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| Norfolk Public Health Grants for Sexual Health |
| Application for Funding   |  |  | | --- | --- | | **Project title** | Providing sexual health services to the hard to reach and vulnerable groups within the County of Norfolk | | **Project Reference number** | NCC/SH/001 | | **Area** | Norfolk | | **Funding available** | Up to £150,000pa | | **Project start period** | April 2017 | | **Duration** | One year – annual review | | **Date open for applications** | 16th December 2016 | | **Supplier event** | 12th December 2016 | | **Deadline for applications** | 2pm 27th January 2017 | | **Evaluation and Moderation Panel** | 1st – 3rd February 2017 | | **Award decision announced** | 6th February 2017 | | **Services commence** | From 1st April 2017 | | **Version Control** | FINAL - 16/12/16 | |
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| Synopsis Norfolk County Council’s Public Health department, wishes to work with the third sector to identify unmet Sexual Health (SH) needs amongst the population of Norfolk and to deliver an innovative solution to build upon assets to strengthen and complement the already existing sexual health services. One of Norfolk Public Health priorities is to improve the sexual health outcomes for the residents of Norfolk. Norfolk County Council Public Health department has funding of £150,000pa. Third sector charity may apply for funding. The limit for individual organisations is up to £50,000 per application. Public Health will consider partnership working as long as the partnership is led by the third sector. The same provider can apply for several bids ensuring these are different services.  ***We strongly advise you read about what we will fund and what we won’t fund*** |

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# Important legal notice

**No implied contract**

* 1. Norfolk County Council (“the Council” or, where the context so requires, “We”) does not make any binding commitment to actual or potential Applicants (or, where the context so requires “you”) or to any other party about its conduct of this funding application exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice.

**Acceptance of conditions**

* 1. Any Applicant who participates in this funding application shall be deemed to accept the above condition and the conditions set out below. These conditions form the entire understanding between the parties about the conduct of the exercise.
  2. The Council will not accept any change to the terms of this legal notice and in the event that any Applicant submits any application or notice which seeks to change these conditions the purported change shall be void, even if the Council considers the Applicant’s completed application form.

**Communications, information and notices**

* 1. Applicants shall not, in connection with this funding application exercise, rely on any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this funding application exercise. Applicants shall not rely on any communication which is not in writing.
  2. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of application forms. It does not purport to contain all of the information which Applicants may require and Applicants must satisfy themselves by their own investigations about the accuracy of such information.
  3. The Council has taken reasonable steps to ensure, as at the date of each document supplied by the Council in connection with this funding application (“Funding application Document”), that the facts which are contained in or provided with each such document are true and accurate in all material respects. But the Council does not make any representation or warranty as to the accuracy or completeness of the Funding application Documents, or the reasonableness of any assumptions on which they may be based. The Council accepts no liability to Applicants however arising, whether resulting from the use of the information provided, or from any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Applicants.
  4. Any notice from any person in connection with this funding application exercise must be sent to the Contact Name and Address stated in the Funding application Process Data below in accordance with the relevant timescales.

**Amendments to the funding application process**

* 1. The Council may at its sole discretion change any aspect of, or stop this funding application exercise at any point and if it stops the exercise need not provide any Applicant with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.

**Applicants’ costs**

* 1. The Council will not under any circumstances be liable to pay Applicants for any costs incurred as a result of their participating in this funding application exercise.

**Confidentiality, Freedom of Information and Intellectual Property**

* 1. The Council is subject to laws about access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998. The Council may - despite any claim made by any Applicant that any information is given in confidence or is confidential in nature – release any information it holds in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time - for example, during a tender process - but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. Applicants should note that no information is likely to be regarded as exempt forever.
  2. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council.
  3. All intellectual property rights in the Funding application Documents and all materials provided by the Council or its professional advisers, consultants or information providers in connection with this tender and tender process are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a tender and delivering any resulting contract.
  4. The contents of the Funding application Documents together with all other information, materials, specifications or other documents provided pursuant to or in the course of this funding application exercise, or prepared by the Applicants specifically for such purposes, shall be treated at all times as confidential by the Applicants unless put in the public domain by the Council. Applicants may not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Applicant´s company or group or use them for any purpose other than for the preparation and submission of responses to the Funding application Documents. Applicants may not publicise the Council’s name without the prior consent of the Council.
  5. Applicants must seek the approval of the Council before providing to third parties any information provided in confidence by the Council and shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.

**Collusion, canvassing, bribery and corruption**

* 1. Applicants shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to the funding application exercise or submit an excessively high price or an otherwise unattractive or non-compliant offer nor enter into any price-fixing agreement with any other person in respect of this funding application process.
  2. Applicants shall not, in connection with this funding application process or the proposed contract:
  3. offer any inducement, fee or reward to any officer or member of the Council;
  4. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or of the Bribery Act 2010; or
  5. canvass any officer or member of the Council in connection with the response/tender about any aspect of the proposed contract or for soliciting information in connection therewith.
  6. If any Applicant or any employee of any Applicant or any third party acting on behalf of any Applicant commits an act detailed in clauses 1.15 or 1.16 or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Applicant in connection with this funding application exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
  7. immediately exclude that Applicant’s offer from consideration;
  8. exclude that Applicant from future funding application exercises;
  9. terminate any contract entered into with that Applicant; and
  10. recover from that Applicant the reasonable costs of re-running this funding application exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
  11. If any person approaches any Applicant seeking any bribe or making any offer to collude in respect of this funding application exercise, that Applicant is to contact the Council’s Head of Law immediately.

