

Prospectus for the Adult and Community Learning Fund

**Adult and
Community
Learning
Fund**

Background

1. As part of the reform of 'Informal Adult and Community Learning' the Skills Funding Agency ('the Agency') has requested the National Institute of Adult Continuing Education (NIACE) to manage a grants programme in the financial year 2011-12 in England. The grants will amount to £2.25 million. The purpose of this Prospectus is to set out what the Adult and Community Learning Fund (ACLF) is trying to achieve and to assist those completing an application. A web-link to the on-line application form can be found at Annex A. An outline of the terms and conditions which will govern the contracts for successful projects can be found at Annex B.

The review of 'Informal Adult and Community Learning' (IACL) was signalled in *Skills for Sustainable Growth* and *Investing in Skills for Sustainable Growth*. The review will:

- Consider how the Skills Funding Agency's £210 million Adult Safeguarded Learning (ASL) budget can support IACL in line with the Government's vision;
- Consider how Agency-funded IACL links to other learning in the wider learning continuum;
- Look more broadly at how to create the conditions that will promote and support both Agency-funded IACL and wider IACL.

What does the term 'informal adult and community learning' mean?

2. IACL is an umbrella term describing a broad range of learning that brings together adults, often of different ages and backgrounds, to pursue an interest, address a need, acquire a new skill, become healthier or learn how to support their children. This kind of learning, usually unaccredited, is an important part of the wider learning continuum. It can be undertaken for its own sake or as a step towards other learning/training. It covers structured adult education courses taught by professionally qualified teachers, independent study on-line, and self-organised study groups. Some learning will be in very short episodes and some may last years. It may happen in personal time or work time and be delivered by providers in the public, private or voluntary sectors, or organised by people for themselves through the many groups, clubs and societies where people get together to learn. Common to much IACL is the way in which it contributes to increasing confidence and interest in learning which in turn encourages learners to progress to further learning opportunities.

What are the aims of the Adult and Community Learning Fund?

3. The vision set out in *Skills for Sustainable Growth* called for IACL to:

- help build the Big Society, through learning to support independence, personal development, mental/physical health and well-being, digital inclusion, democratic engagement, social cohesion, stronger families, etc.;
- engage and motivate disadvantaged groups and create progression pathways towards the wider learning continuum, including skills-focused learning and employment.

4. The Adult and Community Learning Fund is designed to maximise the contribution of community learning to the Big Society and engage and motivate disadvantaged adults in line with the Minister of State, John Hayes' challenge to the sector. The Adult and Community Learning Fund will also aim to offer value for money. The Fund will draw on the experience of the Government-funded *Transformation Fund* (2009-10) and *Adult and Community Learning Fund* (1998-2004) in supporting innovative social partnerships, curriculum innovation, and strategies to engage under-represented groups. In particular the Adult and Community Learning Fund will:

- provide grants to new and existing providers of learning opportunities for adults;
- add a strong educational component to the Big Society concept;
- enhance the skills of organisations in the public and third sector to develop and deliver adult and community learning;
- gather evidence of the impact of IACL on communities, learners and education providers.

Projects will be expected to deliver direct benefits to adult learners and potential learners. In this context the term 'adults' refers to anyone aged 19 or over¹.

Lifelong Learning Accounts are being launched in September 2011 and can support the engagement of individuals in this type of learning.

What are the benefits and why is the Skills Funding Agency doing this?

5. The Agency's purpose is threefold. First, there is a continuing wish to reach new groups of learners and enhance participation. Learning changes lives. It benefits individuals and families and improves health. Research has shown that participation in non-formal learning can improve opportunities and skills. This is why assessing the impact of the Adult and Community Learning Fund's projects is so important. Second, the Agency wishes to identify good practice in adult and community learning. The current Review of 'Adult Safeguarded Learning' will be informed by the work of the projects funded by the Adult and Community Learning Fund. During the life of the programme some key questions will be asked of projects so that the Review can be informed by the experience of the projects. Third, there is much to be learned about how informal adult and community learning can contribute to the concept of the 'Big Society' and this Fund will develop

¹ Although by 'adult' we mean those aged 19 or over, it is perfectly reasonable for children and young people to benefit from a project's work, provided that the main beneficiaries are adults.

approaches that can be shared and developed. Innovative and successful approaches will be developed and such knowledge will help to improve the broader infrastructure and aim to secure greater participation, particularly among those who have had least opportunity in the past.

