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| Office Use Only |
| Grant Ref |       |

ESF Community Grants

Funding Application Form

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| * Please read the programme **guidance notes** on our website before you complete this application form, and use the notes to help you complete the form.
* Only typed applications will be accepted.
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| **1. Organisation details** - Please complete all of your organisation details in the boxes below |
| Organisation Name |       |
| Contact Name |       |
| Address |       | Postcode |
|       |
| Telephone |       | Mobile Number |       |
| E-mail Address |       |
| **Third Sector Group** *(Organisations which operate within the Third Sector which is the part of an economy or society comprising non-governmental and non-profit making organisations or associations including charities and voluntary and community groups)*  | Please tick[ ]  |
| **Small Organisation** *(Organisations that employ fewer than 49 full time equivalent staff and have an annual turnover equal to or under EUR 10 million or balance sheet equal to or below EUR 10 million)* | Please tick[ ]  |
| Legal Status of Organisation |       | Company No. *(if applicable)*  | Charity No*. (if applicable)*  |
|       |       |
| Annual Turnover | £       (most recent) | £       (2 years ago) | £       (3 years ago) |
| Date established |       | Number of FTE Staff |       |
| **2. Due Diligence – Please complete**  |
| **Names of Directors/Trustees** | **Position held** |
|       |       |
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| **3. Eligibility** - Please read the following statements and check the box to confirm your organisation is eligible. You must be able to **check ALL the boxes** below to confirm eligibility |
| 3a | The organisation has an independent bank account that the grant can be paid into | [ ]  |
| 3b | During the last full year of operations, the organisation’s turnover was equal to or less than EUR 10 million. | [ ]  |
| 3c | The organisation has fewer than 49 full-time equivalent staff (FTE = 30 hours) | [ ]  |
| 3d | If successful, this grant will not be used as match funding or to fund activities funded elsewhere | [ ]  |
| 3e | The organisation will ensure that all project participants are eligible e.g. age 16 or over **and** **not** **employed or in full time education** *(as per eligibility details in application information pack)* | [ ]  |
| 3f | The organisation has policies relating to European General Data Protection Regulations (**GDPR**), Equality and Diversity, Safeguarding (including **The Prevent Duty**)and Health and Safety  | [ ]  |
| 3g | The organisation has in place both employers and public liability insurance as legally required **OR** enclosed a letter assuring that insurance will be in place by the start of the project | [ ]  |
| 3h | The organisation has audited **OR** independently examined accounts  | [ ]  |
| **4. Project summary**  |
| **Primary Delivery** **Area**  |       | **Approximate number of overall project contact hours per participant** |       |
| Project Start Date **(dd/mm/yy)** |       | Project End Date **(dd/mm/yy)***No later than* ***31st July 2022*** |       |
| **Project Name** |       |
| **Target (Profile)** | **Number** |
| **How much funding are you applying for?** (Between £10,000-£20,000) | **£**       |
| **Total Number of Starts**  |       |
| Participants aged over 50 |       |
| Participants with Disabilities |       |
| Participants from Ethnic Minorities |       |
| Participants who are Women |       |
| Participants who are Long Term Unemployed |       |
| **No. into employment - *minimum 17%*** |       |
| **No. into further learning/education - *minimum 14%***  |       |
| ***(Progression output/result must be achieved within 28 days of the learner’s completion of the ESF Community Grant funded activity)*** |