# Instructions to Applicants

General advice

We suggest that Applicants consider the following issues:

* 1. **Aims.**
  2. To Provide Sexual Health outreach and community services which are not already provided by other services to Norfolk residents.
  3. To deliver innovative services which enhances Norfolk’s Public Health statutory Sexual Health requirements and services.
  4. Demonstrates needs of services which link to Public health ‘Draft Norfolk SH improvement strategy’, ‘Norfolk Public health Strategy’ and ‘SH needs assessment’ (see appendix A). Also using both Local and National data to evidence good working practices and outcomes.
  5. **Does your application have a reasonable chance of being considered?**

1. Rejection criteria. If you are unable to meet our funding criteria, your application will be rejected.
2. Minimum standards. If you cannot meet the minimum standards stated in Form C, your application will be rejected.
3. Are you willing to agree to the terms and conditions? You should review the agreement. If you are not willing and able to agree to this, we will reject your application.
   1. **Before applying check that your work fits with our funding priorities.**
4. To provide an open access and confidential sexual health (SH) service to all our residents in Norfolk, delivering interventions, improving health outcomes and reducing inequalities.
5. To target unmet needs for sexual health.
6. Check what we won’t fund.
   1. **Is your work commonly delivered elsewhere in Norfolk?**

We may turn down your application for this reason. With limited funds it is very difficult for us to priorities between the many excellent, but similar, organisations that apply to us, this is no reflection on the quality or importance of this work. Successful projects will be a strong match to one of our aims and are likely to produce learning which can be shared with/have implications for the wider sector.

* 1. **Who can apply?**

The voluntary, community and social enterprise sector who provide frontline services to our targeted communities.

[**Third\_sector\_definition\_november\_2012**](http://www.sandwell.gov.uk/downloads/file/3954/third_sector_definition_november_2012)

* 1. **Where?**

The project/s must be delivered within Norfolk county borders.

* 1. **What we will fund**

1. Project costs - We support the costs that an organisation incurs in delivering a particular project that is usually time limited. As part of any application for project costs we will also consider a reasonable request for a contribution to the organisation's general overheads.
2. Core Costs - We support overhead costs of an organisation in addition to those that are specific to a particular project. As with all applications, however, the organisation's overall goals must be ones that fit with our interests and priorities.
3. Costs associated with providing innovative sexual health services which are not already provided in Norfolk by the mandated sexual health services delivered through iCASH.
4. Costs associated with providing measurable improved outcomes as outlined in the strategies and frameworks (appendix A).
5. Costs associated with developing services/pathways whilst working collaboratively with other stakeholders.
6. Costs that deliver an innovative service to meet unmet needs in Norfolk, which support the statutory and non-statutory services currently provided to improve service user pathways.
   1. **What we won’t fund**
7. Services that are currently funded by Norfolk County Council or any other provider.
8. Services that will not have a direct benefit in Norfolk.
9. General appeals or circulars.
10. Grants to individuals or to causes that will benefit only one person, including student grants or bursaries.
11. Work that is common to many parts of Norfolk such as:
    * Mainstream or core activities of local organisations which are part of a wider network of others doing similar work (even if they are constituted as separate organisations).
    * General information and advice work.
12. Capital costs including building work, renovations, and equipment
13. Healthcare which has a clinical basis or related work such as medical research, complementary medicine, hospices, counselling and therapy, arts therapy, education about and treatment for drug and alcohol misuse.
14. Work that is primarily the responsibility of statutory authorities.
15. We will not normally replace or subsidise statutory income.
16. The independent education sector.
17. The promotion of religion.
18. Retrospective funding, meaning support for work that has already taken place.
    1. **Internal reviews**
    2. If you require sign-off by legal counsel, partners, board members or trustees, you should discuss this funding application with them at the earliest opportunity so that they are fully briefed. You should note that any issues of clarification and any commercial issues must be raised with us by the Clarification Date.
    3. Therefore any internal reviewers who may raise issues must be engaged in ample time to meet this deadline.
    4. You should review the Instructions to Applicants at an early stage, and make arrangements to return the documents in the prescribed form by the date stated.
    5. **Logistics for return of application**

Applicants must follow all the numbered instructions below.

First steps

1. If you take part in this funding application exercise you will be bound by the terms stated in the Important Legal Notice. You should review this notice carefully.

The bidders’ meeting

1. We strongly suggest that you attend the Bidders’ Meeting on Monday 12 December 2016 as it will provide information about the funding application process. Information is provided in the Funding application Process Data.

# About this funding application document

* 1. The main parts of the funding application document are as follows:

|  |  |
| --- | --- |
| **Section** | **Purpose** |
| Important Legal Notice | Sets out the basis on which we will conduct the funding application exercise. |
| Instructions to Applicants | Tells you what you must do if you wish to apply for funding |
| Funding application Process Data | Sets out key details about the funding application process. |
| Agreement Data | Tells you the terms and conditions under which the grant is made |
| Receipt and Evaluation of Applications | Tells you what we will do with applications we receive, how we will evaluate them and our rights and obligations in respect of the receipt and evaluation process. |
| Evaluation Data | Contains key information that we will use in the evaluation process |

* 1. The forms which you must return are attached.
  2. In addition, the following documents are attached:

|  |  |
| --- | --- |
| **Section** | **Purpose** |
| Terms and Conditions (Form E) | The terms and conditions referred to in the Contract Data |

Language

1. All questions, notices, applications, supporting documents and correspondence are to be submitted in English.

The clarification process

1. If there is anything unclear or you think that you need more information, you must send in a clarification question as early as possible in the process and in any case before the final deadline given in the Funding application Process Data. Questions must be submitted via e- mail to [PHcontracts@norfolk.gov.uk](mailto:PHcontracts@norfolk.gov.uk) Clarification questions will be answered on a regular basis.
2. Applications must be made against the terms referred to in the Contract Data, without qualification or caveat.

