Excellence in Aviation

Reach for the Sky Challenge Fund

APPLICATION FORM

If you have any queries about the application form or how to apply, email **skillschallengefundteam@caa.co.uk**.

This challenge fund process is to select a provider(s) to deliver a project to support the Reach for the Sky objectives from the funding award date to 31st March 2023. The funds must be spent by this date.

The purpose of the competition will be to provide funding opportunities to a range of potential outreach partners to support the work that they do, whilst also contributing towards the objectives of the Department for Transport's (DfT) Reach for the Sky programme.

The criteria against which applicants will form their proposals will be linked to the objectives of the Reach for the Sky Programme, the purpose of which is to improve inclusion, diversity and career opportunities in the aviation sector and attract under-represented groups to careers in aviation:

- **Raising the profile of the aviation industry** - to inspire the next generation of aviation professionals championing the sector and acting as role-models for young people.

- **Outreach programmes** - educating young people about the sector in formal and informal educational settings. This includes providing practical experience for young people to solve current and future challenges in the industry.

- **Career pathways** - showcasing the varied job opportunities in aviation, including roles using transferrable skills of established aviation professionals. Department aims to ensure individuals have the skills to succeed in the industry. This encompasses less visible roles for which new entrants and experienced individuals may not have considered in their future career aspirations. The aim is to make the UK the best place for a career in aviation.

- **Skills and training** – supporting established professionals when pivoting their career within aviation so the industry benefits from a skilled workforce with diverse experiences. This also includes supporting the learning and development opportunities for young people from different backgrounds. Government is supporting aviation professionals to fulfil their career ambitions in the sector, while ensuring training is inclusive and accessible for all.

Please fill in this application and any supporting documentation and do not exceed the word limit. Do ensure you read the guidance document carefully as incomplete applications will not be considered.

Proposals will be assessed by a panel comprised of representatives from the Department for Transport and The Civil Aviation Authority. Please assume that assessors have no background knowledge of your organisation, its aims and objectives. It is therefore important that your application is as clear, concise and as unambiguous as possible.

We reserve the right to ask organisations any clarification questions to help us during the selection process and to ask organisations to revise their proposal before a financial decision is taken. This will ensure that bidders are provided with the best opportunity to showcase their proposals and secure funding. We also reserve the right to withhold funding should the organisation fail to comply with the way any of the conditions are met.

How to send the form to us

Please send us your application form by email to **skillschallengefundteam@caa.co.uk** we will send you an acknowledgement email to confirm that we have received your application. You only need to send us extra information if we specifically ask you to.

Eligibility checklist

This checklist will help you to check that your proposal meets our eligibility criteria and that you are sending us a fully completed application. If you are not able to answer yes to any of these, then please email us for any questions.

Eligibility criteria	Yes	No

My organisation is one of the following:

- a charity, not-for-profit organisation or a community interest company

- a business with a social mission or clear objectives in its corporate social responsibility policy toward increasing social action

- Other – eg. Academic / research organisation

The benefits of my project focus on England and has the potential to reach all areas of UK

I would have financial control over any grant that I was awarded rather than any other organisation

The organisation(s) submitting this proposal is in a position to accept a grant offer and spend the funding by March 2023

I consider that this project will comply with all the relevant guidelines attached to the funding

My organisation has showed how it will collaborate with other organisations in order to best deliver the project

I have completed every section of the form

Your organisation

If you are applying in partnership with another organisation, only the lead organisation may apply.

Main contact details

Title

Forenames

Surname

Position or job title

Telephone

Email

Organisation details

Organisation
legal name(s)

Address

Primary telephone

Email

Website

Organisation type

If you are a charity, what is your charity number?

Or, if your organisation is registered with Companies House, what is your company registration number?

Or, if you are not a registered charity or a registered company, please describe what you are and provide a link to (or a copy of) your constituting/governing documents

What are the aims of your organisation as expressed in your governing documents? *(maximum 200 words)*

Your organisation (continued)

Your application

Please give a summary of your project *(maximum 50 words)*

Provide a very short summary of your project, giving brief details of what you are going to do and why. If successful, this summary may be used to publicise your project.

How much funding are you applying for?

Please note: you will be asked for a breakdown of project costs later in the application. Please ensure that you cross reference the total amount requested here with the figures elsewhere in this form.

Section 1 - Your proposal

Please describe the initiative that you plan to develop and include information about how the project will be delivered, including through which platforms (for example face-to-face,online provision) *(maximum 600 words)*.

Please outline how you will meet one or more of the objectives of DfT's Reach for the Sky programme. The criteria which can be found in the appendices to this application form should be used by applicants to link their proposals to the objectives of the Reach for the Sky Programme, the purpose of which is to improve inclusion, diversity and career opportunities in the aviation sector and attract under-represented groups to careers in aviation (which can be found on P1). Click to view Reach for the Sky Objectives.

Section 2 - Measurement of impact

Please tell us what data you collect, and how, from the relevant service(s) that you currently run and which you plan to grow or adapt with this funding. How does this enable you to demonstrate impact? *(maximum 300 words)*

What activities and outputs will your project deliver and what outcomes (i.e. benefits) will these deliver to the target beneficiary group(s)? *(maximum 200 words)*.

