Outstanding Teaching, Learning and Assessment (OTLA) Technical Skills National Programme: Sharing and developing effective practice

Invitation to Tender for Joint Practice Development Projects
Guidance to support applicants and application form

ITT released Friday 3 February 2017

Completed applications must be received by midday on Friday 24 February 2017

In partnership with
Introduction

The Education and Training Foundation (ETF) was established on 1 August 2013 to work with teachers, leaders and businesses to help them deliver excellent further and vocational education and training. ETF is committed to creating a system of Technical and Vocational Education and Training based on collaboration between employers and providers.

The Outstanding Teaching Learning and Assessment (OTLA) Technical Skills programme is a national programme on enhancing teaching, learning and assessment. It focuses on supporting the development of technical skills, teaching practice and stronger employer-provider partnerships, with the aim of working towards outstanding provision for all students on technical routes.

Association of Colleges (AoC) has been commissioned by ETF to distribute and manage a development fund of up to £1,000,000.00 which is available to post-16 training providers across the sector. The programme builds on the Foundation's previous work on OTLA regional projects, Professional Exchanges, Teach Too and more.

This national programme is delivered by AoC, in partnership with AoC London and emfec, who led successful OTLA regional projects in phase 1. This phase of work is designed to support the development of the technical teaching workforce across the sector, to prepare practitioners and providers for the implementation of the Post-16 Skills Plan³ and to have a positive impact on technical skills teaching across the country.

This Invitation to tender is to identify 20 Joint Practice Development Projects, led by education and training providers across the country, to be delivered March-November 2017. The projects should support:

- the improvement of teaching, learning and assessment towards outstanding
- the use of collaborative research and development activities to support the improvement of teaching, similar in approach to previous OTLA work
- enhanced technical knowledge and skills among teaching staff, supported in part through new Continuing Professional Development (CPD) and engagement opportunities developed with employers in relevant technical fields
- deeper and meaningful employer engagement/partnership within the proposed technical routes of the Sainsbury Review⁴

• cross-sector collaboration between providers, employers and practitioners to promote professionalism, pedagogic expertise and technical skills enhancement.

Each development project will receive support from a Peer Advisor, paid for by the programme consortium, who will act as a critical friend to the project, providing guidance, support and stretch and challenge.

The budget of the development projects will vary between £30,000 and £70,000 depending on the scale of the proposed activities and partnerships.

The selection panel of the development projects will consist of the Programme Steering Group, with representatives from the AoC, AELP, Natspec, UCL Institute of Education, Landex, HOLEX, LEP Network, SEMTA, and the Education and Training Foundation.

Funded Projects: Work Programmes, Aims and Key Themes

The purpose of the funding is to support collaborative Joint Practice Development (JPD) projects led by education and training sector providers focused on the enhancement of technical skills and knowledge, teaching, learning and assessment and employer-provider partnerships.

The overall aims and themes of the JPD projects are to:

• Promote solutions to challenges relating to employer-facing education across the sector – this is to include apprenticeship delivery, but also technical skills teaching in full-time education, employer-based learning and skills training in other settings, e.g. offender learning.
• Support individual practitioners in gaining enhanced technical knowledge and skills.
• Be cross-sector – the learning gained from sharing different approaches to the same challenge has been shown by previous Foundation activity to be highly effective.
• Be aligned with one of the 15 routes recommended in the Sainsbury Review
• Promote the Professional Standards for Teachers and Trainers⁵, using them as one of the key metrics to understand teaching and learning and personal development.
• Where possible reach across geographical boundaries (within England) to find effective practice and ‘best fit’ approaches wherever they may be found.

⁵ http://www.et-foundation.co.uk/supporting/support-practitioners/professional-standards/
• Develop meaningful relationships with employers/professional bodies/Local Enterprise Partnerships (LEPs) and other parties that may be able to offer expertise or have a joint interest in the successful development of solutions.