Content of the application

1. In preparing your application you must assume that the evaluators know nothing about your organisation.
2. Throughout the application, you should reflect the Context and the Statement of Requirements. To assist you in achieving the highest scores, you should review the *Descriptors for the allocation of quality scores* in the Evaluation Data and write your answers accordingly.
3. You have an overriding obligation to exercise your skill and judgment, to ensure that your solution is fit for purpose and to warn us if, in your opinion, our proposed application of your solution would result in a poor or unacceptable outcome for us.
4. Different questions may be marked by different evaluators and not all evaluators will have read your entire application. The answer to each question must be self-contained. Answers such as “see answer to question x” are not acceptable. You must not include brochures, leaflets or other attachments unless specifically requested. The forms for completion must be reproduced and completed, except where we say otherwise.
5. So that they are readable, answers must be in a minimum of 11 point font, with line spacing of 1.3 times.
6. You must keep to the given word or page limits for each question.
7. Documents must not contain any embedded objects which appear in the printed copy as icons, rather than in full.
8. It is your responsibility to make sure that your application is complete and unambiguous.

No caveats or qualifications

1. Your application must not be caveated or qualified.

Completion of the application

1. You should not submit your application until after the final round of clarifications has closed.
2. You must include all attachments requested, but should include no other documents (and any other document will be disregarded by the Council when conducting its evaluation).
3. On completing your application you must complete the checklist at Form Z, and then sign the declaration as part of your submission.

Confidential information

1. You may notify us on Form Y of information you wish, acting reasonably, to designate as confidential and the reasons why. You may not apply any blanket designation of confidentiality to your entire submission and we will not pay any regard to any such designation. Your attention is drawn to the terms of the Important Legal Notice concerning Freedom of Information and other legislation.

Submission

1. Your submission must be uploaded before the deadline specified in the Funding application Process Data. We are under no obligation to consider any application which arrives after the deadline.

Multiple bids

1. You may submit your application multiple times, but only the final submission will be evaluated.
2. However an applicant may act as:

* the proposed prime contractor for one bid, and a proposed sub-contractor for another; or
* the proposed prime contractor for one bid, and a proposed consortium member for another; or
* a consortium member for more than one bid.

1. Where an Applicant is involved in more than one bid, all relevant forms must be completed for each bid.
2. Where they form part of more than one bid, Applicants shall pay particular attention to the need to avoid collusion in pricing and commercial terms.
3. In particular, no Applicant shall be involved in the setting of the price to be tendered to the Council for more than one bid.

Sub-contracting arrangements

1. Where the Applicant proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
2. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Applicants should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Applicant to proceed with the funding application process or to provide the supplies and/or services required. Applicants should therefore notify the Council immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the Applicant prior to any award of contract, based on an assessment of the updated information.

Consortia arrangements

1. If the Applicant completing this  **funding application** is doing so as part of a proposed consortium, the following information must be provided:

* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

1. Please note that the Council may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Council as being necessary for the satisfactory performance of the contract.
2. All members of the consortium will be required to provide the information required in all sections of the **FUNDING APPLICATION** as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.
3. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
4. The Council recognises that arrangements in relation to a consortium bid may be subject to future change. Applicants should therefore respond on the basis of the arrangements as currently envisaged. Applicants are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Council reserves the right to deselect the Applicant prior to any award of contract, based on an assessment of the updated information.

Offer capable of acceptance

1. If we award the funding to you all statements and commitments made by you in your funding application shall be binding upon you.
2. Your funding application must constitute an offer to provide the supplies, works or services specified in this Funding application in accordance with the contractual terms referred to in the Contract Data, as amended by any clarification response issued by the Council before the funding application submission date. Your offer must remain open for acceptance for the period stated in the Funding application Process Data.
3. We may at our discretion ask you to extend the period for which your offer remains valid or to reconfirm the validity of your offer after expiry of the initial period of validity. You may at your discretion agree to such a request, or not. If all of those asked to extend the validity of their offer do not agree to do so, we may award the contract to the highest-ranked Applicant which is willing to extend the validity of its offer.
4. We may accept your offer by writing to you awarding the funding, at which point a binding contract will exist between you and us without any need for further formalities.
5. However, without prejudice to the enforceability of the above contract we may require you to execute the contract as a deed after award and you must do so promptly on request. We will not agree any modification to the Contract at this stage.

