



Department
for Education

Early Outcomes Fund

Application Form

November 2018

Fund Guidance

The Early Outcomes Fund bidding guidance published alongside this application form includes details of the background, aims and objectives, funding and eligibility criteria for the Early Outcomes Fund.

Please read this bidding guidance before completing the application form.

Application Process

Funding available and timelines

The fund is worth approx. £6.5m. The level of funding that is provided to LAs will be scalable depending on their individual proposals. This means that different size grants may be provided to different LAs. We expect, an LA to clearly demonstrated in its application form why it needs the amount that it has requested and how the project will provide value for money. We reserve the right to work with LAs to refine their bids following the application process.

We expect funding decisions to be made by the assessment panel in January/February, with the first instalment of the grant distributed in February 2019. This is to enable local authorities to bring together different local agencies and set projects up quickly.

The first instalment of the grant must be distributed to LAs by 31st March 2019.

The bid round will be open from Thursday 15th November 2018 and will close on Friday 18 January 2019. We will accept applications up until 23:59 on this date.

Key dates and deadlines for the application process are set out in the table below.

Milestones	Dates
Bid round for Early Outcomes Fund opens	15 th November 2018
Bid round for Early Outcomes Fund closes	18 th January 2018
Assessment of applications	January/February 2018
Decisions on applications announced	February 2019
Funding distributed to LAs	March 2019
Funding spent by LAs	By 31st March 2020

Completing your application

A limit on the number of words is stated for each section in the text box provided, any text that exceeds the stated limit will not be assessed. Please include the total number of words for each section at the bottom of each text box.

Further information on what is expected in each section of the form has been provided to support you in completing your application. Please make sure you refer to these prompts throughout to ensure you have addressed the questions fully.

LAs making a joint bid under priority A and B (for example, where one LA is assessing and codifying its existing approach while working to implement it in partner LAs) will need to ensure they address all of the relevant points under each criterion.

Sections marked with * are mandatory and must be completed in order for your application to be accepted.

A maximum of one application form per LA can be submitted.

LAs are able to submit a maximum of two annexes to support applications (e.g. diagrams or data spreadsheets) – each annex must be a maximum of 2 A4 pages. We will use the content included in the application form as the basis for your assessment, with any additional documents acting as supplementary information.

All applications should be countersigned by the Director of Children’s Services (of the lead LA in partnership bids).

Submitting your application

Please email a single **Word or PDF** version of your completed application to EarlyYears.SocialMobility@education.gov.uk.

Your LA name and the words ‘Early Outcomes Fund Bid’ should be included in the email “subject” field when submitting your application.

When you have sent the department your application form, you will receive an automatic email response letting you know that your application has been received.

Deadline

The Department for Education must receive all completed applications by email by **23:59 on 18 January 2019**.

The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.

The Early Outcomes Fund Application form

Name of (Lead) Local Authority*	
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1. Joint-Bids

Confirm lead LA	
List partner LAs	

2. Priority Area

Please indicate which priority areas are covered in this application

Priority Area *		Yes/No
A	Implement new approach	
B	Assess and codify existing approach	

3. Evidence of local self assessment*

(for joint-bids the lead LA should include the self-assessments of partner LAs)

Please provide evidence of your self assessment(s) of the strengths, weaknesses and challenges in your early years systems.

Total word count: (Max 500 words per participating LA)

As part of section 3, include any key facts on:

1. Evidence from your self-assessment(s) on the strengths, weaknesses and challenges in your early years systems.
2. How the strengths, weaknesses and challenges you have identified relate to areas of focus set out in the EIF 'Maturity Matrix' (see section 3 of the bidding guidance).

Assessment criteria for LA self-assessments:

For all proposals we will consider:

The extent to which a proposal is meeting a locally identified need and how well it covers the potential areas of focus set out in section 3. This section will be triangulated with national and local data on early years outcomes and other intelligence from LA's engagement with DfE directly or through its delivery partners.

For Priority A projects we will consider:

The extent to which the LA (or LAs in a joint-bid) have set out a clear articulation (with direct reference to the EIF maturity matrix) of their current system's: context; maturity, including strengths and weaknesses; challenges and opportunities.

For Priority B projects we will consider:

The extent to which the LA (or LA in a joint-bids) have set out a clear articulation (with direct reference to the EIF maturity matrix) of their previous and current system's: context; maturity, including strengths and weaknesses; challenges and opportunities, and how and to what extent their approach has allowed them to make progress to a more mature system.

4. Summary of your proposal, theory of change and underpinning evidence*

(where a bid includes a mixture of Priority A and Priority B projects the lead bidder should summarise both projects below)

Please provide a summary of the project(s) you wish to secure funding for below

Total word count: (Max 800 words per project)

As part of section 4, please clearly set out:

1. If the project is a Priority A or Priority B project, or is a mixture.
2. How the project aims to address one or more of the potential areas of focus in section 3 of the guidance including the theory of change and any underpinning evidence.
3. How the grant funding you have requested will either enable you to:
 - implement a programme of service transformation that will address the challenges you have identified; and/or
 - assess and codify a service transformation approach that has already proved successful so that it can be shared more widely.
4. The total cost of your proposal – split by each workstrand if more than one is included.

