackling it initially and building their confidence, success in learning follows. We would be keen to see evidence of how you aim to overcome any initial maths anxiety in the learning activities you intend to deliver.

Section 3 – Activity Expenditure
In this section, you should provide a breakdown of your activity expenditure for the whole project. Only direct delivery costs will be considered as eligible grant expenditure (the additional costs you will incur delivering your programme) and funded organisations will need to be able to show evidence of spend e.g., timesheets/receipts. Grants awarded cannot be used to cover retrospective costs.

Examples of what we can fund	Examples of what we cannot fund
Equipment (directly related to the project) – the funds cannot be used for capital expenditure so this would be small equipment like calculators rather than PCs.	Political or religious campaigning
Learning materials / resources for project participants	
One-off events (linked to project promotion / awareness raising)	Profit-making/fundraising activities

Venue hire (where you don't use your own venue for the delivery of project activities)	
Participant costs -e.g., childcare, interpretation/BSL support.	
Staff costs – direct delivery; admin; preparation; monitoring and reporting; project management.	VAT you can reclaim
Volunteer expenses	Statutory activities
Transport/hospitality for participants	Overseas travel
Helping people to stay safe (PPE for small gatherings/group activity)	Alcohol
Volunteer/staff training	

Match funding is not required for SPF as we can fund projects up to 100%. However, if you have already secured match funding or if your project exceeds £20,000 and you wish to use the grant as match for a larger project you can discuss this with the Multiply Team. Any match funding must be confirmed and in place before the project is assessed.

Section 4 – Risk Management
In looking to undertake the activity you should identify any potential risks to the activity and indicate how you propose to eradicate these should they happen (i.e., how will you propose to re-organise delivery to ensure the project still has potential to complete on time - member of the project team becomes unwell, how will you re-organise their workload to ensure the activity still progresses etc.).

Section 5 – Authorisation
Finally, please ensure you sign off the application form – we can't progress with your application unless it has been signed off by a senior member of your organisation, this may be your Chair, Vice-Chair, Secretary or Treasurer, Director.

In some of these sections you will find sub-questions which aim to help you to answer as fully as possible.

Additional Information

What Makes a Good Application?

- ✓ Please write succinctly and in plain English. Use short sentences and avoid acronyms and jargon. There is no need to use formal or flowery language. What is key to a good application is being as specific as you can and assuming the reader knows nothing about your organisation, track record and project even if you have received local funding before to do similar.

✓ Ideally you will provide a clear picture for the reader of what you intend to deliver, how you will do this, and what difference it will make to participants as well as how it contributes to the grant programme objectives and outcomes outlined above.

Single or multiple applications
Organisations can make multiple applications if they wish to provide more than one project.

Multiply Champions
It is anticipated that organisations will identify staff or volunteers to act as 'Multiply Champions' within their organisation. Where this involves existing paid staff, the grant will contribute towards additional hours of delivery. Multiply Champions within each organisation will be invited to attend regular meetings to discuss the development of the initiatives, to share learning and explore their successes/challenges with other organisations delivering Multiply initiatives.

Delivery
Those acting as Multiply Champions will be expected to deliver appropriate numeracy related learning/support to existing or new service users/members. This is most likely to be face to face but could also include online learning. We anticipate learning will be provided on a group basis however there is scope for individual learning support should that be the best option for participants. Hours can be spread out across a number of days/weeks/months to suit participants and the organisation's service delivery.

Learning & Development
We are looking at ways to enhance general learning outcomes e.g., through provision of numeracy training for trainers type courses. Therefore, costs associated with this type of training should not be included in the grant application.

Delivery Timescales/Key Milestones

Milestone	Date
Grant opens for applications	1-30 September 2023
Information session for potential applicants	August & September 2023
Application deadline	30th September 2023
Assessment panel and recommendations to LEP for approval	October 2023
Application outcomes notified	October 2023
Award letter issued and signed	October 2023
Delivery Starts	From 1st November 2023

Performance Review/Reporting
The Multiply Team will make regular progress visits to participating organisations to determine effectiveness of courses/activities and any if changes are required.

We will aim to make our reporting process as simple and manageable as possible and for all organisations, the Multiply Leads will be on hand to help organisations fulfil their reporting

requirements. Organisations in receipt of a Multiply grant will be required to complete and submit all of the following reports at both quarterly and six-monthly reporting periods:

- At least one case study
- An impact report
- Pre and post course/activity self-assessments for all participants
- Progress report towards spend and achievement of project outputs/outcomes (number of courses, number of learners)

Reporting templates and dates will be shared with successful applicants when awards are being made.

Hanlon - Client Information Management System
Organisations will be required to complete a participant registration form for all participants in courses/activities. The Multiply Leads will support organisations to ensure they are collecting and recording appropriate participant data to be uploaded to Hanlon – a Client Information Management System.

Data Sharing Agreement
Scottish Borders Council will require to have a data sharing agreement in place with all delivery partners, which will be issued within the grants award paperwork.

Notification of Successful Applications
It is our aim that application outcomes, including grant award letters, will be issued from October 2023. Full details of the payment process and terms and conditions of grant, including monitoring and reporting requirements will be included. Any changes to your proposed activity, including a change in what was specified in grant applications, will require approval in advance.

Submitting the application form

To submit please send your completed application form in an email to multiply@scotborders.gov.uk with the subject title "Completed Application." Make sure you attach your supporting organisational documentation with the application.