# Funding application Process Data

The funding application timetable, outlined below, is for information and potentially subject to change. The Council reserves the right to amend any aspect of the timetable during the funding application and evaluation process.

|  |  |
| --- | --- |
| **Funding application reference number** | NCC/SH/001 |
| **Funding application title** | Norfolk Public Health grants for Sexual Health |
| **Contracting Authority’s name and address** | Public Health Department  Norfolk County Council  Funding application  3rd Floor  County Hall  Martineau Lane  NORWICH NR1 2DH  UNITED KINGDOM |
| **Correspondence** | All correspondence regarding the funding application should go through [PHcontracts@norfolk.gov.uk](mailto:PHcontracts@norfolk.gov.uk) |

|  |  |
| --- | --- |
| **Bidders’ meeting** | On Monday 12 December 2016 at 6pm in the  Cranworth Room,  Norfolk CC  County Hall  Martineau Lane  NORWICH NR1 2DH  UNITED KINGDOM |

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| --- | --- | --- |
| **Final deadline for submission of clarification questions relating to FUNDING APPLICATION** | | 2pm 6th January 2017 |
| **Deadline to request further explanation about clarification answers (no new questions to be introduced)** | | Midnight UK time on the third working day after the Council sends its final answers to the clarification questions received before the above deadline |
| **Deadline for submission of funding application documents** | | 2pm 27th January 2017 |
| **Address for submission of funding application documents** | All funding applications must be returned via email [PHcontracts@norfolk.gov.uk](mailto:PHcontracts@norfolk.gov.uk) | |
| **Period for which offers must remain open for acceptance** | 180 days from the funding application submission deadline | |
| **Expected date for issuing award letters** | 6th February 2017 | |
| **Commencement date** | From 1st April 2017 | |

# Agreement Data

|  |  |
| --- | --- |
| **Conditions of agreement** | As set out in Form E |
| **Contract commencement date** | The contract will commence on the day we send you our award letter notifying you that we intend to award the funding |
| **Required Service Commencement Date** | From 1st April 2017 |
| **Term** | 12 months from the Required Service Commencement Date |
| **Permits and consents** | As set out in Form D |
| **Required insurances and limits of liability** | As set out in Form D |

# Receipt and evaluation of Applications by the Council

General

* 1. We will admit, evaluate and where appropriate reject Applications reasonably, impartially and as set out below. We make no other commitments concerning our admission, evaluation or rejection of Applications.

Clarification

* 1. It is your responsibility to make sure that your Application is clear, complete and unambiguous. We may ask you to clarify your answers - provided that in our judgment this does not adversely affect the integrity and fairness of the exercise - but we are not obliged to do so.

Compliance with Instructions to Applicants

* 1. We may reject your Application at any point in the process if we find that you have not complied in full with the Instructions to Applicants. Our decision as to whether you have complied shall be final.

Award of Overall Quality Score

* 1. For each question, we will award a mark based on the Descriptors stated in the Evaluation Data
  2. Each question is weighted. The weightings are set out against each question
  3. The score for each question will be divided by the maximum possible score for that question and then multiplied by the individual weighting to give a weighted score.
  4. For example, if a score of 3 out of 5 is given and the question is worth 10% of total marks (3/5\*10), then the weighted score will be 6.
  5. We will sum the weighted Scores to give an Overall Quality Score.

Award of Price Score

* 1. The amount for anyone application is capped at £50,000. Applications above this cap will automatically receive a score of 0 and their bid will be rejected, regardless of the score achieved for quality.
  2. Price marks will be awarded as follows:
* The bid with the lowest price will be allocated the maximum number of weighted points. Other funding applications being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
* A total of 20% of the overall score is allocated to Price.
  1. We will exclude from the final calculation of Price Scores any funding application which has been rejected.

Combining Overall Quality and Price Scores

* 1. To give a Total Score out of one hundred, the Overall Quality Score will be added to the Price Score.

Award of funding

* 1. Our award of the funding, communicated to the Applicant by us in writing, will constitute acceptance of the Applicant’s offer and a binding contract will then exist between us and the Applicant on the terms set out in this Funding application.

# Evaluation Data

|  |  |  |  |
| --- | --- | --- | --- |
| **Grounds for rejection** | | | As set out in Form B |
| **Minimum standards of economic and financial standing, and technical and professional capacity** | | As set out in Form C | |
| **Willingness and ability to comply with commercial requirements** | | As set out in Form D | |
| **Award Criteria - Weightings for quality and price** | | | |
| **Overall Price weighting** | 20% | | |
| **Overall Quality weighting** | 80% | | |
| **Total** | 100% | | |

**The responses will be evaluated and scored in accordance with the following scoring regime:**

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **%** |
| 5 – Excellent | The evidence demonstrates a level of capability and capacity to deliver the required Services that fully meets the requirements in all material aspects and exceeds some or all requirements. | 100 |
| 4 – Good | The evidence demonstrates a level of capability and capacity to deliver the required Services that fully meets the requirements in all material aspects. | 80 |
| 3 – Acceptable | The evidence demonstrates a level of capability and capacity to deliver the required Services that is adequate to meet the requirements in most aspects. | 60 |
| 2 – Poor | The evidence does not demonstrate a level of capability and capacity to deliver the required Services that is adequate to meet the requirements in a number of material aspects | 40 |
| 1 – Very poor | The evidence significantly fails to demonstrate a level of capability and capacity to deliver the required Services that is adequate to meet the requirements | 20 |
| 0 – Unacceptable | The evidence completely fails to meet the requirements. | 0 |
|  | **A score of 2 or less for any criterion will represent a fail** |  |

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| --- | --- |
| **Question** | **Overall Weighting** |
| 1 | For information only |
| 2 | 5% |
| 3 | 12% |
| 4 | 15% |
| 5 | 15% |
| 6 | 12% |
| 7 | 12% |
| 8 | 12% |
| 9 | 12% |
| 10 | 5% |
| 11 | Information only |