Please tell us how your would evaluate the programme. How often will this impact be reported to the CAA/DfT and how? *(maximum 300 words)*

Section 3 - Capacity to deliver

Who will be directly responsible for the day-to-day running of the project, and what is their experience?
(maximum 200 words)

Please set out your mobilisation plan detailing how you would set up/grow your project between having your grant confirmed and March 2023. Especially outline how you will recruit, train and mobilise volunteers to support your project. *(maximum 200 words)*

How will you know, during the delivery of your project, whether or not it is having the impact you intend? And how would you act to improve performance if necessary? *(maximum 200 words)*

Section 3 - Capacity to deliver (continued)

Please specify the milestones and key deliverables for your proposal in the table provided

Please note that the milestones entered here may form part of your monitoring if you are successful.

| | 2022-23 | | | | | | | |
| | Q1 | | Q2 | | Q3 | | Q4 | |
	Deliverable	Outcome	Deliverable	Outcome	Deliverable	Outcome	Deliverable	Outcome
KPI 1								
KPI 2								
KPI 3								
KPI 4								

Section 3 - Capacity to deliver (continued)

Please provide a budget breakdown for your project.

Expenditure (£)	Total Year 1 (£)	Total Year 2 (£)

Total expenditure (£)

Declaration

As part of the application process we may need to share information about your application with an interview panellist(s) from an external organisation(s).

You certify that the information contained in this form and any accompanying documents is true and correct, and that you have the authority to act on behalf of the organisation and this proposal has been approved by the Trustees/Directors.

If the application is successful, the information provided by the applicant in this application will form part of a legally binding offer letter.

By completing this declaration I agree to use of this data as outlined above.

Title

Forenames

Surname

Position or job title

Organisation

Date

Annex A – Specific Assessment Criteria

Title	Description	Category	Weighting
Application	Applicants should ensure that all fields on the application form are complete.	Qualification	Pass/Fail
Grounds for Exclusion	Applicants should provide details of any criminal convictions or investigations into the running of the organisation. Applicants can be excluded if the organisation or anyone involved with the running of the organisation has been convicted for corruption, fraud, money laundering, etc.	Qualification	Pass/Fail
Legal Entity & Financial Position	Applicants should describe their organisation and its legal standing, statement of turnover, profit/loss, financial position, etc.	Qualification	Pass/Fail
Technical & Professional Ability	Applicants should provide a track record of delivery including recent experience.	Qualification	Pass/Fail
General Declarations	Applicants will detail their resource availability, delivery timeline, agreement to no eligible/approved expenditure, agreement to the publication of delivery details, etc.	Qualification	Pass/Fail
Conflicts of Interest	Applicants should declare any conflicts of interest that could compromise the conduct of the particular project.	Qualification	Pass/Fail
Code of Conduct	Applicants should detail their processes for handling vulnerable adults and children, Modern Slavery declaration, Health & Safety declaration.	Qualification	Pass/Fail
Insurance	Applicants should detail their ability to obtain the levels of insurance stipulated in the grant agreement.	Qualification	Pass/Fail
Raising the Profile of the Aviation Industry	Applicants should demonstrate how their proposal would raise the profile of the aviation industry and inspire the next generation.	Quality	10
Educating Young People	Applicants should demonstrate how their proposal would educate young people on the aviation sector.	Quality	10
Career Pathways	Applicants should demonstrate how their proposal will showcase the roles available within the aviation industry, including less visible roles that individuals new to the sector may not have previously considered.	Quality	10
Skills & Training	Applicants should demonstrate how their proposal will support learning and development and promote opportunities within the aviation sector to groups who may be underrepresented.	Quality	10
Approach & Methodology	Applicants should detail their approach and methodology for delivery – sufficient detail must be provided to allow assessors to understand the work proposed and the likelihood of success.	Technical	20
Cost Effectiveness	Applicants should provide an indicative cost/benefit structure for the project.	Financial	10

Annex A – Specific Assessment Criteria (continued)

Title	Description	Category	Weighting
Cost Breakdown	Applicants should provide a detailed cost breakdown, for example, staff costs, delivery costs, fixed costs, etc.	Financial	10
Match Funding	Applicants should provide details of any additional matched funding sources that have been secured or applied for, what they will be used for, and how they would provide additional value.	Financial	5
Benchmark Costs	Applicants should provide details of external benchmark costs/market prices to set the requested funding in the market context.	Financial	5
Monitoring and Evaluation	Raising the Profile of the Aviation Industry	M&E	2.5
	Educating Young People	M&E	2.5
	Career Pathways	M&E	2.5
	Skills & Training	M&E	2.5

Annex B – Assessment Scoring

The scored aspects of each applicant's proposal will be scored in line with the following grid. This will ensure a fair and consistent assessment of each proposal producing a clear result of which applicants will receive grant funding.

Assessment	Score
Application demonstrates good alignment with objectives and has provided clear evidence to make a meaningful assessment.	3
Application demonstrates acceptable alignment with objectives and has provided sufficient evidence to make a meaningful assessment.	2
Application demonstrates minimal alignment with objectives or evidence provided is insufficient to make meaningful assessment.	1
Does not meet the objectives required or has not provided any evidence in support.	0