

MAYOR OF LONDON

The Skills for Londoners Community Outreach Programme 2024-25

Prospectus

May 2024

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1 The Programme Overview

The Skills for Londoners Community Outreach Programme 2024-25 will directly fund community organisations to raise awareness of London's adult skills opportunities, increase participation in adult learning skills provision, and help to build sustainable links between providers, community groups and the Londoners they work with.

It is often those who would stand to benefit most from learning opportunities that are least likely to engage with the skills system. The programme will have a key focus on engaging Londoners who may face barriers to engaging with adult education opportunities, delivering engagement activities within the community, and establishing relationships with local adult education providers.

This programme will run from September 2024 to August 2025.

- **Funding:** up to £35,000 per project.
- **Number of Projects supported:** Up to 45 organisations will be given a grant. Organisations are only permitted to submit one application per funding round. Only one grant will be given per organisation. Organisations who have applied for funding before are eligible for funding.
- **Geographical focus:** Projects can operate in a single borough, across multiple boroughs, or be pan-London.

The above information is provided as an overview, it is recommended that the entire Prospectus and Delivery Handbook is reviewed before making an application. This will ensure that you have understood the full requirements before submitting your application.

2 Background and objectives

Adult skills provides an important opportunity to learn new skills, progress into new career opportunities or improve health and wellbeing by building up social connections with the wider community.

The Mayor is responsible for the majority of adult skills in London through different programmes, however, many Londoners have a limited awareness of the adult skills opportunities available. Evidence shows that community groups and local organisations are highly valued and trusted by the Londoners and neighbourhoods they work with, and, as such, can be more effective at reaching people and connecting them to opportunities.

The Skills for Londoners Community Outreach Programme aims to engage groups of Londoners who are currently not enrolled in adult skills by:

- Addressing barriers to education and reducing attitudinal barriers towards learning, including maths and numeracy.
- Delivering tailored outreach activities.
- Promoting, and increasing understanding of adult skills opportunities in London including skills programmes funded by the Mayor.
- Increasing participation in adult skills provision (particularly programmes funded by the Mayor) for those who need it most.
- Sharing best practice on how to engage with communities in relation to adult skills opportunities.
- Building relationships with adult skills providers to create referral pathways into adult learning.

The programme has a specific focus on raising awareness of numeracy skills and provision, such as the London Multiply programme.

Case studies from previous successful organisations can be found on our [website](#).

3 Target groups

Evidence shows that there are groups of Londoners who are most in need of support through adult skills that face difficulties accessing it. Barriers to education can include (but are not limited to) having a lack of confidence, English language needs, attitudinal barriers to education including negative perceptions of numbers and numeracy skills, digital exclusion or negative experiences of previous learning. Promoting participation in learning for these groups is important so they can experience the many social and economic benefits of learning.

Examples of target groups which previous funded community outreach programme projects have worked with are below, but bidders are welcome to outline additional target groups to the ones below through their application form:

- individuals who are digitally excluded and or who have had negative experiences of mainstream education,
- Black or minoritised ethnic Londoners,
- women,
- individuals with English language needs,
- individuals seeking asylum,
- individuals who are out of work or Londoners earning below the London living wage,
- Deaf, disabled and neurodivergent Londoners, and those with long-term health conditions,
- parents and those with caring responsibilities,
- care leavers,
- ex-offenders
- those with experience of the criminal Justice System.

Bidding organisations can work with a single or multiple target groups. Bidders should demonstrate existing connections with their target groups or an ability to develop new connections with the groups they will work with through their application.

4 What will be funded

Bidding organisations will be able to apply for funding to deliver a range of engagement activities that will help to achieve the overall programme objectives.

Programme activity should include:

- Targeted support to promote and raise awareness of adult skills opportunities and generate referrals into learning. This should include tailored activities to address individual barriers to adult skills.
- Establishing referral pathways into adult skills by building and strengthening relationships between community groups and key organisations such as adult learning providers, [No Wrong Door Integration Hubs](#)¹, or other support agencies who can help address barriers to learning.
- Reducing negative perceptions of maths by promoting and raising awareness of the role of numeracy skills to everyday life and work and numeracy learning opportunities.
- Supporting participants when they start an adult skills opportunity where needed, to help overcome any initial challenges and reduce the risk of drop-out.
- Working closely with participants to provide support that builds confidence, and helps access local services (such as childcare, health and social care and other specialist services), so that they may be able to participate in adult skills.
- Working closely with other skills community engagement programmes such as the London Multiply [Roadshow](#).
- Signposting to adult community learning provision.