What are the key themes of the Adult and Community Learning Fund?

6. The following themes are important strands in Adult and Community Learning Fund activity:

- support for civic engagement and community decision making;
- support of better mental or physical health;
- support for enhancing financial capability;
- involvement and enhancement of both volunteers and the engagement of voluntary organisations;
- widening access to digital and other important skills;
- building stronger families;
- connecting non-formal learning opportunities with formal learning, and
- opportunities for individuals and communities to develop social and economic independence.
- Projects will demonstrate the role adult learning plays in the achievement of a range of the government's wider social policy goals in (e.g.) the resettlement of offenders, inter-generational learning, and support for independent and active later life.

Wider benefits and securing impact

7. Successful projects will also be asked to collect data to support analysis of the wider benefits of learning and to demonstrate the impact that IACL has on learners, providers and communities. Although recipients of grants may wish to build their capacity to deliver learning and undertake collaborative work (a key theme in the *Transformation Fund*) it is essential that every project funded directly benefits and involves adult learners. It is expected that each project will put in place sound evaluative methods to ensure that the impact is identified and reported.

8. The Agency is keen that projects begin with evaluation and impact in mind and set up appropriate data gathering and evaluation systems from the start. Some projects will wish to support the investigation of methods like Social Return on Investment (SROI):

- <http://www.thesroinetwork.org/what-is-sroi-uk>
- <http://www.neweconomics.org/projects/social-return-investment>

Our activities change the world around us. Although the value we create goes far beyond what can be captured in financial terms, this is, for the most part, the only type of value that

is often measured. SROI is a framework for measuring and accounting for this much broader concept of value.

Bidders requesting funding of over £25,000 are invited to state whether they would be willing to trial more rigorous methods such as SROI.

Partnership working and sustainability

9. The Adult and Community Learning Fund is open to providers regardless of whether or not they currently receive funding directly from the Skills Funding Agency. However, providers not currently in receipt of direct funding from the Agency will be required to involve in their project a partner who is already directly funded by the Agency from any of its funding streams. Such partnership arrangements will ensure greater collaboration locally.

10. Projects will be expected, wherever possible, to consider the sustainability of their proposal. To assist this they might secure some form of 'something for something', whereby each funded project attracts to itself a contribution which can be in terms of fees, funding or in kind. This is particularly important for any bidder requesting amounts of funding of £50,000 or more. Sustainability will also depend on projects considering longer term funding beyond the life of the Grant, from the point where the project is designed and the application is made.

11. As part of the drive to maximise the contribution of adult and community learning to the Big Society, the Agency is also keen to explore the idea of 'learning communities' in which a community might determine its own priorities, but it would need to be led by the project staff, and linked with an existing Agency-funded provider.

12. In short, wherever there is a chance to sustain the project beyond the life of the funding it should be taken and bidders are asked to make this aspect clear when they apply.

What sort of projects can be funded?

13. The Adult and Community Learning Fund can support a wide range of projects and activities – though all of them should deliver learning to adults. In addition all projects will be expected to develop measures to demonstrate their impact and outcomes for learners. Although it is not an absolute requirement to meet all of the criteria below we will look favourably on projects that:

- involve partnership working
- contribute to the reinvigoration of IACL by developing innovative and effective approaches to engaging learners and supporting their learning journey
- are sustainable
- widen participation in learning for adults
- have wider benefit or impact

- exemplify one or more of the key themes
- encourage progression for learners
- encourage those learners who are able to do so to contribute to the costs of their learning either financially or in-kind.

