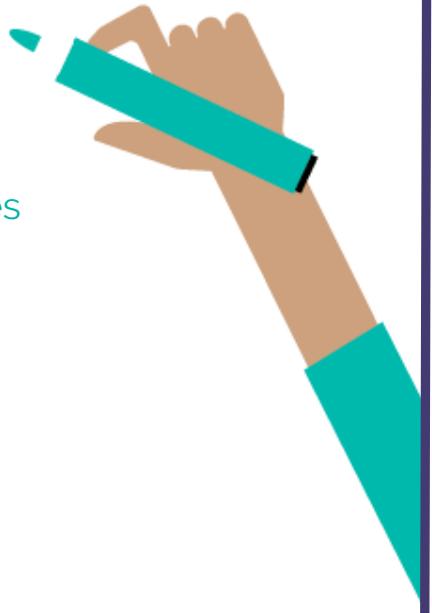


neaco 2020/21 School Grant Guidance

- Accessing your funds
- Delivering your activity
- Reporting your outcomes



**TAKE
YOUR
PLACE**

neaco

Introduction

Congratulations on your successful grant application.

Your school or 6th Form has been awarded funding based on the strength of your application, the need you have identified, and the outcomes you will achieve for your school and neaco.

This guide will help ensure you can access your funds swiftly, enable the successful delivery of your project, and understand how to gather and submit the information we need on your completion.

Guide Sections

- ✓ Getting Started
- ✓ Confirming your grant
- ✓ Accessing your funds
- ✓ Delivering your activity
- ✓ Gathering and Recording Data
- ✓ Reporting your Outcomes
- ✓ Completing your grant

Grant Contacts

Grants are managed by the Central Team at the University of Cambridge.

The best method to contact us is via funding@takeyourplace.ac.uk. Alternatively if you need to discuss a specific topic, you can reach us on;

Grant Management

Tom Ratcliffe: Project Coordinator
01223 336187

Grant Administration

Shelley Cook: Project Administrator
01223 336181

Grant Media and Communications

Jack Lilley: Communications Specialist
01223 336183

Getting Started

Below is a summary of the actions necessary to start, deliver and complete your grant as smoothly and successfully as possible.

We are here to help. Please keep us informed if you hit unexpected challenges and need to make significant changes to your activity (such as to the number of target students participating or the involvement of a partner organisation), or if it looks like your completion date will move beyond that stated in your application.

We also want to **promote and celebrate** your project with you. Please let us know if you will be publicising your activity on social media, would like to raise awareness of your topic, or celebrate an outcome.

Our aim is for your project to be as beneficial to you as it is your participants. Core to this is your institution's delivery of, and learning from, the objectives and outcomes you set out in your application, so as to embed the experience and achievements sustainably for the long term.

Key to keep in mind is that your grant agreement is between your school or 6th Form and the University of Cambridge, not your local University responsible for delivering the Take Your Place programme in your institution. While you may agree locally to involve neaco staff in providing support or guidance, achieving your grant deliverables are outside the responsibilities of County Coordinators and Higher Education Champions.

Stage Requirements

Start

Reply to award email to confirm acceptance of your grant within 10 working days

Book a call with neaco Central Team to discuss your project and our deliverables.

Upload an invoice for 50% of your grant funding to your SM Apply portal.

Delivery

Deliver your grant activities and outcomes in the agreed time frame.

Ensure your audience has read and accepted the neaco Data Protection Notice before participating in an activity

Gather the required Participant Data for each of your activities as required in our Grant Data Collection sheet

Provide anonymised Participant Post-Session Questionnaires to the audience for each of your activities

Agree a mid-point progress review call with Central Team, to inform of successes and challenges we can assist with during the course of your delivery

Completion

Post all completed Participant Questionnaires to neaco Central Team.

Upload your completed Grant Data Collection Sheet to your SM Apply Portal.

Complete the End of Project Report in your SM Apply Portal

Respond to any queries, clarifications or case study requests from Central Team

Upload an invoice for the remaining 50% of your awarded grant funding

Confirming your grant and booking an initial call

On receiving confirmation of your award from funding@takeyourplace.ac.uk, **please respond within 10 working days** to confirm that you wish to go ahead with your activity, or that you no longer require the funding. After 10 working days your funds will be returned to the grant pot and made available to other bids.

When confirming you wish to go ahead, **please provide some times to book an initial call with neaco Central Team** – this is for us to feedback on and clarify your project, talk through your activity, our requirements, and use of your SM Apply portal. We can also answer any queries you may have. We recommend allowing up to 20 minutes for the call.

Your SM Apply portal <https://neaco.smapply.io>

Your portal is the place to upload your invoices, participant data, and complete the final report.

Doing so in your portal ensures your key documents are safely stored and accessible in one place, as well as notifying us when you have uploaded an invoice or completed a task. In particular, please ensure you only upload participant data in your secure portal.

DO NOT SEND PERSONAL DATA TO US VIA EMAIL.



