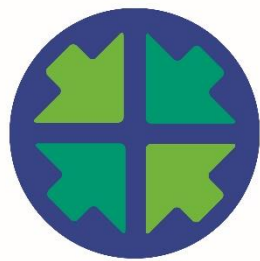




Orkney Islands Council on behalf of the



**Orkney  
Local  
Employability  
Partnership**

**Innovation Fund  
(Parental Support)  
2023-24**

**Guidance Information**



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

## **Orkney Local Employability Partnership.**

No One Left Behind (NOLB) aims to change the employability system in Scotland to make it more adaptable, responsive and person-centred. In Orkney this will be delivered via the Orkney Local Employability Partnership.

The Orkney Local Employability Partnership established in 2020 and is a multi-agency approach to ensure that partners work collaboratively to deliver employability services across Orkney. Through collective leadership, the Partners aim to develop shared objectives to service design which addresses the need of the individuals we work with and employers and embraces greater integration and alignment of resources in order to simplify and maximise opportunities.

The aim of the Orkney Local Employability Partnership is to work with individuals and employers to raise as many Orkney residents as possible out of poverty through sustainable and fair work; supporting those who face multiple barriers into employment and enabling progression out of poverty for those who are already in work.

## **Background to the fund.**

Utilising Scottish Government funding in support of No One Left Behind in the Orkney, The Orkney Local Employability Partnership have agreed to run a one-off Innovation Challenge Fund in financial year 2023/24 to develop innovative approaches to support people experiencing particular challenges which prevent them from progressing towards and within employment.

The fund is open to constituted third-sector organisations who have an operational base within Orkney, to apply for funds to the maximum of **£10,000.00** which can be used for additionality/innovation within an existing project or for new project activity.

Applications will be accepted until **29<sup>th</sup> February 2024** and can be used for projects that will be completed by 31<sup>st</sup> March 2025. Projects that would fit the criteria are those that:

- Add value to existing projects which increase parents' confidence, skills, network and knowledge, supporting them to make future steps towards learning, training and work.
- Pilot a new approach with the focus on increasing engagement with parents within the priority groups to enhance knowledge and understanding of local support available and how this can support steps towards training, learning and work.
- Projects co-designed with parents to reduce barriers to inclusion and increase access to training, learning and work.

The purpose being to provide short-term investment in new, innovative or additional ways of working which will have a long-term positive impact on the delivery of employability services in the Orkney, in particular enabling engagement with parents within priority groups including:

- Parents in lower income households
- Younger parents (those under 25 years old)
- Parents with 3 or more children
- Parents with children under the age of 1 year old
- Parents with a disability or who have a child with a disability.
- Single Parents
- Parents of Black Ethnic Minority groups.

## **Project Requirements**

### **Who can apply?**

The fund is open to constituted third-sector organisations, engaging with parents in the Orkney Islands Council area and delivering opportunities/ activities/ support to increase their confidence, skills , knowledge and networks that will support future transitions towards learning, training and work.

Organisations may submit a maximum of one project per organisation for this fund.

### **Who cannot apply?**

- Individuals
- Private commercial organisations
- Organisations not planning to deliver the project in the Orkney Islands Council area and for the benefit of people living in the area.

### **Project Timeframe**

The fund will support projects which will start no later than 31<sup>st</sup> March 2024 and all projects must be completed by 31<sup>st</sup> March 2025. Successful projects will be expected to provide quarterly reports for a 12-month period after the start date of the project.

### **Financial support**

We anticipate that the fund will be able to support a minimum of 3 projects. Applications may be made for a maximum of £10,000.00.

All projects which contribute to wages or fees during the delivery period of the project, must pay at least the Scottish Living Wage (currently £12.00 per hour

## Making and Application

All applicants must apply via email, using the correct application form.

When applying you must include (or provide a link to) the required supporting documents listed below:

All applicants

- Child protection and / or Safeguarding policy
- Equal opportunities policy or statement
- Constitution or Memorandum and Articles of Association
- Most recent annual report and accounts
- A bank statement to prove that the organisation has an active UK bank account at the time of application
- A list of committee members or trustees

Application forms and supporting documents must be submitted by **5pm on Thursday 29<sup>th</sup> February 2024** to [employability.support@orkney.gov.uk](mailto:employability.support@orkney.gov.uk)

Applications which don't use the application form and / or don't provide the supporting documentation outlined by the closing date will not be assessed.