14. The list below isn't exhaustive but provides an overview of the kinds of activities the Agency is interested in. We want to encourage these kinds of activities:

development of innovative, inclusive and cost-effective ways of engaging new adult learners, particularly people from disadvantaged groups or from groups that participate in education least (such as support for self help IACL activities in local communities);

- development of innovative delivery methods (such as collaborations between community media organisations and adult education services);
- development of the IACL infrastructure (such as in communities, with provider partners, between third sector and state providers);
- development of learning opportunities related to civic engagement and community decision making (such as the encouragement of IACL in voluntary regeneration activities or in community action);
- development of IACL activities that enhance better mental or physical health (such as learning in fourth age settings);
- involvement and capacity-building of volunteers and the engagement of voluntary organisations (such as the support of new volunteers in learning about community development);
- greater access to learning through craft and creative activities (such as the use of craft skills as a way of developing self employment skills);
- improvement of access to digital and other important skills for groups in particular need (such as those who are homeless);
- developing and enhancing stronger family relationships through inter-generational learning (such as extending learning activities for families in galleries and museums);
- connecting non-formal learning opportunities with formal learning (such as enabling adults with learning disabilities to become more confident learners);
- supporting learners to progress to further learning, employment, volunteering or social action;
- developing opportunities for individuals and communities to develop social and economic independence (such as enabling adult offenders living in the community to take the first step towards independence).

What can the funding be used for?

15. Funding can be used for full-cost recovery for all the eligible, direct costs of the project, including,

- salaries and other costs e.g. National Insurance and travelling and subsistence expenses for project managers, project workers and volunteers;
- overhead costs directly related to the project;
- staff training directly related to the project;
- monitoring and evaluation of the project;
- marketing and publicity for the project;
- professional and legal fees associated with expenditure on the project; and
- capital and equipment, although capital and equipment purchases should not exceed 10 per cent of the overall project cost.

What can't the funding be used for?

16. The Adult and Community Learning Fund grants can only be used to fund **additional activity**. We cannot fund,

- projects which have the development of literacy, numeracy or English language skills as their primary purpose although this could be a subsidiary aim;
- existing infrastructure, projects, provision or posts, even if they are running out of funding;
- activities that do not demonstrate how, if successful, they could be sustained;
- costs incurred before a grant is awarded;
- items that benefit an individual rather than delivering project outcomes;
- travel outside the UK;
- funds to build up a profit or surplus, or loan repayments, or items which can be sold at the end of the project for profit;
- redundancy or TUPE costs;
- routine repairs or maintenance or any other general improvements unless essential to project delivery; or
- major building works.

You are also invited to check the outline terms and conditions listed in Annex B.

Who can apply?

17. The funding is only available to organisations in England. The devolved administrations (DAs) in Scotland, Wales and Northern Ireland have their own strategies for adult and community learning.

18. Bids are welcomed from the public, private and third sectors, including organisations from all backgrounds including culture, heritage, nature, sport, health, community regeneration, art and craft, broadcasting and technology. We particularly welcome collaborations, especially between organisations that are beginning to work together more. All bids must include one partner already receiving funding directly from the Skills Funding Agency, although they need not be the lead partner.

19. This is public money and any organisation which is not a legal entity and lacks the financial or administrative requirements for receiving public money should partner with other organisations that have these systems in place. Potential applicants will need to set these arrangements up for themselves.

20. If your organisation is involved in more than one bid you will need to tell us this in the application form, for each bid submitted.

21. Any organisation bidding to the Fund must agree to abide by the terms and conditions governing the application, selection and contracting processes.

How much can I bid for?

22. The maximum amount for any bid is £75,000 and the minimum is £10,000. Within this projects must allow for evaluation and securing impact and sustainability. All those bidding should set out what other sums, in cash or 'in kind', will be attracted by the project, in order to add value. 'In kind' can include free staff or management time, resources, spaces, etc. Bids should set out the money required for the project. It is hoped that small grants for Social Return on Investment work (see paragraph 8) will be available for some projects indicating their commitment to undertake structured impact work of this kind. SROI work would be funded in addition to the amount bid for and bidders should mention their interest when applying.

23. NIACE retains the right to ask bidders to review the funding in their proposal, and to offer less or more money, or to suggest amendments to proposals, if by so doing value can be added to the programme as a whole.

24. For planning convenience the Adult and Community Learning Fund is divided into two separate funding pots:

- a) small grants of between £10,000 and £25,000 aimed at supporting small and medium projects;
- b) large grants of between £25,000 and £75,000, aimed at supporting larger projects. We expect some additional resources in cash or 'in kind' would accompany bids for any sum of £50,000 or over.

How long can the activity last?

25. All activity needs to be completed by 31st March 2012. All projects should be ready to start on 1st September 2011, if not before. Projects will be free to start as soon as they receive their contract, and are encouraged to do so as soon as possible.