Invoicing for your grant and receiving your funds

School grants are funded in three stages – *33% at the start and mid-point of your project, and 34% on completion once all tasks have been submitted.

Once you have had your call with Central Team, you can submit your first invoice via your SM Apply portal at <https://neaco.smapply.io>.

Generating your invoices: Your invoice descriptions can be as below;

Invoice 1 – "Grant Start-up Costs and Administration"

Invoice 2 – "Completion of Grant Activity and Reporting Requirements"

Your invoices **must** be addressed to:

"neaco Central Team, University of Cambridge, 2 Gonville Terrace, Gonville Place, Cambridge CB1 1LY"

*grant funding is excluded from VAT, so VAT should not be included in your invoice.

Once approved we aim to process your invoices as quickly as possible, and to provide funds to your school or academy's account within 15 working days.

If necessary, we will contact your Finance Person via the details in your application.

Delivering your Activity

Be it a dedicated series of activities, or investment in training or equipment for your school, **your grant activity should provide participants the opportunity for multiple interactions** in support of your and neaco's overall goals.

We endorse multiple interactions as evidence shows that these embed the experience and learning both for the participants, and those involved in the delivery, making for the greatest long-term impact.

We'll explore your planned interactions based on your original application during our initial call to help clarify your project, and how and when to record participant's data.



Examples of multiple interactions could include...

- ✓ Implementing a series of experiences or activities within Higher Education, or sessions utilising your new equipment or staff training, with your target audience
- ✓ Providing preparation and reflection sessions for your target audience before and after your main event or activity
- ✓ Your audience producing resources based on your activity and their experiences for future use by your school or 6th Form.

When arranging your series of interactions, please keep your Higher Education Champion or County Coordinator informed even if they are not directly involved. They may be able to provide local support or guidance to achieve your goals, and can align your grant activity with other Take Your Place activity planned for your institution.

When should you record your participant's data?

You should record your participant's data whenever they have **actively engaged in a grant activity** that:

- ✓ Increases their Awareness and Preparedness for Higher Education opportunities and/or degree level career paths
- ✓ Increases their Passion and Ambition for Higher Education opportunities and/or degree level career paths
- ✓ Makes tangible progress towards completing your grant activity's overall goals
- ✓ Enables informed decision-making and positive progression (i.e. a session on Mental Health awareness).



We do not expect you to record every conversation or passive interaction – e.g. a brief announcement about your programme of activity in an assembly, or distributing material for pupils to read themselves, would not need to be recorded or participant data provided.

Gathering and Recording Participant Data

Overview

Alongside delivering your grant activities, you are required to:

- Ensure all participants have reviewed the neaco Data Protection Notice
- Collect participant data to enable monitoring and evaluation
- Utilise and return by post your completed participant questionnaires
- Complete the End of Project Report form in your grant portal

Please note: Failure to complete these tasks will jeopardise your remaining funding and your further working with neaco. If at any stage you have any questions or concerns, please contact us.

Collecting Participant Data

Data Protection Notice (DPN)

To comply with data protection legislation your participants will need to be shown our Data Protection Notice (an editable version is available to insert your institution name):

Data Protection Notice

"The Network for East Anglian Collaborative Outreach (neaco) is a project aimed at increasing the number of young people going into Higher Education. neaco consists of the University of Cambridge (including its Colleges), Anglia Ruskin University, the University of East Anglia, Norwich University of the Arts, and the University of Suffolk. Take Your Place is the programme which is being run by neaco in schools and colleges in East Anglia.

As part of this project **institution name** will collect the following information from you and/or your school/college: Full Name, Date of Birth, Postcode, Gender and School/6th Form, on behalf of neaco. All personal data provided will be shared with, processed and held by, and may be shared within, neaco, for the purposes of the programme.

Institution name and neaco may also get in touch by email to facilitate your involvement in the Take Your Place programme.

Further information about how your personal information will be used by neaco in connection with the administration of the Take Your Place programme, and for related purposes, is available at <https://www.takeyourplace.ac.uk/how-we-use-participant-data>. Please contact info@takeyourplace.ac.uk if you have any questions about how we use your data."

How to use the Data Protection Notice

1. Participants should be shown the DPN. This could be as a handout, shown on a screen, or on the data collection form.
2. If the participant does not object to the DPN, data can be collected from them, or provided by your school/6th Form for all students that have seen the DPN.
3. If a participant objects, do not collect their data. Contact central team as soon as possible, and definitely within 3 days, and we will ensure that the student is removed from the database.

Participants do not need to sign the DPN. You do not need to record individual incidences of participants having seen the DPN, or show it to the same participant repeatedly. You just need to ensure that all participants for whom you collect and provide us their personal data have been able to review the DPN and informed you if they object.

Talk to your HEC about your grant participants – some may have already reviewed the DPN and agreed to share data through participating in other Take Your Place activity.

Gathering Participant Data

Where possible, we recommend gathering as much participant data as you can in advance of your activity, such as through a registration or application form. Alternatively, you may wish to ask attendees to read the DPN and provide their data as part of the first activity they attend, then simply register their attendance at each session. We provide a paper form for this approach if you wish to use it.

