

Shared Prosperity Fund - People and Skills Priority

Guidance for People and Skill Grants

1. Brighton and Hove City Council is inviting applications for grant funding under the People and Skills Priority for four interventions. One grant per intervention will be awarded for E33A, E33B and E36. We may award more than one grant for E34 dependent on the proposals received, however the total value of the grant will not be exceeded.

These interventions support delivery of [The Council Plan 2023-2027](#)

Please note you must make separate applications if applying for funding for more than one intervention. Completed application packs including Appendix 3, must be submitted by 10am Monday 22 April. Projects must be completed by 31 March 2025.

2. Interventions and grant values

Interventions	Total Value
E33A: Employment support for economically inactive people	£49,300
E33B: Employment support for economically inactive people	£49,300
E34: Courses including basic, life & career skills	£52,825
E36: Increase levels of digital inclusion, essential digital skills	£45,000
Total value of grants	£196,425

3. Key information for applicants - grant applicants must:

- Be based in Brighton and Hove.
- Be able to provide face to face delivery from existing premises located in the city.
- Have the infrastructure in place to recruit participants from May 2024.
- Ensure that their proposal will meet the requirements of the intervention and that the outputs and outcomes the council have committed to achieve during the funding period can be delivered. Projects can deliver additional outputs and outcomes; these can be included in the appendix that you will submit with your application form.
- Provide and offer accessible to residents across the city.
- Identify distinct gaps in our local offer which are not being met by other services in the city and submit proposals which meet gaps in the local offer.
- Offer new services or provision which are not available from other providers in the city. Additionality will be considered subject to strong evidence of need

and demand, and explanation of why it is not being met by other services. A summary of some of the mainstream existing services and provision available in the city can be found in Appendix 1.

- Provide good value for money.
- Have an equalities statement.
- Not exceed the word limit for each answer. Responses beyond the word limit will be discounted.
- Not exceed the total grant available for each intervention.
- Deliver the proposal submitted and not enter into any subcontracting arrangement in respect of delivery.
- Read the guidance in Appendix 2 before completing an application form.

4. Explanation of interventions

4.1 Intervention E33A: Funding £49,300

This grant will provide intensive one to one and wrap-around employability support to overcome barriers to work for economically inactive people* with a disability and health condition, to enable them to move closer towards mainstream provision, other employability programmes like the [Pioneer Programme](#), and employment. The provision of basic skills should be met from existing provision in the city where possible.

This grant directly supports delivery of the following strategies: [Brighton and Hove Special Educational Needs and Disability Strategy 2021 to 2026](#) [Adult Learning Disability Strategy: The big plan 2021 to 2026](#).

4.2 Intervention E33B: Funding £49,300

This grant will provide one to one support to help people who want/need to return to employment who have been economically inactive* and are not ready to access support from other employability programmes which involve job searching from day one. Participants are unlikely to be accessing support from the DWP and could include people returning from retirement, caring and/or parental responsibilities or a career break. The provision of basic skills including numeracy and ESOL must be met from existing provision in the city, including provision provided by E34.

This grant directly supports delivery of our [City Employment and Skills Plan](#)

4.3 Intervention E34: Courses including basic, life & career skills: Funding up to £52,825.

This grant will provide basic, life and career skills provision to reduce structural

barriers into employment and mainstream skills. This could include, career planning, confidence and self-esteem building, communication skills, team working, networking, managing conflict, developing a growth mindset, time management and priorities, customer service management. This is not an exhaustive list; the offer must provide additionality to current the current adult learning offer. Numeracy and ESOL will not be funded as they are being supported by other grant programmes.

Note: We may award more than one grant for E34 dependent on the proposals received, however the total value of the grant will not be exceeded

This grant directly supports delivery of our [City Employment and Skills Plan](#)

4.4 Intervention E36: Funding £45,000

This grant will increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. The programme should include preparation for people who would like to access adult learning pathways available from providers in the city, but currently lack the confidence to do so, in order to support their progression into work or better paid work.

An inclusive economy promotes equality of opportunity. This grant will help more people to access and make best use of technology [The Council Plan 2023-2027](#)

4.5 Explanation of economic inactivity

Economic inactivity refers to those without a job who have not sought work in the last four weeks and/or are not available to start work in the next two weeks although in practice many people who are inactive will have been so for a long time. It includes people not in work who are on and off benefits. It does not include people on Universal Credit, Jobseekers Allowance or Employment and Support Allowance claimants who are in the 'all work-related requirements legal conditionality groups' (Known as Light Touch and Intensive Work Search)

Scoring criteria

The applicant's submission will be evaluated and scored by the Council's evaluation panel. There are three types of questions – applicants must ensure they answer each question even if it is not scored:

- a) For information only – organisational questions are not scored or evaluated but help give the Council more information about applicants.

