



Jobs Guarantee

Application Guidance

Background

Jobs Guarantee

The aim of the Jobs Guarantee is to provide participants (young people aged 18 – 24) with meaningful paid work, wrap around support and training that will give them the skills and experience to improve their chances of moving into sustained, unsubsidised, employment.

The objectives of the programme are to:

- Ensure that every eligible young person is guaranteed a suitable job - with the right number of jobs and the right type of jobs provided in the right places at the right time.
- ensure that eligible individuals on the scheme have the support they need to address their barriers to employment and succeed on the scheme, gaining skills and experience to improve their chance of moving into sustained and unsubsidised employment, or to move into further education or training.

Overarching Programme Requirements

Jobs guarantee will support young people aged 18 - 24 who have been in receipt of Universal Credit and looking for work for 18 months. The scheme will provide fully funded 6 month paid job placements (paid at National Minimum Wage based on age) and will provide wrap around support and training to help participants succeed on the scheme and make a transition into sustained employment.

Eligible participants (referred by JCP) will either have been out of work and education for the last 18 months and have minimal work history (have completed less than 50 hours of paid work) over the last 18 months.

Better Connect are applying to lead a partnership of organisations to deliver this programme across the following geographies (groupings have been set by the DWP):

- Lincolnshire, East and North Yorkshire
- West Yorkshire

We are looking for delivery partners with relevant experience of working with long-term unemployed and disadvantaged young people and an understanding of the local labour market conditions. Delivery partners may apply to deliver across one or more of the regions listed. Full regional coverage is not required by organisations, details of where you can deliver Jobs Guarantee provision will be captured in the partner application.

Total expected participant numbers for each region are as follows:

- 1700: Lincolnshire, East and North Yorkshire
- 3600: West Yorkshire

Delivery Partners will work with each Participant, supporting them to start a job and complete 6 months of funded employment, providing re-engagement support as needed. We anticipate successful partners will work with participants for 6 – 8 weeks prior to job placement beginning and are expected to provide wrap around support throughout the lifetime of the placement.

Partners will also be expected to work with employers to fulfil requirements for jobs under the scheme - such as securing suitable jobs, matching participants to suitable jobs and ensuring jobs meet the requirements of the scheme.

Delivery timescales

The delivery period for Jobs Guarantee is from November 2026 – November 2028. With potential of a further 12-month extension. All job placements must be started no later than May 2028.

Who can apply

To build our partnership and deliver Jobs Guarantee provision, we are looking for organisations with relevant experience of working with long-term unemployed and disadvantaged young people with an understanding of relevant local labour market conditions. We welcome partner applications from a wide range of organisations with experience delivering employment, skills, youth and wraparound support services, including but not limited to:

- specialist employment support organisations
- charities, non-profits, and social enterprises

Delivery of the Jobs Guarantee should align closely with the goal or mission of the grant applicants. Funding should permit successful organisations to advance their goal or mission.

Delivery activities

Delivery partners will be expected to deliver the following activities:

- Pre-employment support and job matching
- In work support, throughout the lifetime of the placement
- Post placement support, including sustaining that job role, support to seek onward employment
- Sourcing jobs
- Employer engagement
- Employer support to ensure that Jobs Guarantee requirements are met.

Participant eligibility and suitability

Before making referrals, DWP will assess eligibility and suitability of Participants for the scheme. Referrals to the Jobs Guarantee cannot be made through any other route.

The Jobs Guarantee will provide a guaranteed work opportunity to eligible 18 to 24-year-olds who have been on Universal Credit continuously for 18 months in the Intensive Work Search regime (IWSR). DWP will determine if a young person is eligible for the scheme.

Young people will need to meet the eligibility criteria at the point of referral to the scheme and so may be aged 25 by the time they complete the scheme. The IWSR means that they have not been assessed as having Limited Capability for Work (LCW) or Limited Capability for Work and Work-Related Activity (LCWRA).

Eligible Participants will either have been out of work and education for the last 18 months and have minimal work history (have completed less than 50 hours of paid work) over the last 18 months.

DWP will also determine an eligible young person's suitability for the scheme. Delivery Partners will not be asked to make judgements about the suitability of young people referred to them for the Jobs Guarantee.

Delivery Partners can expect to support Participants with complex barriers to work, including expected lower levels of educational qualifications and health conditions. Some Participants may not speak English as a first language, may be care leavers, or may have childcare, care, housing related or travel barriers which they will need tailored support to overcome. The young people who will be eligible for the scheme will be a diverse group, and it is expected that they will have more complex needs on average than for other wage subsidy schemes such as Kickstart.

