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1). Civil Society Bid Form Instructions

To complete this Civil Society Bid Form, the following sectioned must be populated in full:  
  
2). Due Diligence

3). Project Proposal

4). Threat Summary

5). Finances

6). Theory of Change

7). Consortium Bids  
  
Please note, *omissions could result in your bid being rejected due to non-compliance.*  
  
If you are completing this Bid Form as a single organisation, please *do not* complete section 7.   
  
If you are completing this Bid Form as part of a consortium, please *do* complete section 7.   
  
You must submit the completed Civil Society Bid Form by Monday 15th November 2021 5pm.   
  
Please submit to [prevent@ealing.gov.uk](mailto:prevent@ealing.gov.uk)   
  
By submitting this Form, you are consenting to engage in Ealing Prevent Commissioning Process. All data will be processed and held in accordance with GDPR Regulations.

2). Due Diligence

|  |  |  |
| --- | --- | --- |
| **Organisational Details** | CSO Name | Click or tap here to enter text. |
| Prof Indemnity Insurance No. | Click or tap here to enter text. |
| Main Point of Contract (POC) | Click or tap here to enter text. |
| POC Email Address | Click or tap here to enter text. |
| POC Phone No. | Click or tap here to enter text. |
| No. of Project Facilitators | Click or tap here to enter text. |
| Office Address | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Social Media Account(s) | Click or tap here to enter text. |
| Trading Status | Click or tap here to enter text. |
| Company Registration No. | Click or tap here to enter text. |
| Charity Registration No. | Click or tap here to enter text. |
| VAT No. | Click or tap here to enter text. |
| Capability Statement | Click or tap here to enter text. |
| How capable is your organisation to deliver Prevent projects? | Click or tap here to enter text. |
| What is the organisational capacity to commit to delivering a high quality Prevent Project? | Click or tap here to enter text. |
| What Quality Assurance measures does your organisation have in place, to ensure your Prevent Project meets Ealing Prevent’s standards? | Click or tap here to enter text. |
| Will you organisation need to recruit staff to deliver the Prevent Project (including commissioning other organisations / staff)? | Click or tap here to enter text. |
| Please confirm that all Project Facilitators have DBS Certificates, and that you will submit them alongside this completed Bid Form? | Click or tap here to enter text. |
| Please confirm that your organisation will comply with Ealing Prevent’s standard of practise, monitoring and evaluation and attendance requirements, if commissioned | Click or tap here to enter text. |

3). Project Proposal

|  |  |  |
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| **Project Information and Logistics** | Proposed Project Title | Click or tap here to enter text. |
| Specific Ideologies Addressed |  |
| Project Theme |  |
| Method of Project Delivery |  |
| Demographic Focus |  |
| Prevent Objective(s) Focus |  |
| Describe your project and how it will target delivery?  Please outline:  > Which Borough Wards will be Prioritised and why?  > Which Areas / Institutions will be Prioritised and why?  > Who is the Target Audience and why?  > How will the Target Audience be Approached? | Click or tap here to enter text. |
| Contingency Plans & Risk Mitigation  Please outline:  > Identify Risks and Issues you may Face during Project Delivery, and the actions you will take to mitigate these  > Contingency Measures in Place in Project Delivery is delayed or cancelled  > COVID-19 Continuity Plans | Click or tap here to enter text. |
| Communication Plan  Please outline:  > How the Project will be promoted amongst the targeted demographic  > What communication methods will be used during the Project | Click or tap here to enter text. |

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| **Proposed Project Delivery** | Project Programme | Delivery Format | Demographic Focus | No. of Workshops / Sessions per Programme | No. Participants per Workshops / Sessions | Total No. of Participants per Programme | Timescales for Delivery |
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| TOTALS |  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |

4). Threat Summary

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| **Ideology Mitigation** | How will project delivery mitigate the Ideology(ies) your organisation has identified as a threat? | Click or tap here to enter text. |
| Please outline the contents of project delivery and how it will mitigate the threat identified? | Click or tap here to enter text. |
| Please outline the outcomes (rather than outputs) the project will achieve? | Click or tap here to enter text. |

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| **Demographic Mitigation** | How will project delivery mitigate the risk identified in the demographic? | Click or tap here to enter text. |
| Please outline the contents of project delivery and how it will mitigate the threat identified in the demographic? | Click or tap here to enter text. |
| Please outline the outcomes (rather than outputs) the project will achieve? | Click or tap here to enter text. |

5). Finances

|  |  |  |
| --- | --- | --- |
| **Budget Proposal** | Exact Funding Amount Applying for | Click or tap here to enter text. |
| Please include a compressive and detailed breakdown of the proposed project budget  *Please note, commissioned projects will be paid according to this budget with no deviation.* | |
| Item | Cost |
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| Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | Click or tap here to enter text. |
| Please outline how this project represents value for money | Click or tap here to enter text. |

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| **Theory of Change** | Problem | Audience | Activities | Outcomes | Outputs | Impacts |
| What is the problem you are trying to solve? | Who is your key demographic or target group? | What activities will you conduct to address the problem? | What short and medium changes will result from your work? | What are the immediate outputs of your activities? | What is the long term change you see as the project goal? |
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6). Theory of Change

7). Consortium Bids   
  
*(Only complete if submitting a bid as part of a consortium)*

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| **Consortium Bid** | Consortium partner | Click or tap here to enter text. |
| Has your organisation and the consortium worked together on previous projects? | Click or tap here to enter text. |
| Outline how your organisation and the consortium partner would work together | Click or tap here to enter text. |
| How would both organisation’s project delivery compliment | Click or tap here to enter text. |
| What areas of project delivery would overlap | Click or tap here to enter text. |