# Annex A: Bid template

## How to complete the template

The deadline for returning completed bids is **1700 on Friday 10 January 2020.**

Please email completed templates to PGconversion@officeforstudents.org.uk. We will confirm receipt. You should also use this inbox for any questions throughout the process, and we will respond as soon as possible.

1. Please use the template provided below – your bid will not be accepted otherwise. Please respond to all questions using the text boxes. Boxes can be expanded to the required length and the explanatory notes in *italics* may be removed to provide more space for bidder responses. All sections and tables must be completed. Please don’t amend or otherwise alter the template layout.
2. The completed template should not exceed 12 sides of A4 including the tables within the template, but excluding this instructions page. Font size should be no smaller than 11-point Arial. It must be submitted as a Word document.
3. To include with the completed template, we also require:
	* 1. Signed letters of support from the head of the lead higher education provider, and the Director of Finance at the lead higher education provider.
		2. Letters of support from any partner higher education providers and other organisations directly involved in the bid. These letters of support must clearly state what each partner is contributing towards the project: for example, whether cash or investment in kind, and the monetary value of the latter; any conditions on investments; and any issues of timing. The letters should not simply state generic support for the proposal. These letters should be collated into one PDF document and sent in the same email with the completed bid template. The letters are not included in the page limit for the bid template.
4. If recruitment of staff is crucial to the delivery of the project, is included in any costings provided, or both, then information on mitigating any delays in staff recruitment must be included in the sections on key milestones and risks at the end of the template.
5. The outcomes (in the table on page 9) will be used by us to monitor the progress and success of the project. These measures must be suitably stretching and align with the intended outcomes of the project. Set out clear targets, and the timeframe for delivery.

## Business case template

### Project contact information

|  |  |
| --- | --- |
| **Legal name of lead higher education provider**  |  |
| **Project title** |  |
| **Project start date** |  |
| **Project end date** |  |
| **Approval from both director of finance and head of provider (for lead provider). Signed letters must be provided.** | *(All bids need confirmation of these approvals in order to proceed)* |

### Contact for head of 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 and name of provider** |  |
| **Phone number** |  |
| **Email** |  |

**Project partners**

|  |  |  |
| --- | --- | --- |
| Partner name (use legal name for higher education providers) | Role in project | Total level of co-investment to be provided including status\* of investment\*\* (£) |
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\* (formally confirmed / to be confirmed / discussed but no formal commitment)

\*\* State whether cash, in kind, capital, revenue or combinations of these, with specific monetary values. Any contributions in kind must be given a monetary value.

**Funding and finance**

Please provide total sums in this section rather than itemised amounts.

|  |  |
| --- | --- |
| Total development funding requested from OfS |  |
| Total scholarship funding requested from OfS |  |
| Total lead provider investment |  |
| Total co-investment from partners |  |
| Total project cost (all funding sources) |  |

**Target number of starts**

|  | **Target underrepresented groups** | **Target underrepresented scholarships**  | **TOTAL STARTS, including those not supported by scholarships** |
| --- | --- | --- | --- |
| **Year 1** | *(e.g. black students, female)* | *(As a minimum, this target should represent 20% of total starts across all 3 years)* |  |
| **Year 2** |  |  |  |
| **Year 3** |  |  |  |

### Profile of funding required

Bidders should provide a financial profile for their proposed development and scholarship funding, as well as details of the activity aligned with the development funding. Please complete the table, the total should equal total funding requested. Please note we are unable to fund in advance of need.

| **Month and year** | **Development funding** | **Scholarship funding**  | **Activity funded by the OfS** |
| --- | --- | --- | --- |
| April 2020 |  |  |  |
| July 2020 |  |  |  |
| October 2020 |  |  |  |
| January 2021 |  |  |  |
| April 2021 |  |  |  |
| July 2021 |  |  |  |
| October 2021 |  |  |  |
| January 2022 |  |  |  |
| April 2022 |  |  |  |
| July 2022 |  |  |  |
| October 2022 |  |  |  |
| January 2023 |  |  |  |
| **TOTAL** | £ | £ |  |

### Project information

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| 1. **Provide a brief project summary, including the aims and objectives of the project. Provide clear evidence of the problem that will be addressed.**
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|   |
| 1. **How many students do you anticipate will be supported by the project in total? How many will be supported by scholarships? Describe how the project will identify recipients and allocate scholarships to underrepresented students.**

**This should include information on the specific students to be targeted, any prioritisation that will be undertaken in allocations, and methods developed to manage instances of oversubscription. This should also include details of how the scholarships will be paid across the course and how that approach aligns with other support mechanisms available.** |
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| 1. **Describe how the proposed conversion course(s) aligns with specific student needs. Provide evidence to substantiate the student needs identified within the proposal. Include details of how students have been involved in the development of key activities, where appropriate.**
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| 1. **Describe how the project will consider steps to market, including****: recruiting learners; satisfying internal institutional requirements; and recruiting key staff within project timelines.**
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| 1. **Describe how the proposal addresses specific evidenced employer needs.**
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| 1. **Provide a detailed plan for how the project and its impacts on students and graduates will be evaluated, monitored and disseminated.**
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| 1. **Describe how the key activities delivered by the project and the enhancements it may achieve will be embedded and sustained beyond the funding period.**
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| 1. **Describe how the proposed activities align with your broader institutional strategies for learning and teaching and for equality and diversity, including where appropriate work set out in your institution’s current access and participation plan.**

**How do the targets and success measures to be used in this proposal interact with the outcomes and targets to be delivered across other institutional activities?** |
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| 1. **Where the lead provider, or any partners, are involved in projects funded through the Institute of Coding, provide details of how this project will complement rather than duplicate any of that activity. Please enter ‘not applicable’ where this is not relevant.**
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|  |

### Project inputs, outputs and outcomes

Using the table below detail the key inputs, activities, outputs and outcomes for the project. This table will be used to draft the success criteria and measures for project monitoring purposes, should the bid be approved for funding.

**Please note: outcomes and targets must be numerical and include timeframes.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Input** | **Activity** | **Output** | **Outcome**  | **Target** |
| *The resource* | *How the resource will be used* | *What will result from these activities* | *Change in condition* | *Aims of project* |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project risks** *Identify the top five risks to this project, how they will be mitigated and their probability versus their impact.*

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| --- | --- | --- |
| **Risk** | **Mitigation** | **Probability and impact** |
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