- b) Shortlisting – these are about criteria that the Council considers essential to deliver the service. Applicants must pass all of these questions to enable the application to be further assessed.
- c) Scored – these relate to the interventions and allow the Council to differentiate between the applicants for the purpose of awarding the grant.

Of the scored questions 6 relate to general questions and the 2 relate to value for money. Evaluation will be subject to the scoring table and criteria below.

Questions	Max score	% of project score
6	36	80
2	12	20

Applicants must also complete Appendix 2 which identifies the intervention, outputs, outcomes and delivery costs.

Assessment of grants

Score	Scoring criteria
6	The response was robust, detailed, well-articulated in all material respects.
4	The response was good in many respects but with minor weaknesses or concerns with the content.
2	The response provided limited information and/or lacked significant detail/or clarity.
0	The response was wholly unsatisfactory in terms of content. Major weaknesses, issues or omissions were identified. The response was poorly articulated and/or inconsistent.

Appendix 1 - A summary of some of the services and current delivery activity in the city which contributes to the achievement of the interventions.

- [The Restart Scheme](#) delivered on behalf of the Department for Work and Pensions by FEDCAP. It helps people get back into work through enhanced and tailored support.
- [The Health and Work Programme](#) delivered on behalf of the Department for Work and Pensions. It offers up to 21 months of tailored, community-based employment support for: people with disabilities and health conditions; and the long-term unemployed, to help them develop their skills and enter work. (Currently funded to Sept 24) It also delivers the [Pioneer Programme](#) a universal offer for people who are economically inactive.
- Support from [Public Health](#) for health lifestyles.
- The [Youth Employment Hub](#) in partnership with DWP.
- Accredited and non-accredited provision provided by Adult Education Providers in the City.
- [Supported Employment](#) provided by the council.
- Adult Numeracy Programme Multiply and Step by Step one to one Math's, English and ICT training for homeless and insecurely housed adults, provided by the [Adult Education Hub](#).
- [Grant scheme introduces new support services for Ukrainian refugees \(brighton-hove.gov.uk\)](#)
- [Apply for the English for Speakers of Other Languages \(ESOL\) course for Ukrainian refugees \(brighton-hove.gov.uk\)](#)

Appendix 2 - Application and additional guidance

Intervention E33A: Funding £49,300

This grant will provide intensive one to one and wrap-around employability support to overcome barriers to work for economically inactive people* with a disability and health condition, to enable them to move closer towards mainstream provision, other employability programmes like the [Pioneer Programme](#), and employment. The provision of basic skills should be met from existing provision in the city where possible.

This grant directly supports delivery of the following strategies:

[Brighton and Hove Special Educational Needs and Disability Strategy 2021 to 2026](#)
[Adult Learning Disability Strategy: The big plan 2021 to 2026.](#)

Please refer to the guidance below before you complete the application form.

		Additional guidance
1.	Information only questions - organisation details	These questions are self-explanatory. The amount requested must not exceed the grant funding available.
2.	Shortlisting questions	These questions relate to the information for applicants and the answers to all questions must be YES, for your application to progress.
3.		
	General questions - scored	Additional guidance
3.1	Please identify and evidence the gap in the local service offer to economically inactive people with a disability or health condition.	Project proposals should meet distinct gaps in our local offer which are not being met by other services in the city. You should clearly identify the gap in the local offer with evidence. Max word count 400
3.2	Provide an overview of your project proposal including the core components of your delivery model.	Your proposal should deliver one to one and wrap around employability support. This could be incorporated into a wider programme of support. It must be focused on overcoming barriers to work for economically inactive people with a disability or health condition. Your proposal should be realistic and ambitious.

