Reducing Parental Conflict - Challenge Fund

Application questions and guidance – Support for Disadvantaged Families

Last updated 6 February to include information on how applications will be scored (updated text is in red).

This guidance is intended to complement, and not replace, the Fund Guidance. These questions and the corresponding guidance are intended to

a. Give potential applicants a further understanding of what would be required if they decided to apply.

b. Give applicants invited to apply guidance on how to complete each section of their application.

Applications to the Challenge Fund should be made online through the application portal. For further information on how to apply, please see the Fund Guidance.

The application form is split into a series of sections which will be assessed and given a total score out of 100. These sections are differently weighted to reflect the focus of the Challenge Fund.

All applications will be scored using this assessment framework, though we reserve the right to fund a portfolio of initiatives which will provide a greater variety of evidence.

Question	Word count/ format	How to answer this question
Applicant organisation details		
· Organisation name · Organisation address · Contact details · Organisation type and legal status · Description of organisation (day to day, regular work) · Turnover · Upload a copy of most recent approved accounts	Boxes 50 words for organisation description	Provide basic information about your organisation and how we will contact you. Provide a description of your organisation to help us understand what it is you're set up to do. Later on you'll have a chance to tell us about what relevant experience you have delivering similar initiatives.
Summary		
Please provide a summary of your initiative.	300	This is our introduction to your project. Your answer should make it clear what you're aiming to do, its innovation and how it will add to the evidence base, including what key activities will take place, and who your project is targeting. Keep this section succinct – you can expand on what you've told us here later on.
Rationale and strategic outline (this section is weighted at 35% of your overall assessment score)		
Describe your delivery model.	500	Please set out in detail what your initiative will actually do: where possible describe this in practical terms. You will have opportunities later in your application to tell us about the theory behind your approach. Where applicable, include in your response what service delivery to parents, practitioners and strategic partners will take place, how often or for how long elements of your project will run, where it might be delivered and by whom.
Describe who your initiative is aimed at.	300	Tell us about who your initiative will directly benefit, and what you know about their needs. If this is parents, tell us about which group(s) of parents your initiative is targeted at, why you are targeting them and your understanding of their needs in relation to what you are planning to do. The Challenge Fund Guidance provides some examples of disadvantages which increase the risk of parental conflict, but these are illustrative, and there may be other disadvantages you have evidence of that you wish to target. If this is practitioners or strategic partners, tell us your understanding of any barriers they face planning or delivering effective services and how your initiative will help them overcome these. Include how you have involved / will continue to involve parents and/or practitioners/strategic partners in developing your initiative.
What impact will your initiative have?	300	Describe the impact your activities will have on reducing parental conflict. Tell us why you think your initiative will work, and include in your response why you think it is needed, and why you think it will reduce parental conflict.

Question	Word count/ format	How to answer this question
		Include in your response specific detail about the need you are trying to address, and the proposed impact on reducing parental conflict. We do not want to see broad statements on parental conflict that are unrelated to your initiative.
What evidence do you have to support your initiative?	300	Tell us the theory or evidence behind what you are planning to do. If there is limited evidence, you should say that in your response. We want to understand the rationale behind your approach. Please also include in your answer how you know your initiative isn't duplicating existing provision.
Learning and evidence (this section is weighted at 25% of your overall assessment score)		
What methods and tools will you use to monitor your initiative and gather ongoing learning throughout the initiative?	250	In practical terms, please describe how you will monitor the outputs and outcomes that your initiative will generate, and gather learning on an ongoing basis throughout the delivery period. Describe the methods or tools you will use. Tell us about any ethical issues you may encounter and how you will manage them. Please also include an appreciation of your responsibilities as Data Controller in relation to the General Data Protection Regulation (GDPR).
Describe your approach to evaluating your initiative, and the learning and evidence you expect this to generate.	300	Please describe your proposed approach to evaluating your project. If you plan to conduct the evaluation internally, please demonstrate that you have appropriate expertise amongst your staffing. We would like to know what learning and evidence you expect to gather from the evaluation of your initiative. It may help you to include in your response any key research questions you have identified. Include what form this might take, i.e. qualitative, quantitative, what format/media will be used.
What contribution will your initiative make to the evidence base?	300	We are interested in understanding the potential impact of your learning and evidence, and particularly how this could be useful/ of interest to policymakers and practitioners. This should include how sustainable and/or easy to replicate elsewhere your initiative is.
Experience and capability (this section is weighted at 15% of your overall assessment score)		
Are you delivering on your own or in a partnership/consortium?	Table	If delivering in a partnership/consortium, please complete the following table listing each partner and a brief description of their role in the partnership. Organisations listed here should be playing a substantial delivery role or involved in the strategic management of your project. You should not include your regular organisational partners. The organisation listed in section one of your application must be willing to take on full responsibility for the grant terms and conditions and manage the grant funds on behalf of the partnership. [table below] Please tick this box to confirm you will have a terms of reference or partnership agreement in place before you start your initiative. [ ]

