**Bradford Opportunity Area:**

**Essential Life Skills**

**Application Form Guidance**

**Section 1: Tell us about your school/college or collaboration**

Questions 1-5:

Please complete the details of the organisation that is applying for the grant, including an appropriate named contact person who we will liaise with throughout the grant application process.

**Section 2: Do you want to receive funding?**

Questions 6-9:

There is no obligation for schools to accept funding. Schools may also choose to receive funding for only one of the two years.

**Section 3: How do you want to receive funding?**

Questions 10-13:

In this section, you should indicate whether you want to receive your allocation to deliver or purchase activity yourself, or whether you would prefer the Local Authority to procure collective activity on your behalf.

In those instances, the Local Authority will review applications and will look for common themes where there would be benefit in the LA procuring collective activity at scale on behalf of a number of schools. For example, if several schools express interest in the same type of activity (or for a similar cohort), the LA would seek your permission to retain your allocation and purchase collective activity on your behalf. Please note that this would result in extra-curricular activity beginning at a later stage for your school. Please also note that the LA may not be able to purchase collective activity for all proposed collective activity or for all schools. This will be affected by the level of demand for specific activities.

Alternatively, you may decide to deliver or purchase extra-curricular activity yourself. You may still do this in collaboration with other schools, though you would have to arrange this independently. This is likely to mean you can deliver extra-curricular activity more quickly, though the LA would not offer support in co-ordinating this for you. Schools may use funding to fund staff time spent on extra-curricular activity, though this only applies to new or significantly extended/increased activity.

**Section 4A: Schools delivering or purchasing activity: tell us about your proposed activity and outcomes to be achieved**

**This section should only be completed by schools intending to deliver or purchase extra-curricular activity themselves.**

Question 14:

Confirm whether this is a new or existing activity that is being significantly increased or extended. Please note that this funding cannot be used to support any current or planned activity.

Provide a brief summary of the activity that you intend to support using this funding. Further details are requested later on in the form.

Question 15:

Insert whether your school or group of schools intend to provide the activity or whether you will use the funding to commission an external provider. Whose resource is delivering the activity?

Question 16:

If you intend to commission an external provider for your activity, please include the name of the provider here.

Question 17:

Schools can purchase individually using their allocated grant or take a collaborative approach and join with other schools in a local area (for example, across a Multi Academy Trust). It is the responsibility of the school/s involved to self-organise. Provide a list of all schools as part of that will be involved in this activity.

Question 18:

How many pupils do you estimate will take part in this activity (over both years of activity)?

Question 19:

Provide details of the characteristics of pupils you intend to target as part of this activity. For example, include detail on age, gender, pupil premium status etc.

Question 20:

Describe how you will ensure this activity encourages participation and attendance among pupils at your school/college.

Question 21:

Please enter details about how frequently activity will take place.

Note that we expect most activity to take place on a regular basis in most weeks of term and throughout the school/college year where possible. Residential, weekend or holiday activities that take place over a short period can be very useful but should be considered as part of a wider package of regular term-time activities for those pupils involved. Funding for one-off activities which are not part of a long-term programme should be kept to a minimum.

Question 22:

Please provide approximate start and end dates of proposed activity. This should include both years of activity.

Question 23:

Detail the location of delivery e.g. geographical area, postcode, specific school/venue

Question 24:

Give an estimate for the overall cost of delivering this activity. This should be an overall cost for both years, including any costs set aside for any overhead or administration costs involved.

Question 25:

Relating to the activity you have mentioned in previous questions, please indicate which Essential Life Skills and intended outcomes your proposed activity will deliver.

Bradford Pathways have 12 Essential Skills that it seeks to support. Please indicate which skills your proposed activity would promote:

a. Global Awareness

b. Financial, economic, business & entrepreneurial literacy

c. Civic literacy

d. Health literacy

e. Creativity and Innovation

f. Critical thinking and problem solving

g. Communication and collaboration

h. Flexibility and adaptability

i. Initiative and self direction

j. Social and cross cultural skills

k. Productivity and accountability

l. Leadership and responsibility

**Section 4B: Schools open to local authority procuring collective services on their behalf: tell us about what kinds of activities you want to be provided.**

Question 26: Please provide a list of the activities you would be interested in the LA procuring at scale for your pupils. Please also provide which student cohort(s) you would like this activity to target, as well as the approximate number of students you would hope to take part.

Question 27:

See Question 25.

**Section 5: Confirmation**

Question 28

Check this box to confirm that you have read and agree to the Bradford Essential Life Skills Grant Criteria.

Question 29

Check this box to confirm that you acknowledge the school’s responsibility to ensure that appropriate safeguarding checks have taken place.

Question 30

Please include an applicant signature or a printed version of the applicant’s name. This must be a permanent member of staff at the school/college.

Question 31:

Please include the date you submitted this application in the format DD/MM/YYYY.

If you have any queries following reading this guidance then please contact:



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