Norfolk Public Health Grants for Sexual Health

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| FUNDING APPLICATION TO BE COMPLETED AND RETURNED BY PRIMARY APPLICANT |

**Form A: Details of Applicant**

**Applicants are to edit the header of this form to insert their name at the top of every page**

**Part 1 is information relevant to the funding application. Part 2 is information relevant to contract management if you were to be successful and is non-mandatory. Part 3 must be completed as part of your Funding application if you are bidding as part of a consortium or propose a prime and sub-contractor relationship to deliver the contract.**

## Part 1

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person or organisation applying | | | |  | | | | | | |
| Trading as… | | | |  | | | | | | |
| Are you bidding as a consortium | | | | **Answer ‘yes or no’** | | | | | | |
| If yes, who is the lead bidder | | | |  | | | | | | |
| *Person managing bid* | | | *Director/partner/trustee overseeing bid* | | | | | | | |
| Mr/Mrs/Ms/Other | | | Mr/Mrs/Ms/Other | | | | | | | |
| Name |  | | Name | |  | | | | | |
| Address |  | | Address | |  | | | | | |
|  |  | |  | |  | | | | | |
|  |  | |  | |  | | | | | |
| Postcode |  | | Postcode | |  | | | | | |
| Country |  | | Country | |  | | | | | |
| Phone |  | | Phone | |  | | | | | |
| Mobile |  | | Mobile | |  | | | | | |
| Email |  | | Email | |  | | | | | |
| *Registered office address* | | | | *Applicant’s registration numbers, as applicable* | | | | | | |
|  | | | | Company registration no. | | | | |  | |
|  | | | | Charity registration no. | | | | |  | |
|  | | | | VAT registration no. | | | | |  | |
| Postcode |  | | | N/A registration no. | | | | |  | |
| Country |  | | | *Type of organisation (select one box only)* | | | | | | |
| *Group structure (as applicable)* | | | | Sole Trader | |  | | Public sector | |  |
| Name of immediate parent organisation | |  | | Partnership (Unincorporated) | |  | | Private Company | |  |
| Name of ultimate UK holding company | |  | | Limited Liability Partnership (‘LLP’) | |  | | Public Limited Company | |  |
| Company regn. no. of ultimate UK holding co. | |  | | Private Co. Limited by Guarantee | |  | | Industrial or Provident society | |  |
| Name of ultimate parent organisation | |  | | Other (please write in) | | |  | | | |

**If funding applying as a consortium please complete a copy of part 1 for each organisation funding application.**

## Part 2

|  |  |  |  |
| --- | --- | --- | --- |
| *Who will manage the contract* | | *Email addresses and phone numbers of relevant contacts, as applicable* | |
| Mr/Mrs/Ms/Other | |
| Name |  | For placement |  |
| Address |  |
|  | For contract queries |  |
|  |
| Postcode |  | For invoice & payment queries |  |
| Country |  |
| Phone |  | For out of hours contact in an emergency |  |
| Mobile |  |
| Email |  |

## Part 3

If you intend to form a consortium, Special Purpose Vehicle (SPV) or sub-contract the services please provide details of the consortium members/sub-contractors who will play a significant role, by providing a brief description of your proposed organisation’s business structure, including a “family tree” to illustrate the relationship between members of the consortium, SPV or prime and sub-contractors, so it is clear who the lead applicant is and what role all members play.

Responses must enable the Council to assess the overall service proposed and whether the business structure proposed, and any consortium arrangement, is appropriate for this service. Please specify the roles and services to be fulfilled by the Applicant and the services to be delivered by each sub-contractor or each consortium member (if applicable).

(Maximum 2 pages of A4 + diagram)`

**Form B: Grounds for rejection**

* **Applicants are to reproduce this Form B, retaining the question text and question numbering, and return it as part of their submission. Applicants are to answer all questions.**
* **Applicants are to edit the header of this section to insert their name at the top of every page of the forms.**
* **No documents are to be annexed unless specifically requested below.**
* **Failure to adhere to these instructions is highly likely to result in the Funding application being discarded without consideration.**

|  |  |
| --- | --- |
| **If you cannot answer ‘no’ to every question in the table below it is very unlikely that your Funding application will be accepted, and you should contact us for advice before completing this form.** | |
| **Non-payment of taxes** |  |
| Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |

If you have answered 'yes' please give full details below and tell us what you have done to put matters right.

|  |
| --- |
|  |

| **Within the past five years, has your organisation (or any member of your proposed consortium, if applicable) or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences:** |  |
| --- | --- |
| Conspiracy within the meaning of section 1 or 1a of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Framework Decision 2008/841/JHA on the fight against organised crime? | Yes  No |
| Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption? | Yes  No |
| The offence of bribery, where the offence relates to active corruption, or bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983? | Yes  No |
| Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities or within the meaning of section 2, 3 or 4 of the Fraud Act 2006; including the offence of cheating the Revenue or the offence of conspiracy to defraud? | Yes  No |
| Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978? | Yes  No |
| Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006? | Yes  No |
| Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994? | Yes  No |
| An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993? | Yes  No |
| Destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969? | Yes  No |
| The possession of articles for use in frauds within the meaning of section 6, or the making, adapting or supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006, or any offence under sections 44 to 46 of the Serious Crime Act 2007 relating to an offence covered by sections 6 or 7 of the Fraud Act 2006? | Yes  No |
| Money laundering within the meaning of the Money Laundering Regulations 2007 or sections 340(11) and 415 of the Proceeds of Crime Act 2002? | Yes  No |
| An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996? | Yes  No |
| An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994? | Yes  No |
| Any offence listed in section 41 of the Counter Terrorism Act 2008 or in Schedule 2 to that Act where the court has determined that there is a terrorist connection? | Yes  No |
| An offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004? | Yes  No |
| An offence under section 59A of the Sexual Offences Act 2003? | Yes  No |
| An offence under section 71 of the Coroners and Justice Act 2009? | Yes  No |
| An offence under section 2 or 4 of the Modern Slavery Act 2015? | Yes  No |
| Any other offence within the meaning of Article 57(1) of Directive 2014/24/EU (broadly, participation in a criminal organisation, corruption, fraud, or money laundering) as defined by the national law of any relevant State? | Yes  No |

