**ESFA Community Training Grants: Application form**

**Completing this Form:**  
Please complete and submit this application form if you are wishing to apply for funds from the ESFA Community Training Grants. Please ensure you have read the Guidance Notes fully. Your application may be rejected if you do not provide all the information required for us to make an assessment. Your application form will be assessed, and if your organisation and project are eligible for funding it will be shortlisted to be reviewed at a Grants Panel meeting, where a panel of individuals will decide whether to fund your project. Applications are reviewed by the Grant Panel every two months, with the dates of upcoming meetings published on our webpages (hyperlink).

**Before completing your application form, please make sure you are able to meet the following requirements:**   
  
• Your organisation is a Third Sector Organisation or a Small Organisation (see guidance for information)

* The site of your project is in the LEP area
* You trainees will be over 16, unemployed / economically inactive and eligible for support from the European Social Fund. (see guidance)

• You have the correct insurances or will have before the project starts

* **Please tick the box to confirm you answer ‘Yes’ to the above statements**
* **[Tick Box]**

**Guidance Information:**  
Please refer to the Application Form Guidance Notes for help on how to fill out this form. For a copy of the guidance notes, please click [here](https://docs.google.com/document/d/1U4gew9cqDmukgkAgT2_r3453V-v4Yc3AEvE8o9-Dvkg/edit).

Please provide us with sufficient information to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg,) available to upload in the correct section in the Application form as you will not be able to submit your Application form unless it is complete.**You must submit your organisation’s governance document with this application.**  
  
You can find out more about the ESFA Community Training Grants by visiting the following website: <https://www.groundwork.org.uk/apply-for-a-grant/>

**For further help on filling out this form, please contact Groundwork on 0207 239 1390 or** CommunityTrainingGrants**@groundwork.org.uk**

**Section 1 – About Your Organisation:**

1. Organisation Name:
2. Main Contact (this should be the person who is responsible for this Application and answering any questions that we may have)
   * Title:
   * First Name:
   * Last Name:
   * Position held in organisation:
   * Organisation main contact address: (this must be your organisation office address)
   * Borough:
   * Postcode:
   * Contact Telephone Number:
   * E-mail:
   * Where did you find out about the ESFA Community Training Grants?
3. Secondary Contact (required)
   * Title:
   * First Name:
   * Last Name:
   * Position held in organisation:
   * Contact Telephone Number:
   * E-mail:
4. Organisational Website Address/Facebook/Twitter (if your organisation has those)
5. Type of Organisation (please tick one from the options below)
   * + Third Sector Organisation
     + Small Organisation

* If you are a Company, what is your Company Registration Number?
* If you are a Charity, what is your Charity Registration Number?

1. Does your organisation have a Constitution, Memorandum of Association or Articles of Association? [Y/N] Please submit a copy with your application. (upload box)
2. Does your organisation have a bank account in the organisation’s name that requires two signatories? [Y/N]
3. If not please explain how you will have this in place ready to start your proposed project.

**Section 2 – About Your Project:**

2.1 Project Details:

1. What LEP area is your project based in? (Tick boxes on multiple levels)

|  |  |  |  |
| --- | --- | --- | --- |
| Dorset | London North and East | Swindon & Wiltshire | Thames Valley Berkshire |
| Bournemouth, Poole and Christchurch | Barking & Dagenham | Swindon | West Berkshire |
| Dorset | Bexley | Wiltshire | Reading |
|  | Bromley |  | Bracknell |
|  | Enfield |  | Wokingham |
|  | Greenwich |  | Royal Borough of Windsor and Maidenhead |
|  | Havering |  | Slough |
|  | Newham |  |  |
|  | Redbridge |  |  |
|  | Waltham Forest |  |  |

1. Project Name:
2. Provide a summary of project (150 words)
3. How much funding are you requesting from the ESFA Community Training Grant Programme? (between £5,000 and £20,000) (numbers only field)
4. What is the main address of where your project will take place (Please provide full address and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. Please note that this address must be within the LEP area stated above):
   * Address Line 1:
   * Address Line 2:
   * Borough:
   * Postcode:
5. Please list the full address of all other locations of where your project will take place (Please note that all these addresses must be within the LEP area stated above)
   * Address Line 1:
   * Address Line 2:
   * Borough:
   * Postcode:
   * *Repeat questions*
6. Project Start Date (This should be no less than three months after the date that you apply and no later than December 31st 2020):
7. Project End Date (This cannot be any later than July 31st 2021):
8. Are you working with any other organisations on this project?
   * If yes – please tell us who they are, what discussions you have had with those partners and what role they will play:

**2.2 – Project Need**

1. Why is your project needed and what benefit will it bring to the area?
   * We will need to see that consultation or research has been carried out which shows that this need exists.
   * (referencing the LEP priorities for the area you will be delivering the activities in) (500 words)
2. How will your project interact with other work being delivered locally with unemployed/economically inactive people? [200 words]
   * You should describe how you have ensured that your project will not overlap with any other provision from other organisations and describe how the project has additional value to what your or any other organisation currently provide.
   * Also please describe how you will ensure that participants in your project have not previously been involved in project of the activities.

**2.3 Project idea and activities**

1. Please provide a detailed description of your project: (up to 500 words)
2. Provide a timeline of key events that will take place during your project and how you have planned for them (200 words)
   * This should include a) a list of key activities and the dates on which they will occur and b) a timeline setting out a participants journey through your project.
   * Please note that there must be a minimum of 5 hours engagement with each participant, though we would usually expect to see engagement in excess of this.
3. Please describe the top three risks to your project, how you aim to mitigate against them and how they would affect the success of the project. (200 words)
4. Please describe the legacy of your project, and how you will ensure grant monies will have a lasting effect and be delivered sustainably (up to 200 words).
   * This must include how you will enable the progressions of participants at Question 29 below, including describing any links or networks with training bodies or employers to achieve them.
   1. **Project Participants:**
5. A. Please enter the total number of participants you plan to have engaged by the end of your project.

Please note when planning the number of Participants that you wish to engage through your project that all participants must be enrolled prior to 31 December 2020.

Please also be aware that the minimum number of hours of engagement per participant is five. You may include virtual and phone support as participant engagement.

B. Please identify the target group who you wish to engage with

|  |  |
| --- | --- |
| **Priority Group** | **Number** |
| Participants over 50 years of age |  |
| Participants with disabilities |  |
| Participants from ethnic minorities |  |
| Participants who are women |  |
| None of the above |  |

C. Explain how you calculated participant numbers

1. If none of the above please provide further details (100 words)
2. Please describe how you will meet the other participant priorities for your LEP area, as set out in the guidance. (300 words)
   * Please refer to the LEP priorities specific to your area, as noted in Q18. in the guidance notes
3. Please describe how you will recruit participants and ensure they remain engaged throughout the project duration. (300 words)
4. How will you measure your participants’ progress? Successful applicants will be provided with a standard distance travelled tool to capture participant progress towards ‘softer’ outcomes. Please outline any other tools or methods you may use to monitor participant progress. [200 words]
5. What are the expected outcomes of your project, and how many participants do you expect to achieve them?
   * Please note that these progressions must occur within 28 days of the participant completing their involvement with your project

|  |  |
| --- | --- |
| **Outcome** | **Number** |
| Participants progress into employment |  |
| Participants progress into education or training |  |
| Participants gain confidence |  |
| Participants develop new skills |  |
| Participants improve their health & wellbeing |  |
| Participants access support services for the first time |  |
| Participants access benefits for the first time |  |
| Participants engage in active job search |  |

**2.5 – Resources and Experience**

1. Please set out the resources you have to deliver your grant. (up to 300 words)
   * You must include staffing, your experience of delivering the services you are planning to deliver in this grant and how this project will fit into the existing work of your organisation.
2. Please describe your experience and ability to record, collate and report monitoring data and evaluation on projects, and to meet ESF and ESFA funding requirements (up to 300 words)

**Section 3 – Finance Details:**

1. How do you intend to spend your grant?

|  |  |  |
| --- | --- | --- |
| **Category** | Amount | description |
| **Staff Costs** |  |  |
| **Participant and volunteer costs** |  |  |
| **Property and venue costs** |  |  |
| **Equipment and vehicle hire** |  |  |
| **Marketing and publicity costs** |  |  |
| **Other expenses (please detail)** |  |  |
| **TOTAL** |  |  |

1. If your project will cost more to deliver than you are requesting, please explain the source of this money and whether it is secured, or is to be secured? (max 100 words)
2. Will your project have any in-kind support? (for example, free room hire, volunteer labour, free resources – You should also refer to the guidance notes for further help): (max 200 words)
3. Please detail any public funding that you have received in the last two years, including source, purpose and amounts. (max 100 words)
4. Please provide the average cost per participant, and explain how this shows value for money. If this exceeds the average cost for the LEP area your project will be in (as set out in the guidance), you must provide robust justification for this which again shows value for money. (max 200 words)
   * You must demonstrate how this has been calculated, and the numbers of participants must correlate to the answers that are given at Questions 24 and 29 above, and relates to direct participants only. If the average this exceeds the average cost for the LEP area your project will be in (as set out in the guidance), you must provide robust justification for this which again shows value for money.
5. Please complete the following details from your most recent accounts: Total gross income, total expenditure, balance at year end, general reserves, designated reserves, restricted reserves, monies currently in Bank. If your application is accepted we will request a copy of your most recent audited accounts prior to confirming any in principle grant offer.

**Section 4 – Compliance**

1. You understand that the funding is provided by the European Social Fund. (tick box for yes)
2. Will you ensure that the correct ESFA and ESF logos are used on all paperwork and publicity materials, and ensure all project participants are made aware the project is ESF funded? (tick box for yes)
3. You understand that you will need to collect information from participants to report on the
4. Please set out all permissions you require to delivery your project, whether these are secured, in principle and who those permissions will be from. (100 words)
5. Please set out all policies you require for your project, including insurance, safeguarding, vulnerable people etc and whether these are agreed or in progress. (100 words)
6. Please outline all procedures you have to ensure proper financial and contract management. (100 words)

**Section 5 – Privacy Information:**

**GDPR**

**Who we are:**  
Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the ESFA Community Training Grants applicants and approved grantees.  
  
We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.  
  
Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.  
  
**Details of our processing:**  
We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork’s other activities which we carry out on the basis of consent. If you want to read our reasoning on this, you’re welcome to read more below.  
  
**Applicants and Grantees:**  
Groundwork will process personal data for the following purposes:  
  
Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).  
  
The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.  
  
Some of the above information will be shared with the Education & Skills Funding Agency and the European Social Fund (the funding body).  
  
We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

* **Please tick the box to confirm that you have and under the Privacy Information above, know you rights and how your data will be used.**
* **[Tick Box]**

**Freedom of Information:**

As the Education and Skills Funding Agency and European Social Fund are Public Bodies we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- Grant applicants  
- Grant holders  
- Contractors  
- People making a complaint  
  
Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

* **Please tick the box to confirm that you understand the above regarding Freedom of Information.**
* **[Tick Box]**

**Sharing other information with you:**

Sharing information with you on potential sources of future funding and information on other areas of Groundwork’s charitable work. We will only contact you for these purposes if you have provided consent.  
  
When your grant is complete, Groundwork will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.  
  
You have the right to withdraw your consent at any time either by clicking the “unsubscribe” button or contact us directly by one of the following methods:  
  
Email: london@groundwork.org.uk  
Phone: 0207 922 1230  
Post: Groundwork London, 18-21 Morley Street, London, SE1 7QZ

* **Please tick the box to confirm you are happy for Groundwork to contact you with details of future funding opportunities and information on other areas of Groundwork’s charitable work.**
* **[Tick Box]**

**Section 6 - Declaration**

**Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.**

I, as the applicant, declare that I have read and understood the guidance and Application form.  
  
I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.  
  
I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf.  
  
I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

* **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**
* **[Signature]**
* **Print Name:**
* **Position in Group:**
* **Date:**