Do we need to match grant money with other money?

26. You do not have to bring a financial contribution unless you are bidding for £50,000 or over. However, we will look very positively at all bids that add value by bringing a financial or 'in-kind' contribution from another source such as a public sector, private or charitable body or from learners themselves. This could include a contribution to carrying out Social Return on Investment work (see paragraph 8).

How will the project activity be monitored and evaluated?

27. We want to keep the administrative burden as light as possible. But this is public money and we need to know what the Adult and Community Learning Fund is paying for, and account for the use of public money. Projects will need to prepare a work plan so that progress can be monitored and payments authorised. Projects will need to:

- retain evidence of all project activities and outcomes;
- attend an initial briefing session;
- evaluate the effectiveness and impact of the project and lessons learned;
- submit interim progress reports, final evaluation reports and evidence, as required, to inform the Review of IACL;
- submit data on learner numbers and characteristics as required;
- be prepared to share all materials and resources with others, at no charge; and
- be involved in the dissemination and celebration of successes.

28. We will discuss monitoring and evaluation processes in more detail with successful projects. However, all projects need to set out their evaluation approach in their proposal.

What's the application process?

29. If you wish to submit a bid you will need to,

- work up your proposal in line with the guidance in the earlier paragraphs of this prospectus;
- read the guidance notes here carefully and the notes in the boxes on the form;
- establish your partners and describe the organisations and the roles of those involved;
- note any other bids you are involved in;
- describe the project fully, including a title for the project which should be understandable to those not involved, and write a short summary;

- include in the proposal what the project is about and how it will achieve the purposes set out in this prospectus;
- set out the aims, expected outcomes, and how the project will be evaluated;
- describe the legacy - how the project will be embedded, sustained, disseminated;
- set out a clear budget, including all staffing and volunteer costs, activity costs, capital and equipment costs, publicity costs, etc.;
- submit your bid to NIACE using the on-line application form by noon on Friday 10 June 2011.

30. Key dates at the early stage of the process include:

May 6	launch of prospectus
June 10 at noon	closing date for all bids which must be submitted on-line
July 22	successful projects informed and contracts issued as soon as possible thereafter
August 9, 11 and 16	briefing events for successful projects held in London (16 August), Leicester (9 August) and Leeds (11 August)
September 1	latest date for projects to commence activity

31. Any enquiries during the bidding process should be directed to aclf@niace.org.uk . Telephone enquiries will not be accepted. A list of responses to frequently asked questions (FAQs) will be published on the NIACE website <http://www.niace.org.uk/aclf> and updated regularly in order to provide answers to queries raised.

32. All bids will be judged both in relation to the extent that they contribute to the aims and themes of the Adult and Community Learning Fund as well as whether the proposal is realistic, clearly thought through and underpinned by a rigorous methodology with a clear line of sight between project aims and proposed outcomes. The intended impacts and benefits of the project and the ways in which it is proposed to measure these will also be important deciding factors, as will proposals for sustaining activity beyond the lifetime of the project. Finally a key judgement will be whether the project represents good value for money.

33. All decisions by NIACE and the Skills Funding Agency are final. There will be no opportunity to appeal against decisions on project funding. In the light of the large number of bids expected it will not be possible to provide individual feedback to unsuccessful bids.

34. The copyright in and to all works originating, created or produced in work undertaken with the support of Adult and Community Learning Grant Funding shall automatically and absolutely be vested in the Crown. In accepting the funding successful bidders agree to make a commitment that they will make any resources and online developments freely available to others to use. This is in line with the Government’s policy which supports open

source and open standards. They will also need to demonstrate how resources and online developments that result from the grants will be accessed.

Annex A: Guidance for applying to the Adult and Community Learning Fund 2011

Adult and Community Learning Fund

The application process for the Adult and Community Learning Fund 2011 is online and **only online submissions** will be accepted. Applications submitted in hard copy or by email will **not** be accepted.