• Demonstrate commitment to advance equality and diversity and opportunity for all.

• Generate findings and outcomes that are tested in the context of the projects, and can be shared with the wider sector.

• Identify and develop continuing professional development (CPD) activities to enable the findings and outcomes of the JPD activity to be shared successfully with the wider sector, to go beyond traditional sharing.

• Develop sustainable outcomes and approaches that will continue to benefit the sector beyond the end of the Grant Funding

• Demonstrate value for money.

Partnerships based on true collaborations are central to this programme.

Applicants must demonstrate their understanding of the levels of engagement needed and evidence how they will ensure partners will stay engaged and committed throughout the lifetime of the funded project, and beyond.

Partnerships of all types will be considered. They may consist of a range of providers, range of employers, LEPs, local authorities, city regions, professional and employer organisations, trade associations and more.

We are looking to fund a range of innovative projects across the country, covering a range of sectors and provider types.

Applicants must demonstrate their ability to ensure the project is embedded to make a long term shift to greater strategic working, not just a short term activity.

For funding of £50,000, projects most likely to involve:

• 15 direct staff, with 50 indirect staff across the sector, impacting on 300 students

• 7 education and training providers

• 5 partners including 2 employers.

If your project is less or more, the figure expectations would change in line with the funding. For example, a project of £30,000 should involve:

9 direct staff, 30 indirect staff, 180 students, 4 providers and 3 partners including at least 1 employer. Higher figures are encouraged.
Funding Conditions

Proposals can be submitted by any education and training provider in England who delivers Skills Funding Agency (SFA) funded teaching, any relevant subcontractor, those involved in offender learning, adult education and any other part of the post-16 landscape for example;

- General further education colleges
- Independent training providers
- Adult and community learning providers
- Third sector providers
- OLASS/MOJ funded providers.

Lead and partner organisations must be in receipt of Skills Funding Agency (SFA) funding.

Sixth form colleges, higher education providers and national colleges with SFA funding are eligible to apply as project partner organisations.

Multi-academy trusts, schools, free schools, university technical colleges, sixth form colleges with no SFA funding and higher education providers with no SFA funding are not eligible to receive any project funding, directly or indirectly. However, these organisations can still be involved in the project work as supporting partners.

Project funds can be used for:

- Staff time to take part in project activities, including cross-provider and employer-provider collaboration and CPD
- Payments to partner organisations collaborating on the project
- Meeting costs, including travel
- Resources, where appropriate
- Purchasing of disposable consumables within reason, within an industrial setting (proof of purchase and cost will be required).

Project funds cannot be used for:

- Extensive resource purchases
- Research, unless practitioner-led and focused on developing practice, e.g. through action-based research
- Capital expenditure or capital based revenue generation
- Purchase of technology, IT hardware, software or peripherals.

Project dos and don'ts

- must be delivered between 31 March 2017 and 30 November 2017, with the project funding defrayed by 30 November 2017
- must involve collaboration of at least seven education and training providers
• must engage at least two employers and three additional partners (with funding of £50,000, numbers would change proportionality if funding amount was higher or lower)
• must involve at least 15 staff members directly, with 50 indirect staff across the sector and impact on at least 300 students (with funding of £50,000, numbers would change proportionality if funding amount was higher or lower)
• must be aligned with the overall themes and aims specified in this tender, noting the centrality of teaching, learning and assessment
• must involve teaching practitioners and have senior leadership support
• should draw on existing good practice, particularly based on previous Foundation funded activity
• commits to working with the Peer Advisor allocated to support their project
• should use online collaborative tools to encourage and sustain learning
• should use open source and free technology where possible
• should be aligned with the provider's Quality Improvement Plans
• must collect and evidence outcomes and impact, including collaboration with the external evaluator (Nottingham Trent University) and agreement to provide data on impact beyond the end of the project funding
• should not focus extensively on developing materials and resources, but should include resources that can be shared through CPD activities run by yourself and others.