Given the expected higher rates of complex needs or multiple barriers to sustained employment, a tailored wraparound support package provided to Participants will be critical to the success of the scheme.

Reporting requirements for successful applicants

Payment and financial monitoring

Jobs Guarantee provision is funded using an actual cost model, paid quarterly in arrears and upon receipt of evidence of spend. Organisations should only apply to be included in this partnership if they are able to meet these requirements.

Examples of evidence required include but is not limited to:

- Defrayal and bank statements
- Payroll information including payslips
- Employers National Insurance and Pensions contributions
- Project related invoices
- Receipts that support project delivery
- A rationale of costs where this is required by the funder
- Evidence of staff related expenses

Better Connect have a dedicated Finance and Audit Team who will support partners to provide the evidence required to draw down the funds for this programme. We have approved systems and processes in place and will provide training and ongoing support to delivery partners to ensure that the financial reporting requirements are met.

Participant monitoring

The submission of participant monitoring forms will be required to help monitor and evaluate activities funded through the programme.

Delivery Partners will be expected complete participant monitoring alongside participants, providing support and guidance to them as required. All forms will be completed and submitted through JotForms – an online e-forms platform. Successful applicants will be provided with access and training on JotForms.

All information collected is processed, stored and transferred in strict adherence to Data Protection and GDPR legislation. A Privacy Notice will be issued to successful applicants covering the use of information in more detail.

Application timescales

Better Connect is committed to providing robust guidance and ensuring potential partners have sufficient time to submit their partner application for their inclusion in this opportunity. Below is a timetable showing intended dates and deadlines for both the application process and the overall application to the DWP.

Key Dates	Activity
Tuesday 9 th June	Jobs Guarantee Invitation to Tender launched
Tuesday 16 th June	Better Connect Delivery Partner Applications open
Tuesday 30th June	Deadline for Partner applications, 9.30am
30 th June – 3 rd July	Application scoring
W/C Monday 6 th July	Partner notification

Monday 13 th July	Partnership Application submitted to DWP
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Support and guidance

Better Connect are here to offer support throughout the application process and are committed to providing detailed guidance and personalised support to organisations where it is required.

If you would like to discuss this opportunity, have queries about your organisation's eligibility to apply, or require support completing the form, please contact a member of the Better Connect Team (details are below).

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Detailed guidance to complete the Application Form

The table below provides an overview of the application form, including the weighting of each question and any maximum word counts. This is included to help you plan the completion of your application form. More detailed guidance is provided below for each question.

Question weighting by section				
Page 1: Programme Overview and Better Connect Introduction.				
	An introduction to the Jobs Guarantee programme, Better Connect and this delivery partnership opportunity.			Information only, there are no scored questions in this section.
Page 2: Organisational details				
	Collected to support eligibility and suitability to access Jobs Guarantee funding. For organisations that are listed on Better Connect's Approved Delivery Partner list, you will have a reduced number of questions to complete in this section as your information has previously been collected and is held on record.			Information only, there are no scored questions in this section.
Page 3: Policies and assurances				
	It is perfectly acceptable not to have some of the policies and assurances listed below in place. You will not be discounted based on the answer provided in this section, but it may highlight areas of development. Where organisations identify gaps in policies and assurances, Better Connect can help you to achieve and develop these should they be a mandatory requirement. If successful, insurance certificates and copies of some policies may be collected to support partner due diligence.			Information only, there are no scored questions in this section.
Page 4: Due diligence				
	This section ensures that your organisation is both eligible and suitable to receive Jobs Guarantee funding. Answers provided in this section may provide grounds for exclusion.			Information only, there are no scored questions in this section.
No	Question	Word count	type	Additional information
Page 5: Organisational Track Record				
	Experience of supporting Young People	500	scored	What is your experience of delivering employability/wrap around support to Young People, how will this experience help you to deliver Jobs Guarantee provision
	2 relevant programme examples	-	-	Examples provided should support your application and be relevant to the Jobs Guarantee Initiative.
Page 6: Jobs guarantee delivery requests (you will only be asked questions relevant to the regions you have selected for delivery to take place)				
	Local embeddedness (asked per region)	500	scored	This will help us to understand geographical coverage and your understanding of the area.
	Understanding of local labour market conditions	500	scored	Asked per region and will help us to shape provision.
Page 7: How will you deliver Jobs Guarantee Provision				

	Approach to Participant support	500	Scored	Evidences your understanding of Jobs Guarantee provision and capabilities to deliver this
	Approach to Employer Engagement	500	scored	Evidences your understanding of Jobs Guarantee provision and capabilities to deliver this
Page 8: Organisational compliance				
	Information only questions asked to ensure that organisations can comply with the funding model set by DWP.			Organisations that are not able to fulfil Actual Cost model requirements and receive payments in arrears will not be able to be included in this delivery partnership.
Declarations and permissions				
	Declaration			Signature and Date required

How the scoring works

All the scored questions will be marked out of 6. The grid below shows how each point is allocated. The detailed guidance for each question will inform you of what we are looking for and will help you to meet the scoring criteria for the question.