		<p>You should provide a full overview of your proposal and beneficiaries and clearly explain the core components of your programme. i.e. the offer to your participants/service they will receive through engagement with this programme.</p> <p>Max word count 600</p>
3.3	<p>What is the rationale for your proposal and delivery approach?</p> <p>How will it meet the gap you identified in 3.1.</p>	<p>You should explain your rationale for the programme you have proposed.</p> <p>How it responds to the gap identified and meets unmet demand.</p> <p>Why you have selected the delivery components.</p> <p>How collectively the components will support participants to progress.</p> <p>You should demonstrate a good understanding of the cohort the proposal is supporting.</p> <p>Your proposal should align with the requirements of the intervention - why the programme proposed is appropriate and relevant to the residents it is focused on supporting.</p> <p>How it will meet the needs of the cohort; this could include reference to tried and tested models or best practice recommendations.</p> <p>Max word count 600</p>
3.4	<p>What is your plan to achieve and evaluate the outputs and outcomes you have committed to?</p>	<p>Your response should refer to the outputs and outcomes for this intervention which need to be delivered. (These are listed in Appendix 2). Please explain your rationale for identifying them. Why you think they are realistic and achievable. Please explain how you plan to achieve the outputs and outcomes; how will you monitor the progress of the programme and participant progress?</p> <p>Please explain your project valuation process.</p> <p>Max word count 600</p>
3.5	<p>How will you recruit participants onto this programme and engage with other stakeholders in the city to maximize the reach and impact of the project?</p>	<p>Your response should account for the cohort of participants you are seeking to recruit and the support networks around the cohort.</p> <p>Max word count 300</p>



3.6	<p>Why is your organisation best placed to meet the service gap identified through your proposal? How will the project be managed and resourced?</p>	<p>Your response could refer to expertise, skill, resources, previous work streams delivered, alignment with current work being delivered, successful project outcomes. Resource should be commensurate with scale of the proposal.</p> <p>Max word count 300</p>
<p>Value for money questions - scored</p>		<p>Additional guidance</p>
3.7	<p>What is the cost of your programme per participant and how does it provide good value for money?</p>	<p>Please calculate your cost per participant and explain how your proposal represents value for money. Your costing template will be reviewed as part of the evaluation process for this question. Delivery costs should be commensurate with scale of the proposal.</p> <p>Max word count 300</p>
3.8	<p>Please tell us about any additional value added outcomes your proposal may deliver.</p>	<p>Please detail any additional value added elements which your proposal will deliver.</p> <p>Max word count 200</p>

Intervention E33B: Funding £49,300

This grant will provide one to one support to help people who want/need to return to employment who have been economically inactive* and are not ready to access support from other employability programmes which involve job searching from day one. Participants are unlikely to be accessing support from the DWP and could include people returning from retirement, caring and/or parental responsibilities or a career break. The provision of basic skills including numeracy and ESOL must be met from existing provision in the city, including provision provided by E34.

This grant directly supports delivery of our [City Employment and Skills Plan](#)

Please refer to the guidance below before you complete the application form.

		Additional guidance
1.	Information only questions	Organisation details. These questions are self-explanatory. The amount requested must not exceed the grant funding available.
2.	Shortlisting questions	These questions relate to the information for applicants and the answers to all questions must be YES, for your application to progress.
3.		
	General questions - scored	Additional guidance
3.1	Please identify and evidence the gap in the local service offer to people who are economically inactive.	Project proposals should meet distinct gaps in our local offer which are not being met by other services in the city. You should clearly identify the gap in the local offer with evidence. Max word count 400
3.2	Provide an overview of your project proposal including the core components of your delivery model.	Your proposal should deliver one to one bespoke support, this could be incorporated into a wider programme of support. Your proposal should be realistic and ambitious. You should provide a full overview of your proposal including beneficiaries and clearly explain the core components of your programme. i.e. the offer to your participants/service they will receive through engagement with this programme. Max word count 600

3.3	<p>What is the rationale for your proposal and delivery approach?</p> <p>How will it meet the gap you identified in 3.1.</p>	<p>You should explain your rationale for the programme you have proposed.</p> <p>How it responds to the gap identified and meets unmet demand.</p> <p>Why you have selected the delivery components.</p> <p>How collectively the components will support participants to progress.</p> <p>You should demonstrate a good understanding of the cohort the proposal is supporting.</p> <p>Your proposal should align with the requirements of the intervention - why the programme proposed is appropriate and relevant to the residents it is focused on supporting.</p> <p>How it will meet the needs of the cohort; this could include reference to tried and tested models or best practice recommendations.</p> <p>Max word count 600</p>
3.4	<p>What is your plan to achieve and evaluate the outputs and outcomes you have committed to?</p>	<p>Your response should refer to the outputs and outcomes for this intervention which need to be delivered. (These are listed in Appendix 2). Please explain your rationale for identifying them. Why you think they are realistic and achievable. Please explain how you plan to achieve the outputs and outcomes; how will you monitor the progress of the programme and participant progress?</p> <p>Please explain your project valuation process.</p> <p>Max word count 600</p>
3.5	<p>How will you recruit participants onto this programme and engage with other stakeholders in the city to maximize the reach and impact of the project?</p>	<p>Your response should account for the cohort of participants you are seeking to recruit and the support networks around the cohort.</p> <p>Max word count 300</p>
3.6	<p>Why is your organisation best placed to meet the service gap identified through your proposal? How will the project be managed and resourced?</p>	<p>Your response could refer to expertise, skill, resources, previous work streams delivered, alignment with current work being delivered, successful project outcomes.</p> <p>Resource should be commensurate with scale of the proposal.</p>



