



# Future Jobs Fund

## **FUTURE JOBS FUND BID: GUIDANCE NOTES**

**These Guidance Notes support the Future Jobs Fund Bid Document, which is available to download from [www.dwp.gov.uk/futurejobsfund](http://www.dwp.gov.uk/futurejobsfund)**

Lead partners should complete Section A of the Bid Document. A separate Section B of the form should be completed for each distinct project or type of job to be created. This should be completed by the partner that will act as employer for those jobs.

### **Section A: information on the bidders and minimum criteria**

#### Who is the lead partner in the bid?

Bids can come from anyone, but we have a strong preference for partnership bids, and are keen for partnerships to involve social enterprises and the wider third sector. We expect the majority of bids to the Fund to be led by local authorities, sub-regional, city region and local partnerships, or by national or local public sector and third sector bodies.

We will not prescribe the partnership model, but lead bidders will need to satisfy themselves that they and their partners have complied with all relevant legislation in relation to the employment of any individual. Bidders should also consult with trade union organisations where appropriate.

We reserve the right to select from the range of projects that are put forward within a bid.

#### Who are the members of the partnership and which other organisations, if any, have you consulted?

We particularly welcome partnership bids, and encourage all bidders to demonstrate that key partners within the area have been involved in developing the proposals.

Bidders need to clearly set out how they intend to assess the financial viability and track record of partner organisations they are working with to deliver the Future Jobs Fund jobs.

Any bids from national organisations should indicate the geographical areas in which they are seeking to create jobs.

#### What do the jobs need to deliver?

To be considered for Future Jobs Fund funding, all jobs created must:

[www.dwp.gov.uk/futurejobsfund](http://www.dwp.gov.uk/futurejobsfund)  
[future.jobsfund@dwp.gsi.gov.uk](mailto:future.jobsfund@dwp.gsi.gov.uk)

- be extra jobs, lasting at least 6 months, either for long term unemployed young people or in unemployment hotspots.
- deliver work that benefits local communities;
- be under way quickly

Some definitions - by 'extra' we mean that the jobs would not exist without this funding; by 'job' we mean work for at least 25 hours a week paid at least at the national minimum wage; by 'long term unemployed' we mean people who have been on Jobseeker's Allowance (JSA) for approaching a year; by 'young people' we mean between 18 and 24; by 'hotspot' we currently mean areas where the rate of unemployment on the JSA measure is (in the latest unemployment figures) more than 1.5% above the national average. We will ask bidders to identify any geographical area(s) that they consider to be such a "hotspot" when presenting their bid.

All jobs must be suitable for long term unemployed young people between 18 and 24, but if your bid requires that those who take up the jobs require any specific or specialised skills you must set these out in your bid document and why these are required.

If your bid assumes that any of the jobs created will go to people over the age of 24 you must set this out in your bid document.

All of the jobs created through the Future Jobs Fund must provide direct benefit to the local community over and above that delivered through employing people who are long-term unemployed.

We have not defined the community benefits we are looking to achieve, which could include, for example, social, environmental or culture benefits, and wherever possible the outcomes of the Future Jobs Fund bids should be linked to an area's strategic planning through the Sustainable Community Strategy and Local Area Agreements.

#### How much funding is available and what does it need to cover?

The total maximum contribution available through the Future Jobs Fund is £6,500 per job created for 18 -24 year olds approaching 12 months of unemployment, or people in areas of high unemployment. This must cover the labour costs of employing someone for 6 months, for 25 hours a week at national minimum wage, plus any material and supervision costs required to undertake the job.

We will welcome bids with a lower unit cost and/ or which align additional funding streams to supplement Future Jobs Fund funding.

All bids will also be expected to demonstrate value for money by delivering maximum benefit to individuals and communities for the cost incurred.

#### **Section B: secondary criteria and further information**

[www.dwp.gov.uk/futurejobsfund](http://www.dwp.gov.uk/futurejobsfund)  
[future.jobsfund@dwp.gsi.gov.uk](mailto:future.jobsfund@dwp.gsi.gov.uk)

### How many jobs are you bidding to create?

We are not setting a formal minimum for the number of jobs created by a proposal. However, we expect bids to be of a reasonable size and to have considered all relevant partners within a particular locality.

As a guide bids should aim to create at least 30 jobs over a six month period. The number of jobs refers to the total number created at a given time but the bid should also indicate how many jobs would be created across the duration of the proposal.

### Over what period are you bidding to create jobs?

Bids will need to indicate the length of time for which places could be made available (based on funding duration of 6 months per individual) and duration of the projects/jobs on which people would be employed. The Future Jobs Fund will need to create jobs between October 2009 and March 2011 and bids should ideally cover this period. However, organisations can bid at any point and so the period covered by each proposal may vary from as little as 6 months to as much as 18 months.