It is recommended that if you wish to submit an application to the Adult and Community Learning Fund 2011 you follow these steps:

1. Read through the *Prospectus for the Adult and Community Learning Fund 2011* carefully. This is available at <http://www.niace.org.uk/aclf>.
2. Read through these guidance notes about applying to the Fund carefully.
3. Register and log in on the NIACE website at <https://www.niace.org.uk/user/register> at the **earliest opportunity** (instructions are given below). This is a simple process, but we recommend that you do it **straight away** so that if you do have any difficulties we can resolve these at the earliest opportunity. You will need to be registered on the NIACE website and able to log in successfully in order to complete and submit the online application.
4. Download the Word version of the application form and use this to *draft* your application. This is available at <http://www.niace.org.uk/aclf>.
5. Download the budget spreadsheet from <http://www.niace.org.uk/aclf>. You will need to complete this and upload it with your online application. Further guidance is given below.
6. Once you have drafted your application using the Word form, and completed the budget spreadsheet, log in to the online application form. You will need to copy and paste your answers from your Word version of the application form in to the correct boxes on the online form. You will also need to upload the budget spreadsheet.
7. Once you are happy that your online application form is complete, select the "Submit" option, and your application form will be submitted to us. You will receive an email confirming receipt. If you do not receive an email confirmation within 24 hours, please check your Junk Mail / Spam folder. If you have not received an email confirmation after 24 hours, please contact us at aclf@niace.org.uk.
8. Applicants will be notified on 22nd July as to whether or not they have been successful.

Registering on the NIACE website

In order to complete the online application form you will need to register on the NIACE website. This is a simple process but we **strongly recommend** that you do this **straight**

away, so that if you encounter any technical difficulties with registering or logging in then these can be resolved at the earliest opportunity.

In order to register on the NIACE website (if you have not registered on the site previously), go to <https://www.niace.org.uk/user/register>. This will require you to enter your email address and a password of your choice. Once you have registered, a log in form will appear and you can log in using your email address and password.

(If you have already registered on the NIACE website, please check that you can log in successfully. To do this go to <https://www.niace.org.uk/user> and enter your username and password.)

You should then be able to access the online application form via <http://www.niace.org.uk/aclf>. You will not be able to access the online application form until you have registered and logged in to the NIACE website. (Note that when working on your online application form, if you save it as a draft and return to it later, you will need to log back in to access it again.)

Please check that you are able to register and log in successfully. If you have any technical difficulties, please email aclf@niace.org.uk as soon as possible so that we can help to resolve the difficulty.

Please note: If you forget your password, you will be able to request a new one by clicking on “Request new password” on the log in page. Enter your email address and click on “Email new password” and a new password will be emailed to you.

Using the Word version of the form to draft your application

A Microsoft Word version of the application form has been created and is available for you to download from <http://www.niace.org.uk/aclf>.

The Word version of the application form has been provided to help you with **preparing and drafting** your application. It is **strongly recommended** that you use the Word version of the application form (which can be opened with other word processing software such as OpenOffice) to prepare your application and draft your answers. This is for the following reasons:

- It will enable you to review the entire set of questions on the application form before completing any answers. The online application form requires you to complete one section before you can move on to view the next.
- Many questions have word or character limits. You can use the count function in Word to check how long your answers are and that they are within the set limits.
- You will be able to work on your application form without being connected to the internet. An internet connection is required to work on and save progress on the online application form.

- If you have a saved version of your application in a Word document, then should you encounter any technical issues with the online application form, you won't have lost any work.
- **Please note that once your online application has been submitted, you will no longer be able to access it.** Therefore we recommend that you use the Word version of the form in order to keep a copy of your application form for your own records, in an easy to use format.

When you are happy with your application you should then complete the online application form, copying and pasting answers from the various boxes in your pre-prepared Word version. Please note that we **cannot** accept application forms that are submitted in Word. The Word document has been provided to help you to draft your application only.

Using the online application form

Once you have drafted your application in Word, and are happy with it, you can complete the online application form. The online application form can be accessed via <http://www.niace.org.uk/acf>.

You will need to log in in order to begin completing an online application form.

Saving your online application form

You can save your work on the online application form as you go along. It is recommended that you do this regularly. Click on the "Save Draft" button at the bottom of each page in order to save your work. The form will also save automatically if you move pages using the "Previous Page" and "Next Page" buttons at the bottom of the screen – next to the "Save Draft" button.

Please note that work will not automatically be saved if you use the *Back* or *Forward* buttons on your internet browser.

