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|  | **Public Safety Information Activity proposal form** |  |

**PART A – Background Information**

The Office for Product Safety and Standards (OPSS) as the national regulator for products has responsibility for protecting people and places from product related harm and ensuring consumers and businesses can buy and sell products with confidence. To support this aim OPSS develops public safety information campaigns and materials and this financial year has funding available to support partners in expanding this work to ensure that this is impactful for consumers who are most vulnerable.

In the 22-23 financial year OPSS has funding available to support **public safety information projects. These projects must relate to activity aimed at raising awareness and or providing advice or education to consumers** about how they can protect themselves and others from risks and issues relating to:

* Product Safety; and
* Legal Metrology

This funding will be available in individual contracts of up to £10,000 including VAT.

**What is the ask?**

OPSS wish to fund targeted consumer focussed activity taking place in all regions and parts of the UK. We are especially interested in receiving proposals that focus on activities to reach one or more vulnerable and/or hard to reach groups including but not restricted to those with protected characteristics, the digitally excluded and those particularly impacted by the cost-of-living crisis.

Bids will be considered for one or more of the activities below:

1. **Reports on your organisation’s current consumer awareness and education activity** on product safety or legal metrology, mapping the reach and impact of this activity, including an assessment of any gaps and proposals on how these could be filled.
2. **Scoping proposals for future activity** **(post March 2023)** where this meets the needs of one or more vulnerable or hard to reach groups, including an assessment of the product safety or metrology risks that are relevant to the group, and how the proposed activity will have impact and meet the specific needs of the target group.
3. **Conducting consumer awareness and education activity**, including production of a short report detailing the outcomes and impacts of the activity.
* Organisations may submit multiple proposals for one or more of the above activities
* All proposals should be provided on the relevant form(s) below and be no more than 3 sides of A4. Proposals in any other format will not be considered.
* The value of the work proposed should be no more than £8,333 excluding VAT.
* Please forward all complete proposals to EngagementandConsumerPolicy@beis.gov.uk no later than **5pm on 27 January 2023**
* We aim to provide responses to proposals by the end of **8 February 2023.**
* **All funded activity, as outlined at points 1 and 3 above must be completed no later than 31st March 2023** and payment will be made upon completion.
* Funding for carrying out delivery of any consumer awareness and education activity proposed in ‘Scoping proposals for future activity’ is not guaranteed.

**PART B – Proposal Form**

**Please use this form if your proposal relates to:**

* **Reports on your organisation’s current consumer awareness and education activity**

**Applicant details**

Name:

Role:

Organisation:

Email Address:

Telephone Number:

**Problem Definition**

1. **What is the purpose of the report?**
* What consumer awareness and education activity will the report address?
* Which consumer groups will this include and why?

**Strategy**

1. **What will be your approach? How do you propose to:**
* Map the reach and impact of your activity
* Carry out the gap analysis
1. **What is the benefit of the proposed activity to your organisation, OPSS and consumers?**
2. **How much funding is required and how will the funding support this activity?**

Please forward all complete proposals to EngagementandConsumerPolicy@beis.gov.uk no later than **5pm on 27 January 2023.**

**Part C – Proposal Form**

**Please use this form if your proposal relates to:**

* **Scoping proposals for future activity**

**Applicant details**

Name:

Role:

Organisation:

Email Address:

Telephone Number:

**Problem Definition**

1. **What is/are the product safety or metrology risks that you are considering and why?**
2. **Who are the consumers who are likely to be most vulnerable to these risks?**
3. **Why is your organisation well placed to scope and propose consumer awareness or education activity to meet the needs of this target group?**
4. **What is the budget for the activity?**
* How will the funding support delivery? (Please itemise)

**Evaluation**

1. **How will you measure and report the outcomes and impact of the activity to OPSS?**

Please forward all complete proposals to EngagementandConsumerPolicy@beis.gov.uk no later than **5pm on 27 January 2023.**

**PART D – Proposal Form**

**Please use this form if your proposal relates to:**

* **Conducting consumer awareness and education activity**

**Applicant details**

Name:

Role:

Organisation:

Email Address:

Telephone Number:

**Problem Definition**

**1 – What is the issue/product(s) that requires addressing?**

* What is the evidence for this problem?
* What is the consumer detriment? Which consumer groups are particularly affected by this problem? What is the evidence to support this?

**Strategy**

**2 – What activity do you propose to tackle this issue?**

* What is the objective of the activity?
* Who is the target audience? How will this benefit them?
* What is the message to be delivered?
* What are the desired outputs and outcomes?

**3 – How will the activity be delivered?**

* What are the mechanisms for delivery and how will this reach the target audience?
* Will there be any delivery partners?
* What is the timeline for delivery? (Please highlight key milestones)

**4 – What is the budget for the activity?**

* How will the funding support delivery? (Please itemise)

**Evaluation**

**4 – How will you measure and report the outcomes and impact of the activity to OPSS?**

Please forward all complete proposals to EngagementandConsumerPolicy@beis.gov.uk no later than **5pm on 27 January 2023.**