**The Mayor of London’s Shared Endeavour Grant Fund – Standing together against racism, hate, intolerance and extremism**

**Tier 1 Application form questions and guidance**

**Completing this form:**

This document sets out the application form questions and guidance if you are applying for a Tier 1 level grant (£10,000 to £25,000) from the Mayor of London’s Shared Endeavour Fund. Please ensure you read the Guidance Notes in this document (found beneath each question in brackets) fully before completing answers. Your application may be rejected if you do not provide all the information required for us to make an assessment. Due to a predicted high level of demand and a desire to work with as many local organisations as possible across London; a maximum of one project per applicant organisation may be submitted. Multiple applications will be rejected. Some questions have a maximum word count, which is stated on the questions for which this applies, so please make sure you consider this when writing your answers.

**The deadline for submitting your Application form is 9am on Monday 20th June 2022.**

• You will need to be able to tell us about your regular or previous activities.

• You must provide your UK bank account details.

• You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, and an up-to-date Safeguarding Policy. You should tell us how you will meet these requirements in Section 6 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.

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

If awarded funding, you agree to deliver your project in line with the Greater London Authority Family’s approach to Diversity and its values. To read more about the GLA’s approach to Diversity and about its values please click [**here**](https://www.london.gov.uk/about-us/jobs-and-working-city-hall/diversity-and-our-values).

[tick box] **Please tick the box to confirm you answer yes to the requirement above**

**Guidance Information**

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, etc.) 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 Mayor of London’s Countering Violent Extremism Programme by clicking** [**here**](https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/countering-violent-extremism).

**For further help on completing this form, please contact Groundwork on 0207 239 1286 or** [**SharedEndeavourFund@groundwork.org.uk**](mailto:SharedEndeavourFund@groundwork.org.uk)**.**

Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the home page and you will need to click on the application form link to open your form again, but will ensure that you do not lose work unexpectedly. Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of the online system. Any work that you have not saved by then will be lost.

**You must use Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application portal.**

**Section 1**

**Section 1 - About Your Organisation**

1. Organisation name

2. Main contact for application

This should be the person who is responsible for this application and answering any questions that we may have about your project

* Title
* First Name
* Last Name
* Position held in organisation
* Organisation main contact address

This must be your organisation office address

* Address Line 1
* Address Line 2
* Address Line 3
* Postal Code
* Contact telephone number
* Email
* Where did you find out about the Shared Endeavour Grant Programme?

3. Secondary contact

* Title
* First name
* Last name
* Position held in organisation
* Contact telephone number
* Email

4. Organisation website address, Facebook, Twitter, Instagram (if applicable)

5. Type of organisation

Please tick one from the options below

Please note that you will be asked to provide evidence about the legal status of your organisation

[Dropdown menu]

* Company limited by guarantee
* Not for profit community interest company (CIC)
* Registered UK charity
* Charitable incorporated organisation
* Constituted community organisation
* Voluntary sector organisation

6. If you are a Company, what is your Company Registration Number?

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

7. Are you a Constituted Organisation? Yes/No

Please note that you must be a constituted organisation to apply

Please upload a copy of your group’s Governance document here.

This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. Your organisation’s governing document needs to include a ‘dissolution’ or ‘winding up’ clause, providing for the return of any unspent grant monies to be returned to the funder of origin.

8. Do you have an Organisation/Group bank account with at least two signatories? Yes/No

* Please note that your organisation must have a bank account with at least two signatories to be eligible for funding through this programme.
* If you are successful, you will need to provide a copy of your organisation’s bank statement dated within the last three months, showing the account name and address, account number, sort code, and show bank transactions have taken place.

**Section 2**

**Section 2 - About Your Project**

9. Project name

10. Project start date

This must not be before 5th September 2022

11. Project end date

This must be before 31st March 2023

**Please note** that your start and end date may be approximate at this stage, and can be updated if you are successful prior to the beginning of delivery (though they must fall within the dates in red above).