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		Max word count 300
	Value for money questions - scored	Additional guidance
3.7	What is the cost of your programme per participant and how does it provide good value for money?	Please calculate your cost per participant and explain how your proposal represents value for money. Your costing template will be reviewed as part of the evaluation process for this question. Delivery costs should be commensurate with scale of the proposal. Max word count 300
3.8	Please tell us about any additional value added outcomes your proposal may deliver.	Please detail any additional value added elements which your proposal will deliver. Max word count 200



Intervention E34: Funding up to £52,825

This grant will provide basic, life and career skills provision to reduce structural barriers into employment and mainstream skills. This could include, career planning, confidence and self-esteem building, communication skills, team working, networking, managing conflict, developing a growth mindset, time management and priorities, customer service management. This is not an exhaustive list; the offer must provide additionality to current the current adult learning offer. Numeracy and ESOL will not be funded as they are being supported by other grant programmes.

		Additional guidance
1.	Information only questions	Organisation details. These questions are self-explanatory. The amount requested must not exceed the grant funding available.
2.	Shortlisting questions	These questions relate to the information for applicants and the answers to all questions must be YES, for your application to progress.
3.		
	General questions - scored	Additional guidance
3.1	Please identify and evidence the gap in the local service offer relating to life and career skills.	Project proposals should meet distinct gaps in our local offer which are not being met by other services in the city. You should clearly identify the gap in the local offer with evidence. Max word count 400
3.2	Provide an overview of your project proposal including the core components of your delivery model.	Your proposal should reduce structural barriers into employment and mainstream skills. Your proposal should respond to the different cohorts of learners who have structural barriers. You should offer a varied programme which supports residents who want to return to work or education. It should be realistic and ambitious and provide additionality to the current adult learning offer. You should provide a full overview of your proposal including beneficiaries and clearly explain the core components of your programme. i.e. the offer to your participants/service they will receive through engagement with this programme. Max word count 600

3.3	<p>What is the rationale for your proposal and delivery approach?</p> <p>How will it meet the gap you identified in 3.1.</p>	<p>You should explain your rationale for the programme you have proposed.</p> <p>How it responds to the gap identified and meets unmet demand.</p> <p>Why you have selected the delivery components.</p> <p>How collectively the components will support participants to progress.</p> <p>You should demonstrate a good understanding of the cohort the proposal is supporting.</p> <p>Your proposal should align with the requirements of the intervention - why the programme proposed is appropriate and relevant to the residents it is focused on supporting.</p> <p>How it will meet the needs of the cohort; this could include reference to tried and tested models or best practice recommendations.</p> <p>Max word count 600</p>
3.4	<p>What is your plan to achieve and evaluate the outputs and outcomes you have committed to?</p>	<p>Your response should refer to the outputs and outcomes for this intervention which need to be delivered. (These are listed in Appendix 2). Please explain your rationale for identifying them. Why you think they are realistic and achievable. Please explain how you plan to achieve the outputs and outcomes; how will you monitor the progress of the programme and participant progress?</p> <p>Please explain your project valuation process.</p> <p>Max word count 600</p>
3.5	<p>How will you recruit participants onto this programme and engage with other stakeholders in the city to maximize the reach and impact of the project?</p>	<p>Your response should account for the cohort of participants you are seeking to recruit and the existing networks around the cohort, including links to the other programmes being funded by this grants programme.</p> <p>Max word count 300</p>
3.6	<p>Why is your organisation best placed to meet the service gap identified through your proposal? How will the project be managed and resourced?</p>	<p>Your response could refer to expertise, skill, resources, previous work streams delivered, alignment with current work being delivered, successful project outcomes.</p> <p>Resource should be commensurate with scale of the proposal.</p>



