



## Annex A: Application process, selection and timescale for IoC Future Projects Fund

### Section A - Application Process

Organisations are invited to submit proposals for funding using the guidance in this annex.

Documents A1-A4 should be submitted as attachments to a single email as follows:

**Item A1: Business Case** covering the submission and evidence to support the case. The Business Case template (Annex B) is available to download from Wednesday 29<sup>th</sup> August alongside this annex at **[Instituteofcoding.org/futureprojectsfund](https://instituteofcoding.org/futureprojectsfund)** and should be submitted as a Word document.

**Item A2: Financial Information.** The financial information template (Annex C) is available to download from Wednesday 29<sup>th</sup> August alongside this annex at **[Instituteofcoding.org/futureprojectsfund](https://instituteofcoding.org/futureprojectsfund)** and should be submitted as an Excel document. The following checks will be included in our financial appraisal of the project:

- i. Are the financial assumptions and estimates (particularly those used to value contributions in kind) transparent, reasonable, and consistent?  
For guidance:
  - a) Contributions in-kind should have a present value that can be validated, and not be an assessment of future revenue streams. Examples of contributions in-kind include staff, land, buildings and equipment. As a general rule, in-kind contributions should be valued on the basis of direct cost or fair value.
  - b) Staff costs should reflect actual pay rates plus on-costs (employers' National Insurance and pension contributions) incurred. In addition, since co-investment in-kind must be directly related to the project, we would expect to see a clear and specific commitment to the hours, days or full-time-equivalent staff time being allocated.
  - c) Co-investment which is presented as a supplier discount may be judged as ineligible, unless clear evidence is available of a further discount over the best price available and achieved in the market.
  - d) All in-kind valuations should be robust enough to enable these contributions to be tracked and reported to the OfS through the regular monitoring process.



- ii. Has the project demonstrably secured at least the minimum required level of matched funding (£1 of matched funding for each £1 of fund income) or more?
- iii. Does the model demonstrate how financial sustainability will be achieved for the proposed project beyond the Future Projects funded period?
- iv. Will the project make a financial contribution to the sustainability of the wider IoC? [desirable, but not mandatory]
- v. Does the information in the financial Annex C support the 'Value for money' section of the business case?

**Item A3: Risk register.** The register submitted should be the full risk register compiled for the project. There is no specified format for the risk register. It should be in the format that works the best for the project and the organisations involved. We do not require the corporate risk register for the lead organisation.

**Item A4: Letters of support** from the head of the organisation for all partners and key stakeholders. Letters and supporting documentation should be collated and submitted as one PDF file, labelled with the lead organisation's name and 'Letters of support' in the title. Letters should state as clearly as possible:

- i. What each partner is contributing towards the project – for example, cash or in-kind investments and their value.
- ii. Any conditions on investments.
- iii. Any issues of timing.

*[NB:*

*Should more than one proposal be submitted by an organisation, an additional identifier should be added to the file name*

*Should the collated letters of support file be too large to email, please provide a document detailing how the letters can be accessed.]*

Documents should be sent in one email to [ioc@bath.ac.uk](mailto:ioc@bath.ac.uk) by **noon on 26<sup>th</sup> November 2018**. The email subject line should read *IoC Future Projects Fund application: XXXX (i.e. Lead name)*

Late submissions will not be accepted and submissions not using the template as described will be treated as invalid and will not be assessed. Proposals should not exceed the maximum length specified in the template.

The bid lead will receive an email confirming receipt of the documentation. Should this not be received, contact the IoC Team: [ioc@bath.ac.uk](mailto:ioc@bath.ac.uk).

## **Section B - Selection**



To receive funding applicants will need to state how they intend to:

- Satisfy one or more of the OfS high-level objectives, laid out in point B1, below
- Contribute to the achievement of one or more of the IoC success criteria described in point B2, below
- Consider the guidance provided by the IoC's Industry Advisory Board from employers' perspectives, indicated in point B3, below. (Any relevant additional information will be provided at the Town Hall meetings following the Board's 3 September meeting and be made available on the IoC website.)
- Address the criteria to be applied by the Industry Advisory Board when ranking the viability of the projects described in response to this invitation – see point B4, below.

