

## COMMUNITY GRANTS

### Application Form - **HELP NOTES**

**Please refer to the Application Guidance Notes to assist you in completing an application. The notes on this form give additional advice on particular sections. Notes in bold reinforce existing notes on application form. Notes in red and italics are additional notes**

(06/09)

<b>THIS FORM NOT TO BE USED – IT IS FOR EXAMPLE PURPOSES ONLY</b>			
1 Contact Details			
1a	Organisation Name		
1b	Address		1c Postcode:
1d	Contact Name		
1e	Telephone	Daytime	Evening      Mobile
1f	E-mail address		Website
1g	Fax		
2 About your organisation			
2a	Organisation Status (e.g. Company Limited by Guarantee)	Company number (if applicable) Charity number (if applicable)	
2b	Do you have a governing document /constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please attach it with this application)	
2c	Does your organisation have audited accounts?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, <b>please attach a copy</b> with this application) <i>Please also state annual turnover - £</i>	
2d	How long have you been operating?	years      months	
2e	What are the main activities of your organisation	<i>Give comprehensive details here. This helps the selection panel to understand why your project activity is different to other activities already carried out by your organisation. It also helps to demonstrate your ability to deliver successful services</i>	
2f	Who benefits from these activities?		

## COMMUNITY GRANTS Application Form

2g	How many people in your organisation <b>(Employees = FTE)</b>	Committee	Employees	Volunteers	Other users
----	--	-----------	-----------	------------	-------------

*Please complete either section 3 Bank Details, or section 4 Independent Referee*

### 3 Bank Details

3a	Account Name				
3b	Account Number				
3c	Bank Name and Address				
3d	We require twelve months bank statements to consider your application. (If you are unable to provide these, please see Section 4 below and provide details of an independent referee)				
	Please confirm that your bank statements are attached	Yes <input type="checkbox"/> No <input type="checkbox"/> I have provided details of an independent referee			
3e	Account signatories (2 required)	Name	Name	Position	Position

### 4 Your Independent Referee

If your organisation is unable to provide a full twelve months of bank statements please provide details of an independent referee. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. **REFeree ONLY NEEDED IF YOU CANNOT PROVIDE BANK STATEMENTS AS YOU HAVE BEEN IN OPERATION FOR LESS THAN 12 MONTHS**

Name		Employer	
Occupation		Job Title	
E-mail		Date of Birth	
Professional Body		Membership Number	
Business Address			Postcode
Telephone	Daytime	Evening	Mobile
How long have you known this organisation?			

## COMMUNITY GRANTS Application Form

I know this organisation and I support this request for funding. I am willing to be contacted to discuss this application and also comment on the planned activity that this grant will fund if awarded.

Signed .....

Date .....

### 5 Priorities

All Community Grants funds must be used to support people who are unemployed and aged 18 years and over who are from the hardest to reach communities and have difficulty accessing mainstream provision. Within this target group, participation of the following groups is a priority. Please **indicate which of these** groups will benefit from your project and outline what is preventing this group from gaining employment in your area.

Disadvantaged Group	Yes	What is preventing this group gaining employment in your area?
People with Disabilities and Health Conditions	<input type="checkbox"/>	<p><b><i>IF the participants you have identified and want to work with cover <u>all</u> of these categories, that is fine and you can tick them all.</i></b></p> <p><i>Otherwise, please only tick the group(s) which you are aiming to work with on this project. If there are groups which are not covered by these categories, do make sure you list them under 'Other'</i></p> <p><i>You then need to <u>explain fully</u> why the potential project participants in each of the groups you have ticked cannot access employment or other mainstream learning programmes.</i></p> <p><i>The selection panel will score applications lower if there is no clear indication that the participants cannot access other provision in the area, particularly where this is already provided by eg Job Centre plus, Connexions, other LSC programmes, including those provided by other VCS organisations in the area.</i></p>
Lone Parents	<input type="checkbox"/>	
People aged 50 and over	<input type="checkbox"/>	
People from ethnic minorities	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	
	<input type="checkbox"/>	<p><i>If you are highlighting an additional/alternative disadvantaged group, it is particularly important to explain why this group are experiencing barriers, as above, and what these are.</i></p>