Participant data is a core component of your grant activity and for neaco's long term evaluation – failing to collect sufficient and accurate data will jeopardise your receiving your full grant funding.

Please provide data for all participants in your project, not just those from target wards.



Completing and submitting your Participant Data

In order to provide us all activity and participant data for your completed project, you must upload gathered data to your SM Apply portal using the **provided Excel Sheet**.

All activities and attendees from the whole project can be listed on one sheet (a completed example is provided over the page for reference). The data required for each field is listed below – **please do not leave any participant data fields blank**.

Activity data

If multiple activities take place in one day, please define these activities as clearly as possible in the sheet – i.e. a two hour activity on finance would be listed separately to a later hour on HE Pathways; as opposed to listing all content in one all-encompassing title.

If your project takes place over multiple dates, please list each date separately.

- Event Title (i.e. "Finance Talk")
- Location – choose from the drop-down list.
- Start/End Date – the day the activity is delivered.
- Start/End Time – the times of day in which the activity is delivered.
- Contact Hours – enter a value equivalent to that received by each participant. *For example, if all take part in a 4 hour group activity, you would list **4**. However if you are running a coaching session for a full day, yet each participant only receives 30 minutes of coaching, you would put **0.5** here.
- Estimated participant total – number of attendees participating in activity.

It is only necessary to list each activity's data once per list of attendees

Participant Data

If participants have seen the Data Protection Notice, then they can be recorded here alongside the activity information. The following fields should be included to ensure we have the data we need to match student details to existing records.

- First & Last Name
- Institutions – Choose the School/6th Form the participant attends.
- DOB – date of birth of participant.
- Postcode – home postcode of participant.
- GDPR Confirmation – to confirm that the participant has reviewed our Data Protection Notice, this field should be filled with a "Yes".
If a participant objects, please enter "No" in this field, and leave the other participant data blank – this lets you represent your activity's whole audience
- Gender

Reporting your Outcomes

1. Submitting your Participant Data Sheet

Once you have delivered your grant project and entered the data for all your grant activities and participants into your data sheet, you can submit this to us via your SM Apply portal.

To submit your Participant Data sheet

- Log into your SM Apply portal at <https://neaco.smapply.io>
- Click 'View' to the right of your awarded application and follow the instructions on screen. **Please do not send us your sheet (or any personal data) via email**

We only require this completed data sheet – not any documents you used to gather the data.

2. Participant Questionnaires

We provide an anonymous [Participant Questionnaire](#), which we ask you to distribute at each activity to as many of your audience as possible, for them to complete and return to you at the end of the session.

The questions are broad so as to compare participant responses across different grant activities. These responses are only to indicate your audiences' engagement with each activity delivered and help identify which are most impactful, they will not affect your overall funding. You may however wish to use the information gathered to adapt your project during the delivery period.

On completion of your project, please post completed questionnaires for all activities to:

**"neaco Central Team, University of Cambridge, 2 Gonville Terrace, Gonville Place,
Cambridge CB1 1LY"**

3. End of Project Report

At the end of your project, you must complete the End of Project Report in your SM Apply portal. We provide you a sample version at the start so you can have the questions in mind during delivery. **Your report must be completed before we can process your final invoice.**

The report is an essential component of your project with which to inform and reflect on your outcomes and achievements, identify learning for your institution, and enable us to celebrate innovation and share good practice, therefore please provide as much detail as you can. You can save and complete the report in your browser in multiple sittings.

To complete your End of Project Report

- Log into your account at <https://neaco.smapply.io>
- Click 'View' to the right of your awarded application and follow the instructions



Completing your Grant

All grant activity must be completed and components submitted to neaco Central Team no later than Friday 26th March 2021.

Grants not complete by this date will not receive their remaining funding.

Once we have received your Participant Data, Questionnaires and End of Project Report, we will review your outcomes to make sure we have all necessary information, and assess your achievements against your and neaco's overall goals.

We may also arrange a call to discuss your and your participant's experiences, and where innovative practice is identified that could be shared across the region, will look to develop a case study or further publicity based on your outcomes.

Provided you have achieved what you set out to do (or if you have had to make changes, you have kept us informed along the way) and returned all required components, **you can upload your final invoice for the remaining 50% of your grant funding.**

Once approved, we aim to process your invoices as quickly as possible, and to provide funds to your school or academy's account within 15 working days.

Should we identify that your activity has deviated from your original objectives, funding has been spent inappropriately, or you have engaged a different audience to that agreed in your application, we may adjust the remaining amount of funding we will provide.

This will complete all requirements of your grant, and what we hope will have been a positive and valuable experience for you, your school or 6th Form, and your participants.

GET IN TOUCH

If you have any questions or queries at any stage of your grant, do not hesitate to get in touch.

Grant Management

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neaco Central Team
University of Cambridge
2 Gonville Terrace
Gonville Place
Cambridge CB1 1LY

funding@takeyourplace.ac.uk

www.takeyourplace.ac.uk/funding

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