Applicants must declare any involvement in the same, or similar, work programme funded from the public purse. The funding cannot be used for co-funding or duplicate activity funded by other programmes.

Organisations must be a legal entity or be partnered with a legal entity with the financial and administrative resources to receive public funding.

The lead organisation must agree to enter into an agreement and legally binding contract with AoC, before the programme of work begins and within 1 week of being informed of the proposal's acceptance.

The lead organisation will be responsible for contracting with a consortium of partners and we would expect a suitable agreement is put in place, including payments made to consortium partners early in the project.

**Funding**
There is a maximum of £1,000,000 available through this fund.
Funding to projects will be paid in three instalments:
1. 80% of the funding paid when contracts are signed, before 31 March 2017
2. 10% of the funding paid by 30 June once first report is received and approved
3. 10% of the funding paid once final evaluation is received and approved.
We anticipate funding 20 individual projects. Applicants are therefore invited to request funds between £30,000 and £70,000.

Funding requests should be inclusive of any VAT the applicant believes will be chargeable.

Applicants should demonstrate any added value, in-kind costs or match funding.

Please note tenderers are not entitled to claim any expenses that may be incurred in writing the tender response, regardless of outcome.

**Reporting**

We will require a monthly updates in the form of a Progress Report; the dates will be set out and confirmed during the contract stage. We will be looking for:

- Progression of work against the delivery plan
- Emerging outcomes and impact
- Risks, issues and contingencies
- Expenditure log
- Post event evaluation (a template will be provided)

In addition to reports being submitted each Project will report to their designated Peer Advisor at least on a monthly basis. We must be assured with a detailed action plan and progress report that the work is on track to achieve the scope and timescale set out in this original proposal. If such assurances are not forthcoming within a week of the report date, we reserve the right to terminate the agreement and recover any monies paid.

We reserve the right to claim back funding if:

- Defrayed expenditure cannot be demonstrated
- Project activity is incomplete
- There is significant variation between contracted delivery, outcomes and outputs and that actually achieved.

Three meetings will be held for all projects to attend, with their Peer Advisor. The project lead will be required to attend these meetings.

- **Kick-off meeting** 30 March 2017, London
- **Mid-point meeting** 13 July 2017, London
- **End point meeting** 5 December 2017, London.

We will be holding a National OTLA event in March 2018, where you will be asked to present, the date and location of which will be confirmed later in the year. There will
also be additional OTLA events organised by ETF, other projects that you may be asked to attend, as well as additional OTLA events organised by ETF or other projects. You will be required to produce supporting documents, case studies, CPD resources and blog posts for us to share on the OTLA microsite and Excellence Gateway website. Projects are encouraged to consider the use of online and digital tools in the dissemination of their project outcomes.

AoC has engaged Nottingham Trent University to evaluate the programme. Each project will be interviewed and progress reports will feed into this.

Guidance on the collection of baseline, end point and future data to evidence the outcomes and impact of the project will be provided. Metrics will include at least attendance, retention, formative and summative assessments, results, learner outcomes, destinations and progression and student and staff surveys with comparative data for the previous year wherever possible. Professional Standards should be used to measure improved staff expertise and confidence. A full record of all data will be shared with the Education and Training Foundation and will be used for wider evaluation activity by the Foundation.

**Timetable and next steps**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 3 February 2017</td>
<td>Invitation to Tender launched</td>
</tr>
<tr>
<td>Friday 10 February 2017, 5pm</td>
<td>Deadline for questions</td>
</tr>
<tr>
<td>Friday 24 February 2017, midday</td>
<td>Deadline for submissions</td>
</tr>
<tr>
<td>Friday 17 March 2017</td>
<td>Notifications to be sent out to all bidders</td>
</tr>
<tr>
<td>Monday 27 March 2017</td>
<td>Project contracts to be signed</td>
</tr>
<tr>
<td>Thursday 30 March 2017</td>
<td>Kick off meeting withal projects and Peer Advisors</td>
</tr>
<tr>
<td>Friday 31 March 2017</td>
<td>Projects to start</td>
</tr>
<tr>
<td>Thursday 30 November 2017</td>
<td>Projects to close</td>
</tr>
</tbody>
</table>

**Application Process**

Proposals should be received no later than midday on Friday 24 February 2017. There will be no extensions and proposals received after this date will not be considered or marked.