**B1: Original HEFCE/OfS guidance**

Applications will be assessed through judgement against the following criteria, originally set by HEFCE/the OfS and adopted by the IoC project:

a.	The extent to which the proposed activities will improve the quality and support the growth of digital skills provision at Levels 6 and 7.
b.	The extent to which the proposed activities will contribute to the development and/or take-up of innovative learning and teaching models.
c.	The extent to which the activities of the proposed projects contribute to achievement of the IoC's agreed success criteria (see B2, below)
d.	The extent to which the activities of the proposed projects address priorities identified by the IoC's Industry Advisory Board (see B3, below)
e.	The extent to which the proposed activities will enhance graduate employability and graduate employment outcomes.
f.	The extent to which industry and other employer partners are integrated into the activities.
g.	The extent to which proposed activities align with recommendations in the recent digital skills reports, as set out in the invitation to bid letter paragraph 10.



h.	The extent to which the proposal builds on existing expertise and capacity to ensure innovative and creative solutions to addressing digital skills needs.
j.	The extent to which there is risk-sharing with industry and other partners, including through cash investment.
k.	The extent to which the proposal and any related programme of activities will be sustainable beyond the period of OfS funding.

## B2: Success Criteria

All projects **must** contribute to one or more of the following IoC success criteria:

1.	Innovative digital skills curricula designed, developed and delivered by the IoC Consortium
2.	Increase in Industry-focused learners graduating from IoC institutions
3.	Conditions created for sustainable delivery of IoC assets and impact
4.	IoC established as a unique brand
5.	Growing Employer and SME engagement
6.	Lessons learned shared with engaged educators beyond those involved in the IoC bid in July 2017
7.	Participation of groups underrepresented elsewhere in digital skills education/training promoted through the activities of the Institute of Coding. <b>This is one of the fundamental aims of the IoC so proposals addressing this criterion would be particularly welcome.</b>
8.	Employability and employment rates higher than the national average for learners graduating from IoC supported courses
9.	Technologies developed to support teaching and learning of digital skills
10.	Technical Papers, Research and Recommendations published by Institute of Coding Digital Skills Observatory and IoC Members. Bids will not be accepted by consortia meeting this success criterion and no others. Publication of papers, research and recommendations through the IoC Observatory will, however, be considered a useful addition to bids with focus in other areas.



### **B3: Industry Advisory Board Priorities**

Priorities for this call are being set by the IoC's Industry Advisory Board.

Priorities will be discussed by the Board in detail at their 3 September Industry Advisory Board meeting. Further information will be provided at the Town Hall meetings and will be made available on the IoC website.

It is essential that the projects chosen contribute to the IoC's sustainability agenda.

Initial feedback indicates the following areas are important to the Board:

1.	The importance of ensuring curricula and teaching methods encourage diversity and inclusion, and the opportunity to maximise the impact and scale of diversity and inclusion activities through collaboration.
2.	Developing a single portal signposting UK digital skills training – tailored to learners; easy to navigate; with suggested learner journeys to recommended courses.
3.	The need for employees to have a wide range of skills in addition to strong technology skills – including good communication skills; knowledge of agile ways of working; managing change (and using technology to deliver it); and emotional intelligence.

### **B4. Assessment criteria**

The following criteria will be applied when assessing submissions:

1.	Clarity and coherence of the proposed activity.
2.	Innovation, where appropriate, contained within the activity.
3.	Alignment with and impact of the proposed activity on the IoC goals (para B2 refers).
4.	Sustainability (beyond the lifetime of the IoC project).
5.	Positive impact on learners (where applicable).
6.	Effectiveness of the proposed delivery plan (overall management; deliverables; timing etc.)
7.	Reach of the proposed activity (to new IoC partners; to industry; to 'hard to reach' and under-represented learners)
8.	Evidence that the proposed FPF group has the capability and capacity to deliver the plan including the required match to the activity e.g. inclusion of relevant industry and/or learners and/or scenarios.
9.	Overall value for money.

## Section C - Timescales

Date	Detail	Note
24.08.18	Launch of Future Projects Fund (FPF)	
05.09.18	Town Hall Meeting for interested bidders (London)	The Town Hall meetings will be organised in conjunction with the CPHC <sup>1</sup> Please register by emailing Maxine Leslie at <a href="mailto:cphc@bcs.uk">cphc@bcs.uk</a>
16.10.18	Town Hall Meeting for interested bidders (Manchester)	
26.11.18 (noon)	Closing date for applications	
w/c 17.12.18	Decisions on applications communicated but embargoed until public announcement	
31.01.19	Projects may commence from this date	
31.03.19	Last date for projects to commence	Projects unable to start by this date will have their awards reclaimed
31.01.19 – 31.01.20	Regular project monitoring	Project monitoring will follow the same pattern as the primary IoC project.
31.01.20	End of IoC/OfS Future Projects Funding period	
March 2020	Final reports due on IoC/OfS Future Projects funded activity	
31.01.21	End of Future Projects matched funding period and final report due	

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<sup>1</sup> [Council for Professors and Heads of Computing](#)