Remember to click on the "Save Draft" button if you leave the application form. If you do not do this, any work you have not saved will be lost.

You can then log back in to it at any time by using the same link (<http://www.niace.org.uk/acf>) and logging in by entering the email address and password which you registered with.

You can save progress as many times as you wish.

Using the *Back* and *Forward* buttons on your internet browser

Please note that if you use the *Back* and *Forward* buttons on your internet browser window, then anything you have typed on the page you were on will **not** be saved. You are strongly advised **not** to use these buttons whilst completing your online application. You should use the "Previous Page" and "Next Page" buttons on the application form to navigate around your application.

Maximum word / character limits

A number of the questions have maximum word or character limits for your answers. These limits are marked clearly on the Word version of the form, and on the online version of the form. You can use the Word count function in Word to count the number of words/characters you have typed in your draft. Do not exceed the numbers of words or characters stated. Any excess characters or words will not be transmitted via the online application process. If any of your answers exceed the word or character limit, you will **not** be able to move on to the next page of the application form until this has been corrected. If you try to move on to the next page, you will see a warning appear in red. The answers which exceed the word or character limit will be identified by red highlighting, making it easy for you to spot where the issue is and correct it.

For guidance on using the word count function in Word visit the Microsoft website:

- [Microsoft Word 2007 and 2010](#)
- [Microsoft Word 2003](#)

Compulsory questions

A number of questions on the application form are compulsory. These are marked with a * on the Word version of the form. On the online application form, these fields are also marked with a *. You will **not** be able to move on to the next page of the online application form until all compulsory questions on the page you are on have been completed. If you have not completed a compulsory question on the online application form, it will be highlighted in red when you attempt to move on to the next page.

Budget

As part of your application you will need to submit a budget, using the spreadsheet template provided online at <http://www.niace.org.uk/acf>. You will need to download and save a copy of this spreadsheet. The spreadsheet is an Excel file which is compatible with versions of Microsoft Excel '97 onwards and also with OpenOffice. It is **strongly recommended** that you download this spreadsheet straight away and ensure that you are able to save and edit it.

When you work on the budget spreadsheet, please note the following:

- You should **only** enter information in to the cells which are **white**. The pink and blue cells should not be edited. The grey cells contain formulas which will automatically calculate the totals of the figures you have entered.
- Other than adding information to the white cells you must **not** alter the spreadsheet in any other way.
- Your budget breakdown **must** be submitted to us using this template. Other templates will **not** be accepted and your application as a whole will be considered incomplete and will **not** be accepted.

Section C of the online application form will ask you to upload a copy of your saved budget spreadsheet. You will need to click on the “Browse” button and locate your saved copy of the budget spreadsheet. Select the spreadsheet that you wish to upload, and then click on the “Save Draft” button to upload the file. Instructions for uploading your spreadsheet are also given at the relevant place in Section C on the online application form.

You will not be able to move on to Section D or submit your application to the fund unless this spreadsheet has been uploaded with your application.

Submitting your online application form

When your online application form is complete, you can submit it. The “Submit” button is on the very last page of the application, after *Section E: Authorisation*.

Please note that once you have submitted your form you will **not** be able to access it or edit it any more. So be very careful to ensure that you do **not** click the “Submit” button before you are sure that your application is complete.

Submitting more than one application for two different projects

Please note if you wish to submit more than one application, you will need to complete and submit one before you can start to work on the online application form for the next one. (You can of course save more than one copy of the Word version of the application form to draft more than one application at a time).

Make sure you submit your online application in plenty of time!

Your application must be submitted by **noon on Friday June 10, 2011** at the latest. Please read the *Prospectus* and *Terms and Conditions* before submitting your application.

Please ensure that if you are using the Word version of the form to prepare your answers (which is strongly recommended), that you leave sufficient time to transfer your responses to the online application form.

Please note: We will respond to queries up to 48 hours before the closing time for the completion of the online application form. A response is **not** guaranteed after this time. We encourage organisations to complete the online application form as soon as possible and not to leave it to the last minute

After you have submitted your online application form

Once you have submitted your online application form you will receive an email (sent to the email address which you logged in with) confirming receipt of your application. The email will also include a copy of the answers which you have submitted. If you do not receive an email confirmation within 24 hours, please check your Junk Mail / Spam folder. If you have not received an email confirmation after 24 hours, please contact us at acfl@niace.org.uk.

