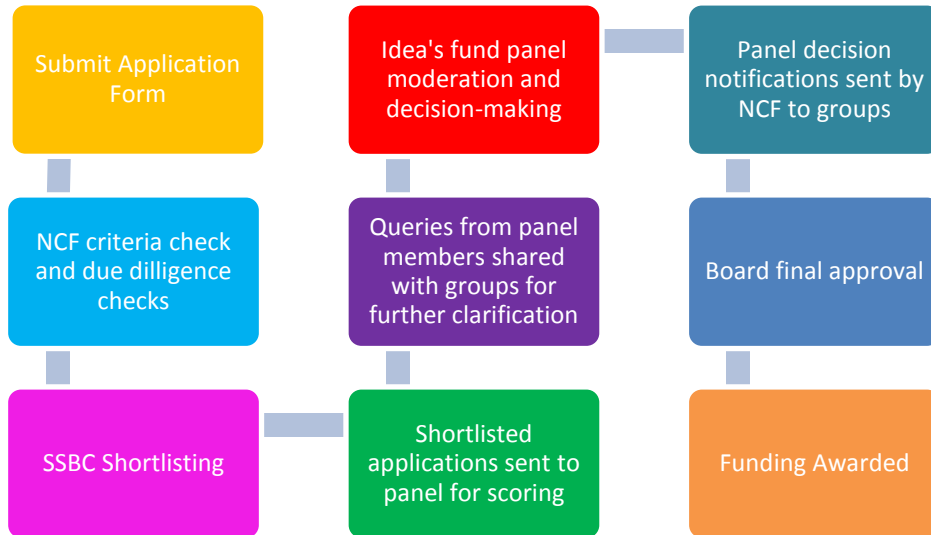


Application Process and Award Expectations



Stage 1.

Applications open on the 1st of September 2021. The closing date for applications is the 30th of September 2021 12:00pm.

Stage 2

The application is initially screened by NCF to ensure it meets the SSBC criteria and due diligence checks are completed.

Your application will then be assessed and scored by the idea's fund partnership panel and a decision will be made. This will take place week beginning 25th of October 2021. NCF will be in touch with groups if any queries or further clarification is needed for panel members at this point.

Stage 3

You will be informed of the Panel's decision week beginning 1st November 2021. Selected projects will then be presented to the SSBC Board for final approval. This is due to take place on the 9th of November 2021.

Next Steps,

If successful, you will be required to attend a Learning and Networking Day (exact date, time and location to be confirmed).

This will include an opportunity to meet your fellow successful counterparts. This workshop will facilitate conversations amongst groups about lessons learnt as well as helpful hints and tips going forward.

You will also meet key members of the SSBC team who will be available to answer any queries you may have and provide you with feedback and guidance.

The SSBC team will also facilitate an information workshop on the day to clarify key topics and Terms & Conditions you need to be aware of throughout the duration of your funding award. Such as consent forms, registers, evaluations and more. In addition to explaining SSBC's role throughout your Idea's fund journey.

Please Note -Year 2 and Year 3 funding is subject to submission of a satisfactory annual impact monitoring and evaluation report.

Award Expectations

The successful applicants will be expected to (this is not an exhaustive list):

- Attend the 'Learning and Networking Day' event and subsequent networking days through your Idea's fund journey.
- Create and produce objectives and outcomes in collaboration with SSBC and evidence the progress to achieving them throughout your idea's fund journey.
- Attend collaborative progress review and support meetings with SSBC regularly (estimated once a quarter).
- Collect, and record consent to hold identifiable information on own company system, such as name, date of birth, postcode and ethnicity and session registers of the direct beneficiaries of the project (children 0-4years and or expectant parents), and any other project specific data needed, to show project impact to current and future funders.
- Project data is to be submitted on a regular basis (estimated once quarterly), via the specified monitoring and evaluation interim and end of year reports to SSBC and NCF.
- Provide annual financial expenditure and evidence to NCF along with the monitoring and evaluation report and an up to date project plan for the succeeding year of delivery.
- Inform NCF and SSBC about any changes to the project promptly via a change form and updated project plan for approval.
- Complete and submit the required interim and final monitoring and evaluation report to SSBC and NCF.
- To send project data as per GDPR guidance. If sent electronically. This is to be password protected, or alternatively, arrangements must be made for SSBC Idea's fund project officer to collect.
- Ensure all activities/events which are agreed to take place are subject to a written risk assessment and management processes and relevant due diligence is applied and documented.
- Evidence of seeking advice on sustainability planning or working with any advice/service SSBC commission to support project development. To demonstrate actions and progress for the sustainability of the project post 2025.
- Align to the SSBC brand and values.
- Work in partnership with parents, workforce, partners and the local community.