Assessment criteria for summary of proposal, theory of change and underpinning evidence

For Priority A projects we will consider:

- The extent to which the LA (or LAs in a joint-bid) has demonstrated how their proposed approach will meet priority A: to kick-off and/or progress a process of system change with the ultimate aim of improving good early language outcomes in the local area(s).
- The extent to which they have set out a clear theory of change for how they will make progress from their current system to a more mature system, and why the changes being made should deliver benefits to early language outcomes. This should make reference to the EIF maturity matrix.
- Where relevant, the extent to which they make reference to the evidence base for any specific interventions that are part of the proposed approach.
- The extent to which the approach will benefit disadvantaged children in particular, due to targeting of actions or high levels of disadvantage in the LA(s) as a whole.

For Priority B projects we will consider:

- The extent to which the LA (or LAs in a joint-bid) has demonstrated how their proposed approach will address priority B: to assess and codify existing approaches to system change that have successfully improved early language outcomes, and which have wider applicability.
- The extent to which they have set out a clear theory of change for how their approach has allowed them to make progress from their previous system to a more mature system, and why the changes have/should deliver benefits to early language outcomes. This should make reference to the EIF maturity matrix.
- Evidence of how the approach has been delivered and any impact it has been seen to have in the LA (if relevant)
- The extent to which they articulate how their approach will align with the emerging model of best practice set out in the EIF maturity matrix, and how it will expand (i.e. fill a gap) in the emerging evidence base/best practice model.
- Where relevant, the extent to which, they make reference to the evidence base for any specific interventions that are part of the proposed approach.
- The extent to which the approach will benefit disadvantaged children in particular, due to targeting of actions or high levels of disadvantage in the LA(s) as a whole.

5. Delivery plan*

(where a bid includes a mixture of Priority A and Priority B projects the lead bidder should summarise both projects below)

Please provide detail on how you plan to deliver the proposal(s) outlined in section 1.

Total word count: (Max 800 words per project)

As part of section 5, please clearly provide detail on:

- 1) How you plan to put in place your proposals.
- 2) An estimate of the resources required.
- 3) Timings associated with your proposal.
- 4) The governance structure that will support the project.

Assessment criteria for delivery plan

For All proposals we will consider:

- How well the LA (or LAs in a joint-bid) has articulated their plans to achieve the steps set out in their proposal.
- The extent to which they have demonstrated that their proposed project is well costed, and that they will have the necessary skills and resources in place required to successfully deliver their proposals by March 2020.
- The extent to which they have demonstrated that they have, or will put in place, a strong governance structure capable of a) overseeing the project and implementing across local partners b) supporting sharing and learning and c) facilitating the sustainability of the changes to local systems. In joint bids, governance will need to span the partnership, and in all bids it should be proportionate and make use, where appropriate, of existing structures.

6. Breakdown of costs*

Please clearly set out the amount you are requesting as part of this application, please breakdown staff costs, evaluation and monitoring costs, other costs, (NB capital items are not eligible)

Activity	Description	Cost
		Total:

Please explain how your proposal offers value for money? (Max 400 words)

Assessment criteria for value for money

For All proposals we will consider

- Bids will be assessed on the degree to which they provide value for money. Value for money is the demonstration of an appropriately costed project to deliver project objectives, including:
 - details of the proposed staffing to deliver the outcomes including key roles identified to lead the activity as well as other roles to support delivery;
 - a clear breakdown of the costs LAs expect to incur in meeting their stated objectives.
 - expenditure that LAs expect to incur in relation to proposed activities; a clear rationale for how they have devised the costing and an explanation of the assumptions underpinning the costing and why they think these are realistic;
 - how LAs demonstrate their value for money case within the proposed costings (for example, have they benchmarked costs against similar activities; demonstrated how the project will contribute value in other ways).
 - That the costs of the activities proposed are proportionate to the expected benefits.

7. Evaluation plan*

(where a bid includes a mixture of Priority A and Priority B projects the lead bidder should summarise evaluation plans for both projects below)

Please provide detail on how you propose to evaluate the project(s) outlined in section 4.

Total word count: (Max 1000 words)

As part of section 7, please clearly provide detail on:

- a) How you plan to assess the impact of activities paid for by the Early Outcomes Fund.
- b) How you plan to capture learning from activities paid for by the the Early Outcomes Fund so that it can be shared with a wider audience.

Assessment criteria for Evaluation Plans

For All proposals we will consider:

The extent to which the LA (or LAs in a joint-bid) has set out a clear plan for how it will assess the impact of any activity funded by the early outcomes grant and capture learning that it can be shared with a wider audience, e.g. a high-level plan for how the LA would work with an external evaluation partner, potential methodology and research questions they would use and proposals for transferable learning that could be shared more widely.

For Priority B projects we will also consider:

The strength of the methodology the LA proposes to use to evaluate or otherwise measure the impact of an approach, e.g. standard measurements, experimental design, surveys of staff, families and others, validation by peers/experts or other methods.

How the LA proposes to codify its approach in sufficient detail, e.g. guidance, case studies, toolkits, so as to give other LAs the theoretical and practical grounding needed to implement a similar approach. This could include dissemination/ learning events.

8. Additional information

Please provide any additional information that you feel will support the assessment of your application form

Total word count: (Max 250 words)

Please list any attachments here

DECLARATION* (Please complete in block capitals)

I confirm that the information given in this application is true and complete;
that the lead LA has the consent of any partner LAs and any other agencies listed as key partners in the bid;
and that, if successful, the local authority will administer any grant in accordance with the letter supplied by the Department for Education.

Full name:	
Position (Job Title):	
Date:	
Contact details including email address:	
Signature:	
Countersigned (by the DCS):	

Please note - signatures must be either an E-signature or a real signature (scanned document).



Department
for Education

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