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| *Continued -* **4. Project summary** – (max 500 words) This is your opportunity to explain your project, you should include information about what your project aims to achieve. Include how it will support participants and the main activities that will take place. Provide a detailed plan of your proposed project, including the length of overall activity, number of sessions, guided contact/support hours, the method of delivery and how you will support progression targets into employment/further education.* How the program is structured? Length x guided learning/contact hours
* What difference or change will your project bring about to the participant?
* Type of activity to be accessed, delivery and teaching methods (including typical length of participation/contact time)
* What added support is available to enable participants to achieve proposed aims
* How you will work with employers and learning providers to enable the project to achieve its contracted progression outcomes
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| **5. Track record** – (max 500 Words) **Include at least two examples*** Evidence to demonstrate successful delivery and management of similar relevant activity, evidence should include contract performance outcomes and lessons learned. (If you have received an ESF Community Grant in previous rounds, you **must** include details of this project as part of your answer and provide detail of meeting contract compliance.)
* Responses should include evidence of successful beneficiary engagement and outcomes, e.g. progression into work or further education, targets and success rates.
* Evidence to demonstrate delivery of activity met the needs of your target priority groups.
* Where you have no track record, please explain how you intend to deliver your project with evidence to support your response, e.g. this could include your staff skills and experience, activity plans and processes you have developed to manage the project.
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| **6. Recruitment and eligibility –** (max 250 words) **How will you effectively target eligible participants to achieve your proposed starts/target?*** Clearly describe how you will promote and market your activities to participants
* Explain your recruitment processes ie time spent marketing and planning
* How will you ensure the right participants are recruited in line with the eligibility criteria for the ESF Community Grants programme (unemployed/inactive, 16+, legal residency)?
* How will you assess that your provision fits the needs of the individual and that the programme is right for them?
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| **7. How will you make the community aware of the Project?** – (max 100 words)* Describe how you will promote the project?
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| **8. Evidence of need –** (max 250 words) **Project must focus on geographical areas experiencing economic and social deprivation. Please describe the area that your project focuses on.** * Describe why the project/activities are needed?
* Clearly describe the specific barriers that may prevent the priority group (s) from engaging in activities and moving into further education/learning and/or employment.
* Explain how the project/activities will tackle these barriers and detail how these will help move participants into further education/learning and/or employment.
* Provide details of local statistics, anecdotal evidence, participant feedback, waiting lists or skills shortages to demonstrate the need for the project in your target area
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| **9. Further Information –** *(max 100 words*) * Explain how you will ensure that your project does not duplicate existing provisions and instead adds value?
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| * How will you ensure your project is environmentally sustainable include any relevant policy or strategy documents your organisation has?
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|       |
| * What do you think are the main risks to the success of your project? How do you propose to deal with these risks?
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| **10. Compliance –** *(max 100 words*) * How will you ensure that correct Education & Skills Funding Agency and ESF logos are used on all paperwork and publicity materials?
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|       |
| * How will you ensure project participants are made aware that the project is ESF funded?
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|       |
| * If your project involves accredited learning, please provide your registration number, awarding body certificate and evidence from your last EQA visit.
* Please provide the non-regulated learning Z-code applicable for your programme.
* Please provide any accredited learning aims that learners are undertaking if applicable.
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| **11. Project Management –** *(max 100 words*) systems and resources utilised to achieve your project goals * Explain what systems your organisation has in place to ensure high quality learning activities are delivered i.e. staff/tutor experience and/or qualifications, Continual Professional Development (CPD)
* Describe your assessment processes for improving/developing your organisation
* Describe how you will manage and report the performance of the project
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| **12.** Would you still be able to delivery during a lockdown if applicable? |
| [ ]  **Yes** | [ ]  **No** |
| **13.** Describe any changes made to your normal delivery you have put in place in the light of the Covid-19 situation? (E.g. to include virtual/e-learning). |
|       |
| **14.** What steps will you put in place to be able respond quickly and safely to learner demand? |
|       |
| **15.** Describe how your ESF project includes essential requirements such as 'social distancing', regular hand-washing, Personal Protective Equipment (PPE) if appropriate?  |
|       |
| **16.** What other workplace requirements will you put in place to ensure that learners can be safe in their environment? E.g. staggered sessions. |
|       |
| **17.** How will you be able to meet all the requirements of the ESF Community Grants programme, including those for establishing eligibility, evidence gathering, Individual Learner Plans, IAG, 1:1 support, follow up progression etc. |
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| **18.** What steps will you take to ensure you are still able to achieve the outcomes outlined in section 4 of the application form due to the current Covid-19 restrictions?  |
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| **19. Detailed budget breakdown** – (Provide an itemised breakdown of your budget, giving as much detail as possible) |
| 1. **Employees (staff budget):**

