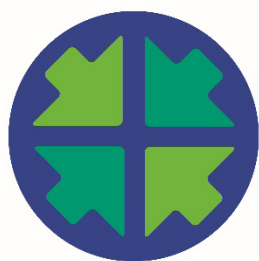




Orkney Islands Council on behalf of the



**Orkney
Local
Employability
Partnership**

Innovation Fund

2022-23

Guidance Information



Scottish Government
Riaghaltas na h-Alba
gov.scot

Orkney Local Employability Partnership

No One Left Behind (NOLB) aims to change the employability system in Scotland to make it more adaptable, responsive and person-centred. In Orkney this will be delivered via the Orkney Local Employability Partnership.

The Orkney Local Employability Partnership established in 2020 and is a multi-agency approach to ensure that partners work collaboratively to deliver employability services across Orkney. Through collective leadership, the Partners aim to develop shared objectives to service design which addresses the need of the individuals we work with and employers and embraces greater integration and alignment of resources in order to simplify and maximise opportunities.

The aim of the Orkney Local Employability Partnership is to work with individuals and employers to raise as many Orkney residents as possible out of poverty through sustainable and fair work; supporting those who face multiple barriers into employment and enabling progression out of poverty for those who are already in work.

Background to the fund

Utilising Scottish Government funding in support of No One Left Behind in the Orkney, The Orkney Local Employability Partnership have agreed to run a one-off Innovation Fund in financial year 2022/23 to develop innovative approaches to support people experiencing particular challenges which prevent them from progressing towards and within employment.

The fund is open to constituted third-sector organisations who have an operational base within Orkney, to apply for funds to the maximum of **£2000.00** which can be used for additionality/innovation within an existing project.

The funding is available until March 2023 and can be used for projects that will be completed by 31st March 2024. Projects that would fit the criteria are those that:

- Provide short term work that adds value to existing projects which increase individuals training/employment prospects
- Pilot a new approach in a particular area or for a particular client group.
- Undertake feasibility/ planning work for further development.

The purpose being to provide short-term investment in new, innovative or additional ways of working which will have a long-term positive impact on the delivery of employability services in the Orkney, in particular enabling engagement with priority groups including:

- People for whom disability/long term health condition is a significant employability barrier

- People with protected characteristics, who are experiencing inequality, to enhance participation in employability services and / or employment. ¹
- Care Experienced young people (16+)
- Working parents seeking to up-skills and develop a career path

Applications for the continuation of existing projects are not eligible, except where the project is an additional short-term intervention that will have a long-term positive impact.

Project Requirements

Who can apply?

The fund is open to constituted third-sector organisations, delivering learning, training and employability services to people living in the Orkney Islands Council area.

Organisations may submit a maximum of one project per organisation for this fund.

Who cannot apply?

- Individuals
- Commercial organisations
- Organisations not planning to deliver the project in the Orkney Islands Council area and for the benefit of people living in the area.

Project Timeframe

The fund will support projects which will start no later than 1st June 2023. All projects must be completed by 31st March 2024 and reported on by no later than 15th April 2024.

Financial support

We anticipate that the fund will be able to support a minimum of 10 projects. Applications may be made for a maximum of £2,000.00

All projects which contribute to wages or fees during the delivery period of the project, must pay at least the Scottish Living Wage (currently £9.90 per hour)

¹ The Equality Act 2010 brought together existing equality legislation. It focuses on people with the following protected characteristics: age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, sex, sexual orientation and religion and belief.

Making and Application

All applicants must apply via email, using the form which will be attached to the email inviting you to apply. To request additional copies please email employability.support@orkney.gov.uk

When applying you must include (or provide a link to) the required supporting documents listed below:

All applicants

- Child protection and / or Safeguarding policy
- Equal opportunities policy or statement
- Constitution or Memorandum and Articles of Association
- Most recent annual report and accounts
- A bank statement to prove that the organisation has an active UK bank account at the time of application
- A list of committee members or trustees

Application forms and supporting documents must be submitted by **5pm on Friday 24th February 2023** to employability.support@orkney.gov.uk

Applications which don't use the application form and / or don't provide the supporting documentation outlined by the closing date will not be assessed.