Please note there is a word limit for all questions. If the word limit is exceeded the moderator will not include any work after the maximum word limit has been reached within the allocation of marks. Proposals must be submitted as a “.docx” document.
file, using the application form below that is available for download from our website. Should you require a different format e.g. if you have a visual impairment and therefore need specific font sizes and colours etc., please email otlaprojects@aoc.co.uk.

One copy should be sent to otlaprojects@aoc.co.uk, please include the name of your organisation in the email subject line. Please note, hard copy submissions will not be accepted.

The bid marking team will score the proposals using common criteria.

The application form will need to be signed off and/or completed by the chief executive, principal or equivalent member of staff who holds strategic responsibility for the organisation.

A frequently ask questions document is available on the project website. If you have an additional question please email otlaprojects@aoc.co.uk. All additional questions, and answers will be publicly available via the project website for fairness and transparency. Therefore the last date to submit a question is Friday 10 February 2017, 5pm.

**Assessment Criteria**

Proposals will be judged in relation to the extent that they help achieve the aim and key themes set out in this ITT, with the evaluation focusing upon the information requested in application form:

- The what (9%)
- The why (9%)
- The who (11%)
- The how (22%)
- The effect (13%)
- Quality assurance (7%)
- Equality and diversity (7%)
- Professional standards (4%)
- Sustainability (7%)
- Dissemination and CPD (9%)
- The money (4%)

Each question will state the maximum marks that can be awarded to a particular question. This will assist you when identifying the key sections. The maximum mark any application can receive is 46. Please note there is a word limit for all questions. If
the word limit is exceeded the moderator will not include any work after the maximum word limit has been reached within the allocation of marks.

Proposals will be evaluated by the resource nominated by the Programme Management Group. A report of the evaluation will be presented to the Programme Steering Group for the final selection of the successful proposals. The decision of the Programme Steering Group is final.
Application form

Please ensure that you have read ‘Guidance to support applicants’ before completing this form.

Instructions

- Please note we will only be able to assess the information you submit on this application and employer partnership agreement letters and not review or include any additional attachments when assessing and marking your application.
- Please submit your application in word format. No hard copies or pdf versions will be accepted. Pdf versions of signed employer partnership agreement letters are accepted.
- Please complete all sections; any sections not filled in will receive zero marks.
- Please keep within all word limits; any information provided over the word limits will not be read or taken into account when assessing and marking your application.
- Only one lead application can be submitted by any one organisation.

Completed applications must be emailed to otlaprojects@aoc.co.uk by midday Friday 24 February 2017.

1. Organisation and contact details

<table>
<thead>
<tr>
<th>1.1 Project name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 Lead organisation:</td>
<td></td>
</tr>
<tr>
<td>1.3 Region base: (tick appropriate box)</td>
<td>East Midlands</td>
</tr>
<tr>
<td></td>
<td>North East</td>
</tr>
<tr>
<td></td>
<td>South West</td>
</tr>
<tr>
<td>1.4 Regional reach: (tick appropriate box)</td>
<td>Will your project cover/reach other regions?</td>
</tr>
<tr>
<td></td>
<td>East Midlands</td>
</tr>
<tr>
<td></td>
<td>North East</td>
</tr>
<tr>
<td></td>
<td>South West</td>
</tr>
<tr>
<td></td>
<td>National</td>
</tr>
<tr>
<td>1.5 Main contact:</td>
<td></td>
</tr>
<tr>
<td>1.6 Job title:</td>
<td></td>
</tr>
<tr>
<td>1.7 Address:</td>
<td></td>
</tr>
<tr>
<td>1.8 Telephone:</td>
<td></td>
</tr>
<tr>
<td>1.9 Email:</td>
<td></td>
</tr>
<tr>
<td>1.10 Type of organisation:</td>
<td>General further education college</td>
</tr>
<tr>
<td></td>
<td>Land-based college</td>
</tr>
</tbody>
</table>
(Please tick appropriate box) | □ Specialist designated institute  □ Adult and community education institute  □ Independent training provider  □ Third sector provider  □ Other – please specify:  