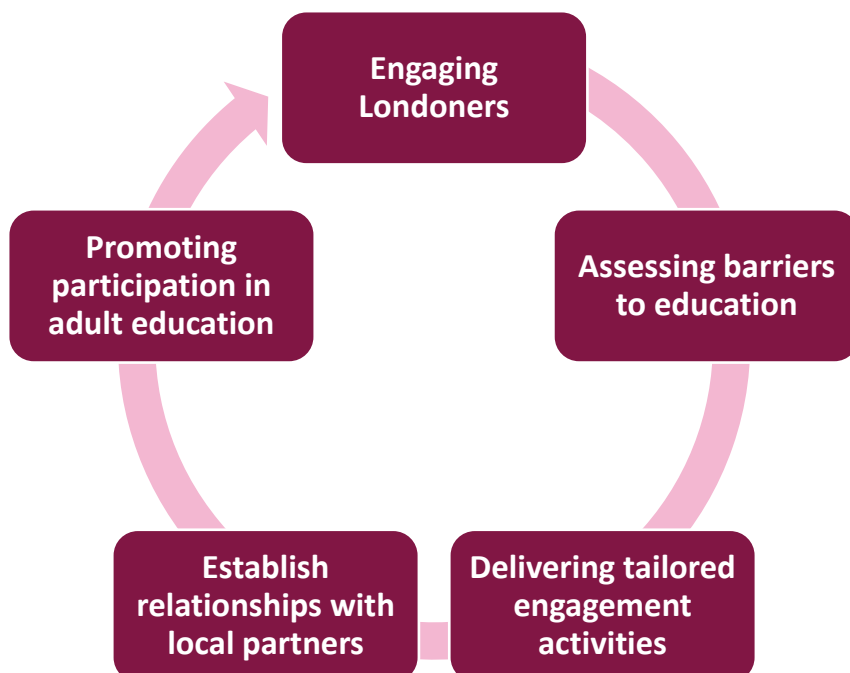
Examples of how projects might do this could include (but are not limited to):

- In-person, face-to-face engagement with local communities.
- Workshops or open-door sessions.
- Joining up with existing community projects and spaces.
- Embedding information about skills provision into existing advice or support offers.
- Building direct relationships and referrals to adult skills providers.

This funding cannot be used to deliver any training or employment support.

¹ The four No Wrong Door Integration Hubs work to boost coordination and partnership working between skills, employment and other support services, such as careers and health.

An example lifespan of a SfL Community Outreach project:



The key reporting statistics that will be monitored on the programme are:

- Participants starting on the project.
- Participants referred into adult skills.
- Of the referrals into adult skills, how many have been referred to a numeracy course (including the London Multiply programme)
- Participants starting on a course.

Ongoing monitoring of the programme will have a focus on how organisations engage with their target groups and how they are connecting with other key partners involved in the programme. GLA officers will seek opportunities to attend project events and to observe the live engagement activities with participants. This will help the GLA to gain an understanding of the variety of activities on the programme and enable chances of sharing best practice throughout the lifetime of delivery. Furthermore, this work will help to support the programme level evaluation.

Bidding organisations should consider the reporting arrangements outlined in the Delivery Handbook when applying.

5 Geography

Bidding organisations can determine where their projects will operate. Projects can operate in a single borough, across multiple boroughs or be pan-London. All project activity must take place within London with London residents.

As part of the application process, bidders will need to set out which London boroughs their projects will deliver in. Bidders should demonstrate an existing presence in their target area or an ability to work in the communities they are proposing to deliver in.

6 Partnership working

Successful organisations should establish links with key local partners involved in adult skills to gain an understanding of their services and develop strong connections.

These relationships will play a key part in helping successful projects build long-term referral pathways into adult skills. Successful grantees will be provided with ongoing information and support to facilitate relationship building from the GLA. This support will be available at onboarding and throughout the lifetime of the delivery of the Programme.

