Future Jobs Fund Bid Document

Summary of proposal

Please explain your proposal in up to 100 words – for example: who will run it; who is the employer; who are the key partners; what will the work involve; how many jobs will be created; how much are you bidding for.

Section A: Information on the bidders

This section, and the section on minimum criteria, should be completed by the local authority or other lead partner.

1.1 Who is the lead partner?

<table>
<thead>
<tr>
<th>Is your organisation:</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Private Sector organisation?</td>
<td></td>
</tr>
<tr>
<td>A Public Sector organisation?</td>
<td></td>
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<tr>
<td>A Third Sector organisation?</td>
<td></td>
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</tbody>
</table>

Do any of the following statements apply to your organisation?

<table>
<thead>
<tr>
<th>Statement</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is a partnership</td>
<td></td>
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<tr>
<td>It is a Voluntary or Community organisation</td>
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<tr>
<td>It is a Registered Charity</td>
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<tr>
<td>It is a Social Enterprise</td>
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<tr>
<td>I am a Sole Trader</td>
<td></td>
</tr>
<tr>
<td>I am a private individual</td>
<td></td>
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</tbody>
</table>

Please provide a brief history of your organisation and a summary of your business activities, where applicable.

1.2 What other partners are involved? (Please list)

1.3 Responsibilities: who is the senior responsible officer? If a public body, who would be the accountable financial officer?

web: www.dwp.gov.uk/futurejobsfund
email: future.jobsfund@dwp.gsi.gov.uk
1.4 Contact details for the project.

The minimum criteria

Please confirm that your proposal meets the three core criteria set out in the invitation to bid.

The jobs:

2.1. That the jobs will be additional

Yes/ No

2.2. That the jobs you are bidding for will last for at least 6 months, provide work for at least 25 hours per week and be paid at least at the National Minimum Wage?

Yes/ No

2.3. That the jobs will be suitable for young people (18 – 24 year olds) who have been unemployed for around 12 months; or are in unemployment hotspots

Yes/ No

Benefit to the local community.

2.4. Please explain how the work undertaken in this proposal will benefit the local community

The costs:

2.5. Please confirm that the average cost to the Future Jobs Fund does not exceed £6,500 per job you are seeking to create.

Yes/ No

Section B: Secondary criteria and further information

Please complete this part of the form for each distinct project or type of job you are bidding for.

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This section should be completed by lead partner who will deliver the project in question.

**Number of jobs, speed of delivery and duration of bid:**

3.1. How many jobs will you create and over what time period? Please set out how many of these jobs will be made available on a month by month basis.

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

**The costs:**

3.3. What is the cost to the Future Jobs Fund per job you are seeking to create?

3.4. What proportion of this cost will you require as start up costs, and what as ongoing costs? What will these costs cover?

3.5. Are additional funding streams available to combine with the Future Jobs Fund? If yes, please provide details of the types of funding that are available and how you will use them.

**Meeting local requirements:**

3.6. What analysis of your worklessness population and demand side strengths and opportunities have you done or referred to in developing your bid? Authorities in England will need to ensure the analysis contributes to the future development of an areas Local Economic Assessment and Work and Skills Plan;

3.7. How do the jobs you will create take account of your local labour market and the needs of the target group? (e.g. skills shortages, future employment opportunities and the need for outreach activity).

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email: [future.jobsfund@dwp.gsi.gov.uk](mailto:future.jobsfund@dwp.gsi.gov.uk)
Supporting Future Jobs Fund employees:

3.8. How will you support Future Jobs Fund employees while they are employed through the Fund?

3.9. How will you improve Future Jobs Fund employee’s long-term employability?

3.10. Can you confirm that you will offer an exit interview to everyone who leaves a Future Jobs Fund job to assess their experience, and provide them with a reference that captures their performance, attendance record and any skills learnt.

Bid credibility:

3.11. Can you provide evidence of the credibility of your bid: do you have any experience of delivering jobs of this type or support for young people in the past or is your bid for the expansion of current jobs? How will you ensure quality and viability of partnership commitments?

Further details:

3.12. Please provide further details of your bid below. We are particularly interested in: the type(s) and numbers of jobs you will create, the benefit they will provide to the community, evidence that the jobs will be additional, and any wider benefits they will deliver. Please limit your response to 500 words.

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