|  |  |
| --- | --- |
| **If you cannot answer ‘no’ to every question below it is likely that your funding application will not be accepted. In the event that any of the following do apply, please set out on a separate sheet of paper full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this funding application exercise.** | |
| **Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation:** | **Please answer** |
| Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No |
| Your organisation has violated applicable obligations referred to in regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time? | Yes  No |
| Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 (as amended) that cannot be effectively remedied by other, less intrusive, measures, or there is a distortion of competition from the prior involvement of the economic operator in the preparation of the funding application procedure, as referred to in regulation 41 that cannot be remedied by other, less intrusive, measures? | Yes  No |
| Your organisation is guilty of grave professional misconduct, which renders its integrity questionable? | Yes  No |
| Your organisation has entered into agreements with other economic operators aimed at distorting competition? | Yes  No |
| Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No |
| Your organisation has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, or has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended) or has undertaken to unduly influence the decision-making process of the contracting authority, or obtain confidential information that may confer upon it undue advantages in the funding application procedure or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award? | Yes  No |

If you have answered 'yes' to any of the questions in the table above, please give full details below and tell us what you have done to put matters right.

|  |
| --- |
|  |

**Form C: Track Record**

* **Applicants are to reproduce this Form C retaining the question text and question numbering, and return it as part of their funding application submission. Applicants are to answer all questions.**
* **Applicants are to edit the header of this section to insert their name at the top of every page of the forms.**
* **No documents are to be annexed unless specifically requested below.**
* **Failure to adhere to these instructions is highly likely to result in the Funding application being discarded without further consideration.**
* **Responses to this Form C will be evaluated against the criteria at the end of this Form C.**

## **Technical or Professional ability**

Our minimum standards for technical or professional ability are that Applicants have the experience, capabilities and qualifications set out in the questions below and are able to provide satisfactory references as evidence of their relevant track record. Please complete each question as instructed.

|  |  |
| --- | --- |
| We need to be satisfied that your organisation has previous relevant experience in providing similar services.   * 1. **Do you have a proven track record and extensive knowledge and experience of providing Sexual Health services to Local Authorities?** | Please answer |
| Yes  No |
| If yes, please provide detailed evidence of your organisation’s relevant experience, including details of previous clients and projects (maximum 500 words).  If you are a new organisation, please tell us about the track record and experience of the individuals who will be leading and delivering this work. | |

## **References**

Applicants must have experience of providing the services they are applying to provide.

Therefore, we require two references or certificates of performance from organisations for whom you have provided services of a similar scope to the requirements within this funding application in the last 3 years. If applying as a consortium, we require each member to supply two references or certificates of performance. Voluntary, Community and Social Enterprises may include samples of grant funded work.

|  |  |  |
| --- | --- | --- |
|  | **Failure to provide two eligible references may result in disqualification** | |
| **Referee 1** | **Referee 2** |
| Customer Organisation: |  |  |
| Customer contact name, e-mail and phone number: |  |  |
| Date contract awarded: |  |  |
| Contract reference and brief description: |  |  |
| Total contract value in GBP(£): |  |  |
| Contract length in years: |  |  |
| Score: Pass/Fail | If we are unable to obtain satisfactory references or certificates of performance we may not take your application further. | |

## Economic and financial standing

|  |  |  |
| --- | --- | --- |
| The information provided will be used to assess your Organisation’s financial standing.  Our minimum standards for economic and financial standing are that:   * Applicants comply with regulatory requirements relating to the filing of statutory accounts * Applicants’ statutory accounts (if any) have received a ‘clean’ audit opinion or, where the audit opinion is qualified, suitable, appropriate and timely action has been taken to deal with the issues raised; * The financial aspects of Applicants’ organisations (including but not limited to the payment of creditors) are properly managed; * Applicants’ organisations are financially sustainable, including adequate liquidity, profitability, balance sheet strength and cash flow. * Applicants provide information on their annual accounts showing the ratios, for example, between assets and liabilities.   The following financial information is required to be provided and an assessment will be undertaken to produce a summary profile of your organisation's financial condition and that of its ultimate parent (if applicable).  If you have changed your legal identity during the last two years, please provide accounts for both old and new identities.  A qualitative assessment will be used to identify the level of risk presented by your organisation the results of which will be categorised either as a Low Risk, Medium Risk or High Risk.  **In order to meet minimum standards your organisation must be categorised as either a 'low' or 'medium' risk. Applicants categorised as a 'high' risk will be eliminated and their application will not be taken further.** | | |
|  | Please provide one or more of the following to demonstrate your economic/financial standing. Please indicate which items you have attached to your bid by inputting a ‘x’ in the relevant box on the right. | |
|  | 1. Copies of the accounts for the last two years |  |
|  | 1. If readily available to demonstrate your economic/financial standing, a statement of the turnover, profit and loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation. |  |
|  | 1. If readily available to demonstrate your economic/financial standing, a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
|  | 1. If readily available to demonstrate your economic/financial standing, alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
|  | Have you complied with regulatory requirements relating to the filing of statutory accounts, including filing accounts on time? | Yes  No |
|  | Where the Council has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this **funding application,** please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | Yes  No |
|  | Where the audited accounts (if any) provided do not cover the most recent full financial year (or part financial year if you have been trading for less than one financial year), please provide a statement of your turnover, profit & loss and cash flow for that financial year (or part year if full year not applicable) and an end period Balance Sheet, or a draft set of accounts. | |
|  | Where a Consortium or Association is proposed, the information is requested for each member company. | |
| If you have answered “No” to questions b) and/or c) above, please provide an explanation below: | | |
|  | | |