Organisation name	Website address	Role in partnership (30 word limit each line)
Add lines as required		

Question	Word count/ format	How to answer this question
What experience does your organisation/partnership have of delivering effective services for disadvantaged families at risk of parental conflict?	250	Please include in your response a summary of your organisation/partnership's relevant expertise and relevant examples of previous work. Include examples of working in partnership, if applicable.
What experience does your organisation/partnership have of delivering projects with a test and learn approach?	250	Please include in your response a summary of your organisation/partnership's relevant expertise and relevant examples of previous work. Include examples of working in partnership, if applicable.
Delivery (this section is weighted at 15% of your overall assessment score and will be assessed alongside your budget)		
Milestones table	Table – 50 word limit for description	You should include the key milestones along your project timeline - such as blocks of activity, deliverables or outputs. We will use this information to better understand what you are going to do and determine the timing of your grant funding. You need to ensure the amount of grant you are asking for (in Section 19) is split accordingly across your deliverables and the total matches the amount you are requesting. The start and end dates cannot be before 1 April 2019 or later than 31 March 2020. <table><tr><td>Key milestone</td><td>Description (50 word limit)</td><td>Start Date</td><td>End Date</td><td>Amount from us (£)</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Add additional lines as required</td><td></td><td></td><td></td><td></td></tr></table>
Where will your activities take place?	100	Describe where you will deliver your activities (i.e. which cities or towns) and the settings (i.e. schools, family centres) where applicable. Identify all the local authorities in which your activities will take place.
Risk table	Table – max 300 words	Please complete the risk register template below detailing the top 5 risks of your initiative, the likelihood of the risk occurring (high, medium or low), the impact on your initiative if the risk does materialise (high, medium or low) and your plans to mitigate these risks. <table><tr><td></td><td>Risk</td><td>Likelihood</td><td>Impact</td><td>Mitigation</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td></td><td></td><td></td><td></td></tr></table>
Planning and management (this section is weighted at 10% of your overall assessment score)		
Describe how your initiative will be managed.	300	You should include in your response a description of day-to-day operational management, any project/programme management methods or tools, governance arrangements and how you will meet applicable legal requirements (e.g. safeguarding, GDPR) If you are working in partnership, as the lead applicant include how you will manage the partnership.
Tell us about the key people involved in delivering your initiative.	Table – 300 words	Please complete the table below to tell us about the key people involved in your initiative. You should include key staff in both management and delivery including the gathering of evidence and learning.

Question	Word count/ format	How to answer this question
		<table><tr><td>Name</td><td>Organisation</td><td>Role in initiative</td><td>Experience</td><td>FTE on initiative</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>
What planning or development has already taken place	200	We want to understand how ready-to-go your project is, given the short time available for delivery. Clearly set out what planning work you have already undertaken and what is left for you to do.

Budget and resources (assessed as part of **Delivery** section)

Staff salary costs – direct (include both employed staff and freelancers)

Staff – itemise each role separately	FTE salary or day rate for freelance staff	Number of days	Total cost £	Grant request £
Add lines as required				

Other costs - direct

Item	Cost calculation to explain how total cost is arrived at	Total cost £	Grant request £
Accommodation and utilities			
Travel and subsistence			
Evaluation			
Add other lines as required			

Overhead costs

Item	Cost calculation – e.g. annual cost and apportionment rate	Total cost £	Grant request £
Staff			
Add other lines as required			

Do you have funding from other sources?

If your budget includes funding from other sources, please tell us where this will come from and if it is secured.

Please include in-kind contributions such as goods and services that you will get for free, and tell us their approximate monetary value.

Question				Word count/ format	How to answer this question
Source	Amount	Is this secured?	Is this in-kind?		
Add lines as required					

Declaration
The responsible completing this application will be asked to agree to the following grant agreement terms and conditions (but not sign an agreement at this point):

You are authorised by your organisation's governing body to submit this application and agree to the terms and conditions of the grant.

All of the information provided is accurate and true to your knowledge, and you will notify us if anything changes.

You understand that the personal data you have provided will only be used under the terms of the Data Protection Act.

If information about this application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy. |