The key local partners successful projects should look to engage with through the programme could include:

- Other organisations delivering the Sfl Community Outreach Programme
- Your local No Wrong Door Integration Hubs
- Adult skills and London Multiply leads
- Other Mayor of London funded Skills Provision
- London Multiply Roadshow events (free, fun and family-friendly numeracy events across the city)
- Other specific organisations relevant to project delivery

Adult skills provision is funded by the Mayor in London and delivered through a number of different programmes. Successful grantees should work with their target groups to encourage referrals into the best type of adult skills provision for their needs. In London this provision currently includes:

- The Adult Skills Fund (ASF), previously the Adult Education Budget, funds education and training for adults 19 and above, Some of these qualifications include basic English and maths skills, basic digital and English for speakers of other languages (ESOL).
- The [London Multiply Programme](#) offers free training to support Londoners to get the numeracy, confidence and skills they need to manage everyday living at work and home.
- [Skills Bootcamps](#) aim to help Londoners aged 19 and above to enter employment, upskill or change career. Bootcamps last up to 16 weeks and focus on higher level training (Level 3 – 5) in key sectors.
- The [Mayor's Skills Academies Programme](#) aims to support Londoners hardest hit by the pandemic into good work in sectors key to London's recovery and long-term economic growth. The hubs work with existing skills providers funded through the ASF, and bring together employers, education and training providers, alongside sector bodies to create clear pathways into employment for Londoners.
- The UK Shared Prosperity Fund (UKSPF) aims to reduce the barriers some people face to employment and focuses on two target groups: supporting young people and economically inactive and unemployed Londoners.
- Free courses for jobs (FCFJ) offers access to a level 3 qualification and support Londoners to gain skills to help them progress into employment.

Some of our skills providers across London are detailed in our [provider map on the website](#).

7 Funding Available

Funding of up to £35,000 is available for eligible organisations. Grant funding will be provided between September 2024 and August 2025, in four instalments.

Costs that will be covered by the fund include (but are not limited to):

- Staffing costs
- Resource and event costs
- Venue hire costs.
- Overheads
- Engagement activities

Funding will not be provided for organisations to deliver direct training or employment support.

Subject to availability of future funding, and the successful delivery of outputs and objectives, there may be an opportunity for existing community groups and organisations to apply for additional funding to continue delivery into a second academic year. The GLA will notify all organisations if this becomes available.

8 Organisation Eligibility

To be eligible to apply for funding on this programme, organisations must:

- Be a user-led London-based community, voluntary, faith, cultural, or grassroots organisation.
- Be a registered charity, social enterprise or Community Interest Company that can demonstrate a track record of transparent financial accounting processes.
- Have an annual income under £500,000.
- Hold a UK bank account.
- Be an individual or un-constituted community group nominating a partner organisation to receive the funds on their behalf.

Where applicable to the organisation type, organisations who are successful for grant funding must have the following documentation in place prior to the start of your project.

- Public Liability Insurance
- Employers Liability Insurance
- Health and Safety Risk Assessments
- Adult and Child Safeguarding Assessments
- Equality and Diversity Policy
- GDPR Processing Statement.

Organisations may wish to form consortia with other community groups within their local area or with other groups who also support similar groups of Londoners. In these cases, it will be the responsibility of the consortia to agree a lead organisation and to collectively manage the administration of the programme.

Neighbourhood based groups who are eligible under the above criteria are considered eligible for funding where all other essential criteria is met.

The GLA are seeking to and may commission an external organisation to complete the scoring of applications received for the Skills for Londoners Community Outreach Programme 2024-25 or may complete the scoring in house. Regardless of whether the scoring is commissioned externally or completed by the GLA, all applications will be scored by a minimum of two scorers.

9 Organisation Due Diligence Checks

If your application is successful, you will be asked to provide copies of the below documents before being awarded a grant.

- an annual account or report for last year, plus current bank statements;
- confirming registered company/charity name;
- confirming registered address;
- confirming company/charity registration number;
- confirming VAT registration number (if applicable); and evidence of public liability and employer's liability insurance.

Bidders should note that grant funding is unable to be awarded without the relevant financial checks being completed. All bidding organisations are encouraged to ensure that they have the required documents readily available to help support the efficiency of the process.