**Evaluation**

1. We will first check that your statutory accounts (where you are required to file them) have been filed on time. If they are overdue, we will seek an explanation from you and, if no acceptable explanation is forthcoming, we will not take your application further.
2. We will make checks with a credit rating agency and, if there are any adverse reports (such as High Court writs, County Court Judgements, or qualifications to your auditor’s report) we will seek an explanation from you. If no acceptable explanation is forthcoming, we will not take your application further.
3. For each candidate passing i) and ii), we will prepare an analysis stating:

* A summary score, from 1 to 3, as follows;

|  |  |
| --- | --- |
| 1 | Unacceptable financial risk |
| 2 | Some concerns but acceptable |
| 3 | No material concerns |

* and a summary justification for the score given, reflecting reasoned professional judgment, where an Applicant receives a score of 1.

1. Parent Companies will not be reviewed unless a company fails its initial assessment.
2. We will eliminate Applicants who score 1.

## Compliance with equality legislation

|  |  |  |
| --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? | Yes  No |
|  | If you have answered “yes” to one or both of the questions above, please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the funding application response to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No  N/A |

**Responses to questions 1 and 2 will be scored against the criteria at the end of this Form C where a funding application response has been provided to support a “yes” to either of these questions. If you fail this part of the evaluation, your** funding application is likely to be rejected.

|  |  |
| --- | --- |
| Descriptor FOR THE ALLOCATION OF SCORES | Mark awarded |
| The application shows one or more of the following features appropriate to the question:   * Applicant fails to provide a response * Applicant provides a response of such a poor standard as to provide no confidence that the Applicant could meet the requirements * Applicant provides no evidence that their experience and/or expertise is relevant to this contract * The Applicant has demonstrated poor industry practice in their response * The Applicant does not hold the required qualification(s), registration(s) or licence(s) in order to perform the contract and will not do so by contract commencement * Supporting documents (where requested) are of insufficient quality, depth or relevance to provide any confidence that the Applicant could meet the requirement. | Fail |
| The application shows, relevant to the appropriate question, that:   * The Applicant has the required experience and/or expertise to provide the service and provides some confidence that they would be able to perform the contract * The Applicant has demonstrated that they have the capability to perform the contract * The Applicant has demonstrated that they hold the required qualification(s), registration(s) or licence(s) in order to perform the contract or that they will do so by contract commencement * The Applicant has demonstrated good industry practice in their response * The supporting documents (where requested) are of good quality, relevant and of sufficient depth and demonstrate that the Applicant could meet the requirement. | Pass |

**Form D: Willingness and ability to comply with terms and conditions of agreement**

* **Applicants are to reproduce this Form D, retaining the question text and question numbering, and upload it as part of their submission. Applicants are to answer all questions.**
* **Applicants are to edit the header of this section to insert their name at the top of every page of the forms.**
* **No documents are to be annexed unless specifically requested below.**
* **Failure to adhere to these instructions will result in the application being discarded without further consideration.**

D1. Conditions of agreement

|  |  |
| --- | --- |
| **D1.1 Answer yes or no** | **Yes – pass / No - fail** |
| We are willing to agree with the specified terms and conditions of agreement, without modification. |  |

|  |  |  |
| --- | --- | --- |
| **D1.2** Please provide details of your organisation’s insurances. | | |
| **Specific minimum insurances** | We already hold this insurance (state insurer, policy number, extent of cover and expiry date below) | *Or* We are willing and able to obtain and maintain this insurance if awarded the contract (answer yes below) |
| Employer’s liability to at least to the level required by law |  |  |
| Public liability to £5,000,000 in respect of any one claim; no annual or total cap |  |  |
| Professional Indemnity to £1,000,000 in respect of any one claim; no annual or total cap |  |  |

|  |  |
| --- | --- |
| Score  Pass/Fail | If you do not currently hold and are unwilling or unable to obtain the minimum levels of insurance, you will FAIL and your funding application will be taken no further. |