## COMMUNITY GRANTS Application Form

6 About your project	
6a	<p>How would you use a Community Grant?  <b>Please provide an outline programme of learning events</b> – Max 100 words, bullet points encouraged</p> <p><i>This is really the Key question and needs to be a good and very detailed answer. A common reason for low scoring on this question is listing the activities you are planning to offer, but not explaining how these will form a learning programme, or how this will then be measured.</i></p> <p><i>You need to use this section (or an attached separate programme) to set out a very clear description of what the learning or training programme will 'look like' –this might include for example:</i></p> <ul style="list-style-type: none"> <li><i>how many sessions will be run,</i></li> <li><i>specifically what of activity would be offered in each session,</i></li> <li><i>how many times will the programme be run;</i></li> <li><i>how many weeks will each programme run for,</i></li> <li><i>how many people will come on each programme;</i></li> <li><i>how will individual needs of learners be met and measured;</i></li> <li><i>how long will the programme last;</i></li> <li><i>will it be a 'rolling programme' that learners can sign up to at any time, or will it have a published start and end date for each programme;</i></li> <li><i>how many tutors or staff will be involved in the direct delivery of the learning? will the learners achieve any kind of recognition of achievement at the end of the programme, such as internal or external certification or recognised accreditation etc.</i></li> </ul>
6b	<p>How would you recruit participants, from where would they be recruited, where will activity take place and how will you ensure your activity reaches the right people? (Max 100 words, bullet points encouraged)</p> <p><i>On this question, the important point is to cover <b>all</b> the parts of the question – particularly 'how will you ensure your activity reaches the right people' – this requires some explanation of how the programme will be marketed and, again, how learners needs will be assessed and measured throughout the programme.</i></p> <p><i>To score well on this question, you need to show an understanding of the most appropriate ways to reach your intended learners.</i></p>
6c	<p>How have you identified the need for the learning activity you are wanting to fund? (Max 100 words, bullet points encouraged)</p> <p><i>It is important here to not just state that there is a need, but to give more details on how you know this need exists – backed up by relevant studies or data. Include any work you have already done with the community you are planning to work with which supports this, and which shows that it is what is needed and wanted by that community.</i></p>

## COMMUNITY GRANTS Application Form

6d	<p>How many participants will benefit from the project?</p> <p><i>Be realistic here, taking into account the sort of activity you are planning and specific needs of the participants. You need to show that you are offering each learner an adequate amount of training &amp; support. You need to link this to your budget, to make sure that the 'unit cost' (ie overall cost of project divided by planned number of participants) is reasonable. Scoring will be lower where the unit costs do not appear to be justified or feasible.</i></p> <p><i>The number of target learners from selected projects so far varies between 25 and 130, and the unit costs vary between £480 - £171 per learner. If your target numbers/costs are outside this range, that may still be OK, but you really need to justify why they are very high, or very low.</i></p>																						
6e	<p>Please confirm that you will ensure that all participants will be eligible i.e. unemployed, from the most deprived communities and aged 18 years and over</p>	<p>Yes <input type="checkbox"/></p>																					
6f	<p>When will the project start and finish?</p> <p><i>Remember that the project will not be able to start until after selection has been confirmed, and following an initial monitoring visit.</i></p>	<p>Start            /        /</p> <p>Finish         /        /</p>																					
6g	<p>Please confirm that all project activity will be completed by September 2010?</p>	<p>Yes <input type="checkbox"/></p>																					
6h	<p>Please indicate <b>which of</b> the following benefits participants are likely to gain through the activity <b>and</b> briefly explain how this will be achieved</p>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Benefit</th> <th style="width: 10%;">Yes</th> <th style="width: 60%;">How will this be achieved though the proposed activity</th> </tr> </thead> <tbody> <tr> <td>Increase motivation, confidence and improve interpersonal skills</td> <td style="text-align: center;"><input type="checkbox"/></td> <td rowspan="7" style="vertical-align: top; padding: 10px;"> <p><i>Higher scoring answers in this section are those where they clearly demonstrate how these benefits can be achieved from the particular project activity being proposed.</i></p> <p><i>Lower scores are recorded where applicants are just 'ticking the boxes' and not making a direct connection between the learning activity and these potential outcomes.</i></p> </td> </tr> <tr> <td>Improve basic and key skills</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Promote collective working and problems solving</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Enterprise skills/training or vocational training</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Improve employability</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Leadership and Management Training</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (please specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td rowspan="2" style="vertical-align: top; padding: 10px;"> <p><i>It is important to include any other benefits or outcomes of the project here if they are not covered above – as this helps to demonstrate the particular or unique value of the activity</i></p> </td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			Benefit	Yes	How will this be achieved though the proposed activity	Increase motivation, confidence and improve interpersonal skills	<input type="checkbox"/>	<p><i>Higher scoring answers in this section are those where they clearly demonstrate how these benefits can be achieved from the particular project activity being proposed.</i></p> <p><i>Lower scores are recorded where applicants are just 'ticking the boxes' and not making a direct connection between the learning activity and these potential outcomes.</i></p>	Improve basic and key skills	<input type="checkbox"/>	Promote collective working and problems solving	<input type="checkbox"/>	Enterprise skills/training or vocational training	<input type="checkbox"/>	Improve employability	<input type="checkbox"/>	Leadership and Management Training	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>	<p><i>It is important to include any other benefits or outcomes of the project here if they are not covered above – as this helps to demonstrate the particular or unique value of the activity</i></p>		<input type="checkbox"/>
Benefit	Yes	How will this be achieved though the proposed activity																					
Increase motivation, confidence and improve interpersonal skills	<input type="checkbox"/>	<p><i>Higher scoring answers in this section are those where they clearly demonstrate how these benefits can be achieved from the particular project activity being proposed.</i></p> <p><i>Lower scores are recorded where applicants are just 'ticking the boxes' and not making a direct connection between the learning activity and these potential outcomes.</i></p>																					
Improve basic and key skills	<input type="checkbox"/>																						
Promote collective working and problems solving	<input type="checkbox"/>																						
Enterprise skills/training or vocational training	<input type="checkbox"/>																						
Improve employability	<input type="checkbox"/>																						
Leadership and Management Training	<input type="checkbox"/>																						
Other (please specify)	<input type="checkbox"/>		<p><i>It is important to include any other benefits or outcomes of the project here if they are not covered above – as this helps to demonstrate the particular or unique value of the activity</i></p>																				
	<input type="checkbox"/>																						