Bidders will also need to set out a timeline of when and how many jobs will be made available on a month by month basis over the length of the period covered by their bid (i.e. we do not anticipate that all jobs will start on the same day).

### How long will it take you from notification of funding to get the first jobs up and running?

It is important that we get jobs in place as soon as possible and bids will need to indicate the lead-in times required to deliver employment opportunities through the Future Jobs Fund.

While speed of delivery will be important we will not however exclude suitable bids with slower deliver times from being considered.

Bids will need to indicate the duration of each job within their proposal. Jobs will be funded on the basis of lasting a minimum of 6 months but we would encourage bidders to look at longer durations where this is possible.

### How much detail on the breakdown of costs do we need to provide?

Bidders should set out what proportion of the £6,500 they will need as start up costs and what this funding will cover (e.g. what materials, supervision etc). Bidders should also indicate what their ongoing costs will be and what these will cover.

### Can we align additional funding with the Future Jobs Fund?

Bidders will need to set out what additional funding streams can be aligned with Future Jobs Fund award and give details of how they intend to use this funding.

We expect, wherever possible, that local authorities seek to develop synergies between existing work and skills funding streams and Future Jobs Fund bids. Local authority bidders should set out if Working Neighbourhoods Fund (in England) and Deprived Areas Fund (in Scotland and Wales) has been allocated to their areas and if so whether they intend to use their allocation to supplement their Future Jobs Fund bid.

In England, Future Jobs Fund bids should build on deliver plans for existing local worklessness targets and support the future development of Work and Skills Plan. It will be important to look at ways existing funding can be redeployed to maximise the benefit of the Future Jobs Fund for both individuals and the community.

Examples of related funding streams include, but are not limited to; European Social Fund, Working Neighbourhoods Fund, Local Enterprise and Growth Initiative and European Regional Development Fund.

If you are bidding in England, have you developed or are you developing a Work and Skills Plan and worklessness assessment?

Councillor Stephen Houghton's Report *Tackling Worklessness* recommended that local authorities in England should develop a Work and Skills Plan that set out the strategic approach for meeting the objectives defined in an area's worklessness assessment, describe the current funding arrangements for tackling worklessness, and set out the roles and responsibilities of national and local partners. The Government accepted this recommendation in its response to Councillor Houghton's report.

Future Jobs Fund proposals should be an integral part of an area's response to worklessness and so should therefore (in England) complement the activity set out current deliver of worklessness targets. All bids will require supporting analysis to demonstrate demand and supply side considerations and local authorities in England that successfully bid for funding through the Future Jobs Fund must commit to having a Work and Skills Plan in place by April 2010.

We will be discussing with the devolved administrations whether any similar requirements should be placed on authorities in Scotland and Wales.

One of the key aims of the Jobs Fund is to support the guarantee for young unemployed people. The Government will therefore need to match demand for jobs with supply. Bidders should demonstrate that jobs will correspond to levels of long-term unemployment, particularly youth unemployment, in areas where jobs will be created.

What support will employers need to provide Future Jobs Fund employees?

It will be very important to consider what additional support individuals from the target group will need when taking up particular jobs. It is likely that individuals will require specific support while they are employed and bids will need to demonstrate that employers will be able to work with partners and Jobcentre Plus to deliver this support.

Bidders should think creatively about the sources of support and the partners they engage with to ensure Future Jobs Fund employees are able to maximise the benefits they get out of their employment.

#### How will you improve Future Jobs Fund employee's long-term employability?

Future Jobs Fund jobs should have a positive impact on the employment prospects of those who are employed and so the bid will need to set out how this support will be tailored according to individual needs. This support is likely to include accredited training, continued job-search and interview techniques, CV writing, work focussed training, and working practices. It will also be important to set out how the individual will be supported to move into sustainable employment at the end of the period of Future Jobs Fund employment.

#### What do employers have to do when a Future Jobs Fund finishes?

All successful bidders will be expected to provide everyone who leaves a Future Jobs Fund jobs with:

- an exit interview, in order to assess their experience; and
- a reference that captures their performance, attendance record and any skills learnt.

We do not intend to require bidders to monitor what happens to Future Jobs Fund employees after they leave the job

#### What evidence do you have that your bid is credible?

Local Authorities and other organisations involved in bids will often have significant expertise in employing individuals who qualify under the Future Jobs Fund and experience of putting in place the systems of training and support these individuals require.

There will also be a number of existing partnerships - e.g. City Strategies, Multi Area Agreement partnerships and City Regions - that will be important in delivering good job opportunities quickly through the Future Jobs Fund.

Bidders should set out their experience and expertise along with details of their existing partnerships as part of their bid.