staff who are currently on the payroll and are employed by your organisation |
| **Staff Name** | **CG role (eg Project Manager)** | **Total Number of hours** | **Hourly Rate** | **Total Cost** |
|       |       |       |       |       |
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| 1. **Freelance Costs –** including external tutors, project delivery, administration etc
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| **Description of Activity**  | **Total number of hours** | **Hourly rate** | **Total Cost** |
|       |       |       |       |
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| 1. **Other Costs –** Venue hire, accreditation, marketing, stationery and participant expenses, **agreed** apportionment of office/running costs
 |
| **Item description and details** | **Number and type of unit** | **Cost per unit** | **Total cost** |
|       |       |       |       |
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| 1. **Capital purchases** NB: The amount must not exceed £1,000 per item and the total should be within a guide of 10% of overall costs. **2** quotes must be provided for **each** capital item (second hand items are ineligible)
 |
| **Item description and details** | **Number and type of unit** | **Cost per unit** | **Total cost** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Total amount claiming** - this must match the specified amount outline in section 4 | **£**            |
| Please confirm that you can deliver to the payment schedule?33% upfront - 33% in the middle of your project, and - 34% at the end following a full audit. |
|       |
| Financial reserves can be one of three types. General Reserves can be used to pay for any activity that furthers your organisation’s aims and objectives; Restricted Reserves are monies that must only be spent on a specific activity e.g. funding awarded for an event; or Designated Reserves are made when your organisation decides to put money aside for a later purpose e.g. to replace equipment or refurbishment of a building. |
| **Does your organisation have any reserves?** Yes [ ]  No [ ]  **Do you have a reserves policy?** If yes please send it along with your application Yes [ ]  No [ ]   |
| **General Reserves** | **Designated Reserves** | **Restricted Reserves** | **Total Monies Currently in Bank** |
|       |       |       |       |
| * If your reserves are more than your annual income. You will need to confirm what they are reserved for?
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|       |
| **20. Financial Monitoring –** (max 250 words)* Please provide details of how your organisation will ensure that all monies received from the grant will be evidenced during the lifetime of your project.
* Describe the financial processes and controls your organisation has or will put in place to track spend effectively.
* Consideration must be made to the types of expenditure as specified in the budget breakdown above. *(including petty cash and proof of cleared payments identified on your bank statements within the contract period)*
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| **21. Health & Safety, Safeguarding and Prevent** – (max 100 words) * Give details of where the activity will take place.
* How will you ensure your project will be safe?
* Describe the resources, skills (including relevant staff qualifications) and experience in relation to the above factors
* Describe any risks within your project and how you will manage these
* What measures you will put in place to minimise the impact of any risks
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| **22. Equality & Diversity and Sustainable Development** **–** (max 100 words)* How will you ensure E&D and SD are considered in all aspects of your project?
* Describe the resources, skills and experience staff have in relation to the above factors
* What systems do you have in place to measure the impact on participants
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| **23. GDPR –** (max 100 words) How will you ensure that all GDPR requirements are considered during the entirety of your project? Attention should focus on the capturing and processing of learner paperwork alongside financial information |
|       |
| **24. Insurances** – Tick to confirm that you hold the following insurance and state the value of cover |
| Employers Liability Insurance Yes [ ]  No [ ]  Value of cover £      Public Liability Insurance Yes [ ]  No [ ]  Value of cover £       |

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| **25. Declaration** –Please read the below declaration  |
| * We confirm that the information in this form is correct. If an ESF Community Grant is awarded, it will only be used for the purpose given and according to any conditions specified.
* We agree to provide all additional documentation required.
* We understand that we will be liable to repay any grant monies received if it is found that any information supplied is incorrect or if any grant monies that may be awarded are not used as indicated in this application.
* We agree to Hartlepool Borough Council carrying out a credit check as part of the application process.
* We understand that if a grant is awarded, the details of that grant may be subject to further contractual negotiation.
 |
| **Full name** |       |
| **Position held** |       |
| **Date (day/month/year)** |       |
| **26. Checklist of documents you are sending us NOW with your application:** |
| [ ]  | Signed and dated governing document/constitution (if you are a third sector organisation) |
| [ ]  | Recent audited or independently examined accounts |
| [ ]  | A recent bank statement that shows the account name, account number and sort code |
| [ ]  | Equality and Diversity Policy |
| [ ]  | Safeguarding Adults Policy including the Prevent Duty |
| [ ]  | GDPR policy/Information Security Policy  |
| [ ]  | Health and Safety Policy and Procedure |
| [ ]  | Insurance Certificate (Employers Liability, Public Liability & Professional Indemnity) |
| [ ]  | Reserves policy (if applicable) |
| [ ]  | If you have applied for funding to purchase capital equipment, have you attached 2 relevant quotes for each capital equipment asked for? |
| [ ]  | Registration Number and Certificate for Accredited Learning (if applicable) |

*Please send your completed application form and supporting documentation to:* ESF.CommunityGrants@hartlepool.gov.uk

***Please ensure you contact your local authority representative regarding your application to see if there is a need for the provision in the area.***

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| **Tees Valley ESF Community Grants** |
| **Darlington Borough Council** | Steven.Winterburn@darlington.gov.uk |
| **Hartlepool Borough Council** | Sue.Hannan@hartlepool.gov.uk |
| **Middlesbrough Council** | Jessica\_Evans@middlesbrough.gov.uk  |
| **Redcar & Cleveland Borough Council** | David.Coates@redcar-cleveland.gov.uk |
| **Stockton On Tees Borough Council** | Carolyn.Chubb@stockton.gov.uk |