### 1.11 Technical skill area project will cover

| □ Agriculture, Environmental and Animal Care  □ Business and Administrative  □ Catering and Hospitality  □ Childcare and Education  □ Construction  □ Creative and Design  □ Digital  □ Engineering and Manufacturing  □ Hair and Beauty  □ Health and Science  □ Legal, Finance and Accounting  □ Protective Services  □ Sales, Marketing and Procurement  □ Social Care  □ Transport and Logistics  □ Other – please specify: |

### 1.12 Have you been involved in any previous OTLA or professional exchange network activity, or have an application pending? If yes, please provide details

No marks will be awarded to this information

### 2. The ‘what’

2.1 Project summary – please tell us about your proposed project, including the aim of the project. Please explain if you project builds on work your organisation is already understating.

Please do not exceed 500 words  

Maximum mark for this question: 4

### 3. The ‘why’

3.1 Please tell us about the need for this project – what added value it will bring and how it goes beyond ‘business as usual’ Please state what you will be able to do differently if awarded the project funding.

Please do not exceed 500 words  

Maximum mark for this question: 4
4. The ‘who’

4.1 Please tell us about your proposed partnerships within your project as well as filling out the table below. Partnerships need to include employers and other providers as a minimum.

Please do not exceed 500 words

Maximum mark for this question: 5

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>Type and size of organisation (e.g. large GFE or small third sector provider)</th>
<th>Role in project</th>
<th>Formally on-board with project or suggested partner? (On-board/suggested)</th>
<th>Have you worked with this partner before (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note you can only get full marks if you have evidence that all partners are formally on-board.

Please fill out below table with contact details of partners, which we may contact to verify partnership if shortlisted.

For employer partners only, we require the contact details, as well as a letter of agreement signed by a member of the senior leadership team of the employer. A template is available to download along with the application form.

Please complete:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job title</th>
<th>Organisation</th>
<th>Email address</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The 'how'

5.1 Please tell us how you will deliver your proposed project. Please explain what is already in place to implement this project, include information of the core delivery team, the track record and experience of those involved, experience of funded projects, how it fits in with your organisation quality improvement plan. Please detail the project delivery plan, including activities to be undertaken and resources produced (e.g. CPD sessions, online materials etc).

Please do not exceed 1,000 words

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions to support objective</th>
<th>Intended outputs and outcomes</th>
<th>Led by</th>
<th>Deadline for completion</th>
<th>Resources produced</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please insert more lines if required.

5.2 Detail the project delivery plan, including activities to be undertaken and resources produced (e.g. CPD sessions, online materials etc).

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions to support objective</th>
<th>Intended outputs and outcomes</th>
<th>Led by</th>
<th>Deadline for completion</th>
<th>Resources produced</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. 

3. 

4. 

Please insert more lines if required. Maximum mark for this section: 10

6. **The ‘effect’**

6.1 Please tell us about the effect of your project i.e. the difference your project will make, including outputs, outcomes and impact. Please ensure you include how you will make the outcomes transferable and accessible to other organisations in the sector and how the project can be scaled up.

Please also fill out the table below, bearing in mind the minimum numbers required, as stated in the ITT.

