

SCHEDULE 1

PART A Mid-term Progress Report – (6 Weeks)	
Quarter	
Impact - What difference has the funding to organisation made so far? Please report against objectives identified in the criteria and guidance supplied.	
People - How many people have you supported in this quarter?	
Internal Activity - Tell us what activity has been delivered by your organisation	
External Activity – Tell us what activity has been delivered through partnership working	
Service Development - What changes have you made to your service to meet the requirements of the people you are supporting	
Challenges & Issues – What are some of the challenges you have faced and how have you overcome these?	
What's Worked Well Share examples of anything that has been successful	
Exceptional Circumstances & Extra Expenditure – tell us about these if relevant and what you are doing to mitigate	
Lessons Learned – what have you changed or will change?	
Participant Feedback - how has it been gathered and what is the feedback showing?	
Added value - how have any additional resources been spent to enhance the services provided under NOLB and PESF?	

Part B Summary Report – provide a final report (12 Weeks)	
Impact - What key difference has the funding to organisation made? Please report against objectives identified in the criteria and guidance supplied.	
People - How many people have you supported in total?	
Internal Activity – Summarise the key activity delivered by your organisation	
External Activity – Summarise the key activity delivered through partnership working	
Service Development - What changes have you made to your service to meet the requirements of NOLB and PESF	
Challenges & Issues – What were the main challenges you faced and how did you overcome these?	
What's Worked Well Share examples of anything that has been successful	
Lessons Learned – what have you changed or will change?	
Participant Feedback - how was this gathered and what is the overall feedback telling you?	
Added value - how were any additional resources been spent to enhance the services provided under NOLB and PESF?	

SCHEDULE 2

PART A - PAYMENT OF GRANT

1. The total grant shall be payable by the Granter to the Grantee upon receipt of the Grant Payment request together with the associated monitoring information set out in paragraph 8 of the Terms and Conditions and the information stated below.
2. The Grant Payment request shall be submitted together with an invoice with a purchase order number to be supplied by the Granter plus such explanatory or supplementary material as the Granter may from time to time require, whether before or after submission of the payment request.
3. On receipt of the grant payment request (and the associated information stated above), the Granter's officers shall review the grant payment request and if they are satisfied the Grant will be processed. Granter shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks.
4. The total Grant shall be payable over December 2021 to 31 March 2022. The Granter shall not be bound to pay any instalment of the Grant which has not been incurred by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Granter.
5. The Grantee will provide a financial profile using the template in the application form and complete the summary report, as described in SCHEDULE 1B no later than **22 April 2022**.
6. The Grantee shall return any unallocated funding which has not been utilised by them by 31 March 2022, to the Granter by 22 April 2022. Granter's Officials will contact the Grantee in February / March 2022 to determine the actual spend and commence the final account process.

Part B GRANT PAYMENT REQUEST (December 2021 – March 2022)

PROJECT: To support delivery of the Scottish Government’s No One Left Behind and Parental Employability Support commitment.

Grantee:

Bank details:

[Name, address,

Sort code,

Account code]

.....

.....

.....

Total agreed grant for 2021/2022 up to: £

Latest forecast of expenditure of grant for 2021/2022 £

Grant requested to date £

**We hereby claim
in accordance with the terms and conditions of this offer
of Grant and the Schedules attached thereto.**

Completed by:

Position:

Contact Details:

.....

.....

Email

Telephone Number:

Date:

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT– GRANT FINISH

(to be completed at the end of the Financial Year)
(see Condition 7.2 for information)

PROJECT: To support delivery of the No One Left Behind Phase 1

This is to confirm that the grant requested by [] in relation to the above Project during the financial year ended 31 March 2022 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant.

This statement is supported by the records of [].

Signed:

Print Name:
.....

Position:
.....

Organisation:
.....

Address:
.....
.....
.....
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Email:
.....

Telephone Number:
.....

Date:
.....