What will happen next?

Stage 1 – Acknowledgment

Once an application has been received, you will be sent an acknowledgement within 2 working days. If you haven't received this after this timeframe, please contact employability.support@orkney.gov.uk

Stage 2 – Eligibility check

To qualify projects will need to:

- Demonstrate that they can be complete before by the **31st March 2024**.
- Are based on evidence of community engagement in identifying need and have clear purpose and targeting of activity to meet local needs;
- Demonstrate partnership working and engagement in design and delivery;

- Evidence the impact expected – numbers of beneficiaries, evidence of progression, training or employment outcomes;
- Evidence the impact on priority client groups and disadvantaged communities – e.g. make use of community assets, provides additional or improved facilities, amenity or service delivery;
- Evidence additionality – service provided adds value and does not substitute for, or displace services which otherwise are available;
- Evidence the organisation has the capacity to manage and deliver;
- Capacity to undertake end of project reporting, including relevant financial reports;
- Demonstrates value for money – includes commitments to ensuring efficiency, effectiveness and economy;

Before a formal assessment is undertaken, the following checks will be made. Applications which do not fulfil these eligibility criteria will not be assessed.

- The application was submitted by **5pm Friday 24th February 2023**, using the application form.
- The organisation has an operational base within Orkney and the project that will benefit people living in the area.
- The project will commence no later than the 1st June 2023
- The project will be fully completed by no later than 31st March 2024
- The total sum of money applied for is to a maximum £2000.00
- Full projected income and expenditure outlined in the application.
- Projects which contribute to wages or fees during the delivery period of the project, must pay at least the Scottish Living Wage (currently £9.90 per hour)
- All supporting documents or links to them provided with the application.
- Application signed by two persons from the organisation

Stage 3 – Assessment

Once it has been established that the application is eligible, formal assessment will begin. This will be undertaken by representatives from the Orkney Local Employability Partnership Commissioning Group

The assessment will be in four sections as shown below, with the detailed questions for each section laid out in the application form. Each section will be scored 0 to 4 as shown below. For applications to be approved, each section must achieve a score of a least 2 i.e. satisfactory.

0	1	2	3	4
No answer	Unsatisfactory	Satisfactory	Good	Very Good

All sections are important, but each has a weighting as shown below, indicating the importance of the information in relation to the others.

Finally, the score and the weighting for each section will be multiplied together to give a total out of 40. Applications will be ranked highest to lowest, with funding allocated in that order until funds are fully utilised.

	Score 0-4 (4 being the highest)	Weighting (1-3)	Total (Score x Weighting)
Section 1: The Project		3	
Section 2: Innovation		3	
Section 3: Ability to deliver		2	
Section 4: Budget		2	
Total out of 40			

Stage 4 - Decision

Once the assessment has been completed, applicants will be informed of the outcome – either successful or unsuccessful.

If your application is successful

Payments

If your application is successful, 100% of the award will be paid out at the start of the project and once the funding agreement has been returned.

Organisation must submit clear evidence that the funding has been utilised as per the agreement, the project has been completed and a final report submitted by the **15th April 2023**. If this evidence is not submitted Orkney Islands Council could request that funding is repaid.

The final report will describe how the project was delivered, what outcomes were achieved, how the funding was utilised, what lessons were learned (both positive and negative) and what next steps are planned.

Recording and Monitoring

Successful applicants will be expected to record and monitor the progress of everyone they engage with via this project for reporting purposes in a secure manner and if need be, for signposting them to other services to ensure the best outcome for the individual.

Publicity

If you are successful, you will be expected to acknowledge the support of the Scottish Government and Orkney Island Council in any publicity. You will need to show examples of this within the final report.

Further information

If you have any queries or would like more information, email to employability.support@orkney.gov.uk