



The Targeted Community Education Fund (Round 43) - Full Bid Proposal Form



West Berkshire Council Community Education Fund (Round 43)

Full Bid Proposal Form

- Please read the bid guidance notes to help you complete this form.
- Complete sections A, B and C.
- Section A is scored. Section B contains due diligence information and is not scored. Section C is for signature.
- Submit your bid by email to aclteam@westberks.gov.uk by 5pm Friday, 29th May 2026.

Organisation:		Address:	
Project Title:		Postcode:	
Project Manager:		Telephone:	
Finance Manager:		Email:	

Please indicate the funding strand, total number of learners and funding requested			
Funding Strand	Number of adult learners (Aged 19+)	Number of children	Funding requested
Adult Skills: Tailored Learning (non-accredited)			£
Adult Skills (accredited)		N/A	£
Total learners and funding			£



SECTION A
(Questions 1-6 are scored)

All Community Education Fund supported provision is delivered in line with the Ofsted Education Inspection Framework. This approach reflects the 3Is: Intent, Implementation and Impact that underpin the planning, delivery and evaluation of the community learning service.

INTENT:

1. Project Overview	
a) Priority Groups <i>(Please tick the groups you will be targeting).</i>	
Adults with disabilities and learning difficulties	<input type="checkbox"/>
Vulnerable older adults	<input type="checkbox"/>
Adults who are unemployed or under employed	<input type="checkbox"/>
Adults with no qualifications or low levels of skills	<input type="checkbox"/>
Adults with mental health issues	<input type="checkbox"/>
Parents/families who need help to support their children’s learning and development	<input type="checkbox"/>
Ex- offenders and probation clients	<input type="checkbox"/>
Adults with or recovering from drug or alcohol dependency	<input type="checkbox"/>
Adults/families suffering from domestic abuse	<input type="checkbox"/>
Carers of vulnerable adults/children	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
b) Project Aims <i>(List the main aims of your project).</i>	



c) Project Description *(Describe the project/course programme. Include any previous experience of engaging and/or delivering to your target groups).*

2. Identifying local need and working in partnership

a) Describe how you have identified the need for your programme/course.



Blank space for writing.

b) Describe how you will work with other organisations to reach your target groups and deliver your project.
List any partners.

Blank space for describing how to work with other organisations and list partners.

Name of Partner	Role in project

Implementation:

3. Delivery Plan *(Complete the delivery plan below)*

Tailored Learning (ASF non-accredited). A full breakdown of proposed spend is required in 6A.

Course Title	Target Group	Partners	Venue	Start date	No. of sessions	Hrs per session	Learner Numbers	Total Funding Requested

Adult Skills (ASF accredited) [Click here](#) to find a relevant qualification and funding rates.

Learning Ref	Aim	Qualification Title	Awarding Body	Level	Credit value	Weighted funding rate	Start date	Number of sessions	Hours per session	Learner Numbers	Total Funding Requested
Example 60075892		City & Guilds Entry Level Award In English Skills - Speaking and Listening (Entry 1) (QCF)	City and Guilds	Entry	6	£300	September 2025	10	2	10	£3,000



4. Delivering Personalised Learning

a) Describe your approach to personalised learning. *How will you ensure the course takes into account the learners' experiences and individual needs?*

b) Describe how you plan to embed English, maths and digital skills in the teaching and learning.



IMPACT

5. Success and Progression

a) Describe how you will know that your project has been successful.

b) Describe how you will support learners to progress in their learning.



6. Value for Money				
a) Proposed Spending Plan (for Tailored Learning, non-accredited, programmes)				
<i>Please complete a separate column for each course</i>				
	Course 1	Course 2	Course 3	Course 4
Course Title				
Tutor <i>(Number of teaching hours x hourly rate. Please show calculations)</i>				
Project management and administration <i>(Number of administration hours x hourly rate. Please show calculations)</i>				
Other staffing costs <i>(e.g. supply teacher, learning support staff, caretaker) (number of hours x hourly rate)</i>				
Venue costs				
Travel Expenses				
Resources <i>(e.g. print and stationery)</i>				
Marketing				
Learner Support <i>(e.g. transport, crèche)</i>				
TOTAL Funding Requested				



b) Pound Plus

CEF funding is a contribution towards costs. Providers need to demonstrate how they are providing 'pound plus'. Pound Plus relates to everything that providers can generate in addition to their funding allocation. Show how 'in kind' resources or matched funding will be available and where possible the value.

Venue	£
Volunteers (to be costed at £11.09 per hour)	£
Project Management	£
Administration	£
Partner Contribution	£
Schools – use of pupil premium	£
Use of specialist facilities/resources	£
Fee Income	£
Other (please specify)	£
TOTAL	£



SECTION B: Due Diligence Requirements

7. Organisation Details			
Type of Organisation			
UK PRN Number			
Registered Company Number		Registered Charity Number	
Company Directors			

8. List the qualifications and/or relevant experience of your tutors.		
Name of Tutor	Teaching Qualification	Subject Qualification(s)
Describe any relevant experience of tutors.		



9. Compliance	
a) Health and Safety	
Describe what arrangements are in place to manage Health & Safety within your organisation.	
Has your organisation been subject to any Improvement or Prohibition Notices or prosecution or been a defendant in any case brought under health and safety legislation within the last three years?	
Describe what arrangements are in place for risk assessment of venues.	
b) Equal Opportunities	
Describe how your organisation ensures that it remains compliant and up to date with the Equality Act 2010.	
c) Safeguarding	
Describe how the safeguarding of adults (and children where relevant) is assured within your organisation. Include information on DBS checks, any Safeguarding training and radicalisation awareness training.	
d) Data Protection	
Describe how your organisation complies with the Data Protection Act 2018	



e) Matrix	
Do you have Matrix accreditation?	Yes Date of accreditation: No
f) Sub-contraction	
Please confirm that your organisation will not be sub-contracting the delivery for this proposed service.	Yes No
g) Department for Education (DfE) funding	
Do you receive over £100,000 from the DfE, either directly as a prime contractor <i>and/or</i> indirectly as a sub-contractor? If yes, to the above are you on the UK Register of Training Organisations ?	Yes No Yes No
h) OFSTED	
Please state your last Ofsted inspection grade (where relevant) and the date it was achieved.	Grade: Inspection Date:
i) Insurance	
Please state the level of public liability insurance in place	
Please confirm that your organisation is not in the process of making a claim against any of your insurance policies	



j) Conflict of Interest	
<p>Does anyone connected with the management/directorship/ownership of the organisation making this tender/funding application have any relationship with any councillor or employee of West Berkshire Council, or work for the council in any way?</p>	<p>Yes (please give details)</p> <p>No</p>

Section C: Declaration

I, the undersigned, declare that to the best of my knowledge the answers given in our application (and any supporting information we submit) are correct.

I confirm that all partners mentioned in this bidding form are aware of their role in this project and are committed to fulfilling their role within the timescale outlined.

I agree that I and my tutor/s will attend any training suggested by West Berkshire Council to meet the Council's quality standards and the requirements of the Department for Education which provides the funding for the Community Education Fund.

I understand that the Council may require additional information prior to agreeing any funding and reserves the right to negotiate changes with the applicant.

I understand that the Council reserves the right to annul the application process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the applicants.

Name : _____ **Signature:** _____

Role in project: _____ **Date:** _____

Please submit your bid to aclteam@westberks.gov.uk by 5pm Friday, 29th May 2026