SCHEDULE 4 – Barriers to Employment

Barrier	Definition
Above 50 years of age	The age of the participant is calculated from the date of birth and determined on the date of commencing No One Left Behind.
Armed Forces Veteran	Former member of the UK Armed Forces
Asylum seeker	An individual who ‘has applied for asylum and is waiting for a decision as to whether or not they are a refugee.’ An asylum seeker is someone who has asked a Government for refugee status and is waiting to hear the outcome of their application.
At risk of becoming NEET	The Scottish Government defines NEET as individuals between the ages of 16 and 19 who are not in employment, education or training. The main focus of the No One Left Behind is to assist individuals who are the furthest away from the labour market to progress into employment – No One Left Behind can therefore work with individuals 6 months prior to the individual’s school leaving date.
Criminal convictions	This relates to any individual who has a criminal conviction that: <ul style="list-style-type: none"> <input type="checkbox"/> Is not ‘spent’ <input type="checkbox"/> is exempt from becoming ‘spent’ <input type="checkbox"/> remains a barrier to progressing within the labour market e.g. gaps in c.v.
Disability	"Participants with disabilities" are persons who are registered disabled according to national definitions.
From Employment Deprived Areas	Residing in SIMD 15% most employment deprived geographies (see ESF Scottish Local Authority Employment Deprived Area Postcodes list).
From Remote Rural Areas	Living in an area defined as “ remote rural ” or “ very remote rural ” in the Scottish Government 8 Fold Urban Rural Classification (see ‘Rural Area Rating’ column on ESF Scottish Local Authority Rural Area Postcodes list).
From Rural Areas	"From rural areas" is to be understood as persons residing in thinly populated areas according to the Degree of urbanisation (DEGURBA category 3) classification. Thinly-populated areas means that more than 50 % of the population lives in rural grid cells.
Homeless or affected by housing exclusion	In the absence of a national definition for "homeless or affected by housing exclusion" the term should be understood according to the ETHOS (European Typology of Homelessness and Housing Exclusion) definition which is derived from the physical, social and legal interpretation of what a ‘home’ means. It classifies the following four living circumstances as homelessness or extreme forms of housing exclusion: <ul style="list-style-type: none"> <input type="checkbox"/> Rooflessness (people living rough and people in emergency accommodation),

	<ul style="list-style-type: none"> <input type="checkbox"/> Houselessness (people in accommodation for the homeless, in women's shelters, in accommodation for immigrants, people due to be released from institutions and people receiving long-term support due to homelessness), <input type="checkbox"/> Insecure accommodation (people living in insecure tenancies, under threat of eviction or violence), and <input type="checkbox"/> Inadequate housing (living in unfit housing, nonconventional dwellings e.g. in caravans without adequate access to public utilities such as water, electricity or gas or in situations of extreme overcrowding). <p>Adults living with their parents should not be registered under this indicator unless they are all homeless or living in insecure or in inadequate housing.</p> <p>The definition of homeless can also include 'sofa surfing' - the practice of staying temporarily with various friends and relatives while attempting to find permanent accommodation.</p>
Living in a jobless household	<p>"Households where no member is in employment i.e. all members are either unemployed or inactive"</p> <p>" A household is defined as a housekeeping unit or, operationally as a social unit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> having common arrangements <input type="checkbox"/> sharing household expenses or daily needs <input type="checkbox"/> is a shared common residence <p>A household includes either one person living alone or a group of people, not necessarily related, living at the same address with common housekeeping i.e. sharing at least one meal per day or sharing a living or sitting room."</p>
Living in a jobless household with dependent children	<p>"Jobless" and "households" are defined above.</p> <p>"Dependent children refers to individuals aged 0-17 years and 18-24 years if inactive and living with at least one parent."</p>
Living in a single adult household with dependent children	<p>" An 'adult' is a person above 18 years of age"</p> <p>"Household" is defined above.</p>
Long-term physical illness/ condition	<p>Long term physical illness/condition diagnosed by medical professional</p> <p>it is recommended that persons considered to be disabled but who are not registered are counted as "Long-term physical illness / condition" and not as "Participants with disabilities".</p>
Long-term Unemployed	<p>Unemployed individuals who are registered as unemployed and in receipt of benefits who are 6 months continuous unemployment for under 25 and 12 months unemployed for over 25.</p>
Looked after young person	<p>Under the provisions of the Children (Scotland) Act 1995, 'Looked After Children' are defined as those in the care of their local authority. The majority will come into one of these categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Looked after at home