**Please do not exceed 750 words**

Maximum mark for this question: 6

Outputs:

Outcomes:

Impact (short-term and long-term):

KPI table:

<table>
<thead>
<tr>
<th>Direct staff involved</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect staff involved</td>
<td></td>
</tr>
<tr>
<td>Students impacted</td>
<td></td>
</tr>
<tr>
<td>Priority learner groups$^6$ impacted (separate to the number of students above)</td>
<td></td>
</tr>
<tr>
<td>Education and training providers involved</td>
<td></td>
</tr>
<tr>
<td>Partners (e.g. employer representative bodies, LEPs) involved</td>
<td></td>
</tr>
<tr>
<td>Employers involved</td>
<td></td>
</tr>
</tbody>
</table>

$^6$ E.g. offender learners, students with special educational needs and disabilities
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Word Limit</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Quality</td>
<td>Please outline how you will ensure the quality of your project through out its life and how your partnership intends to work with the Peer Advisor.</td>
<td>Please do not exceed 400 words</td>
<td>3</td>
</tr>
<tr>
<td>8. Equality and diversity</td>
<td>Please outline how you will embed and monitor equality and diversity within your project.</td>
<td>Please do not exceed 400 words</td>
<td>3</td>
</tr>
<tr>
<td>9. Professional Standards</td>
<td>Please outline how your project will use the ETF Professional Standards for Teachers and Trainers.</td>
<td>Please do not exceed 400 words</td>
<td>2</td>
</tr>
<tr>
<td>10. Sustainability</td>
<td>Please outline how you will ensure the sustainable of your project outcomes and impact</td>
<td>Please do not exceed 400 words</td>
<td>3</td>
</tr>
<tr>
<td>11. Dissemination and CPD activity</td>
<td>How will you disseminate the outputs and findings of the project with in your own organisation, others involved in the project, regionally and the wider sector? Also describe how this could be scaled up for national dissemination. What CPD activity will you hold through the life of your proposed project?</td>
<td>Please do not exceed 600 words</td>
<td>4</td>
</tr>
</tbody>
</table>
12. The money

12.1 Amount of funding you are seeking:

<table>
<thead>
<tr>
<th>Project Funding</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of project</td>
<td>£</td>
</tr>
</tbody>
</table>

12.2 Amount of match funding your partnership can provide:

<table>
<thead>
<tr>
<th>Match Fund</th>
<th>£</th>
</tr>
</thead>
</table>

12.3 Please provide a breakdown of costings for the funding requested, please include consortium partners, project costs, staff time, day rates, resource and support costs, margins added to sub-contractors rates etc. Please state what you will be offering in-kind.

Please note funding cannot be used for purchasing capital equipment.

The gross total below must match the total in section 12.1

<table>
<thead>
<tr>
<th>Activity</th>
<th>Net cost</th>
<th>Gross cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>[Staff resources]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Management time]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[CPD]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Venues]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Materials ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Partners]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[x]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total expenditure</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

12.4 If applicable, state the contribution being made by participating partner(s) and sponsor(s) in terms of direct financial contributions and contributions in kind.

*Maximum mark for this question: 2*
12.5 Additional funding. Have you, or will you, be seeking additional funding for this project?  

☐ Yes  
☐ No  

No mark is awarded to this question  

If yes, please provide details:

---

**Declaration**

I (the chief executive/principals of the lead organisation) declare that in submitting this proposal:

I agree that any information submitted in this document is true.

1. I agree that any funds awarded will be spent solely for the purposes of this project as stated in this document and subsequent contracts.

2. I understand that applicants are not entitled to claim any costs or expenses that may be incurred in preparing the tender whether or not your proposal is successful.

3. I understand that I may be asked to change partners if AoC has either awarded the project funding to them or AoC deems them unsuitable.

4. I confirm that the organisation is financially viable and agree that should the bid be short-listed, we will provide a copy of our most recently audited account (including cash flow).

---

**Name:**

**Job title:**

**Organisation:**

**Signature (scanned):**

**Date:**