Please note that applicants will not receive notification about whether or not their application has been successful until **22nd July 2011**.

Technical issues and accessibility issues

If you have any technical or accessibility issues regarding the online application form, please email aclf@niace.org.uk. We will respond as quickly as possible to queries received by email up to 48 hours before the closing time for the completion of the on-line application form. A response is **not** guaranteed after this time. We encourage organisations to complete the online application form as soon as possible and not to leave it to the last minute.

Annex B

General Terms and Conditions of Funding

Purpose

1. The project should be undertaken in line with the proposal received by NIACE subject to any additional conditions imposed by NIACE. Significant variation from the times or approach outlined in the proposal would need our prior written approval.

Start and end dates

2. The start date for the project should be as soon as possible after receipt of the contract and certainly no later than **September 1, 2011**. The end date for all projects is **March 31, 2012**.

Payment/expenditure

3. Only expenditure actually incurred between the start date and end date indicated above is eligible for claim against this grant. No grants can be provided for any expenditure outside these dates. Staff costs should be calculated as actual rates plus full on-costs. By 'on costs' we mean employers' national insurance and employers' pension contributions.
4. The funding must:
 - only be used for the purpose specified in the agreed proposal; any changes or revisions to the original proposal must be agreed in advance by NIACE;
 - not be used or transferred to any other project, initiative or activity;
 - not be used to fund an activity that is or will be funded from another source of public funds.
5. NIACE must be informed of any under spends or significant variations to the budget and work plan as soon as they are identified. The grant will not be increased in the event of an overspend on the project. In all instances 25% of the total grant value will be held back until the project has been completed and signed off by NIACE.
6. An advance payment of 75% of the agreed project funding will be made on receipt of your signed contract plus any other information specified.
7. A final payment of 25% of the total grant value (less any under spend) can be invoiced upon receipt and approval of your end of project evaluation reports by NIACE.
8. All payments are conditional upon on NIACE's receipt by the due deadlines and approval of your milestones reports, budget expenditure reports, final evaluation reports, data on learner numbers and specified characteristics plus any other information which shall be required in relation to the project.

9. NIACE reserves the right to require you to repay the funding to us if you are found to be in breach of any of these terms and conditions including not meeting deadlines for the submission of information and not warning us in advance of potential under spends.
10. No payments can be made without an official invoice from your organisation. The project manager or his or her nominated representative or accountant shall certify on the invoice that the amounts claimed were expended wholly and necessarily by the project on the Service in accordance with the Contract and that the invoice does not include any costs being claimed from any other body or individual within the terms of another contract.
11. Virement of up to 10% between main budget headings can be allowed for projects but may require a written explanation of the rationale behind the request. NIACE reserves the right to query any virement of over 10%.
12. Equipment and capital expenditure may not exceed 10% of the total grant.
13. The project shall have regard to the need for economy in all expenditure. Where any expenditure is, in NIACE's reasonable opinion, excessive having due regard to the purpose for which it was incurred, NIACE shall only be liable to reimburse so much (if any) of the expenditure disallowed as, in NIACE's reasonable opinion after consultation with the project manager, would reasonably have been required for that purpose.
14. The grant is made for the purposes of supporting agreed costs, on a full cost recovery basis. No part of the grant can be used to make a profit for the beneficiary organisation. The grant is recoverable to the extent it is not used for the purposes for which it is given. Any unspent grant (actual or foreseen) must be notified to NIACE, as soon as it comes to light, so that it may be re allocated in good time before the end of the project period.
15. A full audit trail must be maintained for any expenditure incurred on the project. This should include invoices and records of time spent by staff. These records must be retained for six years following payment of the final invoice.
16. A director, chief officer or equivalent level member of staff in the organisation should sign contracts. It is your responsibility to ensure that all documentation subsequently sent to NIACE is provided by an authorised person.

Intellectual property and copyright

17. In consideration of the funding, you hereby grant to the Skills Funding Agency in respect of your intellectual property rights in work undertaken with the support of the grant an irrevocable, non-exclusive, royalty-free, perpetual licence with rights to grant sub-licences for the purposes of use, reproduction, modification and exploitation of such work.
18. The copyright in and to all works originating, created or produced in work undertaken by the grant shall automatically and absolutely be vested in the Crown.

