

## **Invitation to bid:**

### **LSIS ‘Organisational Improvement: Utilising the Toolkits’ Project Grant**

#### **Project Guidance**

Since 2006, the Leadership Toolkits have been developed to award-winning standards and now have thousands of registered users across the country. A free resource suite of interactive learning, housing downloadable and saveable tools has been driven and determined by the sector. Currently, there are tailored toolkits focusing on the Adult & Community Learning, Independent Specialist Colleges and Work-based Learning sectors. The newest toolkit (to be launched the summer of 2010) will be dedicated to Offender Learning.

Our sector review, conducted in 2009, demonstrated a very positive response in terms of personal CPD, however the question was raised as how best to use the Toolkits for organisational development.

As a result of this, LSIS is inviting bids from learning providers for project grants of up to £5,000 that explore and demonstrate effectively embedding the use of the LSIS Leadership Toolkits as part of their organisational development. The grant is designed to support innovative use of the Leadership Toolkits with the potential to secure significant improvements in sector practice and performance.

#### **How the Scheme Works**

1. £5,000 is available to support each project, which includes all costs and expenses incurred.
2. It is envisaged that projects may focus on (but are not limited to) thematic areas, such as:
  - Teambuilding
  - Managing E-learning
  - Preparing for Inspection
  - Enhancing employer engagement
  - Marketing their organisation
  - Developing E&D in their organisation.

3. Projects will be expected to:

- attend an initial briefing session
  - complete an action plan in line with guidelines supplied to successful applicants
  - manage the implementation of the project to achieve stated outcomes within agreed deadlines
  - liaise with LSIS to set up and manage consultant support and monitoring visits
  - share case study experience with at least one of the regional LSIS Leadership Toolkits Workshop events
  - deliver a presentation during the LSIS Showcase event in March 2011 (materials should be in a form ready to be disseminated via the LSIS websites and LLE, e.g. in Word, PDF or PowerPoint format etc.)
  - produce a short report outlining what was done and why it was effective/any value added etc
  - LSIS will expect providers to contribute to a video showcase towards the end of the project if required.
4. Successful projects will receive funding in the form of a grant. 50% will be payable once the project grant has been approved. A further 50% will be paid on receipt of satisfactory project outputs including:
- an action plan
  - a short end-of-project report
  - a presentation at the showcase event.

5. Projects should be completed by **25 February 2011**.

### **Selection Criteria**

6. Providers will need to demonstrate a commitment to the effective use of technology (specifically the LSIS Leadership Toolkits) in organisational and staff development. In addition, we require information on:
- how you use the LSIS Leadership Toolkits at present (if at all);
  - how you intend to use the grant to develop your approach; and
  - the difference you think this will make to the development of your staff and organisation.

7. Providers will be selected on the overall quality of the bid and the information provided on the attached pro-forma with regards to:
  - commitment to using the Leadership Toolkits to support staff and organisational development
  - innovation in using the toolkits for organisational development
  - the degree of value added by proposal
  - the transportability of proposal to other providers
  - provider characteristics.
8. Specifications for the project are included below. Please read these carefully before you prepare your bid, which should aim to show how you will use the toolkits to add value to a particular aspect of staff or organisational development in your organisation.

### Eligibility

9. The grant is only open to organisations in England whose primary function is as a provider of further education and training. Eligible providers will be Young People's Learning Agency (YPLA)/ Skills Funding Agency (SFA) - granted organisations and subject to inspection by Ofsted. Collaborative bids will be considered.

### Review and reporting arrangements

10. LSIS will support and monitor the progress of the projects including at least one face-to-face visit. Providers will be expected to deliver a short final report and a presentation at the showcase event in March 2011.

### Applications

11. To apply, please complete, clearly and concisely, all the boxes on the accompanying form, to include a breakdown of the total cost of the project, with the contribution of up to £5k as requested from LSIS, and the anticipated project start and end dates. Applications must not duplicate activities which are being granted from elsewhere, though may follow on from previous projects.
12. Providers should only submit one application (using the application form), which should be emailed to [toolkit@lsis.org.uk](mailto:toolkit@lsis.org.uk), titled 'Organisational Improvement: Utilising the Toolkits' Project Grant by **5pm on Tuesday 15 June 2010**.

13. All organisations submitting bids to the 'Organisational Improvement: Utilising the Toolkits' Project Grant will be advised by **Friday 25 June 2010** whether their application has been successful, and given details of arrangements for the payment of the grant for this work.

### Further information

14. Further information about this grant is available on the LSIS website, Excellence Gateway and the Leadership Learning Environment.
15. We look forward to working to support you and your colleagues in the successful implementation of this project. For further information please contact Brian Simpson using the details below.

Brian Simpson  
Project Manager - Leadership Toolkits

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