Score	
6	Answer exceeds expectations – all key points are answered with additional relevant information provided
5	Strongly meets the requirement
4	Meets the requirements
3	Mostly meets the requirements with minor weaknesses in certain areas
2	Major weaknesses but the answer covers some points. Answer mostly fails the requirement
1	Very little information is provided and has failed on most scoring criteria
0	No answer has been provided for this question

Top tips

- Make full use of the word count. Word counts indicate the level of detail we are expecting for each question.
- Please do not embed links – we will not be able to follow these, and the content will not contribute to the score of the answer provided
- Please ensure you use the budget and partner declaration templates provided.
- Use the guidance document – each bullet point indicates what we would like you to cover in each question.
- Have someone independent read your bid – if they don't understand your application, the chances are we might not either.
- Request confirmation that your application has been received.
- If you are unsure, have any questions especially around eligibility and suitability please do get in touch. We are here and happy to help.

Application Form – Detailed Guidance

Organisational details

Organisations who are named on Better Connect's Approved Delivery Partner list (APL) will have less questions to answer in this section as some of the information is already held on file at Better Connect.

Please note that it is **NOT** a mandatory requirement for organisations to be named on this list to be eligible to apply for Trailblazer Community Grants funding.

If you are not currently named on our APL but wish to be, please complete the MS Forms questionnaire by following this link: <https://forms.office.com/e/wZ7dnRYmz5>, please note this is a live form and can be completed at a time that is convenient for you. It has no weighting/bearing on the Trailblazer Community Grants applications that are received.

The purpose of asking these questions:

- It helps us to assess the eligibility and suitability of each organisation that applies
- It helps us to learn a little bit about organisations that are new to us
- It helps you meet some of the additional due diligence requirements should you be successful with your application, allowing you to focus on the implementation of programme delivery
- It supports Better Connect with the impact and evaluation of Jobs Guarantee provision
- Overall funder requirements

Policies and Assurances

It is perfectly acceptable not to have some of the policies and assurances listed in the application form. Not having these will not prevent you from being eligible to be included in this partnership but may highlight areas of development. If you identify gaps in your organisation's policies and assurances, please speak to a member of the Better Connect team who can help and support you to get these in place.

All organisations must name a Data Protection Officer (DPO), this is a mandatory requirement as all projects will collect and store personal information relating to the participants in receipt of your project provision. The DPO has overall responsibility for ensuring that all data is handled and stored in line with Data Protection and GDPR regulations.

Please note, Better Connect will provide a Privacy Notice to be shared with all participants that details how their personal information is collected, stored, and used for the purposes Jobs Guarantee provision.

All organisations must have a Dedicated Safeguarding Lead, ideally qualified to level 3. The DSL has overall responsibility for ensuring staff delivering provision are suitably checked (DBS) and trained, and clear escalation procedures are in place.

Due diligence

Please ensure you answer all the questions listed in this section honestly. Often the questions asked are used as grounds for exclusion.

If you declare something in this section that could potentially exclude you from being included in this partnership, please ensure you provide us with detailed mitigation information that we can apply to your application. It may be that we need to discuss details with you in more depth, and if this is the case, we will contact you to arrange a phone or Teams call. It is important that we collect all necessary information before a decision regarding awarding can be made.

Conflicts of interest could include;

- Being related to or having a strong personal connection with a member of the Better Connect Team
- Being a member of the Better Connect Board of Directors or a member of the Better Connect Team being one of your directors/trustees

If you declare having performance related issues in the past, please take the opportunity to tell us the following;

- What lessons have you learned and how will you apply these to this project?
- Were there mitigating circumstances that lead to this?
- What systems/processes/resources have you put in place to prevent this happening again?
- If you are successful with your application, what support would you need from Better Connect to keep your project on track?

Organisational Track Record

The guidance provided in this section will help you to fulfil the scoring requirements for each scored question. Please ensure that the answers you provide as a minimum meet the bullet points listed for each.

SCORED QUESTION:

What is your experience of delivering employability/wrap around support to Young People (aged 16 – 24), how will this experience help you to deliver Jobs Guarantee Provision?