## COMMUNITY GRANTS Application Form

6i	How will you check that your learning activity has been successful? <i>(max 100 words, bullet points encouraged)</i>
<i>This should relate also to how you assess the initial learning needs of the participants and how these are monitored throughout and at the end of your programme. Community grants are aimed at activity which works towards giving people skills to gain employment in the long term, so remember to include any plans to measure the success of your learning programme in the longer term.</i>	

7 About your project funding				
7a	What funding is your organisation receiving at present? (e.g. Big Lottery Funding, Grassroots Grants etc)			
	Type of Funding			Amount £
	<p><i>Make sure that <b>all</b> the main sources of funding for your organisation are listed – see also notes under 7e</i></p>			
7b	Has your organisation received any European Social Funding or funding from the Learning Skills Council in the past three years? If yes, please give details of value per annum			
	2008	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, how much £
	2007	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, how much £
	2006	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, how much £
7c	If yes, was any of this funding from Global Grants?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, how much £
7d	Please confirm you are not receiving any other funding for this project <i>(Please note where it is found that projects funded by a Community Grant have received duplicate or matched funding the Community Grant funds awarded may be cancelled requiring all funding to be repaid)</i>			No <input type="checkbox"/> Yes <input type="checkbox"/>



## COMMUNITY GRANTS Application Form

7e	Why can this project not be funded from other funding streams, e.g. not eligible, no other funding for this type of learning / geographical area / client group etc (max 50 words)	
<p><i>The answer should include reasons why the activity isn't covered by any other funding already received for the organisation's main activity or other projects, and to any other funds that have been applied for.</i></p> <p><i>One of the criteria of the Community Grants fund is that it must not be used to duplicate activity which could be funded from other sources including Dept of Work and Pensions (DWP) such as Job Centre plus, LSC, ESF or other European funds relative for the geographical area or client group, or other programmes such as Adult Engagement, NLDC (Neighbourhood Learning in Deprived Communities)</i></p> <p><i>So it is important to give details where any of these funding sources would appear to be relevant to the activity, but that for reasons of location, or client group, or other, these are not appropriate or accessible (or to explain that previous applications have been made but have been unsuccessful).</i></p>		
7f	How much are you applying for? (between £2,000 and £12,000)	<i>Make sure that this amount is the same amount as the total of the budget items listed in Qu 7g below.</i>
7g	Please provide an <b>itemised breakdown</b> of your budget. Community Grants cannot be used for capital purchases but purchase of small equipment specific to the proposed project is acceptable. Your budget may include trainer fees, project costs e.g. telephone, stationery, travel, publicity, premises hire, equipment, materials etc. Please <b>attach the quote for any items to be purchased</b> i.e. equipment, publicity, trainers, premises hire. Applicants must ensure value for money and it is recommended that you obtain more than one quote.	
Item Details		Cost £
<i>Budgets must be broken down into specific details as far as possible, for example:</i> <ul style="list-style-type: none"> <li>– <i>trainer hourly rate x number of hours / week x weeks in total</i></li> <li>– <i>room hire @ £xx x number of weeks</i></li> <li>– <i>telephone and/or internet costs @ £xx per month x number of months</i></li> </ul>		
<i>Any equipment purchases, such as IT equipment, training resources, must be backed up by quotes as noted above</i>		
<i>Reasonable estimates are allowable for other expenses such as: travel, crèche or other participant costs; stationery, publicity costs</i>		
<p><i>The following evidence will be requested to confirm actual expenditure: receipts, invoices, staff time sheets, job descriptions, bank statements etc.</i></p> <p><i>Failure to produce this evidence for monitoring purposes will affect the grant monies awarded.</i></p>		

