# Annex B: Bid template

## Instructions on completing the template

1. The deadline for returning completed bids is **1700 on** **Monday 11 March 2019**.
2. Please email completed templates to [ncop@officeforstudents.org.uk](mailto:ncop@officeforstudents.org.uk). We will confirm receipt of all bids. Please also use this email address for policy and process queries.
3. Respond to the questions using the text boxes provided. Boxes can be expanded to the required length. All sections and tables must be completed in full.
4. Guidance is given on the suggested length of each section to be completed, and bidders should not exceed this. Font size should be no smaller than 10.5 point Arial. Final bids should be submitted **as an MS Word document.**
5. This is the template to be used for submission of bids to deliver the National Collaborative Outreach Programme phase two in Leicestershire and Northamptonshire (OfS 2019.01). The page layout must not be altered.
6. Letters of support are required from all members of proposed new partnerships. For existing NCOP partnerships we only require signed letters of support from new partners that are looking to join the partnership in connection with this bid. All letters should be collated into one document for submission and sent in the same email with the bid.
7. There should be no additional documents, beyond letters of support, included with this submission.

## Bid template

### Project information

|  |  |
| --- | --- |
| Legal name of lead higher education provider |  |
| Partnership name |  |
| Approval from both director of finance and head of provider | By submitting this form you are confirming that you have approval from both the director of finance and head of provider for the submission. Do you confirm that this approval is in place: Yes/No *(delete as appropriate)*  *(Note: All bids need confirmation of approvals in place in order to proceed)* |

### Contact for the head of the lead provider

|  |  |
| --- | --- |
| Title and full name of head of provider |  |
| Head of provider email address |  |
| Lead provider postal address |  |

### Contact person for the bid

|  |  |
| --- | --- |
| Title and full name |  |
| Position in provider |  |
| Phone number |  |
| Email |  |

### Scope of bid – targeted outreach

|  |  |
| --- | --- |
| Is the partnership seeking to deliver targeted outreach? | Yes/No  *(delete as appropriate)* |
| If applicable, in which target wards is the partnership seeking to deliver targeted outreach? | Yes / No  *(complete as appropriate for the wards listed below)* |
| Abbey (00FNNF) |  |
| Avondale (34UEGA) |  |
| Central (34UBFN) |  |
| Delapre (34UFGC) |  |
| Drayton (34UCGQ) |  |
| East (34UBFQ) |  |
| Eyres Monsell (00FNNQ) |  |
| Freemen (00FNNS) |  |
| Greenhill (31UHGH) |  |
| Hazelwood (34UBFR) |  |
| Hill (34UCGS) |  |
| Hinckley Trinity (31UEGG) |  |
| Kingswood (34UBFT) |  |
| Loughborough Ashby (31UCGN) |  |
| Melton Egerton (31UGGC) |  |
| New Parks (00FNNX) |  |
| Oakham North West (00FPND) |  |
| Queensway (34UHGB) |  |
| Rushden West (34UDGP) |  |
| Shire Lodge (34UBGA) |  |
| South Wigston (31UJFR) |  |
| Spencer (34UFGT) |  |
| St Andrew's (34UEGL) |  |
| St James (34UFGS) |  |
| Thorplands (34UFGU) |  |
| Warkton (34UEGW) |  |

### Scope of bid – outreach hubs

|  |  |
| --- | --- |
| Is the partnership seeking to deliver outreach hubs? | Yes/No  *(delete as appropriate)* |
| If applicable, in which counties is the partnership seeking to deliver outreach hubs? | Yes / No  *(complete as appropriate for the counties listed below)* |
| Leicestershire |  |
| Northamptonshire |  |

### Project partners

|  |  |
| --- | --- |
| Partner name (use legal name for higher education providers) | Role in project |
|  |  |
|  |  |
|  |  |
| [*Add or delete rows as necessary*] |  |
|  |  |

### Proposal information

|  |  |
| --- | --- |
| Give an overview of the local context in which your partnership will operate.  (Guide 750 words) | *(Please consider geographical factors, demographic factors, unique characteristics, higher-level skills needs, educational disadvantage, careers education, other local factors)* |
| Describe your overarching approach to addressing the goals of the programme in your proposed areas.  (Guide 500 words) |  |
| Describe how your partnership will engage with schools, colleges and communities.  (Guide 500 words) |  |
| How will the partnership support the delivery of targeted outreach within your proposed NCOP target wards?  (Guide 500 words) | *(Response required if proposing to deliver targeted outreach)* |
| How will the partnership support the delivery of outreach hubs within your proposed counties?  (Guide 500 words) | *(Response required if proposing to deliver outreach hubs)* |
| How will the partnership measure its success?  (Guide 500 words) | *(Please consider how you will define, measure and evaluate your success and how you will track learner progression through a recognised tracker e.g. Higher Education Access Tracker, East Midlands Widening Participation Research and Evaluation Partnership, Aimhigher West Midlands)* |
| Describe how the lead provider will ensure robust management and governance arrangements for the programme.  (Guide 750 words) |  |
| Describe how programme funding will be utilised by the partnership to deliver the planned activity.  (Guide 500 words) |  |