

Overview

Grants of between £2,000 and £10,000 are available, for small voluntary and community organisations in Yorkshire and The Humber to provide learning opportunities that help participants move closer to the labour market.

A small organisation is classed as one with no more than 9 full time employees with an annual turnover of £300,000 or less; and not in direct receipt of ESF funding.

Funded activities must be aimed at unemployed individuals aged 16 years and over from the hardest to reach communities. The identified priority groups for this region are as follows, however applications will be considered from any community that can evidence deprivation e.g. homelessness groups.

- Deprived geographical areas
- People with disabilities and health conditions
- Lone parents
- People aged 50 and over
- People from ethnic minorities
- Carers
- Rural areas

The funding must be for the full programme cost i.e. not matched to any other funding source.

The kind of activities that Community Grants could fund include; initial help with basic skills, taster work experience (including voluntary work), training advice and guidance, job search assistance, confidence building and personal development; and debt counselling.

Community Grants activities must not duplicate provision already funded through existing Skills Funding Agency, Department for Work & Pensions mainstream provision or ESF Co-financing.

Community grants cannot be used for capital purchases i.e. purchase of equipment or property over £1,000. Purchase of small equipment of up to £1,000 to support the project is acceptable.

There is also a limited amount of funds available in each region for organisations with an annual turnover of less than £300,000 to utilise in building the capacity of their organisation to help enable them to successfully bid for mainstream funding. Please contact your regional contact (HLC or YCL) if your organisation is interested in a capacity building grant.

The application process for the Community Grants programme has been simplified because we're especially keen to see small voluntary organisations applying.

Please note that any one organisation is only permitted to access a maximum of £10,000 Community Grant funding in any twelve month period.

Requirements of Successful Applicants

All successful applicants will be required to attend mandatory workshops prior to receiving their Community Grant funding. The workshops will cover contract compliance and RARPA (Recognising And Recording Progress and Achievement in non-accredited learning).

Once the mandatory workshops have been attended, all successful applicants will be required to sign a contract with the Coordinating Body, Humber Learning Consortium agreeing to the terms and conditions of grant awards which include the following:

- Spending the grant on the project identified in the application and as indicated
- Completing and retaining all standard course documentation including ESF ILR (Individual Learner Record) Forms, course registers, individual learning plans, case studies, course evaluation.
- Completion of interim and final monitoring reports (templates will be provided)
- Retaining invoices to support all expenditure
- Retaining bank statements
- Retaining staff timesheets, job descriptions, expenses payments
- Compliance with health and safety requirements
- Ensuring participants have access to relevant information, advice and guidance, linking to other funded provision where applicable

Support and Guidance

Support is available for completing the application form, organisations requiring further support or guidance should contact their regional partner below in the first instance;

Humber		South Yorkshire
Mary Irish 01482 327438 mary.irish@hlc-vol.org www.hlc-vol.org		
North Yorkshire		West Yorkshire
Lee Steel 01423 795300 communitygrants@yourconsortium.org www.yourconsortium.org		

After you receive your grant contract you will need to set your project up ready for an initial monitoring meeting when all recipients will have the opportunity to receive advice on all areas of contract

compliance including recording and reporting systems, standard forms for completion, health and safety and information, advice and guidance.

Payment of Grant monies

Grant monies will be paid in a number of instalments depending on the time span of the project.

The initial payment will be made into recipient's bank accounts once HLC as coordinating body has received satisfactory confirmation that the project has been set up and is ready to commence.

Interim payments will be made after HLC has received interim monitoring reports from the recipient which are satisfactory to Humber Learning Consortium; and an agreed amount of learners have registered onto the programme.

The interim monitoring report must be returned to your support partner who will check and forward to HLC.

Final grant payments will be made once the final monitoring report has been submitted, complete with required financial evidence; evaluation and case studies are completed and submitted; and your regional partner has carried out a successful End of Project Review Meeting; and satisfactory learner numbers have completed the programme.

Payment of interim and final instalments will be delayed or cancelled where it is found recipients are not adhering to the terms and conditions of contract. Where it is found that activity has not taken place, or activity delivered is different to the activity proposed in the application process, HLC reserves the right to claw back payments of all grant monies in full.

The target number of participants should be viewed as a minimum expectation. If it becomes apparent that this number of participants will not be achieved, grant recipients must notify their regional partner and the amount of grant awarded will be reviewed. A decision whether the programme should still commence will be made.

Application Marking Process

Applications will first be assessed for eligibility. Eligible applications will then be scored; some questions are weighted and carry a higher score than others. Any application scoring less than 50% will not be considered and any application receiving an unsatisfactory score on 3 or more questions will not be considered.

Please note a sifting process will be implemented and applications will not be scored if any supporting evidence is missing or if the application form is not fully completed.

Specific Guidance for completing for form

The application form has been improved to include Read me instruction boxes to aid completion. The following section provides an overview of guidance not included within the “Read me” boxes.

1 - Contact Details
Please accurately complete your organisations contact details as these will be used to contact you with information about the progress of your application.
2 - Eligibility
Each of the questions within this section aims to ensure that your organisation is eligible to receive ESF Community Grants funding. Each “Read me” section clearly explains the eligibility requirements and each question should be answered accurately.
3 - About your organisation
This is to provide us with some background of what your organisation already does, what size it is and who already benefits from your organisation. Please note your annual turnover must not exceed £300,000; and your organisation must not employ more than 9 staff (Full Time Equivalent).
4 - Bank details
All applicants must be able to demonstrate that their organisation has a bank account in its name which has 2 appropriate authorised signatories. The bank account details provided in this section will also then be used to make Community Grants payments if your application is successful.
5 - About your project
<p>The details you provide in this section will initially be used as part of the scoring criteria for your application and, if successful, will be used as the basis for your Community Grant.</p> <p>5a-c. You should aim to provide good value for money, please ensure that your minimum participant number is <u>realistic</u> as failure to achieve this number may impact on your grant payments. All projects must be completed by September 2013.</p> <p>5d. This section will help us to clarify your application to see who exactly is being helped by the grant. The list includes the highest priorities with Community Grants but if you don't fit into these groups, fill in the bottom box.</p> <p>5e. Activities should deliver skills development that could ultimately increase employability; you need to demonstrate how you proposed project will do this. Please give as much detail as possible about the programme of learning including activities that will take place, subjects to be studied, hours of learning, the method of delivery and the progression that the learner will make as a result of this activity.</p> <p>5f. Give us examples of any evidence you have that this learning activity is needed by the <u>individuals</u> you intend to recruit. You should include any hard evidence such as a study on deprivation in your target community and also any anecdotal evidence from your organisation's own experience such as requests from learners for this type of learning activity.</p>

- 5g. You need to demonstrate how you will ensure the right participants are recruited onto the project, you should identify a process of checking that the learners individually are eligible and appropriate for this course; you should also include a process for checking that the overall group of learners is suitable for the project once they have been recruited.
- 5h. The overall purpose of community grants is to move learners closer to employment, you should indicate here what benefits the learners will achieve from the activity that you are proposing which will do this. This can include hard outcomes such as improvements in basic skills from IT training or soft outcomes such as improvements in confidence and interpersonal skills.
- 5i. You need to explain what internal systems your organisation has to ensure you deliver high quality learning activities and also include the qualifications/experience of the staff that will deliver the learning activities.
- 5j. Please provide a detailed breakdown of your expenditure for this project. The section has been split into the 3 sub-headings Staff Budget, Beneficiary Budget and Other Costs. Please ensure this section is as accurate as possible as this information will be used to create the contracts of successful applicants and will be reconciled at the end of the project.

6 - Health and Safety

Please give details of your risk assessment processes and confirm that you have appropriate Insurance in place to deliver the learning activities. Please remember to attach copies of your Health and Safety Policy and both your Employer's and Public Liability Insurance with your application.

7 – Safeguarding

Please outline your safeguarding processes in relation to young people or vulnerable adults and attach your Safeguarding Policy with your application.

8 – Equality and Diversity

Please provide specific information about how you have designed your project to ensure equality and diversity is considered in all aspects and include your Equality and Diversity Policy with your application.

9 – Declaration

The declaration statement needs to be signed by both an operational manager and also a member of your Management Committee/Board of Trustees.

10 - Checklist

Please complete the checklist and use it as an opportunity to fully review your application prior to submission. If you have failed to meet any of the checklist requirements, your application will not be scored so please ensure the application is complete and you have enclosed all policies, insurances etc.

Please return your completed application form to the address provided on the application form.