Free text box: 500 words max

Please ensure your answer contains the following:

- What is your experience of working with young people
- Provide details of successful delivery and management of similar relevant activities and projects.
- Include details of contract targets, outputs and outcomes and what you achieved against these.
- Include any lessons learned from delivering similar contracts, how will these experiences (good and bad) help you to deliver Jobs Guarantee provision?
- Please provide an example of when your organisation has worked in successful partnership with other organisations to successfully deliver a programme. What were the benefits of partnership working?

Are you currently delivering structured employability provision to Young People aged 18 – 24?

Single choice question: Yes/No

Please provide a summary of the provision you are delivering and where it is being delivered.

Free text box: 300 words max

Only asked if 'Yes' is answered to the question before

Please ensure your answer covers the following:

- The names of the employability projects or programmes you are currently delivering
- A brief overview of the type of provision you are providing
- Where the projects are being delivered – districts, towns, communities
- Is the delivery place based, outreach or both
- Why you think these projects or programmes provide you with the skills and expertise required for delivering Jobs Guarantee provision.

How are you predominantly delivering this provision?

Single choice question: in person/remote/hybrid

Only asked if 'Yes' is answered to the previous single choice question

Please provide 2 relevant programme/contract examples that evidences your organisation's ability to meet the requirements of Jobs Guarantee Provision.

Table: Please complete all fields

Jobs Guarantee Delivery Requests

<p>The guidance provided in this section will help you to tell us what and where you would like to deliver Jobs Guarantee provision.</p>
<p><i>The young people who will be eligible for the scheme will be a diverse group, and it is expected that they will have more complex needs on average than for other wage subsidy schemes (e.g. Kickstart). From the list below please indicate which barriers your organisation specialises in supporting. Single choice answer: select the statement that applies to your project.</i></p> <p><i>Multiple choice: Select all that apply</i></p>
<p><i>If 'other' please state</i></p> <p><i>Free text box</i></p> <p><i>Only asked if 'other' is selected in the previous question</i></p>
<p><i>If successful, where would your Jobs Guarantee delivery take place? Please select all that apply</i></p> <p><i>Multiple choice: select all that apply.</i></p>
<p><i>Please select the delivery districts where delivery will take place.</i></p> <p><i>Multiple Choice: select all that apply</i></p> <p><i>This question will be asked for each of the 4 regions you have selected to deliver within</i></p>
<p><i>Please indicate where in the districts identified that delivery would take place</i></p> <p><i>Free text box: 300 words max</i></p> <p><i>This question will be asked for each of the 4 regions you have selected to deliver within</i></p>
<p>Please ensure the following points are covered in your answer to this question:</p> <ul style="list-style-type: none"> • Please include the names of the towns/villages/communities where delivery will take place • How and why have you identified these areas? • Will the provision you offer be place based or outreach? • Where will Jobs Guarantee provision be delivered from? • If you have selected more than one district – please indicate which areas would be your preferred delivery areas and why
<p><i>Do you consider your organisation to be locally embedded in these Lincolnshire/East Yorkshire/North Yorkshire/West Yorkshire communities?</i></p> <p><i>Single Choice answer: Yes/No</i></p> <p><i>This question will be asked for each of the 4 regions you have selected to deliver within</i></p>
<p>Better Connect specialises in creating partnerships that utilise the expertise of local organisations supporting Local Authority missions to provide place-based provision delivered by local partners. Organisations who are embedded in the local communities will be prioritised in the creation of this partnership. HOWEVER, we will welcome applications from organisation who are outside of the named regions and will consider including these organisations in the partnership where they are best placed to deliver Jobs Guarantee provision.</p>
<p><i>SCORED QUESTION:</i></p> <p><i>If yes, please provide details below</i></p> <p><i>Free text box: 500 words max</i></p> <p><i>This question will be asked for each of the 4 regions you have selected to deliver within</i></p> <p><i>Only asked if 'Yes' is selected for local embeddedness</i></p>
<p>For organisations who consider themselves to be locally embedded, please ensure you cover the following:</p> <ul style="list-style-type: none"> • Which communities are you embedded within • Do you have a physical base in this/these communities • What services do you offer within these communities • How long have you been engaging with these communities • How will your positioning in these communities help you to fulfil Jobs Guarantee requirements
<p><i>SCORED QUESTION</i></p>

How do you intend to embed your organisation into Lincolnshire/East Yorkshire/North Yorkshire/West Yorkshire communities to deliver Jobs Guarantee Provision?