## COMMUNITY GRANTS Application Form

8 Health and Safety											
8a	Can you confirm that you have a health and safety policy? (please attach)	Yes <input type="checkbox"/>	No <input type="checkbox"/>								
8b	Please provide details of <b>how you have assessed or how you will assess the health and safety risks to participating learners and how you plan to minimise the impact of any risks?</b> (Please attach a separate sheet labelled Health & Safety Appendix if required)										
<p><i>Although most organisations already have a Health &amp; Safety policy, this is commonly written to cover only the staff of the organisation.</i></p> <p><i>This is something which can form part of the Capacity building support after being selected to receive a Community Grant, so at this stage it is important to show that you understand the need to review this and to identify what additional risk assessments, processes and policies need to be in place to protect the learners</i></p>											
8c	Can you confirm you have in place suitable and sufficient insurance in respect to learners and as legally required? (please attach copies)										
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Employers Liability Insurance</td> <td style="width: 15%;">Yes <input type="checkbox"/></td> <td style="width: 15%;">No <input type="checkbox"/></td> <td style="width: 35%;">Value of cover £</td> </tr> <tr> <td>Public Liability Insurance</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>Value of cover £</td> </tr> </table>				Employers Liability Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Value of cover £	Public Liability Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Value of cover £
Employers Liability Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Value of cover £								
Public Liability Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Value of cover £								
9 Equality and Diversity											
9a	Does your organisation have an equality and diversity policy/procedure (please attach)										
		Yes <input type="checkbox"/>	No <input type="checkbox"/>								
9b	Please advise how you ensure that this project will ensure equality and diversity are considered when recruiting learners to your proposed project? (Max 200 words)										
<p><i>See comments as for Section 8 (H&amp;S) above</i></p>											
10 Declaration											



## COMMUNITY GRANTS Application Form

**Please check that all sections of the form have been completed, read the following statement and sign below.**

We confirm that the information in this form is correct. If a Community Grant is awarded, it will only be used for the purpose given and according to any conditions specified. We understand that we will need to provide any additional relevant documentation on request. We understand that we may be liable to repay the grant in full, if it is found that any of the information supplied is incorrect or if any grant monies that may be awarded are not used as indicated in this application form.

We understand that if a grant is awarded, we will be expected to provide information on the progress of the project and proof of expenditure according to the deadlines detailed in the grant contract awarded to successful applicants

**Signature 1**  
**(person submitting the form)**

.....

**Print Name**  
**Date**

**Signature 2**  
**(a member of the groups management committee)**

.....

**Print Name**  
**Date**

### 11 Checklist

**Your application cannot be considered unless you can confirm the following: *Please tick for each***

<b>11a</b>	<input type="checkbox"/>	Are you a small voluntary/community organisation (1-9 FTE and turnover less than £300,000)?
<b>11b</b>	<input type="checkbox"/>	Have you completed all the questions?
<b>11c</b>	<input type="checkbox"/>	Have you enclosed a copy of your governing document / constitution?
<b>11d</b>	<input type="checkbox"/>	Have you enclosed a copy of you bank statements or details of an independent referee?
<b>11e</b>	<input type="checkbox"/>	Have you attached copies of relevant policies and procedures?
<b>11f</b>	<input type="checkbox"/>	Have you attached a copy of your relevant insurances?

**PLEASE RETURN ALL APPLICATIONS FOR THE WEST YORKSHIRE REGION TO;**  
**WEST YORKSHIRE LEARNING CONSORTIUM**  
**SUITE 12 - THE BASEMENT**  
**OXFORD PLACE CENTRE**  
**LEEDS, LS1 3AX**