**Form E: Funding Agreement**



\*This is for information only and not to be filled in with your application

**Form F: Proposal**

* **Applicants are to reproduce this Form F retaining the questions and numbering, and return it as part of their funding application submission. Applicants are to answer all questions.**
* **Applicants are to edit the header of this section to insert their name at the top of every page of the forms.**
* **Applicants’ responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.3 times the type size.**
* **Applicants should not assume that the evaluators have any prior knowledge of the organisation applying, its capabilities or the solutions it offers.**
* **No documents are to be annexed unless specifically requested below.**
* **Form F applications: questions 2-10 to not exceed 2500 words excluding appendices, beyond this point it will be disregarded.**
* **Please answer on separate pages and ensure these are fully referenced to the relevant question.**
* **Failure to adhere to these instructions may result in the funding application being discarded without further consideration.**
* **The scoring matrix provided in Evaluation Data (Section 7) is to assist evaluators in establishing areas of the proposals that concern them, and those areas that they think are good.**

|  |
| --- |
| 1. **Service or project name?**   A summary of your organisation, its work and impact to date   * A copy of your Constitution, Memorandum and Articles of Association or other rules (only if you are not a registered charity). * A current business plan, if you have one.   **Information only** |
|  |
| 1. **Please describe the service you would like to provide.**  * Demonstrate the need for the service you aim to deliver   **We will assess whether this matches what we will fund.**  A job description and person specification for any post/s that you want us to fund. |
|  |
| 1. **Please describe the population you are serving, the area/s and how many people this will serve within a year.**   **Please show this is proportionate with the amount of funding you are requesting;**   * Where did this data come from? |
|  |
| 1. **Please describe what you want to achieve with our funding, including:**  * Up to three key outcomes\* you aim to bring about by the end of the grant. * Please evidence the need and aims of the service. * Any risks that might prevent you from being successful. * Any other information.   **\*What do we mean by key outcomes?**  The “key outcomes” of your grant are what you want to achieve as a result of the work we fund. They should directly contribute towards the larger aim of your organisation – the impact you want to have. |
|  |
| 1. **Please describe how you will contribute to Norfolk's Vision for Sexual Health as described in Appendix A 'Draft Norfolk sexual health improvement strategy 2016-2020'.** |
|  |
| 1. **Please describe how you will deliver this service from staffing to infrastructure.**   **You may wish to include a diagram to demonstrate this.**   * A clear plan of the activities you will carry out or the approach your work will use. * Details of relevant staff, trustees or volunteers who will manage the work. * Your plans to make the work last beyond the lifespan of the grant. |
|  |
| 1. **Please describe which local/national stakeholders/organisations you will work with and the pathways you will put in place.** |
|  |
| 1. **Please describe what governance and quality standards will be in place and how these are measured i.e. standards, policies, training and service user feedback.** |
|  |
| 1. **Please describe how you will measure and report the outcomes of this service.** |
|  |
| 1. **Please describe anything else which supports your bid. Please consider the following;**  * Have you told us everything we need to know to enable us to make an informed decision? * You need to ensure you have specifically identified the beneficiaries, provided in-depth details of the proposal, details of your organisation and any partners. * We need to ensure the service you are proposing is needed and will meet unmet need. Have you evidenced a need for the service you are to deliver? |
|  |
| 1. **When will your service start and end?**   **Information only** |
|  |

**Form G: Pricing schedule**

* **Applicants are to complete the below and return it as part of their funding application submission.**
* **Applicants are to edit the headers to insert their name at the top of every page of their submission.**
* **No documents are to be annexed unless specifically requested below.**
* **All prices must exclude VAT.**
* **Do not bid over the price cap of £50,000 or your bid will be rejected regardless of the score achieved for Quality.**
* **Failure to adhere to these instructions is likely to result in the funding application being discarded without further consideration.**
* **This information does not form part of the word count**

|  |
| --- |
| **How much funding do you require for the service?**  NCC reserve the right to assess and negotiate funding request. |
| **£**  Please ensure you provide a detailed breakdown on a spreadsheet to demonstrate how this amount has been calculated. If you are not able to provide this information your application will fail.  How can you prove to us this provides value for money? |

**Form Y: Schedule of confidential information**

* **Applicants are to complete this Form Y and return it as part of their submission.**
* **Applicants are to edit the header of this section to insert their name at the top of every page of the form(s).**
* **Applicants' responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.3 times the type size.**
* **No documents are to be annexed unless specifically requested below.**

## Y.1 Schedule

|  |  |  |
| --- | --- | --- |
| Response to question number… | Scope of information concerned and reason Applicant reasonably considers this material to be confidential | Period for which Applicant considers the material remains confidential and justification if greater than three months |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Form Z: Applicant's declaration**

* **Applicants are to print this Form Z on plain white A4 paper, sign and date it with an original signature, scan and upload it as the final part of their submission.**
* **Applicants are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

## Z.1 Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Form A (as the cover sheet to our submission) |  |
| * Form B |  |
| * Form C |  |
| * Form D |  |
| * Form E |  |
| * Form F |  |
| * Form G |  |
| * Form Y |  |
| * This Form Z, **printed then signed with an original signature, then scanned and uploaded as a .pdf** |  |

|  |  |
| --- | --- |
| If bidding as a **consortium**, we have ensured the following forms have been completed by each member of the consortium as well as completing forms Y and Z as detailed above |  |
| * Form A |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the funding application to be uploaded and funding application on time, with adequate contingency for ICT failures, power outages etc. |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that funding application. |  |
| Annexed any document not specifically requested. |  |

## Z.2. Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised signatory** | | | |
| I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that, I may be asked for additional information if required. | | | |
| **Signed** |  | **Print name** |  |
| **Position** |  | **Date** |  |

**Appendix A: Norfolk Public Health Strategies and National/Local data**







<http://www.norfolkinsight.org.uk/jsna/childhood-health-wellbeing/young-peoples-wellbeing/sexual-health>

<http://www.norfolkinsight.org.uk/jsna/adult-health-wellbeing/adult-wellbeing/sexual-health>

