# Annex A: Bid template

## Instructions on completing the template

1. The deadline for returning completed bids is 1700 on **Friday 14 December 2018** (this is an extension to the original deadline of 26 November).
2. Please email completed templates to localgradsCC@officeforstudents.org.uk. We will confirm receipt of all bids. Please **do not** use this email address for queries. For policy enquiries contact Helen Embleton, helen.embleton@officeforstudents.org.uk, 0117 931 7269 and for process queries contact Laura Mailer, 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 10 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 page1. Final bids should be submitted **as a Word document.**
5. This is the template to be used for submission of bids to the ‘Office for Students Challenge Competition: Industrial strategy and skills – support for local students and graduates (OfS 2018.38). The page layout must not be altered.
6. Rather than stating generic support for the proposal, letters of support from all partners and any other key stakeholders must clearly state what each partner or stakeholder 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. All letters should be collated into one document for submission and sent in the same email with the bid.
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 project’s key milestones and risks at the end of this document. If this information is not included, the bid will be marked down accordingly.

## Bid template

### Project information

|  |  |
| --- | --- |
| Legal name of lead higher education provider  |  |
| Project title |  |
| Project start date | *(must be no later than March 2019)* |
| Project end date | *(must be no later than 31 March 2022)* |
| Approval from both director of finance and head of provider | 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  |  |

### 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*] |  |  |
|  |  |  |

### Region or local area which the project will support

|  |
| --- |
|  |

### Funding and finance

Funding is available to support revenue costs only.

|  |  |
| --- | --- |
| Total Office for Students Challenge Competition funding requested | £*Maximum funding for collaborative projects with other higher education providers £500,000**Maximum funding for individual provider projects £300,000**Minimum funding for all projects £100,000* |
| Total lead provider investment | £ |
| Total co-investment from partners | £ |
| Total project cost (all funding sources) | £ |

### Project information

|  |  |
| --- | --- |
| Priority to be addressed by project.(From OfS 2018.38 paragraph 22)  | a/b/c*(delete as appropriate)* |
| Describe the aims and objectives of the project, including clear evidence of the problem that will be addressed. |  |
| Describe how the project will address barriers and challenges associated with the lower mobility of students and graduates who remain in or return to their local area after concluding higher education study. |  |
| How will the proposed activities test new and innovative approaches, or extend or scale up existing approaches? |  |
| If this is a collaborative provider project, explain how the collaboration will operate to deliver practical outcomes for students and graduates across the higher education and other partners involved. |  |
| If an individual provider project, explain how external partners will be involved and how the collaboration will operate to deliver practical outcomes for students and graduates. |  |
| How many students and graduates do you anticipate will be supported by the project?What types of students will be supported?Describe how students and graduates will be engaged with and support the process throughout the development, implementation, and evaluation of the project. |  |
| How will the proposed activities provide value for money? |  |
| Describe how the project will measure and track outcomes throughout the life of the project and beyond. |  |
| Describe how the key activities and enhancements will be embedded and sustained beyond any funding period. |  |
| Describe how the project and its impacts on students and graduates will be evaluated and disseminated. |  |
| If successful, how will this project contribute to the network of other funded projects? |  |
| If one or more of the partners are involved with any other relevant projects funded via HEFCE’s former Catalyst Fund, Degree Apprenticeship Development Fund or National Collaborative Outreach programme, explain how these new activities will complement and not duplicate ongoing activities and investments. |  |
| Are the lead provider or the partners in any bid to UK Research and Innovation’s new Strength in Places Fund? | *Yes/No* *(delete as appropriate)*If ‘yes’, describe how this bid will complement any other planned activities and avoid duplication. |

### 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.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Project key milestones and risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Target | Key milestone | Key risks  | Principle actions to mitigate risk | Estimated completion date | Outcome |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |