

## ESF COMMUNITY GRANTS Application Form

**Read me**

This form is designed to be completed electronically. Once complete, please print and sign the form before submitting a hard copy by **recorded post**. Applications cannot be accepted via email.

### 1 Contact Details

1a	Organisation Name				
1b	Address			1c Postcode	
1d	Contact Name/s				
1e	Telephone	Work		Mobile	
1f	Email address	Company			
		Other			

### 2 Eligibility

2a	Organisation status	<b>Read me</b>	<b>Please cross boxes below X</b>		
		ESF Community Grants can only be awarded to charities, community groups or social enterprises (not-for-profit)	Constituted community group		<input type="checkbox"/>
			Registered Charity		<input type="checkbox"/>
		Social Enterprise (not-for profit)		<input type="checkbox"/>	
2b	Does your organisation have a governing document/constitution? <b>(please include with application)</b>	<b>Read me</b>	<b>Please cross one box below X</b>		
		You must supply a copy of your governing document/constitution with your application to verify the organisation status described above	Yes		<input type="checkbox"/>
2c	What was your turnover (income) in the last 3 years?	<b>Read me</b>	<b>Please enter figure in box below £</b>		
		ESF Community Grants can only be awarded to groups with annual turnover (income) of <b>no more than £300,000</b> per year in the last 3 years	2010/2011		
			2009/2010		
			2008/2009		
2d	Does your organisation have audited or independently examined accounts? <b>(Please include latest set with application)</b>	<b>Read me</b>	<b>Please cross one box below X</b>		
		<b>Accounts must be supplied</b> to verify that your annual turnover (income) was no more than £300,000 in the last financial year. Please contact us if you are unable to supply a set of accounts	Yes		<input type="checkbox"/>
			No		<input type="checkbox"/>
2e	How many staff does your organisation employ? (Full-Time Equivalent)	<b>Read me</b>	<b>Please enter number in box below</b>		
		ESF Community Grants can only be awarded to groups with <b>no more than 9 full-time equivalent (FTE) staff</b> . 1 FTE = 30 hours.			

2f	Has your organisation received <u>direct</u> European Social Fund (ESF), Skills Funding Agency (SFA) or Department of Work and Pensions (DWP) funding in the last 12 months?	<b>Read me</b>	<b>Please cross one box below X</b>	
		<p>ESF Community Grants must not duplicate SFA or DWP mainstream provision; or any other ESF co-financed activity.</p> <p>ESF Community Grants cannot be awarded to groups in receipt of direct mainstream funding.</p>	Yes	<input type="checkbox"/>
2g	Has your organisation received ESF Community Grants funding in the last 12 months?	<b>Read me</b>	<b>Please cross one box below X</b>	
		<p>One organisation cannot receive more than £10,000 ESF Community Grants funding in any 12 month period.</p>	Yes	<input type="checkbox"/>
		<p>If your organisation has previously received ESF Community Grants, this period commenced with the date of your last award notification.</p>	No	<input type="checkbox"/>
			<b>If yes, please enter amount below £</b>	
2h	Please confirm you will not receive any other funding for this project (i.e. not match or double-funded)	<b>Read me</b>	<b>Please cross the box below X</b>	
		<p>ESF Community Grants must not be used for match-funding or be double-funded in any other way.</p> <p>Where it is found that ESF Community Grants has been match or double-funded, the project will be cancelled and all funds must be repaid</p>	Yes	<input type="checkbox"/>
2i	Please confirm that you will ensure all beneficiaries are eligible for this project  <b>(see “Read me” for details)</b>	<b>Read me</b>	<b>Please cross the box below X</b>	
		<p>Beneficiaries must:</p> <ul style="list-style-type: none"> <li>• Not be employed (or must work part-time for less than 8 hours per week)</li> <li>• Be over 16 years of age</li> <li>• Be hard-to-reach (i.e. live in the most disadvantaged areas and/or face barriers to learning and work)</li> <li>• Have the right to work in the European Union</li> </ul>	Yes	<input type="checkbox"/>

3 About your organisation			
3a	How long has your organisation been operating?	years	months
3b	How many trustees, volunteers and service users are there in your organisation?	Trustees	
		Volunteers	
		Service users	
3c	What are the main activities of your organisation?		
3d	Who benefits from these activities?		
3e	What type of funding is your organisation receiving at present? (e.g. Big Lottery Funding; Transition Fund; Grassroots Grants)		
Type of funding		Amount £	

**4 Bank Details**

4 Bank Details									
4a	Account name								
4b	Sort Code			-			-		
4c	Account number								
4d	Bank Name and Address								
4e	Names of account signatories (2 required)	Name				Name			
		Position				Position			

5 About your project			
5a	How much are you applying for? (between £2,000 and £10,000)	£	
5b	How many participants will benefit from the project?  <b>(This should be a realistic assessment of the <u>minimum</u> number of learners you expect to engage if awarded a Community Grant)</b>		
5c	When will the project start and finish?	Start	
		Finish	
5d	Please indicate which of the below priority groups would benefit from your project; the barriers that currently keep individuals in these groups from accessing learning or gaining employment in your area; and how your planned activity will help them overcome these barriers		
	<b>Read me</b>		
	ESF Community Grants should be used to support hard-to-reach communities and individuals who face multiple barriers to employment or further learning. Participation of the below groups is seen as a priority but you may also choose to target “Other” groups/individuals furthest from the labour market (e.g. homeless; ex-offenders; carers etc.)		
	Disadvantaged Group	Yes	What barriers are preventing this group gaining employment in your area? How would your project tackle these barriers?
	Hard-to-reach community (i.e. disadvantaged/deprived)	<input type="checkbox"/>	

	Lone Parents	<input type="checkbox"/>	
	People aged 50 and over	<input type="checkbox"/>	
	People from ethnic minorities	<input type="checkbox"/>	
	People with health conditions and disabilities	<input type="checkbox"/>	
	Other – please specify	<input type="checkbox"/>	

5e Please provide details of your proposed project, including an outline programme of the learning events to be delivered.

**Read me**

Your answer should specify the number of guided learning hours (contact time with participants); the method of delivery; and the progression the learner will undertake after the project is complete

5f How have you identified the need for the learning activity you want to fund?

**Read me**

Your answer should draw on evidence – including local research/statistics – to demonstrate the need for the proposed project. Previous recipients of ESF Community Grants must demonstrate how these activities would advance or differ from the activities for which they were previously funded

5g	How would you ensure your activities reach the right people?	
Read me		
Your answer should indicate how and from where you will recruit participants; and how you will ensure these participants are eligible to benefit from ESF Community Grants		
5h	Please explain what benefits participants are likely to gain through the activities and how this will be achieved	
Read me		
Your answer should detail how your proposed project will help those furthest from the labour market progress into jobs or further learning		
	Benefit	How will this be achieved through the proposed activities?
5i	How will you ensure the quality of the learning activities delivered as part of this project?	
Read me		
Your answer should indicate what measures you will put in place to ensure participants receive a quality learning experience (including any quality systems your organisation may use); and should detail the experience and training of the staff who will deliver this project		

5j	Please provide an itemised breakdown of your budget. Give as much detail as possible				
	<b>Read me</b>				
	<ul style="list-style-type: none"> <li>The answers you give below will be used to assess the value-for-money offered by your project.</li> <li>At the end of your project, you will be asked to evidence the costs listed. Grants will be reclaimed – in whole or in part - if you fail to supply this evidence.</li> <li>High costs (e.g. excessive staff fees) or unusual purchases will be queried and you may, as a result, be offered a grant that is lower than the amount you originally requested</li> <li>ESF Community Grants can support small capital purchases under a total of £1000</li> <li>At least 2 quotes should be provided for any item you wish to purchase</li> </ul>				
	<b>Staff budget</b> (e.g. tutor fees; administration or finance workers; project management)				
	<b>Read me</b>				
	Evidence you will need to keep: Timesheets and/or invoices listing hours worked and hourly rate				
	Item description		Number of hours	Hourly rate	Total cost
	<b>Beneficiary budget</b> (e.g. bus tickets; childcare; and other beneficiary expenses)				
	<b>Read me</b>				
	Evidence you will need to keep: receipts, invoices and/or copies of travel tickets and claims				
	Item description		Number of units	Cost per unit	Total cost
	<b>Other costs</b> (e.g. venue hire; accreditation costs; marketing costs; volunteer expenses; small items of capital equipment)				
	<b>Read me</b>				
Evidence you will need to keep: receipts, invoices and/or copies of travel tickets and claims					
Item description		Number of units	Cost per unit	Total cost	
<b>Total amount requested</b>			£		

6 Health and Safety				
6a	Can you confirm that your organisation has a Health and Safety policy?	Read me	Yes	<input type="checkbox"/>
		You must include your Health and Safety policy with this application		
6b	Please detail where the activity will take place; how you will assess the health and safety risks to participating learners; and what measures you will put in place to minimise the impact of any risks			
6c	Can you confirm you have in place suitable and sufficient insurance, as required by law?	Read me	Yes	<input type="checkbox"/>
		You must include copies of your Public and Employer's Liability Insurance with this application		
	Public Liability Insurance	£		
	Employer's Liability Insurance	£		
7 Safeguarding				
7a	Can you confirm that your organisation has a Safeguarding policy?	Read me	Yes	<input type="checkbox"/>
		You must include your Safeguarding policy with this application		
7b	Please detail how you will ensure vulnerable young people/adults are safe from harm and abuse			
8 Equality and Diversity				
8a	Does your organisation have an Equality and Diversity policy?	Read me	Yes	<input type="checkbox"/>
		You must include your Equality and Diversity policy with this application		
8b	Please detail how you will ensure Equality and Diversity are considered in all aspects of your project			

## 9 Declaration

### Read me

Please check that all sections of the form have been completed; read the following statement; and sign below to indicate you agree to comply with the conditions stated

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 agree to provide any additional documentation on request. We understand that we will 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, the details of that grant may be subject to further contractual negotiation to ensure value for money. We understand that any grant awarded will be released in instalments, subject to performance and meeting the monitoring requirements detailed in the grant contract given to successful applicants.

Signature 1 (person submitting form)		Signature 2 (member of management committee)	
Signature		Signature	
Print name		Print name	
Date		Date	

## 10 Checklist

### Read me

Your application cannot be considered unless you confirm the following

10a	Are you a small voluntary/community organisation (less than 9 FTE staff; annual turnover less than £300k; not in receipt of direct ESF funding)?	<input type="checkbox"/>
10b	Have you fully and accurately completed all the questions?	<input type="checkbox"/>
10c	Have you enclosed quotes to support your budget?	<input type="checkbox"/>
10d	Have you enclosed copies of your governing document/constitution?	<input type="checkbox"/>
10e	Have you entered your bank details?	<input type="checkbox"/>
10f	Have you enclosed copies of relevant policies and procedures?	<input type="checkbox"/>
10g	Have you enclosed copies of your relevant insurances?	<input type="checkbox"/>

### PLEASE RETURN ALL APPLICATIONS TO:

Humber	South Yorkshire	North/West Yorkshire
Humber Learning Consortium 63-71 Anlaby Road Hull, HU3 2LL	Humber Learning Consortium, Unit 29, SCEDU, 53 Mowbray Street, Sheffield S3 8EN	Your Consortium Ltd (YCL), Chain Lane Community Centre Chain Lane, Knaresborough HG5 0AS