## What will happen next?

### Stage 1 – Acknowledgment

Once an application has been received, you will be sent an acknowledgement within 5 working days. If you haven't received this after this timeframe, please contact [employability.support@orkney.gov.uk](mailto:employability.support@orkney.gov.uk)

### Stage 2 – Eligibility check

To qualify projects will need to:

- Demonstrate that they can be complete before by the **31<sup>st</sup> March 2025**.
- Are based on evidence of community engagement in identifying need and have clear purpose and targeting of activity to meet local needs;
- Demonstrate partnership working and engagement in design and delivery;
- Evidence the impact expected – numbers of beneficiaries, evidence of progression, training or employment outcomes;

- Evidence the impact on priority client groups – e.g. make use of community assets, provides additional or improved facilities, increased engagement with priority groups, amenity or service delivery;
- Evidence additionality – service provided adds value and does not substitute for, or displace services which otherwise are available;
- Evidence the organisation has the capacity to manage and deliver;
- Capacity to undertake end of project reporting, including relevant financial reports;
- Demonstrates value for money – includes commitments to ensuring efficiency, effectiveness and economy;

Before a formal assessment is undertaken, the following checks will be made. Applications which do not fulfil these eligibility criteria will not be assessed.

- The application was submitted by **5pm Thursday 29<sup>th</sup> February 2024**, using the application form.
- The organisation has an operational base within Orkney and the project that will benefit people living in the area.
- The project will commence no later than the 31<sup>st</sup> March 2024
- The project will be fully completed by no later than 31<sup>st</sup> March 2025
- The total sum of money applied for is to a maximum £10,000.00
- Full projected income and expenditure outlined in the application.
- Projects which contribute to wages or fees during the delivery period of the project, must pay at least the Scottish Living Wage (currently £12.00 per hour)
- All supporting documents or links to them provided with the application.
- Application signed by two persons from the organisation

### **Stage 3 – Assessment**

Once it has been established that the application is eligible, formal assessment will begin. This will be undertaken by representatives from the Orkney Local Employability Partnership Commissioning Group

The assessment will be in four sections as shown below, with the detailed questions for each section laid out in the application form. Each section will be scored 0 to 4 as shown below. For applications to be approved, each section must achieve a score of a least 2 i.e. satisfactory.

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

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

Finally, the score and the weighting for each section will be multiplied together to give a total out of 40. Applications will be ranked highest to lowest, with funding allocated in that order until funds are fully utilised.

	<b>Score 0-4</b> (4 being the highest)	<b>Weighting</b> (1-3)	<b>Total</b> (Score x Weighting)
Section 1: The Project		3	
Section 2: Innovation		3	
Section 3: Ability to deliver		2	
Section 4: Budget		2	
<b>Total out of 40</b>			

#### **Stage 4 - Decision**

Once the assessment has been completed, applicants will be informed of the outcome – either successful or unsuccessful.

### **If your application is successful**

#### **Payments**

If your application is successful, 100% of the award will be paid out at the start of the project and once the funding agreement has been returned.

Organisation must submit clear evidence that the funding has been utilised as per the agreement, the project has been completed and a final report submitted by the **15<sup>th</sup> April 2025**. If this evidence is not submitted Orkney Islands Council could request that funding is repaid.

The final report will describe how the project was delivered, what outcomes were achieved, how the funding was utilised, what lessons were learned (both positive and negative) and what next steps are planned.

#### **Recording and Monitoring**

Successful applicants will be expected to record and monitor the progress of everyone they engage with via this project for reporting purposes in a secure manner and if need be, for signposting them to other services to ensure the best outcome for the individual.

Successful projects will be expected to provide quarterly written reports for a 12-month period after the start date of the project. Reports will include progress against project plan and intended outcomes, numbers of participants, eligibility criteria and Scottish Government monitoring criteria and outcomes for the individuals who engage. Case studies may also be requested.

### **Publicity**

If you are successful, you will be expected to acknowledge the support of the Scottish Government and Orkney Island Council in any publicity. You will need to show examples of this within the final report.

### **Further information**

If you have any queries or would like more information, email to [employability.support@orkney.gov.uk](mailto:employability.support@orkney.gov.uk)