Free text box: 500 words max

This question will be asked for each of the 4 regions you have selected to deliver within

Only asked if 'No' is selected for local embeddedness

For organisations that do not consider themselves to be locally embedded, please ensure you cover the following:

- Which communities/areas have you identified as possible delivery areas for Jobs Guarantee – be specific
- Why have these communities/areas been identified as potential priority delivery areas?
- How do you intend to engage and build connections with people in these communities
- Where do you intend to deliver Jobs Guarantee provision from
- Why do you believe your organisation is best placed to deliver this provision?

SCORED QUESTION

What is your understanding of local labour market conditions?

Free text box: 500 words max

This question will be asked for each of the 4 regions you have selected to deliver within

Please include the following in your answer:

- Stats, data and evidence of local labour market conditions relevant to the region you would be delivering in.
- Does your experience working in these areas reflect this? Please explain what your experience is
- Information regarding Local industries/sectors/opportunities relevant to Jobs Guarantee Provision
- How understanding the labour market will support your Jobs Guarantee delivery
- How labour market information has helped inform where you would like to deliver Jobs Guarantee provision from.

Please indicate in the table below, the number of participants you anticipate working with.

Table: Please complete all fields

This question will be asked for each of the 4 regions you have selected to deliver within

Will you need to recruit for staff resource to deliver this programme?

Single Choice answer: Yes/No

Please upload the staff details spreadsheet, using the Better Connect template provided.

File upload

Would your organisation be interested in being a Jobs Guarantee employer?

Single Choice answer: Yes/No

Jobs Guarantee: How will you deliver?

This section has been designed to capture how you intend to deliver the programme and if your organisation is best placed to meet programme requirements

SCORED QUESTION

Please describe your approach to participant support

Free text box: 500 words max

Please ensure your answer contains the following:

- What pre-employment support you can offer young people to ensure they are work ready?
- Your approach to Job Matching
- What work related support will you provide once a participant is placed in a role?
- What support will you provide to address barriers to sustaining employment. If a participant is unable to sustain their role after 6 months, what support will you provide to ensure onward employment?
- How will you deliver this support to ensure participant needs are met? (holistic, flexible, hybrid etc)

<p>SCORED QUESTION: Please describe your approach to employer engagement, job sourcing and supporting employers to meet the requirements of the programme. Free text box: 500 words max</p>
<p>Please ensure your answer contains the following:</p> <ul style="list-style-type: none"> • Links to any relevant industries/sectors • What is your approach to engaging employers and maintaining relationships with them throughout the lifetime of the programme. • How will you work with a range of employers to source suitable jobs for your participants • How will you ensure that employers are suitable to provide opportunities for this programmes young people? • What support can you offer to employers – how will this benefit both the employer and the participant? • Do you have any established employer connections that will be valuable to the Jobs Guarantee programme?
<p>With which sectors do you have strong employer links? Please select all that apply. Multiple Choice: Select all that apply</p>
<p>If other, please state Free text box Only asked if other is selected for the previous question.</p>
<p>Organisational Compliance</p>
<p>This section has been designed to help us to establish if your organisation is able to meet the Jobs Guarantee funder requirements.</p>
<p>Jobs Guarantee provision is funded using an actual cost model, paid quarterly in arrears and upon receipt of evidence of spend. Please confirm that your organisation is able to meet these requirements. Single choice answer: Yes/No</p>
<p>Please confirm using the list below that you are able to provide the financial information required to evidence spend on this project. Tick all you are willing to provide Multiple Choice: Please select all that apply</p>
<p>Declarations and permissions</p>
<p>Please read and confirm all the declaration statements and sign in the box indicated. It is important that the person completing this form has permission and is authorised to apply for this funding opportunity.</p>
<p>Name of person completing the form Free text box</p>
<p>Declarations Multiple choice: Please select all that apply</p>
<p>Partner Declaration File Upload: Please use the Better Connect template provided</p>
<p>Signature Please sign in the box provided.</p>

Deadline for applications: Tuesday 30th June 9.30am

To ensure transparency and fairness to all applicants, Better Connect will not answer any questions from individual applicants in relation to the scoring criteria. However, if you have any questions about your

organisation's eligibility for the fund or any practical questions about completing the application form, please contact a member of the Better Connect team.

Please note: Better Connect cannot be held responsible for the accuracy or completeness of any submissions.

Applications received after this deadline will not be accepted.

Applications that are missing key information may not be accepted.

Embedded links will not be followed or used as part of scoring your application answers.

Please ensure your submission is sent prior to the deadline and is fully complete.

Applications received ahead of the deadline may be scored – however this is not guaranteed.