Walsall MBC Community Grants Programme 2019 - 2023, Funding Application Form v5.0. April 2022

Funded by the European Social Fund Programme 2014-2021 and the Education and Skills Funding Agency.

**BLACK COUNTRY COMMUNITY GRANTS PROGRAMME**

**2019-2023**

**APPLICATION FORM**

**BLACK COUNTRY ESF COMMUNITY GRANTS**

**APPLICATION FORM**

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| **Before completing this form, if you require any advice on the types of projects we are able to support, you should contact the Community Grants Team at Walsall MBC.**  **A separate Guidance Note is provided to support completion of the Application Form, with helpful hints inserted in the left-hand column of this document for further assistance. Ensure you have read both thoroughly before completing the Application Form.**  **Completed Application Forms must not be hand delivered to the WMBC Offices, these will not be accepted.** |

ESF Community Grants are part of the European Social Fund (ESF) Programme, which is distributing £1,500,000 in small grants in the Black Country region between 2019 and 2023. The aim of the fund is to help unemployed people progress towards and obtain employment through access to learning and work-ready opportunities. The Community Grant programme is jointly funded by the Education and Skills Funding Agency (ESFA) and the ESF Programme in England.

The main eligibility criteria for the Community Grants Programme is that actions must be aimed at unemployed and economically inactive individuals (participants) aged 16 years and over, who are from the hardest to reach communities and are experiencing disadvantage when accessing and obtaining employment. Individuals should be living in the Black Country area. The Programme has specific priority groups, namely:

* Participants over 50 years of age
* Participants with Disabilities
* Participants from Ethnic Minorities
* Participants who are Women

Support can be considered for people outside the priority groups who can evidence additional barriers. For example, those who are homeless and lone parents. Funded activities need to work in conjunction, not replace, mainstream support provided for people who are unemployed, e.g. DWP provision.

Grants of between £5,000 and £20,000 are available for small charities or not-for-profit community organisations based in and providing services in the Black Country Local Enterprise Partnership area. **Eligible applicants must have an annual turnover of less than £300,000.**

**COMPLETING THE APPLICATION FORM**

The Application Form is a Word document and is editable in Microsoft Office or compatible software. Word processing responses are preferable though should this present a problem for your organisation we are able to accept hand-written submissions, provided these are legible.

Ensure you provide accurate information on how much your project will cost and who will participate. If your application is successful, we will compare these figures with your project’s actual results. Should there be any significant deviation, this could result in penalties, up to and including requiring your group to return the grant money.

If completing by hand, if there not be enough space on the form to answer any questions, you can use the continuation sheet at the back of the application form. Remember to include the question number. If the space is insufficient, you should limit any additional information to one sheet of A4 paper.

Remember to complete the **Application Checklist** of supporting information carefully, as your application will be rejected, if you do not supply all the necessary documents.

When completing the application form, ensure you:

* Answer all questions on the form;
* Include the information/documents requested;
* Do not write ‘refer to attached documents’ as your answer;
* Remember to retain a copy of your completed application form and supporting information;
* Submit the application by the deadline date for the Tender Round.

Your application will be assessed by a Grants Assessment Panel (GAP) and decisions made by a Black Country Programme Advisory Board (PAB). The Board’s decision is final, and your application is made on that understanding.

**BLACK COUNTRY ESF COMMUNITY GRANTS**

**APPLICATION FORM**

**(submit this section only)**

**Important Note: Questions that are scored and form part of the selection criteria are highlighted in blue and have word limits.**

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| **SECTION 1: ORGANISATION**  **Required information to ensure your application meets the eligibility Gateway Criteria.** | | | |
| This should consistent with governing documents, bank statements and accounts. | **1) Name of Organisation or Group:** | | |
| This is the main person, who is responsible for the project and the Council’s main contact. They are also required to sign section 5 of this form. | **2) Main Contact Person:**  Title: | | |
| Full Name: | | |
| Position: | | |
| Telephone Number: | | |
| Email: | | |
| Only organisation’s based in, and providing services in the Black Country LEP area are eligible for funding. | **3) Organisation’s Main Address (incl. Postcode):** | | |
| Phone: | | |
| Email: | | |
| The grants is only for third sector organisations, including charities, social enterprises, not-for-profit companies and community groups.  We will only accept bids from established groups. Groups operating for less than one year must demonstrate they have full management and accounting systems and reserves in place to ensure the sound delivery of this project. | **4) Organisation Type:** | Tick | Registration Number |
| Unincorporated Association |  | N/A |
| Registered Charity |  |  |
| Charitable Incorporated Organisation (CIO) |  |  |
| Company Limited by Guarantee |  |  |
| Community Interest Company (CIC) |  |  |
| Other (provide description) |  |  |
| **If established within the last 12 months, confirm your organisation considers there are systems and reserves in place to maintain compliant delivery?**  Yes  No  If no, contact the Community Grants Team for advice. | | |

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| This relates to direct funding from one of the stated agencies and not funding via a sub-contracting arrangement. This also excludes ESF Community Grants. | **5) In the last 12 months, has your organisation received funding directly from any of the following agencies; the European Social Fund (ESF), Education and Skills Funding Agency (ESFA), or the Department for Work and Pensions (DWP)?**  Yes  No  If yes, provide details below. | | | | |
| Provide information about your organisation, when it was established, your main activities and the people or communities that you target. Refer to your constitution, which should also be attached to this application. | **6) Briefly describe the main aim and activities of your organisation and constitution.** | | | | |
| Show part-time staff as proportional to full-time staff, e.g. someone working 2 days a week is 2/5.  A volunteer is not paid anything but expenses, and should provide at least 1 hour a month to your group.  Members will typically have filled in a form and possibly paid to join.  Public will be everyone else who, in a typical week, will access your services. | **7) How many people are currently involved in your organisation?** | | | | |
| Paid Staff: | | | | |
| Volunteers: | | | | |
| Members: | | | | |
| Public: | | | | |
| Confirm whether your local group is autonomous, or if it is the local branch. | **8) If your group is part of a larger organisation or a member of an umbrella body, provide the name of the organisation.** | | | | |
| Who is on your Management Committee and what positions do they hold?  List the names and positions of your management committee (e.g. Chair, Treasurer), and indicate the payment authorisation signatories. You must have at least 3 people on your management committee, of whom at least one must be unrelated to the others by marriage or birth. Two unrelated committee members should have signature authority. | **9) Name of persons on Management Committee:** | | Position | Signatory  Yes/No |
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| Are any persons related, please specify: | | | |
| To be eligible, your turnover must be less than £300,000 per annum. Turnover is money earned by a business before making any deductions for business expenses. Turnover includes receipts in cash or in kind for goods sold or work done, capital income, fees receivable, profits etc. | **10) What was your turnover for the last 12 months?**  £ | | | | |
| Your accounts should be enclosed with this application, and the values entered here should coincide with the accounts. | **11) Provide the following details from your latest accounts.** | | | | |
| Account Year End Date: | | | | |
| Total Gross Income (must be **less** than £300,000): | | | | |
| Total Expenditure: | | | | |
| Balance at Year End: | | | | |
| Savings (Reserves etc.): | | | | |
| If your savings are more than your annual expenditure, what are you planning to spend savings on? | | | | |
| If you have previously been awarded a Community Grant, your past performance may be taken into consideration when assessing this application, together with any references you provide. | **12) Have you previously been awarded an ESF Community Grant?**  Yes  No  If yes, can you confirm that targets were achieved and all evidence and paperwork was submitted on time for every month of your contract?  Yes  No  If no, can you briefly provide the reasons why:  Was this grant awarded by Walsall MBC?  Yes  No  Grant was awarded by: (Name of Organisation) | | | | |
| **All participants, of this project, must be either unemployed for more than 6 months or economically inactive, aged 16 or over and they must have a right to work in the UK.**  Economically inactive refers to those who are out of work, but who do not satisfy the International Labour Organisation criteria for unemployment. This is because they are either not seeking work or are unavailable to start work. An example of this could be a carer. There is no upper age limit, but all should be job seekers. You should also be able to provide evidence of their right to work in the UK. | **13)** **Provide an insight into the type of participants that will be selected to participate in your project.**  Will all participants be unemployed or economically inactive?  Yes  No  Will all participants be aged 16 years or over?  Yes  No  Will all participants have a right to work in the UK?  Yes  No | | | | |
| This question helps to identify the locality of you project participants. Note that your project must be serving Black Country residents. | **14) Where do the participants, who will benefit from your project live?** | | | | |
| Dudley Borough |  | | | |
| Sandwell Borough |  | | | |
| Walsall Borough |  | | | |
| Wolverhampton Borough |  | | | |
| Include information on the wards you will be working in and if your project takes place at more than one location, provide the addresses and explain why (e.g. local community venues). | **15) Provide the full address of the venue where your project will take place?**  Delivery Venue(s):  Ward(s): | | | | |

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| **SECTION 2: YOUR PROPOSED PROJECT**  **Required information to assess the quality of your proposal against the selection criteria, highlighted in blue.** | | | | | |
| State the name of your project. | **16) Project Title:** | | | | |
| Specific dates are required. Avoid using generic terms like March 2021 or ‘ongoing’. Also consider the application process (approx. 6-8 weeks after the deadline). Projects should end by 14th January 2023 | **17) What are the project’s start and end dates?**  Start Date:  End Date: | | | | |
| Summarise the key purpose of your project. Word limit applies. | **18) Describe the overall aim and purpose of your project? (max. 150 words)** | | | | |
| Your project may benefit from more than one category or none. The Community Grants Programme targets people from Priority Groups, which should be reflected in your project. The programme’s percentages have been provided.  The average cost per participant is £1,000-£1,200. Projected participant numbers should reflect this level of investment. | **19)** **In the table below, indicate the approximate number of participants that may benefit from the project, for each category.**  Number of Participants for this project: | | | | |
| Priority Group Categories | Number | % of your Project | | % Target for Programme  (office use only) |
| Participants over 50 years of age |  |  | | 14% |
| Participants with Disabilities |  |  | | 22% |
| Participants from Ethnic Minorities |  |  | | 25% |
| Participants who are Women |  |  | | 36% |
| Other |  |  | |  |
| Total |  |  | |  |
| For ‘Other’, describe who will benefit, and why they are at a disadvantage in the labour market.  Will you conduct checks to ensure participants are compliant with the eligibility criteria (unemployed or economically inactive; aged 16 and over; have the right to work in the UK)?  Yes  No | | | | |
| Provide a description of the learner journey from recruitment to exit; describe how activities will be managed and delivered by staff; and how recruitment data and evidence will be collated and retained. Include any current OFSTED systems in place and/or use of RARPA for learning activities.  ESFA requires that their funded provision meets the quality required for teaching and learning under OFSTED, and guidance and counselling organisations are MATRIX accredited. The minimum guided learner is 12 hours per learner. Word limit applies. | **20) Explain the main project activities, linking to the participants’ learner journey, the roles of staff involved in the delivery, and the data gathering and quality management procedures in place. (max. 1000 words)**  **You should also include details of any adjustments or contingency plans, which will be implemented due to current COVID19 restrictions (e.g. sessions moved to online platforms, if you are unable to deliver face to face).** | | | | |
| Explain your organisation’s experience working with the target group(s) described in Q19, and how you identified your project is needed. We will require proof of recent consultation, or evidence that you have identified participants who want to take part in the project (e.g. surveys, questionnaires, waiting lists). If you plan to work with young people, aged 16-18, you will need to show how your work is needed in addition to support already provided by Black Country Impact. When working with 16-18 years olds, Not In Education or Training (NEETS), you will need a referral from a school or college. Word limit applies. | **21) How have you identified a need for the project and what experience do you have in providing support? Have you consulted individuals from your target group(s) about the project, and if so, how? (max. 500 words)**  You should consider how your project will complement other work being delivered locally with unemployed and economically inactive people, particularly where your project intends to support young people aged 16-18 years. Clear evidence relating to how your project’s intended activities will not duplicate those provided through the Impact/YEI project should be provided. | | | | |
| Outcomes are the changes, benefits, learning or other impacts, which will happen as a result of your project.  Examples of outcomes:   * Support with basic skills (Math and English Language/Speaking for Foreign Learners). * Taster work experience and volunteer work. * Training advice and guidance. * Job search assistance. * Confidence building, social and personal development. * First contact engagement activities.   Quantified results required:   * Achieving progression towards qualifications or non-accredited modules upon leaving the project (14% target total). * Obtaining employment upon leaving the project (17% target total).   Word limit applies. | **22) Provide examples of how participants will progress from the project. What outcomes do you expect to achieve and how will these be measured and evidenced? (max. 500 words)** | | | | |
| Quantified Results | | | Number of Participants | |
| Achieving progression towards qualifications or non-accredited modules following completion of the project. | | |  | |
| Obtaining employment following completion of the project. | | |  | |
| Community Grants will not fund activities that your organisation is already funded to deliver. The funding must be for new or additional numbers. Please confirm that this project is a new and/or additional activity to that which you currently deliver.  Yes  No | | | | |

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| **SECTION 3: COMPLIANCE QUESTIONS**  **Required to confirm your organisation’s understanding of the ESF Programme’s Compliance Requirements (Gateway Conditions).** | |
| The ESF Programme’s publicity and branding requirements are a regulatory condition of receipt of grant. Applicants should have systems in place, or have the capacity to establish systems, to maintain compliance with the regulations. | **23) What systems will you implement to market, promote to and recruit your target group for the project and what measures will be in place to ensure compliance with the ESF publicity and branding regulations?** |
| You are required to submit an Equality and Diversity Policy. Describe how equality and diversity will be embedded into your project to ensure equal access and will you celebrate diversity? A short implementation plan will be required at project start up. | **24) Outline how you will embed equality, diversity and inclusion into your project at all stages and ensure compliance with the Equality Act 2010?** |
| You are required to submit a Sustainable Development Policy. Describe how you will mitigate any negative effects on the environment in terms of travel and recycling (e.g. disposal of waste, shared travel, public transport, double sided printing). A short implementation plan will be required at project start up. | **25) Outline how you will ensure your project does not have a negative impact on the local environment? How will you incorporate sustainable development into your project?** |

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| **SECTION 4: FINANCIAL BREAKDOWN**  **Required information to assess the budget requested against the criteria for eligible funding. Selection criteria questions are highlighted in blue.** |
| **Important Guidance**  Grants awarded must be between £5,000 and £20,000. You must itemise your costs accurately and values should be based off real costs, where possible. If your budget appears excessive, compared to other similar projects, your requested grant value may be reduced, or your application may be unsuccessful.  Eligible expenditure, which ESF funds can be used to contribute towards include, revenue costs for participants’ learning activities, staffing and additional resources required. Small items of equipment (maximum £1000.00, net VAT) are permitted if specifically required to provide support. Other costs can include staff costs, administration, tutor fees, travel, childcare for participants, learner resources, volunteer expenses, marketing and publicity. All expenditure will have to be demonstrated through appropriate evidence. For example, receipts, payroll, timesheets, expense forms, bank statements etc. Therefore, your budget should be realistic and should include administration time spent on managing project documentation. Community Grants also contributes to generic overheads (Indirect Costs), which is based on 15% of the value of your Direct Staff Costs. Costs incurred to rent facilities, should be claimed as Other Direct Costs. We will not fund contingency.  Before requesting staffing costs, you may be required to use the Hourly Rate Calculator, to determine the correct hourly rate to input in your application, for staff time. In order to identify if this is required, from the list below, confirm which type of staff will be involved in the project, for which you will be claiming funds. You can select more than one.  **A**. Both full time and part time employed staff on payroll, spending **all of their time** on the project.  **B**. Both full time and part time employed staff on payroll, spending **part of their time** on the project.  **C**. External staff not on payroll, which are paid for the **time they contribute** to the project. For example, Consultants, Freelancers and Sessional Workers.  If you have selected **B**, project staff, which have been identified as **Internal** and who will **partially work on the Community Grants project, in addition to other activities**, it is **compulsory** for you to complete the Hourly Rate Calculator, as this is a requirement for all project staff that do not spend 100% of their working time on the delivery of Community Grant projects. They are paid only for the time they work on Community Grants.  Therefore, please complete the Hourly Rate Calculator (separate document), for each relevant member of staff. Guidance on how to use the calculator has been provided within the document. After you have calculated the hourly rate, you must input the exact rate in your application form. |

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| Provide an itemised breakdown of your costs as accurately as possible. Values should be based off real costs, where possible. Costs should be entered into the correct categories. Where applicable, ensure costs are inclusive of VAT. | **26) In the table below, enter your Requested Budget, including a clear breakdown.** | |
| **Budget Category** | **Requested Amount** | **Description and Breakdown of Costs** |
| Direct Staff Costs  Indicate staff role, their hourly rate and the hours they will commit to the project.  Example:  Administrator £10.00 per hour x 10 hours per month x 6 months = £600.00. | £ | Total number of Staff:  Hourly Rate Calculator: Yes  No  N/A |
| Direct Volunteer Costs  Provide details on the type of expenses and justification, the value and the number of volunteers.  Example:  Travel for Volunteers to the Workshops - Bus Ticket £4.60 per day x 30 days x 2 volunteers = £276.00. | £ | Total number of Volunteers: |
| Direct Participant Costs  Provide details on the type of expenses and justification, the value and the number of participants.  Example:  Course Accreditation £60.00 per accreditation x 15 participants = £900.00. | £ |  |
| Direct Small Items and Equipment  Maximum total, per item is £1000.00 (net VAT).  Provide item description and justification, the quantity to be purchased and the value.  Example:  1 Printer for Participant Paperwork = £200.00. | £ |  |
| Direct Marketing and Publicity Costs  Provide description of purchases and justification, the quantities, if applicable and the value.  Example:  2 Pop Up Banners for display at Workshops = £200.00 (£100.00 each). | £ |  |
| Other Direct Costs  Provide description and details of expenditure, a justification and the value.  Example:  Venue Hire for Workshops £130 per day x 30 days = £3900.00. | £ |  |
| Indirect Costs  These are your project overheads.  Calculation: 15% of your total Direct Staff Costs. | £ |  |
| **TOTAL GRANT REQUESTED: £** | | |

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| The funding must be for the total cost of the project. Community Grants cannot be used to fund projects retrospectively.  Expenditure cannot begin until approval has been given and from the agreed start date. If the full amount of the grant has not been spent within the period of the project, or if the grant has not been spent in accordance with the details provided on the application form, we will require the return of these amounts. | **27) Will the Community Grant fund the entire costs of this specific project?**  Yes  No  Please confirm that you understand that this grant cannot be used as match funding, or to fund activities elsewhere?  Yes  No |
| Describe the financial systems in place for the management and claiming of expenditure requested in Q26. You should make specific reference to your controls for making purchases out of the project budget as this is an ESF regulatory area. Word limit applies. | **28) Provide a description of the financial systems, which you will implement, to manage, control and record project expenditure declared in the monthly returns and reimbursed though interim and final claims. (max. 500 words)** |
| You are required to have an independent bank account into which the grant can be paid. You must attach a copy of your latest accounts/financial statements and a copy of a recent bank statement with your application form. | **29) Bank Account Details:** |
| Account Name: |
| Bank/Building Society Name: |
| Bank/Building Society Address: |
| Account Number: |
| Sort Code: |
| Building Society Roll Number (if applicable): |

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| **SECTION 5: INDEPENDENT REFEREE CERTIFICATION** | |
| This should be someone who knows the group/organisation in a professional capacity, but does not work for the group/organisation.  The referee must be a person with a professional or public position, whose status we are able to check. | **30) Referee Details:** |
| Full Name: |
| Organisation: |
| Position Held: |
| Address: |
| Telephone Number: |
| Email: |
| How long have you known this group/organisation? |
| In what capacity do you know this group/organisation? |
| Why are you supporting this application? |
| Are you confident the group/organisation will be able to efficiently manage the paperwork and monitoring requirements of the ESF grant? |
| Signature: |
| Date: |

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| **SECTION 6: DECLARATION** | |
| It is important that the application form is signed on behalf of your group/organisation.  The date of signature is not proof of the receipt of the application form by the due deadline. | **31) Declaration:**   1. As far as I know, the information in this application is correct. 2. If the information should change, WMBC will be notified immediately. 3. I understand I am entitled to know what personal data the Council use, why it is used, how it is stored and for how long, and who the Council might share it with and why.   Further details can be found at [http://www.gov.uk/dwp/personal-information-charter and http://www.bcta.org.uk/black-country-community-grants-fund/](http://www.gov.uk/dwp/personal-information-charter%20and%20http:/www.bcta.org.uk/black-country-community-grants-fund/)  The declaration below, must be signed by the main Contact Person listed in this application form (refer to Q2). |
| **Signed on behalf of the Applicant** (Signature of the main Contact Person) |
| Signature: |
| Full Name: |
| Position of Authority: |
| Date: |
| **Signature required** from the Chairperson, or another member of the Management Committee, or Board of Directors, to confirm that senior management and the board are fully aware of the submission of this application form. |
| Signature: |
| Full Name: |
| Position of Authority: |
| Date: |

**APPLICATION CHECKLIST AND SUBMISSION**

When submitting your completed application form, remember to enclose copies of the following documents.

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| **CHECKLIST** | |
| **Documentation** | **Enclosed with Application** |
| Organisation’s constitution or set of rules, which confirm your eligibility. | Yes / No |
| Accounts and/or Financial Statements for the previous 12 months.  For newly established organisations, full details of their accounting system and set of forecasted accounts. | Yes / No |
| A recent Bank Statement, dated within the last 3 months. | Yes / No |
| Health and Safety Policy.  This should set out:   * Commitment to managing health and safety effectively. * Responsible officers and staff members. * Risk assessments, RIDDOR, first aiders, fire training, resolution, planning and control. * Effective dates. * Covid 19 Risk Assessment | Yes / No |
| Equality and Diversity Policy.  This should set out:   * Commitment to ensuring fairness and equality of opportunity. * Responsibilities of key staff. * Recruitment, selection and training, promotion and treatment of staff. * Define protected groups and types of discrimination. | Yes / No |
| Sustainable Development Policy.  This should set out:   * Describe management of waste, including Waste Electrical and Electronic Equipment (WEEE) [https://www.gov.uk/guidance/regulations-waste-electrical-and-electronic-equipment#overview](https://www.gov.uk/guidance/regulations-waste-electrical-and-electronic-equipment%23overview%20). * Use of resources including travel. * Effective dates. * Implementation Plans for continuous development (you will be expected to report on progress through the project). | Yes / No |
| Employer’s and Public Liability Insurance, as legally required. | Yes / No |
| Safeguarding and Vulnerable Adult Policy.  This applies, if your project targets this group and should be accompanied by confirmation that DBS checks have, or will be made, if and ONLY if the project proposes to involve vulnerable adults.  This should set out:   * Commitment to ensuring safety of vulnerable adults including the Prevent Duty. * Responsible officers and staff members. * Response, training, record keeping, and link to relevant Local Safeguarding Board. * Definitions of vulnerable adult and definitions of different types of abuse. * Effective dates. | Yes / No |
| Hourly Rate Calculator for all applicable staff members.  This applies only to project staff, which have been identified as **Internal** and who will **partially work on the Community Grants project, in addition to other activities**. It is a mandatory requirement for all project staff that do not spend 100% of their working time on the delivery of Community Grant projects. | Yes / No / N/A |

**Your application will be automatically returned as incomplete, if you do not supply the documents listed above.**

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| **SUBMITTING YOUR APPLICATION** |
| Return your completed Application Form and Supporting Documents **by post** to:  Community Grants Programme Team  Walsall MBC  2nd Floor Civic Centre  Darwall Street  Walsall  WS1 1TP  You are also required to send a ‘Microsoft Word’ **electronic copy** of the Application Form with Supporting Documents to [**communitygrants@walsall.gov.uk**](mailto:communitygrants@walsall.gov.uk).  **Your application will not be assessed until all documents are received in both hard and electronic formats.**  Ensure you check with the Post Office that the correct amount of postage has been used before posting. **Do not attempt to hand deliver the Application Form and Supporting Documents to WMBC offices. They will not be accepted.** |

**CONTINUATION SHEET**