	<input type="checkbox"/> Looked after away from home
Low income employed	Income below 60% of the national median equivalised disposable income after social transfers.
Living in a household with children in poverty	<p>Families in relative poverty. Children living in households on low incomes, compared to the average UK household.</p> <p>Families in absolute poverty. Children living in low income households where living standards are not increasing.</p> <p>Families living in combined low income and material deprivation. Children living in low income households who can't afford basic essential goods and services.</p> <p>Families in persistent poverty. Children living in households in poverty for three years out of four.</p>
Low skilled	<p>Individual's highest level of qualification is at SCQF Level 4 or below.</p> <p>or</p> <p>Where the participant has minimal qualifications at SCQF Level 7 or below and their skills level can be deemed a barrier to employment e.g. poor literacy and / or numeracy skills.</p>
Material Deprivation	<p>"Material deprivation refers to the situation of people who cannot afford a number of necessities considered essential to live a decent life in Europe. Individuals are considered to be under material deprivation if living in households who lack at least three of the following nine items because they cannot afford them:</p> <ol style="list-style-type: none"> 1. to face unexpected expenses; 2. one week annual holiday away from home; 3. to pay for arrears (mortgage or rent, utility bills or hire purchase instalments); 4. a meal with meat, chicken or fish every second day; 5. to keep home adequately warm; 6. to have a washing machine; 7. to have a colour TV; 8. to have a telephone; 9. to have a personal car
Mental health issues	<p>Mental Health issues affect the way an individual thinks, feels and behaves, often has an impact on their day-to-day life and their ability to relate to others.</p> <p>The following list is indicative, but not inclusive, of the range of mental health issues that may be experienced:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Depression <input type="checkbox"/> Anxiety <input type="checkbox"/> Phobias <input type="checkbox"/> Eating Disorders <input type="checkbox"/> Personality Disorders

<p>Migrants, people with a foreign background, minorities (including marginalised communities such as the Roma)</p>	<p>Migrants Non-national permanent residents in a country, people with a foreign background or nationals from a minority (according to national definitions).</p> <p>Minorities “There is no single definition of a minority group. In general, when linked with disadvantage, the term minority can be taken to refer to any group with personal characteristics that are subject to discrimination, which range from ethnicity or religious belief to sexual preference. In relation to ethnic minorities, which are likely to constitute the most widely recognised minority groups, the working definitions may be used: Ethnic minority – individuals with a different cultural tradition or background from the majority of the population. National minority – individuals from relatively well-established minority groups living in particular EU countries. National minorities have been established for a number of generations in some EU countries, such as Russians and Poles in the Baltic States, and the Hungarian minority in Romania. Indigenous minorities - ethnic groups that are long-standing residents of a particular EU country. They may have a migrant, indigenous or landless nomadic background. Foreign background “Similarly, in the absence of a national definition for "people with a foreign background" the term should be understood according to the following international recommendation (UNECE in cooperation with Eurostat): persons with a foreign background are "... persons whose parents were born outside the country. The persons in this group may or may not have directly experienced an international migration””</p>
<p>No or Limited work experience</p>	<p>Individuals who have no, or limited, experience of paid employment. This can include individuals who have a notable gap(s) within their work history e.g. due to being inactive from the labour market because of family / caring responsibilities, periods of ill health etc. In addition, this can include individuals who have worked for very limited periods of time e.g. Christmas cover.</p>
<p>Primary carer of a child/children (under 18) or adult</p>	<p>Primary carer of a child/children (under 18) or adult.</p>
<p>Primary carer of older person</p>	<p>Primary carer for a person over the age of 65 (this is the threshold used to qualify for Attendance Allowance).</p>
<p>Refugee</p>	<p>An individual who 'owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country' (Article 1, 1951 Convention Relating to the Status of Refugees)</p>

	A refugee is entitled to the same social and economic rights as any UK citizen. Refugees have full access to medical treatment, education, housing and employment.
Substance related conditions	The continued misuse of substances (typically alcohol or drugs) that severely affects an individual's physical and mental health, social situation and responsibilities. This can include individuals in recovery where this remains a barrier to progressing within the labour market.
Underemployed	This barrier relates to 'Employed' participants only. An employment situation that is insufficient in some important way for the worker Examples include <input type="checkbox"/> holding a part-time job despite desiring full-time work, <input type="checkbox"/> skills underutilisation - where the employee has education, experience, or skills beyond the requirements of the job.
Has completed Fair Start Scotland	Participant has completed 12 months on Fair Start and still requires employability support to access employment.