		Max word count 300
	Value for money questions - scored	Additional guidance
3.7	What is the cost of your programme per participant and how does it provide good value for money?	<p>Please calculate your cost per participant and explain how your proposal represents value for money. Your costing template will be reviewed as part of the evaluation process for this question. Delivery costs should be commensurate with scale of the proposal. Given the varied options that could be delivered through this intervention the costing model should account for this.</p> <p>Max word count 300</p>
3.8	Please tell us about any additional value added outcomes your proposal may deliver.	<p>Please detail any additional value added elements which your proposal will deliver.</p> <p>Max word count 200</p>



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Intervention E36: Funding £45,000

This grant will increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. The programme should include preparation for people who would like to access adult learning pathways available from providers in the city, but currently lack the confidence to do so, in order to support their progression into work or better paid work.

An inclusive economy promotes equality of opportunity. This grant will help more people to access and make best use of technology The Council Plan 2023-2027

		Additional guidance
1.	Information only questions	Organisation details. These questions are self-explanatory. The amount requested must not exceed the grant funding available.
2.	Shortlisting questions	These questions relate to the information for applicants and the answers to all questions must be YES, for your application to progress.
3.		
	General questions - scored	Additional guidance
3.1	Please identify and evidence the gap in the local service offer relating to digital skills for employment or progression.	Project proposals should meet distinct gaps in our local offer which are not being met by other services in the city. You should clearly identify the gap in the local offer with evidence. Max word count 400
3.2	Provide an overview of your project proposal including the core components of your delivery model.	Your proposal should reduce levels of digital inclusion, with a focus on essential digital skills for employment and progression. You should offer a varied programme which supports residents who want to return to work or education. It should be realistic and ambitious and provide additionality to the current adult learning offer.
		You should provide a full overview of your proposal including beneficiaries and clearly explain the core components of your programme. i.e. the offer to your participants/service they will receive through engagement with this programme.

		Max word count 600
3.3	<p>What is the rationale for your proposal and delivery approach?</p> <p>How will it meet the gap you identified in 3.1.</p>	<p>You should explain your rationale for the programme you have proposed.</p> <p>How it responds to the gap identified and meets unmet demand.</p> <p>Why you have selected the delivery components.</p> <p>How collectively the components will support participants to progress.</p> <p>You should demonstrate a good understanding of the cohort the proposal is supporting.</p> <p>Your proposal should align with the requirements of the intervention - why the programme proposed is appropriate and relevant to the residents it is focused on supporting.</p> <p>How it will meet the needs of the cohort; this could include reference to tried and tested models or best practice recommendations.</p> <p>Max word count 600</p>
3.4	<p>What is your plan to achieve and evaluate the outputs and outcomes you have committed to?</p>	<p>Your response should refer to the outputs and outcomes for this intervention which need to be delivered. (These are listed in Appendix 2). Please explain your rationale for identifying them. Why you think they are realistic and achievable. Please explain how you plan to achieve the outputs and outcomes; how will you monitor the progress of the programme and participant progress?</p> <p>Please explain your project valuation process.</p> <p>Max word count 600</p>
3.5	<p>How will you recruit participants onto this programme and engage with other stakeholders in the city to maximize the reach and impact of the project?</p>	<p>Your response should account for the cohort of participants you are seeking to recruit and the existing networks around the cohort, including links to the other programmes being funded by this grants programme.</p> <p>Max word count 300</p>
3.6	<p>Why is your organisation best placed to meet the service gap identified through your proposal? How will the project be managed and resourced?</p>	<p>Your response could refer to expertise, skill, resources, previous work streams delivered, alignment with current work being delivered, successful project outcomes.</p> <p>Resource should be commensurate with scale of the proposal.</p>



		Max word count 300
	Value for money questions - scored	Additional guidance
3.7	What is the cost of your programme per participant and how does it provide good value for money?	<p>Please calculate your cost per participant and explain how your proposal represents value for money. Your costing template will be reviewed as part of the evaluation process for this question. Delivery costs should be commensurate with scale of the proposal. Given the varied options that could be delivered through this intervention the costing model should account for this.</p> <p>Max word count 300</p>
3.8	Please tell us about any additional value added outcomes your proposal may deliver.	<p>Please detail any additional value added elements which your proposal will deliver.</p> <p>Max word count 200</p>