19. NIACE and the Skills Funding Agency will have the right to use or reproduce any information supplied under the terms of this letter. If you submit any information or documentation which is not your intellectual property you must tell us.
20. In accepting this funding, you agree to make a commitment that you will make any resources and online developments freely available to others to use. This is in line with the Government's policy which supports open source and open standards. You will also need to demonstrate how resources and online developments that result from Adult and Community Learning Fund grants will be accessed.

Monitoring, records and reporting

21. You must keep full financial records of your activities separately, identifying use of the Fund. These must be made available to NIACE or its auditors within a reasonable timescale following any request to see them. You must record this grant as a specific grant (restricted fund) within your annual financial statements.
22. You must monitor and record the on-going progress of your project in line with your agreed workplan and your agreed methods of measuring the impact of your project. You will be required to provide progress reports on both your workplan and your impact measurement by **December 15, 2011** and **March 15, 2012**. We will also require the December report to include an interim financial report to show spend to date
23. You will be required to provide a full and comprehensive, written project evaluation report by **April 15, 2012**. This should include, as a minimum:
- an evaluation of the extent to which you achieved your aims and objectives, the reasons for this, and lessons learned;
 - evidence of the extent to which the project achieved its intended outcomes and impact;
 - evidence of additional wider benefits and impact achieved by the project;
 - proposals for the future sustainability of the project;
 - a summary of the ways in which the project contributed to the key themes of the Adult and Community Learning Fund;
 - a full final financial claim in order to release the final 25 per cent funding.
24. You will be required to provide data on learners supported by the project which will include, *inter alia*, numbers of learners participating plus their characteristics including age, gender, ethnicity, postcode, whether or not they have learning difficulties or are disabled and whether or not they are new to learning. These data will be required by **December 15, 2011** and **March 15, 2012**.

Cooperation

25. As part of this contract your organisation agrees to cooperate fully with external evaluators regarding this project and will need to make key documents and data available to them on request. NIACE reserves the right to obtain information on the project and its impact for a period of up to six years after the final payment is made. NIACE is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE may be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website <http://www.informationcommissioner.gov.uk>. At no time will we divulge personal information to other organisations without your express consent.
26. The project shall permit duly authorised staff or agents of NIACE, the Skills Funding Agency or the National Audit Office to examine the accounts at any reasonable time and shall furnish oral or written explanations of the account if required. NIACE and the Skills Funding Agency reserve the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the project has used the funds awarded by the Adult and Community Learning Fund in the performance of this project.
27. You must:
- share the findings of your project when requested, with NIACE, the Skills Funding Agency, key stakeholders, other partners and the learning and skills sector generally, for example by identifying good news stories and case study materials for the web and other publications;
 - participate in dissemination events as mutually agreed between yourselves and NIACE.
28. The organisation must acknowledge Adult and Community Learning Fund support in its promotion and activities relating to the project.
29. For projects which require the holding or processing of either personal data and/or restricted data, the project will need to assure NIACE that they can comply with the required security standards. Personal Data shall have the same meaning as set out in the Data Protection Act 1998 and Restricted Data is defined as that where:

'The compromise of this information or material would be likely: to cause prolonged distress for an individual citizen, or short-term distress for many citizens; to cause loss of reputation for an individual citizen or organisation; to risk to any party's personal safety; to cause financial loss or loss of earning potential to or facilitate improper gain or advantage for individuals or companies; to prejudice the investigation or facilitate the commission of crime; to breach proper undertakings to maintain the confidence of information provided by third parties; to impede the effective development or operation of government policies; to breach statutory restrictions on disclosure of information; to disadvantage Government in commercial

or policy negotiations with others; to undermine the proper management of the public sector and its operations.'

Liability

30. You will be liable for all loss, damage or liability incurred by or made against NIACE or the Skills Funding Agency in respect of any loss or damage or personal injury (including death) which arises from anything done or omitted to be done by you in carrying out the projects funded under this agreement but only to the extent that such loss, damage or injury is caused by any neglect, default or other wrongful act of you, your servant or agents.