In the event of additional funding years, organisations may be subject to further financial due diligence checks.

10 The Payment Model

Payments will be made on the achievement of each milestone as outlined in the SfL Community Outreach Programme 2024-25 Delivery Handbook.

Four payments will be made throughout the lifetime of the project as indicated in the table below.

Milestone payments	Claim Window date	% of payment
1 st Milestone -- Initial payment	September 2024	30%
2 nd Milestone – Interim payment	January 2025	30%
3 rd Milestone – Interim payment	April 2025	20%
4 th Milestone – Final payment	August 2025	20%

11 What support can be expected

It is expected that successful grantees will implement and maintain systems to regularly monitor and report on the key metrics of the programme and contribute to the overall evaluation of the programme.

Bidding organisations are encouraged to look at the Delivery Handbook associated with the programme to gain an overview of what the GLA will require from organisations on key reporting requirements of the programme.

The GLA is committed to providing successful grantees the support needed to understand the requirements and how to ensure that they are achieved throughout the lifetime of the programme.

The GLA may provide support to organisations in the following ways (but not limited to):

- Questions and answering raised in the commissioning window
- Onboarding sessions and webinar
- Drop-in sessions
- One-to-one sessions between projects and GLA Officers
- Written instructions and prompt/guide sheets
- Recorded demos
- Workshops and training
- Assigning a dedicated GLA officer to act as the GLA provider manager for each project

Bidding organisations should consider the reporting arrangements outlined in the Delivery Handbook when applying.

If you are ready to apply, please see our webpage for the details.

Appendix A: Freedom of Information

The GLA as a public authority is subject to the Freedom of Information Act 2000 ("the FOIA"). In applying for this (or any) grant award Bidders should be aware that information they provide may be disclosable, either under the GLA's Publication Scheme or if a request is made to the GLA.

The FOIA requires the GLA normally to release information requested by any "person" ("person" legally includes companies and other bodies). At the same time the FOIA recognises that a public authority, in order to carry out its functions, may decline certain requests where an appropriate exemption applies. In particular, two exemptions under sections 41 and 43 of FOIA, described below, may apply.

Information provided in confidence

Section 41 provides that information is exempt if it was obtained by the GLA from any other person and the disclosure of the information to the public by the GLA would constitute a breach of confidence actionable ("actionable" meaning that it could be the subject of a legal claim) by that or any other person. In order for the GLA to rely on this exemption the information must be given in confidence, that is, the information must not be in the public domain, must not have been treated as non-confidential in the past, and must have been provided in circumstances importing an obligation of confidence.

Bidders should be aware that, firstly, the GLA will not normally agree to treat information as confidential in the absence of specific legal advice that it is proper to do so, and, secondly, that marking a document as "Confidential" will not give it that status. The scope for Application of the section 41 exemption in relation to an Application for funding is limited.

Commercially sensitive information

It is more likely that this exemption may apply to a grant Application. Section 43 provides that information may be exempt if it constitutes a trade secret or if the disclosure is likely to prejudice the commercial interests of any person (which includes the Bidder). Accordingly, for example, genuinely sensitive pricing information may attract this exemption. This exemption is subject to the public interest test - that is, in considering disclosure, the GLA must weigh up the public interest in withholding disclosure with the public interest in disclosing the information in question.

Requests for special treatment of information

Should a Bidder regard particular information as given in confidence, constituting a trade secret, or likely if disclosed to prejudice their commercial interests, they should indicate this clearly, with an explanation. Note that it will not be sufficient to assert that the whole Application is confidential or commercially sensitive. Indicating what information may be confidential or commercially sensitive may assist the GLA in determining whether any exemptions apply. It should be noted that it is the GLA, which will determine whether a disclosure should be made and that this will be determined on a case-by-case basis by the GLA.

Effect of time

Bidders should be aware that, over time, some information may lose its confidential nature or commercial sensitivity. If you consider this to be the case, please indicate when, in your view, such information may be released. This should be a reasonable time period in relation to the nature of the data.

Personal data

One other FOIA provision, which may be relevant in certain circumstances, is section 40, which broadly speaking provides an exemption in relation to personal data (as defined in the Data Protection Act). This will not however usually exempt, for example, information provided about individuals involved in the Application.

Other formats and languages

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