12. Where will your project take place?

* Please provide full address and postcode. If your project will deliver across multiple areas, this should be the primary site of your project. If there is no postcode for the site, please provide the postcode of the nearest building. If you are delivering in more than one location, please add additional addresses in the next question.
* If you are delivering an online project please record “Online-Whole of London” in the borough field.
* What sort of site is this? E.g. Youth club, park, community centre, hospital
* Project Address Line 1
* Project Address Line 2
* Project Address Line 3
* Postcode
* London borough

13. Please provide any other key addresses (up to five) below if your project is happening in more than one place.

Please provide the full address and include the borough and postcode.

14. Please select all of the boroughs in which you aim for your project to make an impact. **We would expect a Tier 1 project to deliver in one or more boroughs.**

* These may include boroughs not included in the addresses above, but you must explain why you feel that impact will be made in the boroughs selected in the project description question below.
* If you are delivering an online project please select “Online-Whole of London” in the borough field.

*Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kingston upon Thames, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster, Online-Whole of London*

15. It is advised that you engage with the local authorities' Prevent team/leads as part of the planning for your project prior to submitting an application, in order to gain their support for your proposal. Please name and provide the email addresses of the individuals you have consulted below whilst also noting if they are supportive of this project proposal. [200 words]

* If you have not engaged with the local authorities’ Prevent team/leads before submitting an application, or you have not been able to do so, please explain why, and/or what steps you have taken to try to do so.

16. a. Please select if this a new or existing project that you are seeking funding for. If this is a continuation of an existing project, select 'Existing'.

[Dropdown]

New/Existing

16. b. If this is not a new project, please explain how this is a continuation or development of an existing project. [300 words]

* You must answer this question if you answered ‘Existing’ to question 16a.
* What have you learnt from delivering this project previously?
* What changes will you implement as a result of your learning?
* Please note, you must include information from your evaluation of the project so far that supports the proposed development or continuation. We would expect any development or continuation of an existing project to take account of that evaluation in the proposal made here.

17. Please select the priority themes of the Shared Endeavour Fund that your project aims to address.

Projects must address one or more of the priority themes of the Shared Endeavour Fund. It is **NOT** necessary for projects to address more than one theme. We have found that the highest performing SEF projects have focused their delivery and evaluation on contributing to only one or two of the themes. While it is understood that some projects will work across multiple objectives it is highly recommended, and indeed preferred, if applicants pick only those themes to which their projects can make the greatest contribution.

The amount of funding available for prospective projects will be distributed across the Shared Endeavour Fund’s four priority themes. However, Special consideration will be given to supporting project proposals that address priority theme 2 on building psychosocial resilience to radicalisation and extremist recruitment.

[Tick box for each aim]

1. ***Awareness raising:*** *Increase Londoners’ awareness of the existence, impact and counter-arguments to racism, intolerance, hate, extremism and/or terrorism.*
2. ***Building psychosocial resilience:*** *Strengthen psychosocial factors among Londoners that promote resilience to radicalisation and extremist recruitment.*
3. ***Encouraging prosocial behaviours:*** *Empower Londoners to actively, confidently and safely challenge intolerant, hateful and extremist attitudes and behaviours.*
4. ***Stakeholder capacity building:*** *Support key stakeholders such as teachers, practitioners, community leaders and activists to work with communities to prevent and counter intolerance, hate, extremism and radicalisation.*

18. Please select the types of racist, hateful, intolerant or extremist views you are proposing your work will counter.

[Tick box]

*Anti-minority hate*

*Anti-Muslim hate*

*Antisemitism*

*Incel ideology*

*Islamist extremism*

*Misogyny*

*Racism*

*Radicalisation*

*Right-wing extremism*

*Sectarianism*

*Supremacist ideology*

*Other – please specify: [text box]*

19. Please provide a detailed description of your project. [1200 words]

* Provide a detailed description of the proposed project, its relevance to the chosen priority theme(s) of the SEF, its overall aim(s) and the activities you plan implement.
* The project description should clearly link activities with associated counter extremism related outcomes.

20. Please provide a list of goals and objectives for your project. [250 words]

Formulate the goals and objectives of the project as a list of statements. The “goal” describes the overall aim that your project is trying to achieve and may be similar to the SEF priority themes. The “objectives” refer to the intermediate accomplishments on the way to the goals and should focus on the changes in knowledge, attitudes or behaviours you expect your project to produce.

The objectives of the proposed project should be **SMART**:

• **Specific** – Should define exactly what needs to change and for who

• **Measurable** – Should focus on changes that can be realistically measured or verified

• **Achievable** - The project must be able to meet the objectives within time and/or resource constraints

• **Relevant** – It should be clear how the objectives contribute to the project’s overarching goal

• **Time-Bound** – The project can realistically contribute towards the objective within the time frame of the performance period

21. a. Some evaluation materials and data collection tools (participant surveys) will be provided to successful applicants. Please describe how you will implement the surveys provided by the Shared Endeavour Fund with your beneficiaries. [300 words]

* Shared Endeavour Fund data collection tools consist of a single survey that should be disseminated to project beneficiaries the last time they engage with the project. The survey will be tailored to your project and will draw from a common core set of survey questions.
* Describe whether surveys will be implemented in-person or online. What processes will be put in place to ensure a high response rate and data quality?

21.b. Please describe any other methods you will adopt to measure the results of your project. [200 words]

* The use of additional data collection methods for assessing progress against project objectives is **optional**.
* Outline the data collection methods and tools you will use in your project. These may include direct measurement, interviews, focus group discussions, pre/post questionnaires, etc.
* When/how frequently will data be collected from participants?
* How many beneficiaries will data be collected from? What proportion of overall beneficiaries is this? Why this proportion?

21.c. Please describe any other methods you will adopt to measure the socio-demographic characteristics of your beneficiaries of your project. [200 words]

All projects are expected to track the number of beneficiaries serviced and collect basic socio-demographic data on these individuals.

22a. Are you going to deliver the project with any partners? Yes/No

22.b. If yes, please provide details of those partners, their roles and what agreement you have with those partners for delivery of the project. [300 words]

* Please ensure you provide full details for any partners or organisations that you are working with on the project. Please also clearly set out what stage of discussions you may be with them, and (if applicable) timelines for finalising working arrangements.
* You should include information on any organisation you are working with, whether as a formal or informal partnership, as well as any major suppliers or contractors you may be working with.
* Please note we will expect any discussions on partnering to have already started, and where agreements on partnerships have not yet been finalised there is a clear timeline for this happening.
* Letters of Support/Memoranda of Understanding, from prospective project partners, are strongly encouraged.

23. Please set out the resources and experience your organisation/partnership has to deliver your project. 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. [500 words]

* This should set out staff roles and how they will contribute to the project. You should also clearly set out where you would need to recruit.
* You should set out previous work and the wider work of your organisation, including previous projects, and why you feel that you are able to carry out the project successfully to achieve the aim of preventing individuals from being involved with violent extremism.
* Where you are delivering the project with other organisations, please describe the experience of the separate organisations, and the experience of the partnership as a whole, that will ensure your project will be a success.
* You should also set out any lessons that you have learned from previous projects which will assist you in successful delivery of this project.

**Section 3**

**Section 3 – Beneficiaries**

24.a. Please enter the total number of direct participants you estimate to take part in your project.

Direct participants are the individuals directly involved and engaged in your project, e.g. attendees at a workshop.

24.b. Please briefly describe the cohort(s) of Londoners that will participate in your project. [300 words]

* Please clearly identify who your intended audience(s) is: for example, this could be a certain community, age, gender etc.
* This may include a description of any direct participants. Direct participants are the individuals directly involved and engaged in your project, e.g. attendees at a workshop. These should not be confused with indirect beneficiaries, who are people who are not directly involved in your project, but may still benefit from it. These may be family or friends of the direct participants, other members of the community, the audience of any online strategic communications products or wider campaigns.
* When listing the number of beneficiaries you will reach, please separate them by category and clearly explain how these numbers were calculated.

25. Please explain why your project has chosen to specifically engage with this cohort and why these individuals are appropriate for the priority theme(s) your project will contribute towards. [500 words]

* What specific needs have you identified in this intended group? How will your project address these identified issues?
* If your project is working in a particular area/location, please explain why?
* If your project is working with a particular age group or community, please explain why?

Please set out any evidence you have gathered that supports your choice of direct participants / beneficiaries and outline why these groups are best placed to take part in your project and/or are potentially vulnerable to hate, intolerance and extremism. You may also want to include any research and consultation your organisation has personally carried out or any findings from previous projects you have delivered.

26. Please explain how you will recruit beneficiaries for your project. In particular please cover how you plan to encourage engagement with project activities and, where appropriate, how you will access under-represented groups and individuals. [350 words]

* Please describe your marketing and promotional activities, and why you feel that they will be successful with the intended group.
* Please set out any alternative methods of recruitment that you plan to employ where people may be harder to engage.
* Please set out examples, if available, of previous success in recruiting the intended participant cohort in previous projects.
* Please set out any challenges you foresee with your recruitment, and set out how you plan to address those.
* Think about any barriers this intended audience might normally face in accessing the types of activities included in your project and how your project will remove those barriers.

27. Where possible please provide a testimonial/case study of those you have worked with previously, which shows that your approach/methodology works in a constructive and positive manner? [300 words] [Optional]

* We are keen to see practical examples of how your work has previously helped to improve the prospects of those you have worked with, particularly diverting them from racist, hateful, intolerant and extremist views or encouraged them to stand up to racism, hate, intolerance, extremism or radicalisation.
* It is helpful if the testimonial/case study shows the individual’s journey through the project.
* Please note that you should not provide real names.
* You may provide links to audio or video recordings to answer this question, with recording being no longer than 5 minutes each. These must be accessible on websites without a subscription or a membership, such as SoundCloud or YouTube.

**Section 4**

**Section 4 - Project Plan and Risk Register**

28. Please provide a Project Plan with at least 5 different activities. You should provide the activity name, the length of time it will be carried out for, activity description, and the date that it will occur/start.

Please ensure your description provides enough information in order that the task or activity can be properly understood by the persons reading your application.

|  |  |  |
| --- | --- | --- |
| **Activity Name & Duration** | **Activity Description** | **Start Date** |
| E.g. Recruitment of participants – 3 months | E.g. Marketing via social media using targeted ads and flyering to be carried out in and around community hubs. | E.g. 19/09/2022 |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

29. Please set out 2 to 3 key risks to your project and the mitigation.

* Please set out each risk clearly, and the mitigation you will carry out to minimise its likelihood of occurring/affecting your project.
* You must rate the likelihood of the risk occurring and the severity of the risk if it did occur out of three (1-3), 1 being unlikely/not very severe, and 3 being very likely/severe.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Mitigation** | **Likelihood** | **Severity** |
| E.g. Inability to recruit participants | E.g. We have already engaged with the intended group, and consulted on what activities would be likely to encourage attendance. We currently have a prospective mailing list of 100 participants, and continue to have discussions with other local community organisations to reach additional individuals. | E.g. 1 | E.g. 2 |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

30. Supporting Documentation

If you would like to provide any other documents/multimedia links to support your application, please provide a short explanation of what they are here and upload them below. Please note: only pdf, jpg and word documents maybe uploaded. You may also use this space to insert links to multimedia sources.

These documents or multimedia links can cover any element of your application. Please note: These should be accessible without a subscription or login and must not be longer than 5 minutes.

Please upload your supporting documents here

**Section 5**

**Section 5 - Finance**

31**. Match Funding**

Please describe any match funding that will contribute to your project. Please set out the source of the match funding, whether it is unsecured (e.g. applied for) or secured etc. Please include what it is for and who it is from. [200 words]

* Please ensure that you set out any contribution to the project. This can involve your organisations own reserves or donations which are not restricted.
* We may ask for proof of all match funding if an in principle offer is made.

32. **In-Kind Support**

Please describe any in-kind support that will contribute to your project. Please set out the source of the in-kind support funding, whether it is unsecured (e.g. applied for) or secured etc. Please include what it is for and who it is from. [200 words]

* In-kind support includes any offer of non-funding support from a third party and could include free goods or services provision, discounts on goods or services or volunteer activity.
* Please ensure that you set out any contribution to the project.
* Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable.
* Please provide a value in pounds sterling for all in-kind support, and explain how you have calculated that value.

33. How much money are you applying for?

Please note that for Tier 1 you must apply for between £10,000 and £25,000.

34. How will you spend your grant?

Please complete a budget of up to 15 lines. Please ensure that you provide a detailed description of the budget item, including where appropriate how that line item is calculated. Where you are listing staff costs, please ensure that you include how those staff costs have been calculated. The description of each item should be as detailed as possible and at least 30 words.

See example below. There are 15 budget lines available in the application form.

|  |  |
| --- | --- |
| **Item description** | **Item cost** |
| *E.g. Staff costs: SEF Project Manager @ £135 x 18 days* | *E.g. £2,430* |
| 1 | £ |
| 2 | £ |
| 3 | £ |
| 4 | £ |
| 5 | £ |

**Budget Items Total**

Click calculator for total. This should match the total grant amount requested above in question 33. If this number does not match the number in question 33, please correct application accordingly.

35. Have you delivered work funded by HM Government, any local authority, the Greater London Authority (GLA) or Mayor’s Office for Policing and Crime (MOPAC) in the past five years? If yes who, when and for what activities? [200 words]

* Please ensure you provide full details, as this will enable us to understand where you have previously accessed funding. Please note that failure to include any funding may compromise your ability to access funding through this programme.
* If you have not received any funding from HM Government, the GLA (GLA), Local Authority or MOPAC in the last five years then please clearly state this.
* If you have any outstanding applications for funding from any of the then please also set these out.

36. Have you delivered work funded by the Homeland Security Group (formerly known as Office for Security and Counter Terrorism, OSCT), the Metropolitan Police Service (MPS) or the Counter Extremism Unit (CEU) in the past five years? This will include work funded by a local authority using funds from any of the aforementioned organisations. If yes please state when and for what activities? [200 words]

* Please ensure you provide full details, as this will enable us to understand where you have previously accessed funding. Please note that failure to include any funding may compromise your ability to access funding through this programme.
* If you have not received any funding from any of the organisations listed above in the last five years then please clearly state this.
* If you have any outstanding applications for funding from any of the organisations listed above then please also set these out.
* Where these funds have come via a local authority please specify which local authority these related to.

**Section 6**

**Section 6 - Compliance and Safeguarding**

37. Please set out all permissions you require to deliver your project, whether these are secured, in principle and who those permissions will be from. [100 words]

* Please ensure that you have at least discussed with the organisation giving permission prior to submitting your application. Where permissions are still being discussed or are in principle, please set out the conditions or timeline for these to be confirmed.

38. Please set out all policies you require for your project, including insurance, safeguarding, vulnerable people etc. and whether these are agreed or in progress. [200 words]

* You need to set out all policies etc. that are necessary to the successful and safe running of your project.

Please upload a copy of your safeguarding policy here.

39. Please confirm that if you are successful in being awarded funding your organisation commits to having all necessary safeguarding training, and specifically radicalisation safeguarding awareness training.

Please note all successful applicants will have to complete this training, which will be provided free of charge. Unsuccessful groups will also be offered the opportunity to complete the same free training

[tick box]

**Section 7**

**Section 7 - Privacy Information**

**Who we are:**

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the Mayor of London’s Shared Endeavour Fund 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 Mayor’s Office for Policing and Crime (MOPAC) (the funding body).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

We will be publishing the details of organisations that have been successful in applying.

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

**Freedom of Information:**

As the Greater London Authority is a Public Body 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 contact you prior to releasing it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

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

**Feedback:**

Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we would be grateful if you could complete this.

**Monitoring:**

If you are successful in being awarded a grant, you will need to complete some monitoring and evaluation to allow assessment of the success of your project and of the wider programme. No personal details will be requested through this process. You will be provided with monitoring documentation on award of the funding.

**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

[Tick box] **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.**

**Section 8**

**Section 8 - Declaration**

**What Happens Next**

Once we receive your application form, we will complete checks to determine if you are eligible to apply for funding for your project.

Failure to complete this form fully will delay any consideration of your project and could result in being unable to moderate your application.

Once you are satisfied that you have completed the form correctly, please sign by ticking the box and completing the name and position information below.

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.

[Tick box} **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.**

Print name:

Position in organisation:

Date:

**Once you have completed your Application form please click the “REVIEW” button below, where you will be able to review your application in full.**

**Once you are satisfied that it is complete, click “SUBMIT” at the bottom of the next page to submit your application.**