# Annex A: Expression of interest template

## Instructions on completing the template

1. The deadline for returning completed expressions of interest is 1700 on **Friday 9 November 2018**.
2. Please email completed templates to [mentalhealthCC@officeforstudents.org.uk](mailto:mentalhealthCC@officeforstudents.org.uk). We will confirm receipt. Please **do not** use this email address for queries. For policy enquiries contact Julia Moss, [julia.moss@officeforstudents.org.uk](mailto:julia.moss@officeforstudents.org.uk), 0117 9317054 and for process queries contact Laura Mailer, [laura.mailer@officeforstudents.org.uk](mailto:laura.mailer@officeforstudents.org.uk), 0117 931 7363.
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. The completed document **should not exceed seven sides of A4 including the table at the end of the template**. Font size should be no smaller than 10.5 point Arial. While each section heading must be retained, any explanatory text detailing our requirements may be removed so as not to impact on the overall length of the document, including all instruction text on this page. Final bids should be submitted **as a Word document.**
5. This is the template to be used for submission of bids to the ‘OfS Challenge Competition: Achieving a step change in mental health support for all students’ (OfS 2018.41). The page layout must not be altered. Our priorities, outcomes and selection criteria are set out in the accompanying document.
6. Letters of support must be provided from each partner. These must clearly state what each partner is contributing towards the project but do not need to be detailed at this stage – for example: the nature of the role and support to be provided, whether cash or investment in kind, and the monetary value if the latter. All letters should be collated into one document for submission and sent in the same email with the bid. We will seek more detailed letters of support if the proposal progresses.
7. 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 key risks section. If this information is not included, the proposal will be marked down accordingly.

## Expression of interest template

### Project information

|  |  |
| --- | --- |
| Legal name of lead higher education provider |  |
| Project title |  |
| Project start date | *(must be no later than September 2019)* |
| Project end date | *(must be no later than 31 December 2021, allowing for evaluation and reporting at the end of the period)* |
| Approval from both director of finance and head of provider | Yes/No  *(delete as appropriate)*  *(Note: All EoIs 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 expression of interest

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

### Project partners

|  |  |  |
| --- | --- | --- |
| Partner name (use legal name for higher education providers) | Role in project | Level of co-investment to be provided including status\* of investment (£)  *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.*  *\*(formally confirmed / to be confirmed / discussed but no formal commitment)* |
|  |  |  |
|  |  |  |
|  |  |  |
| [*Add or delete rows as necessary*] |  |  |
|  |  |  |

### Funding and finance

Funding is available to support revenue costs only. Bidders must provide minimum one-to-one matched funding against the proposed OfS funding contribution. This means that for every pound requested from the OfS, one pound must be provided in matched funding.

|  |  |
| --- | --- |
| Total funding requested | £  *Maximum funding for all projects £750,000*  *Minimum funding for all projects £250,000* |
| Total lead provider investment | £ |
| Total co-investment from partners | £ |
| Total project cost (all funding sources) | £ |

### Project information

|  |  |
| --- | --- |
| Describe the project and key activities, including the nature of the collaboration and role of partners.  State the key priorities to be addressed by the project. (From OfS 2018.41 paragraph 12). |  |
| Describe the current strategic approaches to mental health support, including how these are underpinned by active and effective senior leadership and governance for all higher education providers and partners involved. |  |
| Describe the current reporting mechanisms and monitoring in place to test existing approaches and how these can be utilised for new activities. |  |
| Describe the proposed methodology including:   * identification of potential barriers and solutions * enhanced and improved student engagement * how evaluation will be undertaken. |  |
| How will the impact and outcomes of the project be evidenced? |  |
| How will value for money be secured? |  |
| What are the key risks to this project and how will they be mitigated? Are there any ethical issues? |  |

### Project inputs and outputs

|  |  |  |  |
| --- | --- | --- | --- |
| Key inputs | Key outputs | Outcomes (short and medium term) | How financed and resourced |
| *(For example, ‘Recruit two full-time equivalent staff.’)* |  |  | *Provide costs for each input and the source of the funding (i.e. OfS/provider/named partner etc.). This will evidence how the activities will be resourced and the balance of funding contributions.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |